

**BIRMINGHAM CITY COMMISSION AGENDA - CORRECTED**  
**DECEMBER 10, 2018**  
**MUNICIPAL BUILDING, 151 MARTIN**  
**7:30 P.M.**

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

Patricia Bordman, 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:***

- Mayor Pro Tem Boutros and Commissioner Hoff's Birthdays
- Recognition of pending retirements of Fire Chief Connaughton and Assistant Fire Chief Donohue

***Appointments:***

- A. Interviews for the Birmingham Shopping District Board
  - 1. Amy Pohlod
  - 2. Geoffrey Hockman
- B. Appointments to the Birmingham Shopping District Board
  - 1. To concur with the City Manager's appointment of \_\_\_\_ to the Birmingham Shopping District Board, as a member with interest in property located in the District, for a four-year term to expire November 16, 2022.
  - 2. To concur with the City Manager's appointment of \_\_\_\_\_ to the Birmingham Shopping District Board, as a member with interest in property located in the District, for a four-year term to expire November 16, 2022.
- C. Interviews for the Board of Zoning Appeals
  - 1. George (Jerry) Attia
  - 2. Ron Reddy
  - 3. Francis Rodriguez
- D. Appointment to the Board of Zoning Appeals
  - 1. To appoint \_\_\_\_\_ to the Board of Zoning Appeals, as a regular member, for the remainder of a three-year term to expire October 10, 2019.
- E. Interviews for the Design Review Board
  - 1. Alexander Jerome
  - 2. Patricia Lang
  - 3. Gigi Debbrecht
- F. Appointments to the Design Review Board
  - 1. To appoint \_\_\_\_\_ to the Design Review Board, as a regular member, for the remainder of a three-year term to expire September 25, 2021.

2. To appoint \_\_\_\_\_ to the Design Review Board, as a regular member, for the remainder of a three-year term to expire September 25, 2021.
  3. To appoint \_\_\_\_\_ to the Design Review Board, as an alternate member, for the remainder of a three-year term to expire September 25, 2019.
- G. Interview for the Multi-Modal Transportation Board
1. Joe Zane
- H. Appointment to the Multi-Modal Transportation Board
1. To appoint \_\_\_\_\_ to the Multi-Modal Transportation Board, as a regular member, for the remainder of a three-year term to expire March 24, 2019.
- OR**
- To appoint \_\_\_\_\_ to the Multi-Modal Transportation Board, as an alternate member, for the remainder of a three-year term to expire October 27, 2019.
- I. Administration of Oath of Office to Appointees

#### **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 December 3, 2018.
- B. Resolution approving the warrant list, including Automated Clearing House payments, dated December 5, 2018 in the amount of \$318,850.63.
- C. Resolution accepting the resignation of Patricia Lang from the Historic District Study Committee, thanking her for her service, and directing the City Clerk to begin the process of filling the vacancy.
- D. Resolution accepting the resignation of Gigi Debbrecht from the Historic District Study Committee, thanking her for her service, and directing the City Clerk to begin the process of filling the vacancy.
- E. Resolution awarding the Zoning Ordinance codification services to enCode, in the amount of \$11,610, to be funded from account 101-215.000-15.05200 and further, approving the appropriation and amendment to the 2018-2019 General Fund Budget as presented.
- F. Resolution approving the street light agreement between the City of Birmingham and DTE Energy Co. regarding the installation of street lights at 2010 Cole Ave. Further, directing the Mayor to sign the agreement on behalf of the City. All costs relative to this agreement will be charged to the adjacent owner.
- G. Resolution approving the proposed agreement by DTE Energy to replace forty-seven (47) light fixtures in the Rail District with a City approved product where the City would share in the cost equally with DTE Energy and apply a portion of an existing credit balance totaling \$22,682.43 and DTE would absorb \$22,682.44 for a total project cost of \$45,364.87.



- H. Resolution extending the term of the Ad Hoc Unimproved Street Study Committee through December of 2019.
- I. Resolution approving a request from Common Ground to hold the Street Art Fair in Shain Park and on the surrounding streets on September 14 & 15, 2019 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.

#### **V. UNFINISHED BUSINESS**

- A. Resolution adopting the recommendation of the Greenwood Cemetery Advisory Board that no new payment plans for the purchase of Greenwood Cemetery plots be entered into effective January 1, 2019, and that current payment plans will be continued to their conclusion.

#### **OR**

Resolution amending the Operational Procedures, Conditions and Regulations for the Greenwood Cemetery to add Section IX. LOT SALES - PAYMENT PLAN POLICY as suggested by staff. Further, renumbering the subsequent three paragraphs accordingly:

- X. LOT RESALE POLICY
- XI. SCHEDULE OF FEES AND CHARGES
- XII. REVISIONS

- B. Resolution directing staff to use Option \_\_\_\_\_ when preparing the landscape design in the area of the mid-block crossing on E. Maple Rd., east of Old Woodward Ave.
- C. Resolution accepting the proposal from Factory Detroit to provide logo branding services in an amount not to exceed \$5,000, charged to Account #101-299.000-729.0000, and further, authorizing the Mayor to sign the agreement on behalf of the City.

#### **VI. NEW BUSINESS**

- A. Resolution authorizing City staff to proceed with the final design and bidding of Parking Lot #6 based on Preliminary Concept plan Option #1.

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

#### **VIII. COMMUNICATIONS**

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

#### **X. REPORTS**

- A. Commissioner Reports
  - 1. Notice of Intention to appoint two regular members to the Historic District Study Committee on January 14, 2019.
- B. Commissioner Comments
- C. Advisory Boards, Committees, Commissions' Reports and Agendas
- D. Legislation
- E. City Staff

1. Greenwood Cemetery Perpetual Care Fund quarterly report, submitted by Finance Director Gerber
2. GCAB 2017 Annual Report, submitted by City Clerk Mynsberge
3. Parking Utilization Report, submitted by Assistant City Manager Gunter

<b>XI. ADJOURN</b>
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### **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:248-530-1880) por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).*



**NOTICE OF INTENTION TO INTERVIEW  
FOR APPOINTMENT TO THE  
BIRMINGHAM SHOPPING DISTRICT BOARD**

At the regular meeting of Monday, December 10, 2018 the Birmingham City Commission intends to interview applicants for three positions on the Birmingham Shopping District Board to serve four-year terms to expire November 16, 2022.

The goal of the shopping district board shall be to promote economic activity in the principal shopping districts of the city by undertakings including, but not limited to, conducting market research and public relations campaigns, developing, coordinating and conducting retail and institutional promotions, and sponsoring special events and related activities. (Section 82-97(a)) The board may expend funds it determines reasonably necessary to achieve its goal, within the limits of those monies made available to it by the city commission from the financing methods specified in this article. (Section 82-97(b)).

The shopping district board shall consist of 12 members. One member shall be the City Manager, one shall be a resident of an area designated as a principal shopping district, and one shall be a resident of an adjacent residential area. A majority of the members shall be nominees of individual businesses located within a principal shopping district who have an interest in property located in the district. The remaining members shall be representatives of businesses located in the district.

**The ordinance states that the City Manager will make the appointment with the concurrence of the City Commission.**

Interested persons may submit a form available from the city clerk's office. Applications must be submitted to the city clerk's office on or before noon on Wednesday, November 14, 2018. These documents will appear in the public agenda.

Applicant(s) Presented For City Commission Consideration:

<b>Applicant Name</b>	<b>Criteria/Qualifications</b>
	Applicants shall be representatives of businesses located in the district.
Amy Pohlod	912 S. Old Woodward <i>Building Owner</i>
Geoffrey Hockman	P.O. Box 936 <i>Business Representative</i>

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

SUGGESTED RESOLUTION:

To concur with the City Manager's appointment of \_\_\_\_ to the Birmingham Shopping District Board, as a member who is a business operator or property owner, for a four-year term to expire November 16, 2022.

To concur with the City Manager's appointment of \_\_\_\_ to the Birmingham Shopping District Board, as a member who is a building owner, for a four-year term to expire November 16, 2022.



# BIRMINGHAM SHOPPING DISTRICT BOARD

Ordinance 1534 - Adopted September 14, 1992

The Board shall consist of 12 members as follows:

- City Manager.
- Resident from an area designated as a principal shopping district.
- Resident from an adjacent residential area.
- A majority of the members shall be nominees of individual businesses located within a principal shopping district who have an interest in property located in the district.
- The remaining members shall be representatives of businesses located in the district.

## 4-Year Terms

Last Name	First Name	Home Business E-Mail	Appointed	Term Expires
<b>Astrein</b>	<b>Richard</b>	(248) 399-4228	11/16/1992	11/16/2021
13125 Ludlow		(248) 644-1651	Interest in Property Located in District	
Huntington Woods	48070			
<b>Eid</b>	<b>Samy</b>	(248) 840-8127	11/14/2016	11/16/2021
2051 Villa, Apt. 303			Interest in Property Located in District	
Birmingham	48009	<i>samyeid@mac.com</i>		
588 S. Old Woodward				
Birmingham	48009			
<b>Fehan</b>	<b>Douglas</b>	(248) 705-3000	12/14/1992	11/16/2020
833 Hazel			District Resident	
Birmingham	48009	<i>godug@aol.com</i>		

Last Name	First Name	Home Business E-Mail	Appointed	Term Expires
<b>Hockman</b>	<b>Geoffrey</b>	(248) 431-4800	11/16/1992	11/16/2018
PO Box 936		(248) 433-0713	Business Representative	
Birmingham	48012	<i>jeff.hockman.mec@gmail.com</i>		

<b>Kay</b>	<b>Zachary</b>		7/9/2018	11/16/2019
		(248) 220-4999	Business Operator	
		<i>zak@shopfoundobjects.com</i>		
168 South Old Woodward				
Birmingham	48009			

<b>Pohlod</b>	<b>Amy</b>	(248) 219-5042	7/25/2016	11/16/2018
1360 Edgewood			Interest in Property Located in District	
Birmingham	48009	<i>amypohlod@hotmail.com</i>		
912 South Old Woodward				
Birmingham	48009			

<b>Quintal</b>	<b>Steven</b>	248-642-0024	12/8/2003	11/16/2019
880 Ivy Lane			Member greater than 5% total sq ft in SAD 1.	
Bloomfield Hills	48304	<i>steve@fullercentralpark.com</i>		
112 Peabody St				
Birmingham	48009			

<b>Roberts</b>	<b>William</b>	(248) 463-8606	11/10/1997	11/16/2021
410 Whippers in Court		(248) 646-6395	Business Operator	
Bloomfield Hills	48304	<i>BR@RobertsRestaurantGroup.com</i>		
273 Pierce				
Birmingham	48009			

Last Name	First Name	Home Business E-Mail	Appointed	Term Expires
<b>Solomon</b> 588 Stanley Birmingham	<b>Judith</b> 48009	(248) 645-2330  <i>judyfreelance@aol.com</i>	11/21/2016  Resident from Adjacent neighborhood	11/16/2020
<b>Surnow</b> 411 South Old Woodward, #714 Birmingham	<b>Sam</b> 48009	(248) 877-4000 (248) 865-3000 <i>sam@surnow.com</i>	11/23/2015  Interest in Property Located in District	11/16/2019
320 Martin, Ste. 100 Birmingham	48009			
<b>VACANT</b>				11/16/2018  Interest in Property Located in the District
<b>Valentine</b>  151 Martin Birmingham	<b>Joseph</b>  48009	(248) 530-1809  <i>jvalentine@bhamgov.org</i>	City Manager	

**BIRMINGHAM SHOPPING DISTRICT  
BOARD MEETING ATTENDANCE RECORD 1/16-12/16**

MEMBER NAME	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL MEETING ATTENDANCE	TOTAL ABSENCES	ATTENDANCE %
ASTREIN	P	P	P	P	P	P	C	P	P	P	P	P	11	0	100%
A.-WOODS	P	A	P	P	A	P	C	P	P	P	A	A	7	4	64%
BENKERT	P	A	A	A	**M								N/A	N/A	N/A
DASKAS	P	P	P	P	P	P	C	P	P	P	P	P	11	0	100%
FEHAN	A	P	P	P	A	A	C	A	P	P	P	P	7	4	64%
HOCKMAN	P	P	P	A	P	P	C	P	P	P	P	P	10	1	91%
POHLOD								*P	P	A	P	P	4	1	80%
QUINTAL	A	P	P	P	P	P	C	P	P	A	P	P	9	2	82%
ROBERTS	P	P	P	P	P	P	C	A	P	P	P	P	10	1	91%
SOLOMON	P	P	A	P	A	A	C	P	P	A	P	P	7	4	64%
SURNOW	P	P	P	A	P	A	C	A	A	P	P	P	7	4	64%
SYZDEK	P	A	A	A	***G								N/A	N/A	N/A
VALENTINE	P	P	P	P	P	P	C	P	P	P	P	P	11	0	100%

**KEY:**

**P = PRESENT**

**A = ABSENT**

**C = CANCELLED**

**\* = NEW**

**\*\* = MEDICAL**

**\*\*\* = GONE**



**BIRMINGHAM SHOPPING DISTRICT  
BOARD MEETING ATTENDANCE RECORD 1/17-12/17**

MEMBER NAME	JAN	FEB	MAR	MAR SPECIAL MEETING 3/29	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL MEETING ATTENDANCE	TOTAL ABSENCES	ATTENDANCE %
ASTREIN	P	P	P	P	P	P	P	C	A	P	P	P		10	1	91%
A.-WOODS	P	P	P	P	A	P	P	C	P	A	P	A		8	3	73%
DASKAS	P	A	P	P	P	P	P	C	P	P	P	P		10	1	91%
EID	P	P	P	P	P	A	A	C	P	A	P	P		8	3	73%
FEHAN	A	P	P	P	A	A	A	C	P	P	A	P		6	5	55%
HOCKMAN	P	A	P	P	P	P	A	C	P	P	P	P		9	2	82%
POHLOD	P	P	P	P	P	P	P	C	P	P	P	A		10	1	91%
QUINTAL	P	P	P	P	P	P	P	C	P	P	P	P		11	0	100%
ROBERTS	A	P	P	P	P	P	P	C	P	P	A	P		9	2	82%
SOLOMON	A	P	A	P	P	P	A	C	P	P	A	A		6	5	55%
SURNOW	P	P	P	P	A	P	P	C	P	P	P	P		10	1	91%
VALENTINE	P	P	P	P	P	P	P	C	P	P	P	P		11	0	100%

**KEY:**

**P = PRESENT**

**A = ABSENT**

**C = CANCELLED**

**\* = NEW**

**\*\* = MEDICAL**

**\*\*\* = GONE**

## CITY BOARD/COMMITTEE ATTENDANCE RECORD

Name of Board:        Birmingham Shopping District

Year:    2018

Members Required for Quorum:        7

MEMBER NAME	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	SPEC MTG	SPEC MTG	Total Mtgs. Att.	Total Absent	Percent Attended Available
<b>REGULAR MEMBERS</b>																	
Richard Astrein	P	P	A	P	P	P	CP	P	P						7	1	88%
Samy Eid	P	P	P	P	P	P	CP	P	P						8	0	100%
Doug Fehan	P	P	P	P	P	A	CP	A	A						5	3	63%
Geoffrey Hockman	P	A	P	A	P	P	CP	A	P						5	3	63%
Zachary Kay								P	P						2	0	100%
Amy Pohlod	P	P	P	A	P	P	CP	P	P						7	1	88%
Steve Quintal	P	P	P	P	P	P	CP	P	P						8	0	100%
Bill Roberts	P	P	P	P	P	P	CP	P	P						8	0	100%
Judy Solomon	A	P	A	P	P	P	CP	P	A						5	3	63%
Sam Surnow	P	P	P	P	P	P	CP	A	P						7	1	88%
Joe Valentine	P	P	P	P	P	P	CP	A	P						7	1	88%
															0	0	#DIV/0!
Reserved															0	0	#DIV/0!
Reserved															0	0	#DIV/0!
Present or Available	9	9	8	8	10	9	10	7	9	0	0	0	0	0			

**KEY:**

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

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Department Head Signature

## APPLICATION FOR CITY BOARD OR COMMITTEE

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

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

(Please print clearly)

Board/Committee of Interest Birmingham Shopping District

Specific Category/Vacancy on Board Same position - bldg owner

Name Amy Pohled

Phone 248-219-5042

Residential Address 1360 Edgewood

Email amypohled@hotmail.com

Residential City, Zip Birmingham, MI 48009

Length of Residence 11.5 years

Business Address 912 S. Old Woodward

Occupation Self

Business City, Zip Birmingham, MI 48009

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied Deep interest in creating & maintaining neighborhood and hometown environment for the city. Having served on board & multiple committees I feel I have shared my passion for the city.

List your related employment experience Accounting & IT background for 10 years. Owned my own business for 11 years in town.

List your related community activities BSD - Marketing committee, Special Events Committee, Maintenance Committee

List your related educational experience Bachelors - accounting

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

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

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

Amy Pohled  
Signature of Applicant

11/9/2018  
Date

RECEIVED BY

NOV 13 2018

**OFFICE USE ONLY**

Meets Requirements? Yes No

Will Attend / Unable to Attend

**APPLICATION FOR CITY BOARD OR COMMITTEE**

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(Please print clearly)

Board/Committee of Interest PSD

Specific Category/Vacancy on Board Business Operator/ Property Owner

Name Geoffrey L. Hockman Phone 248-431-4800

Residential Address 4528 Broughton Dr. Email jeff.hockman.mcd@gmail.com

Residential City, Zip Bloomfield Hills, 48301 Length of Residence 2 years

Business Address PO Box 936 Occupation Management Consultant

Business City, Zip Birmingham 48012

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied PSB

Board Member & Chair; Consulting w/ Government & City Agencies  
Commercial Real Estate; 2016 Plan Co-Chair; Ad-Hoc Parking Committee

List your related employment experience Certified Management Consultant;  
Management Consultant; Commercial Real Estate/ Development

List your related community activities Board Member PSD; Mayor-City Commissioner;  
School Board Trustee; President-Chamber; Beaumont Hospital Board Directors  
Chair, Beaumont Foundation; Chair- Oakland Housing

List your related educational experience BSA - Finance; BS Education

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

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

Are you an elector (registered voter) in the City of Birmingham? No

Signature of Applicant [Signature] Date 11/13/18



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

At the regular meeting of Monday, November 19, 2018 the Birmingham City Commission intends to appoint one (1) regular member to the Board of Zoning Appeals to serve the remainder of a three-year term to expire October 10, 2019.

Interested parties may recommend others or themselves for these positions by submitting a form available from the City Clerk's office. Applications must be submitted to the city clerk's office on or before noon on Wednesday, November 14, 2018. Applications will appear in the public agenda at which time the commission will discuss recommendations, and may make nominations and vote on appointments.

### Duties of Board

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

Applicant Name	Criteria/Qualifications
	Applicants shall be property owners of record and registered voters.
George (Jerry) Attia 1859 Henrietta	Resident and registered voter
Ron Reddy 763 Wallace	Resident and registered voter
Francis Rodriguez 333 Pilgrim	Resident and registered voter

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

### SUGGESTED ACTION:

To appoint \_\_\_\_\_ to the Board of Zoning Appeals as a regular member to serve the remainder of a three-year term to expire October 10, 2019.



## BOARD OF ZONING APPEALS

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

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

Last Name Home Address	First Name	Home Business E-Mail	Appointed	Term Expires
<b>Canvasser</b> 369 Kimberly	<b>Jason</b>	(248) 231-9972  <i>jcanvasser@clarkhill.com</i>	7/9/2018  Regular member	10/10/2020
<b>Hart</b> 2051 Villa	<b>Kevin</b>	(248) 4967363  <i>khartassociates@aol.com</i>	2/27/2012  (served as an alternate 2/27/12 - 10/13/14)	10/10/2020
<b>Judd</b> 1592 Redding	<b>A. Randolph</b>	(248)396-5788 (248) 396-5788 <i>arjudd@comcast.net</i>	11/13/1995  Attorney	10/10/2020
<b>Lilley</b> 648 Cherry Ct.	<b>Richard</b>	248-594-6737  <i>dicklilley@icloud.com</i>	9/6/2018  Alternate	2/17/2020
<b>Lillie</b> 496 S. Glenhurst	<b>Charles</b>	(248) 642-6881  <i>lilliecc@sbcglobal.net</i>	1/9/1984  Attorney	10/10/2019
<b>Miller</b> 544 Brookside	<b>John</b>	(248) 703-9384  <i>feymiller@comcast.net</i>	1/23/2012  (Served as alternate 01/11/10-01/23/12)	10/10/2021

Last Name Home Address	First Name	Home Business E-Mail	Appointed	Term Expires
<b>Morganroth</b> 631 Ann	<b>Erik</b>	(248) 762-9822 <i>emorganroth@comcast.net</i>	10/12/2015	10/10/2021
<b>Rodriguez</b> 333 Pilgrim	<b>Francis</b>	248-631-7933 <i>francis@korolaw.com</i>	1/22/2018 Alternate	2/17/2020
<b>VACANT</b> <i>Jeffery Jones resigned on 10/8/2018.</i>				10/10/2019



<b>OFFICE USE ONLY</b>	
Meets Requirements?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input checked="" type="radio"/> Will Attend	<input type="radio"/> Unable to Attend

## APPLICATION FOR CITY BOARD OR COMMITTEE

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

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

(Please print clearly)

Board/Committee of Interest Board of Zoning Appeals

Specific Category/Vacancy on Board \_\_\_\_\_

Name George (Jerry) Attia

Phone 202-744-2569

Residential Address 1859 Henrietta

Email jerry.attia@gmail.com

Residential City, Zip Birmingham, MI 48009

Length of Residence 11 years

Business Address \_\_\_\_\_

Occupation Business Executive and Architect

Business City, Zip \_\_\_\_\_

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied \_\_\_\_\_

I am a registered architect with a passion for urban environments. I believe in thoughtful development and that our city is first and foremost intended to serve the interests of it's residents, businesses, and visitors. I believe that well planned urban environments connect people and reduce social tensions and anxiety. These interests extend to community activities, financial and social wellbeing. I am a thoughtful communicator who excels at finding consensus.

List your related employment experience \_\_\_\_\_

Vice President and Managing Principal - AECOM - I lead a team of 150 architects and engineers that design and build all manor of infrastructure projects across the country. My work often involves making presentations to large groups of people including business and civic leaders in order to create compelling solutions and find consensus among diverging interests.

List your related community activities \_\_\_\_\_

List your related educational experience B. Arch. - University of Detroit Mercy 1995

Registered Architect MI 1998-Present  
also hold licenses in VA, DC, NY

To the best of your knowledge, do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the City of Birmingham from which you or they derive direct compensation or financial benefit? If yes, please explain: \_\_\_\_\_

NO

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

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

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

Date 10/8/2018





<b>OFFICE USE ONLY</b>	
Meets Requirements?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input checked="" type="radio"/> Will Attend / <input type="radio"/> Unable to Attend	

## APPLICATION FOR CITY BOARD OR COMMITTEE

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

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

(Please print clearly)

Board/Committee of Interest BOARD OF ZONING APPEALS

Specific Category/Vacancy on Board REGULAR MEMBER

Name RON REDDY

Phone 313 820 7491

Residential Address 763 WALLACE

Email RON.REDDY@GMAIL

Residential City, Zip BIRMINGHAM 48009

Length of Residence 3 MONTHS

Business Address \_\_\_\_\_

Occupation RETIRED LAW ENFORCEMENT

Business City, Zip \_\_\_\_\_

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied  
I SERVED ON BLOOMFIELD HILLS ZBA FROM 2014-2018.  
I SERVED AS CHAIRMAN OF THE ZBA FROM 2016-2018.

List your related employment experience I'M A RETIRED FBI AGENT WITH 35 YEARS OF LAW ENFORCEMENT EXPERIENCE

List your related community activities I ALSO SERVED ON THE TAX REVIEW BOARD OF APPEALS IN BLOOMFIELD HILLS. I'M A FOUNDED MEMBER OF THE DETROIT CRIME COMMISSION. (SOIC3)

List your related educational experience I HAVE A BS EE AND MPA

To the best of your knowledge, do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the City of Birmingham from which you or they derive direct compensation or financial benefit? If yes, please explain: \_\_\_\_\_

N/A

Do you currently have a relative serving on the board/committee to which you have applied? N/A

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

Signature of Applicant [Signature]

Date 10/23/15



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Meets Requirements? ☒ Yes ☐ No

☒ Will Attend / ☐ Unable to Attend

**APPLICATION FOR CITY BOARD OR COMMITTEE**

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

(Please print clearly)

Board/Committee of Interest Board of Zoning Appeals

Specific Category/Vacancy on Board Regular Member

Name Francis N. Rodriguez

Phone 248 631 7933

Residential Address 333 Pilgrim

Email francis@korolaw.com

Residential City, Zip Birmingham 48009

Length of Residence 1 yr 3 months

Business Address 550 W. Merrill, Ste 100

Occupation Business Attorney

Business City, Zip Birmingham 48009

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied \_\_\_\_\_

About 1/3 of my law practice concentrates on real estate and governance and general contract counseling. I review and interpret regulations daily.

List your related employment experience I have served on The BZA as an alternate member since January 2018. Please see my bio at korolaw.com for specific real estate and related examples.

List your related community activities N/A

List your related educational experience Please see above

To the best of your knowledge, do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the City of Birmingham from which you or they derive direct compensation or financial benefit? If yes, please explain: My wife is an interior designer

(Katie Rodriguez Design) and works with builders in Birmingham. Thus, this is more of an indirect relationship

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

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

Signature of Applicant [Signature]

Date 10/23/18



## MEMORANDUM

City Clerk's Office

**DATE:** December 10, 2018  
**TO:** Joseph A. Valentine, City Manager  
**FROM:** J. Cherilynn Mynsberge, City Clerk  
**SUBJECT:** Appointments to the Design Review Board

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### INTRODUCTION:

There are currently three vacancies on the Design Review Board.

- Regular member to fill the seat from which Thomas Trapnell resigned on August 15, 2018. This position was posted in August but until now there has not been an applicant.
- Regular member to fill the seat from which Lauren Tolles resigned on October 8, 2018. This position was noticed to be filled on November 19, 2018, but the appointment was postponed until December 10, 2018.
- An Alternate member to fill the seat from which Adam Charles resigned on October 8, 2018. This position was noticed to be filled on November 19, 2018, but the appointment was postponed until December 10, 2018.

Patricia Lang applied for the Design Review Board. Her application was included in the packet, but her name was not added to the cover sheet for the agenda item.

Gigi Debbrecht applied for the Design Review Board at the same time she applied for the Historic District Commission. Her application and name were inadvertently left off of tonight's agenda.

Because of the confusion in the preparation of the agenda item for tonight's City Commission meeting, I have revised the item and am writing this memo to clarify the action requested of the City Commission.

### BACKGROUND:

The terms for the Regular members expire on September 25, 2021.

The term for the Alternate member expires on September 25, 2019.

### LEGAL REVIEW:

Not applicable.

### FISCAL IMPACT:

Not applicable.

**SUMMARY:**

There are three applicants for three vacancies on the Design Review Board. The applicants are Alexander Jerome, Patricia Lang, and Gigi Debbrecht.

There are three positions to be filled: 2 Regular members, and 1 Alternate member.

**ATTACHMENTS:**

1. Corrected Notice of Intention to Appoint to Design Review Board
2. Roster for Design Review Board
3. Applications from Alexander Jerome, Patricia Lang, and Gigi Debbrecht

**SUGGESTED RESOLUTIONS:**

To appoint \_\_\_\_\_, as a regular member to serve the remainder of a three-year term to expire September 25, 2021.

To appoint \_\_\_\_\_, as a regular member to serve the remainder of a three-year term to expire September 25, 2021.

To appoint \_\_\_\_\_, as an alternate member to serve the remainder of a three-year term to expire on September 25, 2019.





**CORRECTED**

**NOTICE OF INTENTION TO APPOINT TO  
DESIGN REVIEW BOARD**

At the regular meeting of Monday, November 19, 2018 the Birmingham City Commission intends to appoint one alternate member to the Design Review Board to serve the remainder of a three-year term to expire September 25, 2019 and one member to serve the remainder of a three-year term to expire September 25, 2021.

Interested parties may submit an application available from the city clerk's office on or before noon on Wednesday, November 14, 2018. Applications will appear in the public agenda at which time the commission will discuss recommendations, and may make nominations and vote on appointments.

The function and duty of the Design Review Board is to advise the City Commission in regard to the proper development of the City. The Design Review Board is specifically charged with carrying out the goals, objectives and intent of the City's adopted master plan and urban design plan and other development-oriented plans which may subsequently be adopted. The Design Review Board is authorized to advise and cooperate with the City Commission, City Planning Board, Historic District Commission and other City advisory boards and cooperate with the planning, historic district and legislative bodies of other governmental units in any area outside the boundaries of the City.

Applicant(s) Presented For City Commission Consideration:

Applicant Name	Criteria/Qualifications
	<ul style="list-style-type: none"><li>Members shall represent, insofar as possible, different occupations and professions such as, but not limited to, the legal profession, the financial or real estate professions, and the planning or design professions. Members shall be residents.</li></ul>
Alexander Jerome	Real Estate Attorney
Patricia Lang	Owner of two 100-year old + houses
Gigi Debbrecht	Real Estate professional

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

**SUGGESTED ACTION:**

To appoint \_\_\_\_\_, as a regular member to serve the remainder of a three-year term to expire September 25, 2021.

To appoint \_\_\_\_\_, as a regular member to serve the remainder of a three-year term to expire September 25, 2021.

To appoint \_\_\_\_\_, as an alternate member to serve the remainder of a three-year term to expire on September 25, 2019.



## DESIGN REVIEW BOARD

Ordinance #1882

Terms: 3 years

Members: One member of the Design Review Board shall be an architect duly registered in this state, if such person is available. The other members shall represent, insofar as possible, different occupations and professions such as, but not limited to, the legal profession, the financial or real estate professions, and the planning or design professions.

Duties: The function and duty of the Design Review Board is to advise the city commission in regard to the proper development of the city. The Design Review Board is specifically charged with carrying out the goals, objectives and intent of the city's adopted master plan and urban design plan and other development-oriented plans which may subsequently be adopted. The Design Review Board is authorized to advise and cooperate with the City Commission, city Planning Board, Historic District Commission and other city advisory boards and cooperate with the planning, historic district and legislative bodies of other governmental units in any area outside the boundaries of the city.

Last Name	First Name	Home Business E-Mail	Appointed	Term Expires
Deyer	Keith	(248)642-6390  <i>kwdeyer@comcast.net</i>	9/25/2006	9/25/2020
Donati	Grace	(248) 633-5033  <i>grace.donati@gmail.com</i>	2/26/2018  Student Representative	12/31/2018
Dukas	Natalia	(248) 885-8535  <i>nataliadukas@yahoo.com</i>	9/9/2013	9/25/2019
Fuller	Dulce	(248) 245-4000  <i>d@woodwardandmaple.com</i>	10/27/2016  Alternate	9/25/2019
Henke	John	(248) 789-1640  <i>jwhenke@aol.com</i>	9/25/2006  historical preservation organization member	9/25/2021

Last Name	First Name	Home Business E-Mail	Appointed	Term Expires
Mercurio	Joseph (Joe)	(248) 568-4656	8/14/2017	9/25/2020
1060 Lake Park		jfm248@gmail.com		
<b>VACANT</b> <i>Adam Charles resigned 10/8/2018. Position currently posted to be filled on 11/19/2018.</i>				9/25/2019
<b>VACANT</b> <i>Thomas Trapnell resigned 8/15/2018. Position currently posted until filled.</i>				9/25/2021
<b>VACANT</b> <i>Lauren Tolles resigned 10/8/2018. Position currently posted to be filled on 11/19/2018.</i>				9/25/2021
Wells	Ava	(704) 699-1192	2/26/2018	12/31/2018
1844 W. Lincoln		avawells@gmail.com	Student Representative	
Willoughby	Michael	(248) 760-8903	3/22/2010	9/25/2019
667 Greenwood		mwilloughby@mwa-architects.com	Architect	



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Meets Requirements?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input checked="" type="radio"/> Will Attend	<input type="radio"/> Unable to Attend

## APPLICATION FOR CITY BOARD OR COMMITTEE

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

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

(Please print clearly)

Board/Committee of Interest DESIGN REVIEW BOARD  
Specific Category/Vacancy on Board REGULAR MEMBER  
Name ALEXANDER JEROME Phone (248) 417-6833  
Residential Address 1845 HAZEL Email ASJEROME@GMAIL.COM  
Residential City, Zip BIRMINGHAM, 48009 Length of Residence 4 YEARS  
Business Address 4990 JOHN R Occupation ATTORNEY / REAL ESTATE  
Business City, Zip DETROIT 48201

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied As an attorney, I have represented clients with commercial and residential real estate matters. I have also designed and developed residential properties in Birmingham and elsewhere. Lastly, I have a passion for architecture and design.

List your related employment experience Real estate attorney. Real estate developer

List your related community activities Housing Board of Appeals

List your related educational experience JD/MBA and informal architecture and design classes/seminars.

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

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

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

ASJ  
Signature of Applicant

11/7/18  
Date





<b>OFFICE USE ONLY</b>	
Meets Requirements?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input checked="" type="radio"/> Will Attend / <input type="radio"/> Unable to Attend	

## APPLICATION FOR CITY BOARD OR COMMITTEE

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(Please print clearly)

Board/Committee of Interest Design Review Board

Specific Category/Vacancy on Board \_\_\_\_\_

Name Patricia A. Lang

Phone 248-540-0991

Residential Address 1023 Floyd St

Email pat.family.friends@gmail.com

Residential City, Zip Birmingham 48009

Length of Residence 34 years

Business Address \_\_\_\_\_

Occupation Retired

Business City, Zip \_\_\_\_\_

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied \_\_\_\_\_

I have been on the HOSC for many years and would like to become more involved in historical preservation of the city

List your related employment experience \_\_\_\_\_

TOOK 2, 100 year old homes. One here & one on Harbor Springs.

List your related community activities \_\_\_\_\_

Community house & Historic District Study Committee

List your related educational experience \_\_\_\_\_

M.Ed +

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

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

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

Signature of Applicant Patricia A. Lang

Date 11-11-18

Return the completed and signed application form to: City of Birmingham, City Clerk's Office, 151 Martin, Birmingham, MI 48009 or by email to [lpierce@bhamgov.org](mailto:lpierce@bhamgov.org) or by fax to 248.530.1080.



**OFFICE USE ONLY**  
Meets Requirements? Yes No  
Will Attend / Unable to Attend

## APPLICATION FOR CITY BOARD OR COMMITTEE

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Board/Committee of Interest

Design Review Bd

Specific Category/Vacancy on Board vacancy

Name Gigi Debbrecht

Phone 248-882-9906

Residential Address 564 Frank St

Email gigid@brecht@yahoo.com

Residential City, Zip Birmingham 48009

Length of Residence 35 years

Business Address 275 P. Old Woodward

Occupation Realtor

Business City, Zip Birmingham 48009

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied Previous owner of King Argus house which we remodelled, have listed, sold and advised many buyers & sellers of older & designated homes

List your related employment experience Area Real Estate Sales including many designated homes & other older homes since 1984 in Birmingham as well as other municipalities

List your related community activities HDSC committee & current chairman; Community House Tour volunteer Chairman 5 years; CBRA director

List your related educational experience UW-Madison graduate BS housing & design; Oakland County seminar on historic districts & houses

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

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

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

G. Debbrecht  
Signature of Applicant

11/13/2018  
Date



## NOTICE OF INTENTION TO APPOINT TO THE MULTI-MODAL TRANSPORTATION BOARD

At the regular meeting of Monday, June 4, 2018, the Birmingham City Commission intends to appoint one regular member to the Multi-Modal Transportation Board to serve the remainder of a three-year term to expire March 24, 2019.

Interested citizens may submit an application available at the City Clerk's office or online at [www.bhamgov.org/boardopportunities](http://www.bhamgov.org/boardopportunities). Applications must be submitted to the City Clerk's office on or before noon on Wednesday, May 30, 2018. These documents will appear in the public agenda for the regular meeting at which time the City Commission will discuss recommendations, and may make nominations and vote on appointments.

In so far as possible, the seven member committee shall be composed of the following: one pedestrian advocate member; one member with a mobility or vision impairment; one member with traffic-focused education and/or experience; one bicycle advocate member; one member with urban planning, architecture or design education and/or experience; and two members at large living in different geographical areas of the City. Applicants for this position do not have to be a qualified elector or property owner in Birmingham.

### Duties of the Multi-Modal Transportation Board

The purpose of the Multi-Modal Transportation Board shall be to assist in maintaining the safe and efficient movement of motorized and non-motorized vehicles and pedestrians on the streets and walkways of the city and to advise the City Commission on the implementation of the Multi-Modal Transportation Plan, including reviewing project phasing and budgeting.

### Applicant(s) Presented For City Commission Consideration:

Applicant Name	Criteria/Qualifications <u>In so far as possible</u> , members shall represent pedestrian advocacy, mobility or vision impairment, traffic-focused education/experience, bicycle advocacy, urban planning, architecture or design education/experience, or different geographical areas of Birmingham.
Joseph Zane	Registered Voter, 1014 Chestnut St. Pedestrian advocate

### SUGGESTED ACTION:

To appoint \_\_\_\_\_, as a regular member who is a pedestrian advocate to the Multi-Modal Transportation Board to serve the remainder of a three-year term to expire March 24, 2019.

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



# MULTI-MODAL TRANSPORTATION BOARD

Chapter 110, Sections 110-26 & 110-27

The purpose of the Multi-Modal Transportation Board shall be to assist in maintaining the safe and efficient movement of motorized and non-motorized vehicles and pedestrians on the streets and walkways of the city and to advise the city commission on the implementation of the Multi-Modal Transportation Plan, including reviewing project phasing and budgeting.

In so far as possible, the seven member committee shall be composed of the following: one pedestrian advocate member; one member with a mobility or vision impairment; one member with traffic-focused education and/or experience; one bicycle advocate member; one member with urban planning, architecture or design education and/or experience; and two members at large living in different geographical areas of the city. At least five Board members shall be electors or property owners in the city. The remaining Board members may or may not be electors or property owners in the City.

Term: Three years.

Last Name	First Name	Home Business E-Mail	Appointed	Term Expires
<b>Edwards</b>	<b>Lara</b>	(734) 717-8914	4/28/2014	3/24/2020
1636 Bowers Birmingham	48009	<i>lmedwards08@gmail.com</i>	Member at large from different geographical areas of the city.	
<b>Folberg</b>	<b>Amy</b>	(248) 890-9965	12/14/2015	3/24/2020
1580 Latham Birmingham	48009	<i>amy.folberg@gmail.com</i>	Member at large from different geographical areas of the city.	
<b>Isaksen</b>	<b>Daniel</b>	(734) 9046867	5/8/2017	10/27/2019
1386 Yorkshire Birmingham	48009	<i>isaksen.dan@gmail.com</i>	Alternate	

Last Name Home Address	First Name	Home Business E-Mail	Appointed	Term Expires
<b>Rontal</b> 926 Bird Birmingham	<b>Daniel</b> 48009	(734) 904-2544  <i>darontal@gmail.com</i>	10/27/2016  Mobility or Vision Impairment Experience/Expertise	3/24/2020
<b>Schafer</b> 1966 Fairway Birmingham	<b>Katie</b> 48009	(248) 835-5064  <i>schafekat@gmail.com</i>	3/13/2017  Pedestrian Advocate	3/24/2021
<b>Slanga</b> 4410 Charing Way Bloomfield Hills	<b>Johanna</b> 48304	(248) 761-9567  <i>johannaslanga@gmail.com</i>	5/5/2014  Traffic-Focus Education/Experience Member	3/24/2019
<b>VACANT</b>				3/24/2019  Bicycle Advocate
<b>VACANT</b>				10/27/2019  Alternate
<b>White</b> 1342 Holland St. Birmingham	<b>Doug</b> 48009	(248) 825-2223  <i>dwhite10@peoplepc.com</i>	5/14/2018  Bicycle/Pedestrian Advocate	3/24/2021





**OFFICE USE ONLY**  
Meets Requirements? ☒ Yes ☐ No  
☒ Will Attend / ☐ Unable to Attend

## APPLICATION FOR CITY BOARD OR COMMITTEE

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(Please print clearly)

Board/Committee of Interest Multi-Modal Transportation Board

Specific Category/Vacancy on Board Regular Member (to 3/24/2019)

Name Joseph Zane

Phone 248-563-3381

Residential Address 1014 Chestnut St

Email Joseph.Michael.Zane@gmail.com

Residential City, Zip Birmingham, MI 48009

Length of Residence 1.5 Years

Business Address P.O. Box 710

Occupation IT Consultant

Business City, Zip Birmingham, MI 48012

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied As someone who is passionate about the future of cities and the impact of new technology on how we move, I would love to contribute a new perspective on the city's transportation infrastructure.

List your related employment experience 2 years with FCA working in automotive IT. A consulting engagement with P3, a startup that aims to build effective public/private partnerships in the space of intelligent traffic systems.

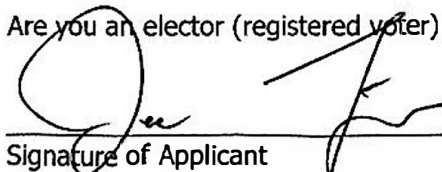
List your related community activities Member of Birmingham Rotary, Birmingham Optimists, Birmingham/Bloomfield Kiwanis and the local chapter of the Marine Corps League. Ran for State Representative (2018) on a platform of innovative transportation solutions for the autonomous vehicle future.

List your related educational experience US Naval Academy, BS, 2007. University of Oklahoma, MA, 2009. Communications Officers Course, 2010 (US Marine Corps training in IT and infrastructure). Certifications in Project Management (PMP) and Cybersecurity, (CASP)

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

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

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

  
Signature of Applicant

19 October 2018  
Date



Cherilynn Mynsberge &lt;cmynsberge@bhamgov.org&gt;

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## Application for Multi-Modal Transportation Board

5 messages

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**Maj Joe Zane, USMCR, Candidate for State Rep** <joseph.michael.zane@gmail.com>  
To: "cmynsberge@bhamgov.org" <cmynsberge@bhamgov.org>

Fri, Oct 19, 2018 at 2:02 PM

Good Afternoon Mrs. Mynsberge,

I am interested in being a member of the Multi-Modal Transportation Board, which has both a primary and alternate spot open per the current listings. Please see the attached file for my application.

I appreciate your time and consideration.

Sincerely,

Joe Zane

---

**Cherilynn Mynsberge** <cmynsberge@bhamgov.org>  
To: joseph.michael.zane@gmail.com

Tue, Oct 23, 2018 at 7:01 PM

Mr. Zane:

Thank you for your interest in serving on the Multi-Modal Transportation Board. We are seeking residents who meet one of the following criteria:

In so far as possible, members shall represent pedestrian advocacy, mobility or vision impairment, traffic-focused education/experience, bicycle advocacy, urban planning, architecture or design education/experience, or different geographical areas of Birmingham.

The Board has two member who represent different geographical areas of Birmingham. Would you please expound on how your experience, knowledge and skills lend themselves to one of the above categories?

Regards,  
J. Cherilynn Mynsberge  
City Clerk  
248-530-1802

---

**Joseph Zane** <joseph.michael.zane@gmail.com>  
To: cmynsberge@bhamgov.org

Thu, Oct 25, 2018 at 9:36 PM

Mrs. Mynsberge,

First off, being a resident of Birmingham's Triangle District, I am a natural advocate for pedestrians. I moved to Birmingham largely because my experiences living in Annapolis, MD and Alexandria, VA drove me to seek out a community where I could walk to a vibrant downtown. For families, Birmingham is hands-down the best place for that. However, while I love to walk downtown to the Rail District, or even to Poppleton Park, to get to those places I need to cross one of three major roads with young children. This makes me very in tune with pedestrian needs.

On top of that, I am deeply passionate about the autonomous vehicle and mobility future. There is no doubt that changes in road and transportation technology will affect the built environment of cities, and I view the world through that lens. With that, while I don't have formal training in urban planning, I bring a forward-looking sensibility to table that will be needed in the near future.

I hope that answers your questions, and I appreciate your time and consideration.

Best,  
Joe Zane

**BIRMINGHAM CITY COMMISSION MINUTES**  
**DECEMBER 3, 2018**  
**MUNICIPAL BUILDING, 151 MARTIN**  
**7:30 P.M.**

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

Mayor Patricia Bordman called the meeting to order at 7:30 PM.

**II. ROLL CALL**

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

Administration: City Manager Valentine, City Attorney Currier, Senior Planner Baka, IT Director Brunk, Police Chief Clemence, Planning Director Ecker, Finance Director Gerber, Assistant to the City Manager Haines, City Clerk Mynsberge

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

**12-315-18 ANNOUNCEMENTS**

- Commissioner DeWeese was one of seven people recommended to be part of the US voting delegation to World Master's General Assembly.
- The Santa House will be open for visits from children and patrons can enjoy free horse-drawn carriage rides. For more information on select dates, visit [www.AllinBirmingham.com](http://www.AllinBirmingham.com).
- City Manager Valentine introduced Ben Myers, the City's new HR Manager.

**12-316-18 APPOINTMENTS TO THE HISTORIC DISTRICT COMMISSION**

It was noted the City Commission interviewed Connae Pisani at the last meeting. The Commission interviewed Corinne Barringer, Patricia Lang, Gigi Debbrecht, and Gregg Laviolette.

**MOTION:** Motion by Commissioner DeWeese:

To appoint Gigi Debbrecht to the Historic District Commission, as a regular member, for the remainder of a three-year term to expire September 25, 2021.

VOTE:	Yeas,	6
	Nays,	0
	Absent,	0



**MOTION:** Motion by Commissioner Harris:

To appoint Connae Pisani to the Historic District Commission, as a regular member, for the remainder of a three-year term to expire September 25, 2021.

VOTE:	Yeas,	3
	Nays,	0
	Absent,	0

**MOTION:** Motion by Commissioner Nickita:

To appoint Patricia Lang to the Historic District Commission, as a regular member, for the remainder of a three-year term to expire September 25, 2021.

VOTE:	Yeas,	4
	Nays,	0
	Absent,	0

**MOTION:** Motion by Commissioner Harris:

To appoint Corinne Barringer to the Historic District Commission, as a regular member, for the remainder of a three-year term to expire September 25, 2021.

Noting a vote on the final nomination would not change the outcome, Mayor Bordman announced the appointments of Gigi Debbrecht and Patricia Lang.

#### **12-317-18 APPOINTMENTS TO THE BOARD OF REVIEW**

The City Commission interviewed current members Elicia Katrib and Cynthia Rose.

**MOTION:** Motion by Commissioner DeWeese:

To appoint Cynthia Rose to the Board of Review as a regular member to serve a three-year term to expire December 31, 2021.

VOTE:	Yeas,	7
	Nays,	0
	Absent,	0

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

To appoint Elicia Katrib to the Board of Review as a regular member to serve a three-year term to expire December 31, 2021.

VOTE:	Yeas,	7
	Nays,	0
	Absent,	0

#### **12-318-18 APPOINTMENT TO THE TRIANGLE CORRIDOR IMPROVEMENT AUTHORITY BOARD**

The City Commission interviewed current member Curtis Hays.

**MOTION:** Motion by Commissioner Harris:

To concur in the Mayor's appointment of Curtis Hays to the Corridor Improvement Authority as the resident member to serve a four-year term to expire December 15, 2022.

VOTE:           Yeas,           7  
                   Nays,           0  
                   Absent,       0

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

**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.

**12-319-18 APPROVAL OF CONSENT AGENDA**

The following items were removed from the Consent Agenda:

- Commissioner DeWeese:           Item A, Approval of City Commission minutes of November 19, 2018.
- Commissioner Hoff:               Abstained from voting on Warrant #262629 in Item C for her payment for work as an Election Inspector at the November 6, 2018 General Election.

**MOTION:**     Motion by Commissioner Sherman, seconded by Commissioner Hoff:  
 To approve the Consent Agenda, with Item A removed, noting Commissioner Hoff's abstention on Warrant #262629.

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

- B.     Approval of warrant list, including Automated Clearing House payments dated November 21, 2018 in the amount of \$649,604.90.
- C.     Approval of warrant list, including Automated Clearing House payments dated November 28, 2018, in the amount of \$2,131,613.14.
- D.     Resolution setting a public hearing for January 14th, 2019 to consider a Special Land Use Permit Amendment for 263 Pierce – Elie's Mediterranean Cuisine to reflect an ownership change and to consider authorizing the Chief of Police to sign the MLCC Police Investigation Report associated with the change in ownership.
- E.     Resolution authorizing the IT department to purchase 95 block hours of GIS support from Geographic Information Services, Inc. 2100 Riverchase Center, Suite 105, Birmingham, AL 35244, the total purchase not to exceed \$15,000.00. Funds are available in the IT GIS fund account # 636-228.000-973.0500.

Commissioner DeWeese requested the elimination of a superfluous "would abstain" on page two of the minutes.

Mayor Bordman asked the Clerk's Office to review the audio for:

- Mayor Bordman's first bullet point on page twelve, and
- Commissioner Nickita's language on page twelve with regard to the word "bothered".

Commissioner Hoff noted that Mr. Strader will have the redesign of the trees and bump-outs to the Commission at the December 10, 2018 meeting.

Mayor Bordman noted she spoke with City Manager Valentine about the same issue, and that its delayed submission will not prevent the RFP from being issued.

**MOTION:** Motion by Commissioner DeWeese, seconded by Commissioner Harris:  
To approve the November 19, 2018 Commission meeting minutes as amended.

VOTE:            Yeas,            7  
                     Nays,            0  
                     Absent,           0

## **V. UNFINISHED BUSINESS**

### **12-321-18            BISTRO ORDINANCE AMENDMENTS**

Planning Director Ecker reviewed the item. She explained:

- Bistro licenses require outdoor, street-level dining in order to also have rooftop dining.
- The average number of total seats in a bistro establishment is 98.7 seats combined. The average number of total seats in a Class C establishment is 213.3 seats combined.
- An insufficient seating allowance is the most common reason business owners do not open restaurants in the Triangle and Rail Districts. Business owners commonly believe they need more seating to attract people in order to mitigate the lack of pedestrian traffic in those areas.

Commissioner DeWeese said:

- Bistro licensing should require fewer than 85 seats indoors and 85 seats outdoors for a license holder. Otherwise bistro establishments end up competitive with Class C licenses.
- He would like to see other motivating incentives.

Mayor Bordman noted:

- The largest bistro has 86 outdoor seats: 56 in the public domain, and 30 on private property. The second largest bistro has 70 outdoor seats, and the third largest bistro has 44 outdoor seats. The smallest bistro has 10 outdoor seats, the second smallest has 12 outdoor seats, and the third smallest has 18 outdoor seats.
- The largest quota restaurant has 104 outdoor seats, the second largest has 97, and the third largest has 68 outdoor seats. The smallest quota restaurant has 10 outdoor seats, the second smallest has 12 outdoor seats, and the third smallest has 16 outdoor seats.
- Averages are sometimes deceiving.

Commissioner Hoff questioned the idea that business owners cannot make restaurants work in the Triangle and Rail Districts, noting that because the rents are probably lower, the profitability

would be different. She added that she had a real concern about increasing the size of bistros since some bistro establishments are already much larger than the original intent of the license.

City Attorney Currier confirmed that a legal review of the proposed amendments yielded no concerns.

Discussion ensued with general agreement that the maximum number of seats for bistro licenses should be lower than that of Class C licenses.

**MOTION:** Motion by Commissioner Nickita, seconded by Commissioner DeWeese:  
To adopt an ordinance amendment to Chapter 126, Zoning, Article 9, Section 9.02, Definitions, to amend the definition of bistro to establish a maximum of 65 seats indoors, and 65 seats outdoors for bistros located within the Downtown Overlay District, the Triangle District, and the Rail District.

Mayor Pro Tem Boutros said that perhaps bistro licenses could allow a few more outdoor seats than indoor seats in the Triangle and Rail Districts as an incentive.

Commissioner Hoff said 65 seats outdoors seemed too many for a bistro license.

Discussion continued with most Commissioners agreeing that 65 seats outdoors is too high.

Commissioner Nickita specified that 65 seats outdoors would be an absolute maximum, since most bistro license holders have much fewer than 65 seats outdoors. He added that keeping 65 seats outdoors as the maximum allows the Commission to deal with any anomalies that may arise in specific restaurant applications.

Commissioner Hoff said she would like fewer than 65 outdoor seats in the downtown area.

Mayor Bordman confirmed:

- 65 outdoor seats includes the allowance for rooftop seating.
- Nothing in the ordinance would allow for greater than 65 outdoor seats.

VOTE:            Yeas,            5  
                     Nays,            2 (Hoff, Boutros)  
                     Absent,            0

## **VI. NEW BUSINESS**

### **12-322-18            2019 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION – PUBLIC HEARING**

Mayor Bordman opened the public hearing at 8:50 p.m.

Finance Director Gerber presented the item.

Blanca Fauble, HAVEN Director of Development, described the services offered by HAVEN for survivors of domestic violence and sexual assault.

Cris Braun, NEXT Executive Director, described the services offered by NEXT for the Birmingham area 55+ community.

There being no further comments from the public, Mayor Bordman closed the public hearing at 9:03 p.m.

**MOTION:** Motion by Commissioner DeWeese, seconded by Commissioner Sherman:

To authorize the Finance Director to complete the 2019 Program Year Community Development Block Grant application and conflict of interest certification and to authorize the mayor to sign the application and conflict of interest certification and other documents resulting from this application on behalf of the City and submit them to Oakland County. The project(s) to be included in the application and the respective allocations of Community Development Block Grant Funds are as follows:

APPROVED

2019

1. Public Services – Yard Services \$ 6,786.30

2. Public Services – Senior Services 3,300.00

3. Remove Architectural Barriers –

Retrofit Adams Fire Station entrance doors to comply with ADA standards 23,534.70

TOTAL \$ 33,621.00

Commissioner Harris suggested Ms. Fauble re-address the possibility of increasing the City's financial support for HAVEN when the current contract between the City and HAVEN expires.

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

**12-323-18                   48<sup>th</sup> DISTRICT COURT FY 2019 BUDGET AND MICHIGAN  
INDIGENT DEFENSE COMMISSION**

Louise Patton, Court Administrator, presented the FY 2019 Budget and outlined Birmingham's allocation.

**MOTION:** Motion by Commissioner Sherman, seconded by Commissioner DeWeese: To receive the 2019 proposed budget from the 48<sup>th</sup> District Court, to approve the budget as submitted; and further, to authorize the 48<sup>th</sup> District Court to administer the Michigan Indigent Defense Commission Program on behalf of the City.

VOTE:           Yeas,           7  
                  Nays,           0  
                  Absent,       0

**12-324-18                   JUNE 30, 2018 AUDIT PRESENTATION**

Finance Director Gerber introduced Douglas Bohrer and Tim St. Andrew of Plante Moran who presented the 2018 Audit.

**12-325-18                   SCULPTURE DONATION**

Planning Director Ecker presented the item.

Jim Robb clarified the 8' height is from ground level. Ms. Ecker confirmed the sculpture will be placed on a pedestal of some type.

**MOTION:** Motion by Mayor Pro Tem Boutros, seconded by Commissioner Hoff:

To approve the Public Art Board's recommendation to accept the sculpture donation of James Miller-Melburg's Michigan Spring on behalf of his representative James D. Robb and to have it installed on the southwest corner of the lawn of The Birmingham Public Library.

VOTE:	Yeas,	7
	Nays,	0
	Absent,	0

#### **12-326-18 DAS/SMALL CELL ORDINANCE AND LICENSE AGREEMENT**

City Manager Valentine presented the item.

City Attorney Currier noted that the City adopted the State's formula in the ordinance in order to stay up-to-date.

City Manager Valentine confirmed:

- The MML and SEMCOG are in opposition to the State legislation.
- The proposed ordinance allows for greater City control of where and how the DAS/small cells are positioned.

**MOTION:** Motion by Commissioner DeWeese, seconded by Mayor Pro Tem Boutros:

To adopt the recommended Amendment to Chapter 30 Article 10 of the Birmingham City Code.

VOTE:	Yeas,	7
	Nays,	0
	Absent,	0

#### **12-327-18 CITY LOGO ADVANCEMENT PROCESS**

Assistant to the City Manager Haines presented the item.

Assistant to the City Manager Haines explained:

- The firms were not interviewed, and clarified for Commissioner Hoff the scoring was done by City staff.
- She would be comfortable with a logo designed by any of the five firms. She noted that Factory Detroit is based in Royal Oak, the owner lives in Birmingham, and the two municipal references provided said Factory Detroit was able to pull together various groups to a satisfactory conclusion.

Mayor Bordman said she was not comfortable with Factory Detroit owning the design.

Commissioner Hoff said all five companies seemed to have stronger marketing plans than logo designs.

Assistant to the City Manager Haines verified for Commissioner Nickita that the three designs presented by Factory Detroit are illustrative, not proposals.

Commissioner Nickita addressed the ownership aspect, noting that it is not uncommon for a creative group to own the product. The City would have an agreement to use it in a certain way.

Mayor Bordman said the RFP specifies that all ownership rights will be transferred to City.

Mayor Bordman suggested the Commission postpone until next week to give Assistant to the City Manager Haines an opportunity to clarify the proposed timeline and concept questions regarding Factory Detroit.

The Commission was in agreement to postpone.

**12-328-18                      REQUEST FOR CLOSED SESSION**

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

To meet in closed session in accordance with Section 8(h) of the Open Meetings Act.

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

City Manager Valentine stated the City did not anticipate any action following the closed session.

<b>VII.    REMOVED FROM CONSENT AGENDA</b>
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Items removed from the Consent Agenda were addressed earlier in the meeting.

<b>VIII.   COMMUNICATIONS</b>
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None

<b>IX.     OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA</b>
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None

<b>X.       REPORTS</b>
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**12-329-18                      COMMISSIONER REPORTS**

The City Commission will appoint two alternate members to the Storm Water Utility Appeals Board on January 14.

The City Commission will appoint three members to the Public Arts on January 14, 2019.

**B.       Commissioner Comments**

Commissioner Nickita addressed pedestrian issues at the Oakland, Willits, and Old Woodward intersection. He said it is the worst intersection for walkability, and that the problems were not sufficiently improved by the Old Woodward reconstruction.

City Manager Valentine said he would contact the City's traffic consultant to address issues with said intersection.

Commissioner DeWeese noted the City is in a strong financial position, and should look at reducing the fund balance slightly to fund liabilities.

City Manager Valentine replied that this would be best explored during the City's budget discussion.

Commissioner Sherman said the City is aggressive with funding its liabilities. His concerns with the Court were that the Court was not aggressive enough.

Commissioner Hoff recognized a successful Winter Markt. She also stated that Birmingham was identified as the twelfth safest city in Michigan by Statewise.

**12-330-18 CITY STAFF**

City Attorney Carrier reported that the Oakland Circuit Court upheld the Board of Zoning Appeals' November 17, 2017 and June 12, 2018 decisions to deny appeals from Catalyst Development Co. 8, LLC and Woodward Brown Associates, LLC regarding preliminary and final site plan approvals granted by the Planning Board.

<b>XI. ADJOURN</b>
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Mayor Bordman adjourned the meeting to closed session at 10:28 p.m.

Mayor Bordman reconvened the regular meeting at 11:09 p.m.

The regular meeting was adjourned at 11:09 p.m.

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J. Cherilynn Mynsberge, City Clerk



**City of Birmingham**  
**Warrant List Dated 12/05/2018**

Meeting of 12/10/2018

Check Number	Early Release	Vendor #	Vendor	Amount
<u>PAPER CHECK</u>				
262887	*	000819	44TH DISTRICT COURT	500.00
262888	*	000855	48TH DISTRICT COURT	100.00
262889	*	000855	48TH DISTRICT COURT	100.00
262890	*	000855	48TH DISTRICT COURT	100.00
262891	*	000855	48TH DISTRICT COURT	100.00
262892	*	000855	48TH DISTRICT COURT	100.00
262893	*	000855	48TH DISTRICT COURT	750.00
262894	*	000855	48TH DISTRICT COURT	750.00
262895	*	000855	48TH DISTRICT COURT	1,000.00
262896		MISC	ADVANCED HOMES INC	100.00
262897		MISC	ALLEN BROTHERS INC.	200.00
262899		MISC	ALNAJJAR, SAM	100.00
262900		007696	AMERICAN CLEANING COMPANY LLC	1,350.00
262901		MISC	ANTO GLASS BLOCK INC	100.00
262902	*	006759	AT&T	156.54
262903	*	006759	AT&T	132.15
262904	*	006759	AT&T	65.35
262905	*	006759	AT&T	132.15
262906	*	006759	AT&T	65.35
262907	*	006759	AT&T	148.74
262908	*	007216	AT&T	85.98
262909		MISC	BACKERS CONSTRUCTION INC	200.00
262910		MISC	BALBES CUSTOM BUILDERS INC	200.00
262912		002231	BILLINGS LAWN EQUIPMENT INC.	183.34
262913		MISC	BINGHAM DEVELOPMENT LLC	100.00
262915	*	008220	ADAM BOUSE	39.00
262916		004098	BROWNELLS, INC.	157.72
262917		MISC	BUHR REMODELING COMPANY	100.00
262918		008799	BUTCHER & BUTCHER CONSTRUCTION CO.,	7,009.02
262919		003786	C & G PUBLISHING INC.	106.00
262920		007732	CAPITAL TIRE, INC.	399.06
262921		000444	CDW GOVERNMENT INC	6,765.10
262922	*	008540	CERTIFIED LABORATORIES	391.15
262923		008306	CHARTER TOWNSHIP OF BLOOMFIELD	391.52
262924		MISC	CHRISTOPHER A FITZGERALD	100.00
262925		000605	CINTAS CORPORATION	105.65
262926	*	008006	CLEAR RATE COMMUNICATIONS, INC	1,363.05
262927		004188	COFFEE BREAK SERVICE, INC.	486.75
262928		006204	COLORBLENDS	126.00
262929	*	007625	COMCAST	353.71
262930		007774	COMCAST BUSINESS	1,230.66
262931		MISC	COMPLETE CONTRACTING SOLUTIONS	300.00

**City of Birmingham**  
**Warrant List Dated 12/05/2018**

Meeting of 12/10/2018

Check Number	Early Release	Vendor #	Vendor	Amount
262932		MISC	CONINE, CHRISTOPHER B	100.00
262933		001367	CONTRACTORS CONNECTION INC	189.00
262934		008512	COOL THREADS EMBROIDERY	497.95
262935		MISC	COURTYARD STONE & LANDSCAPE INC	100.00
262936		MISC	CRANBROOK CONTRACTUAL SERVICES LLC	100.00
262937		MISC	DANIEL JOSEPH LYNCH	1,900.00
262938		MISC	DCAM INC	1,200.00
262939		008005	DE LAGE LANDEN FINANCIAL SVCS INC	173.75
262940		000177	DELWOOD SUPPLY	253.31
262941		008559	DETROIT BATTERY COMPANY	471.68
262942		004198	DETROIT HITCH CO	17.00
262943	*	007980	CURTIS DAVID DICH0	252.00
262944		008641	DINGES FIRE COMPANY	2,396.32
262945		MISC	DJL2 LLC	300.00
262946		000190	DOWNRIVER REFRIGERATION	23.54
262947	*	000179	DTE ENERGY	478.58
262948	*	004615	ENGLISH GARDENS	5,963.69
262949		001495	ETNA SUPPLY	2,465.00
262950		MISC	FEDERAL PAVING INC	100.00
262952		MISC	FOUNDATION SYSTEMS OF MICHIGAN INC.	200.00
262953		MISC	G J PERELLI	500.00
262954		007172	GARY KNUREK INC	310.00
262955		000920	GLOBAL EQUIPMENT COMPANY INC	29.95
262956		MISC	GOBLE, RONALD	100.00
262957	*	004604	GORDON FOOD	391.41
262958	*	006868	GOVERNMENT FINANCE OFFICERS ASSN.	505.00
262959		MISC	HANSONS GROUP LLC	100.00
262960		MISC	HM HOMES LLC	1,400.00
262961		MISC	IDEATION SIGNS & COMMUNICATION	200.00
262962		MISC	IMAGE 360 BRIGHTON	200.00
262963		002407	J & B MEDICAL SUPPLY	110.30
262964		MISC	J F SINELLI CEMENT LLC	200.00
262965	*	007837	LARYSSA R KAPITANEC	72.00
262966	*	007828	DEBORAH KLEIN	864.08
262967		004085	KONE INC	11,293.59
262968		MISC	KRD LANDSCAPE, INC.	100.00
262969	*	000362	KROGER COMPANY	68.43
262970		003620	LANGUAGE LINE SERVICES INC	12.00
262971		MISC	LERMAN CORPORATION	200.00
262972		000284	LESLIE ELECTRIC COMPANY	294.12
262973		MISC	LEWAND CUSTOM HOMES LLC	100.00
262974		MISC	LIDDELL, ELLIS N	100.00
262975		MISC	LUXE BRIDAL RACK	100.00

**City of Birmingham**  
**Warrant List Dated 12/05/2018**

Meeting of 12/10/2018

Check Number	Early Release	Vendor #	Vendor	Amount
262976		001106	MAPERS	200.00
262978		MISC	MICHIGAN ASPHALT PAVING	100.00
262979		001660	MICHIGAN CAT	300.15
262981		006461	MID AMERICA RINK SERVICES	2,917.76
262982		MISC	MIHAI RISCA	100.00
262983		MISC	MILLCREEK CONSTRUCTION MANAGEMENT C	2,000.00
262984		008319	MKSK	12,653.50
262985		002671	MMA	100.00
262986		001452	MONTGOMERY & SONS INC	6,642.78
262987		002964	MR. GAS INC	150.00
262988		MISC	MULVIHILL JR, DANIEL V	100.00
262989		005662	MWEA	110.00
262990		001194	NELSON BROTHERS SEWER	5,625.00
262991		MISC	NEW GENERATIONS SIGNS LLC	200.00
262992		001864	NOWAK & FRAUS ENGINEERS	34,975.25
262993	*	003461	OBSERVER & ECCENTRIC	991.88
262994		004048	OCBOA	700.00
262995	*	004370	OCCUPATIONAL HEALTH CENTERS	333.00
262996		001980	PARKS MAINTENANCE INC	641.77
262997		MISC	PEARCE, HARRY M	100.00
262998		MISC	PECHENIK, LINDA	352.88
262999		MISC	PELLA WINDOWS & DOORS, INC.	500.00
263000	*	001753	PEPSI COLA	348.23
263001		MISC	PIASKOWSKI, JOEL THOMAS	100.00
263002		MISC	PREMIER RESTORATION INC	900.00
263003		MISC	PROGRESSIVE SIDING INC	200.00
263004		005660	PUBLIC AGENCY TRAINING COUNCIL	325.00
263005	*	008342	RAIN MASTER CONTROL SYSTEMS	29.85
263006		MISC	RENEWAL BY ANDERSEN	200.00
263007		MISC	RICHARD EBEL	100.00
263008		008943	ROCK-N-RESCUE/J.E. WEINEL, INC.	928.00
263009		MISC	ROI URBAN DESIGNS	100.00
263010		000218	ROYAL OAK P.D.Q. LLC	44.00
263011		008920	SMARKING, INC.	47,440.00
263012		005128	SOCPPWA	40.00
263013		005787	SOUTHEASTERN EQUIPMENT CO. INC	264.66
263014		005364	STATE OF MICHIGAN-MDOT	21,742.99
263015		001095	SUBURBAN/PRESTIGE GLASS	380.00
263016		MISC	TEMPLETON BUILDING COMPANY	500.00
263017		000275	TIRE WHOLESALERS CO INC	52.75
263018	*	000158	VERIZON WIRELESS	843.46
263019	*	000158	VERIZON WIRELESS	50.67
263021	*	000158	VERIZON WIRELESS	928.61

**City of Birmingham**  
**Warrant List Dated 12/05/2018**

Meeting of 12/10/2018

Check Number	Early Release	Vendor #	Vendor	Amount
263022	*	000158	VERIZON WIRELESS	152.01
263023	*	004334	VILLAGE CONEY	176.23
263024	*	000301	PAUL WELLS	100.93
263025		006897	WILKINSON CORPORATION	1,020.00
263026	*	005794	WINDSTREAM	741.27
263027		007362	WINTERGREEN CORPORATION	11,882.06
263028		006318	FRANK J ZAMBONI CO. INC	1,395.48
263029	*	008008	JEFF ZIELKE	95.00
SUBTOTAL PAPER CHECK				\$221,551.86
<u>ACH TRANSACTION</u>				
	*	008847	ABS- AUTOMATED BENEFIT SVCS, INC	42,753.17
		007345	BEVERLY HILLS ACE	77.99
		007624	BIRMINGHAM OIL CHANGE CENTER, LLC	31.97
	*	006380	C & S ICE RESURFACING SERVICES, INC	215.25
		007875	CANFIELD EQUIPMENT SERVICE INC.	202.99
		007359	DETROIT CHEMICAL & PAPER SUPPLY	208.00
		001035	DOUGLASS SAFETY SYSTEMS LLC	368.98
		007314	FLEIS AND VANDENBRINK ENG. INC	11,448.00
		000243	GRAINGER	440.26
		001672	HAYES PRECISION INC	85.00
	*	007465	IN-HOUSE VALET INC	4,000.00
		007035	INNOVATIVE OFFICE TECHNOLOGY GROUP	864.37
		000261	J.H. HART URBAN FORESTRY	8,656.00
		003458	JOE'S AUTO PARTS, INC.	346.88
		005876	KROPF MECHANICAL SERVICE COMPANY	7,432.00
	*	005550	LEE & ASSOCIATES CO., INC.	695.75
		006853	PAUL C SCOTT PLUMBING INC	802.50
		008269	PREMIER SAFETY	1,659.28
	*	003554	RKA PETROLEUM	11,099.11
		000478	ROAD COMM FOR OAKLAND CO	4,715.00
		002037	TOTAL ARMORED CAR SERVICE, INC.	736.27
		004320	TRI-COUNTY POWER RODDING, INC	165.00
		002088	WM. CROOK FIRE PROTECTION CO.	295.00
SUBTOTAL ACH TRANSACTION				\$97,298.77

**City of Birmingham**  
**Warrant List Dated 12/05/2018**

Meeting of 12/10/2018

Check Number	Early Release	Vendor #	Vendor	Amount
GRAND TOTAL				\$318,850.63

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.



Cherilynn Mynsberge &lt;cmynsberge@bhamgov.org&gt;

---

## Application for the Historic District Commission

---

**Patricia Lang** <pal.family.friends@gmail.com>  
To: Cherilynn Mynsberge <cmynsberge@bhamgov.org>  
Cc: cheryl arft <carft@bhamgov.org>

Thu, Dec 6, 2018 at 12:30 AM

Dear Cherilynn,  
I am resigning from the HDSC as you requested.  
Thanks,

Patricia Lang  
Bemer Group  
248-227-3137(cell)  
248-540-0991(home)

"The preference for certainty runs contrary to the very flow of life in its infinite diversity. Life is wild with possibility and so are we." Rolf Gates

*"You never change things by fighting the existing reality. To change something, build a new model that makes the old model obsolete." ~ R. Buckminster Fuller*

[Quoted text hidden]

### SUGGESTED RESOLUTION:

To accept the resignation of Patricia Lang from the Historic District Study Committee, to thank her for her service, and to direct the City Clerk to begin the process of filling the vacancy.

December 5, 2018

To Members of the Birmingham City Commission,

Thank you for your vote of support to nominate me to the Historic District Commission. This is my letter of resignation from the Historic District Study Committee, a position that I enjoyed for a number of years. I am glad to hear that this Committee will now have several goals to work on. Understanding that the Committee may now be short on members, I have solicited several potential new members.

Sincerely,

Gigi Debbrecht

**SUGGESTED RESOLUTION:**

To accept the resignation of Gigi Debbrecht from the Historic District Study Committee, to thank her for her service, and to direct the City Clerk to begin the process of filling the vacancy.

**DATE:** December 3, 2018

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

**FROM:** Jana Ecker, Planning Director  
Bruce Johnson, Building Official  
Cherilynn Mynsberg, City Clerk

**SUBJECT:** Zoning Ordinance Codification – EnCode Plus

---

**INTRODUCTION:**

The City's Zoning Ordinance is in need of several codification updates for amendments that have been approved in recent years. The firm previously contracted to codify and update the Zoning Ordinance, Ground Rules Inc., is no longer available. The City would like to move forward using the services of enCodePlus™ as the sole source vendor for the publishing and codification of the City's Zoning Ordinance. EnCodePlus™ offers a standard build and several upgrade features including GIS integration and custom calculators. EnCode is also able to partner with Municode, which would allow for easy integration with the existing zoning codes. At this time, the City would like to purchase the Standard 90' build and review upgrade features available in the future.

**BACKGROUND:**

Several department heads have been meeting to research new codification firms for the purpose described above. In August of 2018, City Staff interviewed enCode team members to discuss the products and services offered by the company. After conducting further research and interviewing one other firm, the City decided to pursue a formal quote for the enCodePlus™ Standard 90° build for the publishing and codification of the Zoning Ordinance, which is attached for your review.

The enCodePlus™ Standard 90° build offers several important features that are attractive to both the public and City staff including pop-up definitions, hyperlinked cross-references, in-line graphics, fully formatted tables, quick links to popular sections, and a comment and response features for City Staff while drafting amendments. In the future, enCode can easily add as the City wishes upgrade features in the Advanced 180° build (4 additional features at cost or 5-8 bundled features with a 15% discount) and Premium 360° build (9-12 features at cost, 13-18 features at a 15% discount, or all 20 features at a 25% discount). Upgrade features include custom calculators (buffer yards, fees, parking, etc.), GIS integration, online application submittal (AppTrak) and many more.

**LEGAL REVIEW:**

The City Attorney has reviewed the quote and has no concerns.

**FISCAL IMPACT:**

The purchase of enCodePlus™ codification was not included in the approved Fiscal Year 2018-2019 budget, therefore a budget transfer will be required. The quote received from enCode



for the Standard 90° build for the Zoning Ordinance includes the one-time cost for the software and an annual license and maintenance fee.

<b>Item</b>	<b>Cost</b>
Standard 90° Build	\$7,360
Annual License/Maintenance Fee	\$4,250
<b>Total</b>	<b>\$11,610</b>

**SUMMARY:**

City staff has evaluated various codification options, and is confident that enCodePlus™ will serve the City's current codification needs and provide numerous options for technology enhancements into the future. Thus, City staff recommends hiring enCodePlus™ for ordinance codification services as the sole source vendor for the publication and codification of the City's Zoning Ordinance.

**ATTACHMENTS:**

- Formal enCodePlus™ quote
- Sample City of Birmingham Zoning Ordinance

**SUGGESTED RESOLUTION:**

To award the Zoning Ordinance codification services to enCode, in the amount of \$11,610, to be funded from account 101-215.000-15.05200 and further; to approve the appropriation and amendment to the 2018-2019 General Fund Budget as follows:

General Fund

Revenues:

Draw from Fund Balance	
101-000.000-400.0000	\$11,610
<b>Total Revenue</b>	<b>\$11,610</b>

Expenditures:

Planning – Other Contractual Services	
101-721.000-811.0000	\$11,610
<b>Total Expenditures</b>	<b>\$11,610</b>



## ONLINE CODE PUBLISHING SYSTEM

Find us at [www.enCodePlus.com](http://www.enCodePlus.com)

October 31, 2018

Nicholas J. Dupuis  
Planning Department  
151 Martin Street  
Birmingham, Michigan 48012

Nicholas:

I appreciate this opportunity to provide a proposal following our demonstration and discussion in mid-August. Per your email, this proposal is to reformat and migrate Chapter 126, Zoning, and to codify each of the amendments (Nos. 2217 – 2269) into the **enCodePlus™** online content management, codification, and code publishing system. This will enable staff the in-house flexibility of drafting, editing, updating, amending, archiving, and publishing the Zoning Ordinance to the web, plus access to a number of value-added features. The City also has the option of having our code professionals maintain and manage the updates to the Zoning Ordinance, including a two-week turnaround to add/update the legislative history of new or amended ordinances. The values of this one-of-a-kind cloud-based software are user-friendliness and anywhere access, reduced staff time, and the provision of state-of-the-art technology that will reflect positively on the City.

The benefits of **enCodePlus™** include:

- City staff will have password-protected access to a Maintenance Module allowing you to collaboratively draft and edit ordinances or other documents, receive comments and provide responses in the online format, export any part of the Zoning Ordinance to MS Word or Adobe PDF, and at your choosing, update, archive, and codify the ordinance.
- The basic features include:
  - Pop-up definitions;
  - Hyperlinked cross-references;
  - The comment/response feature allowing receipt, cataloguing, and a historical record of comments and staff responses (from password-protected reviewers) on draft amendments;
  - In-line graphics (maintained in a graphic organizer);
  - Fully formatted, in-line and dynamic (with hyperlinked words or buttons) tables;
  - Quick links to popular sections or appendices;
- The upgrade features shown in Table 1, *Standard and Upgrade Features*, below.

The reformat and migration of the Zoning Ordinance and its amendments from its current format (Adobe PDF) to **enCodePlus™** may be accomplished in four simple steps:

1. **One-Time Build.** Convert, reformat, customize, and deliver the Zoning Ordinance in an HTML online format.
  - a. The Standard 90° features are listed in Column A of Table 1, *Standard and Upgrade Features*. The build inclusions are listed in Part A.1, and the one-time build and annual license fees are shown in Part A.2.
  - b. The build includes design and creation of the public interface and introductory training for City staff on the use of the maintenance module (back-end password-protected access for in-house updates and maintenance).
2. **Integration of Upgrade Features (as applicable).** The features available for the Advanced 180° or Premium 360° Suites are also shown in Table 1, *Standard and Upgrade Features*. These upgrades include enhanced features, added functionality, and more user licenses and hours of support.
3. **Licensing.** **enCodePlus™** is licensed to the City, which enables full, unlimited access and the ability for staff to receive comments on draft ordinance amendments, publish new or amended ordinances, archive repealed or amended ordinances, store individual ordinances in a cloud-based library, and change the content, organization, and format of the Zoning Ordinance.
4. **Payment.** The upfront and first year license fees are due upon execution, and before the build begins. Thereafter, the build fees will be paid at the delivery of the draft and final site, as follows:
  - a. Execution = 65%
  - b. Draft Build = 25%
  - c. Final Deliverable = 10%

Table 1, *Standard and Upgrade Features*

A. STANDARD BUILD		→	B. UPGRADE FEATURES	✓	Annual / One-Time Fees		
Adobe PDF Generator	All Features Included in Base Build		AppTrak+			\$8,500	
Auto-Numbering / Tracking			Auto-Archiving			\$1,000	
Bullion Search			Custom Calculators <sup>3</sup>				
Commenting			- Bufferyards			\$2,500	
Content Management			- Fees			\$2,500	
CSS Stylesheet			- Landscaping and Screening			\$2,500	
Dynamic Tables			- Parking, Loading, and ADA			\$2,500	
e-Reader Viewer / Printer			- Shared Parking			\$2,500	
External Links			- Signage			\$2,500	
Google Analytics <sup>1</sup>			- Site Capacity / Site Yield			\$2,500	
Graphics Manager			Cloud-Based Library <sup>4</sup>			\$500 / \$500	
In-Line Graphics and Tables			Custom Site Branding			\$2,000	
Internal/External Hyperlinking			Definitions (20,000) Library <sup>5</sup>			\$250 / \$500	
Keyword Granular Search			GIS Advanced <sup>6</sup>			\$3,500 / \$4,500	
Microsoft Word Exporter			- Link to Zoning Text			\$0	
Mobile Device Access			- Parcel Buffer/Mail Merge			\$0	
My Favorites			GIS Premium <sup>6</sup>			\$4,550 / \$6,500	
Pop-Up Definitions			- Land Use Look Up			\$2,500	
Search Term Statistics			- Multiple Listing Service <sup>7</sup>			By quote	
Social Media Links			Graphics (3,000) Library <sup>5</sup>			\$250 / \$500	
Real-Time Web Publishing			License Seats <sup>8</sup>			\$2,750 / \$2,750	
Text Redaction			MuniPro			\$750 / \$250	
Track Changes			Project Scheduler			\$500	
User Guide and Tutorials			Source Code Escrow			\$1,000 / \$500	
Video Animation <sup>2</sup>			User Subscription/Notification			\$250	
A.1 Standard 90° Build Inclusions		B.1 Advanced 180°	B.2 Premium 360°				
<b>Build includes above features, plus:</b> - Dynamic, reformatted tables - In-line graphics and library - 1 license seat <sup>8</sup> - Site template - Support (2 hours) <sup>9</sup> - Text conversion (MS Word to HTML) - Videoconference Training	See below	<b>Standard 90°, plus:</b> - 3 license seats <sup>8</sup> - Site template (choice of 3) - Support (4 hours) <sup>9</sup>  <b>Upgrade features:</b> - ≤ 4 features at cost, OR - 5-8 bundled features (15% off)	<b>Advanced 180°, plus:</b> - 4 license seats <sup>8</sup> - Custom site design - Support (8 hours) <sup>9</sup> <b>Upgrade features:</b> - 9-12 features at cost - 13-18 features (15% off) - All features (25% off)				
A.2 Standard 90° Base Build Fees		B.2 Fee Calculation	Enter below				
<b>One-Time Standard Build Fee</b> - Land Development Code; Comp Plan Goals, Objectives and Policies; and Core Graphics (approx. 930 pgs.)	\$7,360	Number of checked features:	0	0 to 20			
		Total upgrade cost:	\$0	Discount			
		Total standard build cost:	\$7,360	From Col. 1			
		<b>Total base build cost:</b>	<b>\$7,360</b>	Sum total			
		Additional annual costs:	\$0	From above			
TOTAL ONE TIME	\$7,360	Annual License/Maintenance	\$4,250	180° / 360°			
Annual License	\$4,250	TOTAL COST	<b>\$11,610</b>	(circle one)			

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Table Notes

- 1 Requires a client account.
  - 2 Provided by client, subject to **enCodePlus** specifications.
  - 3 Updates available as part of annual support.
  - 4 Up to 1 TB of storage.
  - 5 Annual subscription.
  - 6 Files provided by client. Includes data and web map application hosting, performance monitoring, and browser updates, plus four or eight hours support for Advanced 180° or Premium 360°, respectively.
  - 7 Subject to the availability and cost of data integration.
  - 8 Additional seats available for \$500, \$400 or \$250 for Standard 90°, Advanced 180° or Premium 360°, respectively.
  - 9 Hours are noncumulative and nonrefundable with additional support at \$150 per hour.
- 

In summary, the Standard 90° one-time build fee is \$7,360. The annual fee is \$4,250, meaning the total first year cost is \$11,610. Depending on your intended use, the two upgrade features that are recommended are auto-archiving and the cloud-based library. You might also consider custom site branding. These numbers are subject to change based on the City's selection of any of the above-listed upgrade features.

Additional Services Available

- Two-week codification of ordinance amendments
- Drafting and facilitating amendments to the Zoning Ordinance (via Kendig Keast Collaborative)
- Creating or recreating graphics

Thank you for the opportunity to provide this draft proposal for the most feature-rich software available for in-house drafting, content management, codification, and online code publishing. If you have any questions, please call or email me at 281.302.5847 or [bret@enCodePlus.com](mailto:bret@enCodePlus.com).

Sincerely,



Bret C. Keast, AICP  
President, **enCodePlus**, LLC

ACCEPTANCE OF FINAL PROPOSAL

Birmingham, MI

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Signature

---

Attest

---

Title

---

Date

*Software License Agreement provided upon acceptance of this proposal.*



## Zoning Districts and Regulations

### Article 02 PP District

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

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A. **District Intent**

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

B. **Permitted Uses**

1. **Institutional Permitted Uses**

- a. Auditorium
- b. Cemetery
- c. Essential service
- d. Government office
- e. Government use
- f. Parking facility - off-street
- g. School - private
- h. School - public

2. **Recreational Permitted Use**

- a. Park
- b. Swimming pool - public

3. **Other Permitted Uses**

- a. Water tower
- b. Well
- c. Any use permitted in an adjacent district - Use Specific Standards in Section 5.01 Apply

C. **Other Use Regulations**

1. **Accessory Permitted Uses**

- a. There are no accessory permitted uses permitted in this zoning district.

2. **Uses Requiring a Special Land Use Permit**

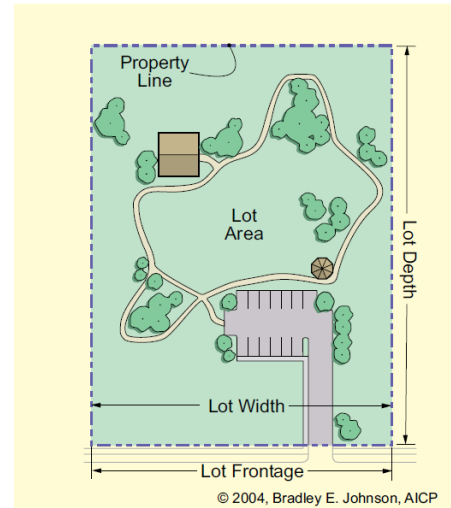
- a. There are no special land uses permitted in this zoning district

## 2.02 PP (Public Property) District Development Standards

**TABLE 1 - Lot Area and Setbacks**  
(see Figure 1)

Minimum Front Yard Setback	NA
Minimum Rear Yard Setback	NA
Minimum Combined Front and Rear Setback	NA
Minimum Side Yard Setback	NA

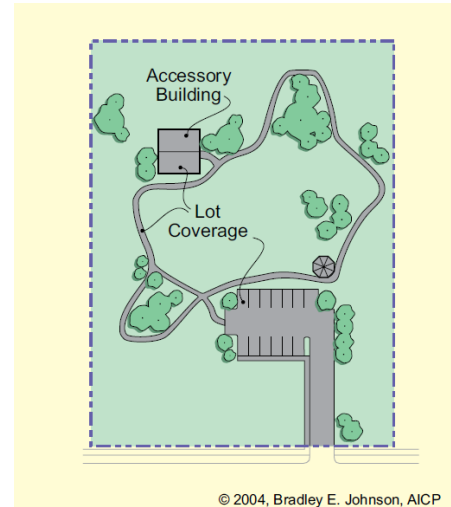
**Figure 1 - Lot Area and Setbacks**



**TABLE 2 - Floor Area**  
(see Figure 2)

Minimum Lot Area	NA
Minimum Open Space	NA
Minimum Lot Coverage	NA
Minimum Floor Area Per Unit	NA
Maximum Total Floor Area	NA

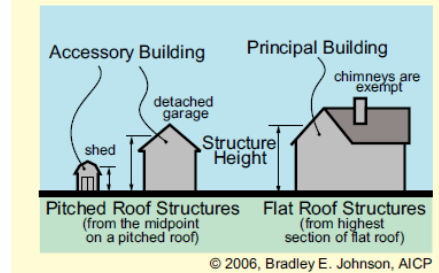
**Figure 2 - Floor Area**



**TABLE 3 - Building Height**  
(see Figure 3)

Maximum Building Height	NA
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**Figure 3 - Building Height**



## Additional Development Standards that Apply

Essential Services (ES)	Temporary Use (TU)	Utility (UT)
ES-01.....Sec. 4.09	TU-02..... Sec. 4.85	UT-01..... Sec. 4.88

## 2.03 R1A (Single-Family Residential) District Intent, Permitted Uses, and Special Uses

### A. District Intent

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

### B. Permitted Uses

1. **Residential Permitted Uses**
  - a. Adult foster care group home
  - b. Dwelling - one-family
  - c. Single-family cluster\*
2. **Institutional Permitted Uses**
  - a. Government office
  - b. School - public
3. **Recreational Permitted Uses**
  - a. Park

### C. Other Use Regulations

1. **Accessory Permitted Uses**
  - a. Family day care home\*
  - b. Garage - private
  - c. Greenhouse - private





## MY CITY/COUNTY, USA DEMO ORDINANCE

- d. Home occupation\*
- e. Parking facility - private off-street
- f. Parking - public, off-street\*
- g. Renting of rooms\*
- h. Sign
- i. Swimming pool - private
- j. Any use customarily incidental to the permitted principal use

### 2. Uses Requiring a Special Land Use Permit

- a. Assisted living
- b. Church
- c. Continued care retirement community
- d. Independent hospice facility
- e. Independent senior living
- f. Medical rehabilitation facility
- g. Parking (accessory) - public, off-street
- h. Philanthropic use
- i. Public utility building
- j. Publicly owned building
- k. School - private
- l. Skilled nursing facility

\* = Use Specific Standards in Section 5.02 Apply

## 2.04 R1A (Single-Family Residential) District Development Standards

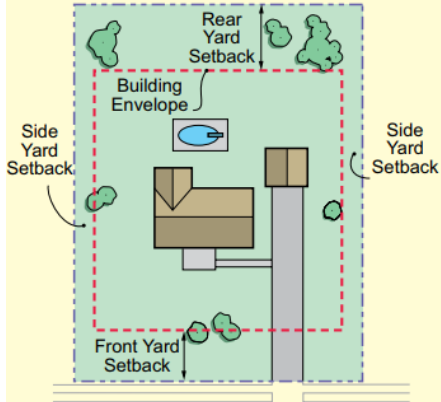
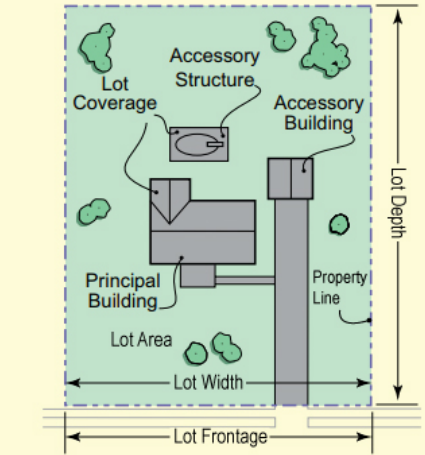
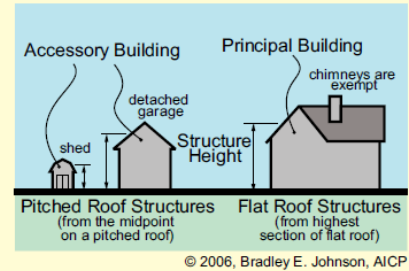
TABLE 1 - Lot Area and Setbacks (see Figure 1)		Figure 1 - Setbacks
Minimum Front Yard Setback	average of homes within 200 feet, if no homes within 200 feet, then 25 feet	 <p>© 2004, Bradley E. Johnson, AICP</p>
Minimum Rear Yard Setback	30 feet	
Minimum Combined Front and Rear Setback	55 feet	
Minimum Side Yard Setback	9 feet or 10% of total lot width whichever is larger for one side yard 14 feet or 25% of total lot width whichever is larger for both side yards no side yard shall be less than 5 feet	

TABLE 2 - Floor Area (see Figure 2)		Figure 2 - Lot Area and Floor Area
Minimum Lot Area	20,000 sq ft per unit	
Minimum Open Space	40%	
Minimum Lot Coverage	30%	
Minimum Floor Area Per Unit	1,500 sq ft	
Maximum Total Floor Area	NA	

**TABLE 3 - Building Height**  
(see Figure 3)

Maximum Building Height	<p>Lots &gt; 9,000 sq. ft. in Area: 30 feet to midpoint for sloped roofs; 24 feet for flat roofs only; 2 stories; 24 feet for eaves. •</p> <p>Lots &lt; 9,000 sq. ft. in Area: 28 feet to midpoint for sloped roofs; 24 feet for flat roofs only; 2 stories; 24 feet for eaves.</p>
-------------------------	---

**Figure 3 - Building Height**



## Additional Development Standards that Apply

<p><b>Accessory Structure (AS)</b></p> <p>AS-01..... Page 4-3</p> <p>AS-02..... Page 4-3</p> <p><b>Drainage (DN)</b></p> <p>DN-01 ..... Page 4-6</p> <p><b>Essential Services (ES)</b></p> <p>ES-01..... Page 4-7</p> <p><b>Fences (FN)</b></p> <p>FN-01..... Page 4-8</p> <p><b>Floodplain (FP)</b></p> <p>FP-01..... Page 4-9</p> <p>FP-02.....Page 4-11</p>	<p><b>Height (HT)</b></p> <p>HT-01..... Page 4-12</p> <p><b>Loading (LD)</b></p> <p>LD-01..... Page 4-22</p> <p><b>Lot (LO)</b></p> <p>LO-01..... Page 4-24</p> <p><b>Open Space (OS)</b></p> <p>OS-01 ..... Page 4-25</p> <p>OS-02 ..... Page 4-25</p> <p><b>Parking (PK)</b></p> <p>PK-01..... Page 4-30</p> <p>PK-02..... Page 4-32</p>	<p><b>Screening (SC)</b></p> <p>SC-01 ..... Page 4-37</p> <p><b>Setback (SB)</b></p> <p>SB-01..... Page 4-40</p> <p>SB-02..... Page 4-40</p> <p><b>Storage and Display (SD)</b></p> <p>SD-01 ..... Page 4-42</p> <p><b>Structure (SS)</b></p> <p>SS-01..... Page 4-45</p> <p>SS-02..... Page 4-45</p> <p><b>Temporary Use (TU)</b></p> <p>TU-01..... Page 4-50</p> <p>TU-03..... Page 4-51</p>
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**DATE:** December 3, 2018

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

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

**SUBJECT:** Building Redevelopment  
2010 Cole Ave.  
DTE Energy Street Light Agreement

---

**INTRODUCTION:**

The owner of the property at 2010 Cole Ave. is in the process of renovating the building and parking lot for new tenants.

**BACKGROUND:**

Since 2010 Cole Ave. is located within the Rail District, the redevelopment of the site requires the installation of street lights in the right-of-way. The street lights will be owned and operated by DTE Energy Co., matching the City's recently revised standards for street lights in the Rail District. Given the space available along its frontage, four new street lights are proposed.

**LEGAL REVIEW:**

In accordance with other commercial projects, the attached agreement prepared by DTE Energy Co. has been reviewed and approved by the City Attorney's office.

**FISCAL IMPACT:**

As noted in the agreement, the cost being charged to the City for the installation of these street lights is \$18,882.02. While the City will be responsible for payment to DTE Energy Co., payment will not be required until the work is 100% complete. Once the work has been billed to the City, our office will then generate an invoice for the same amount to the property owner, payable within 30 days. The developer will not be able to obtain a final Certificate of Occupancy until the payment has been made in full, to reimburse this cost to the City.

**SUMMARY:**

It is recommended that the Commission authorize the Mayor to sign the attached Agreement for Municipal Street Lighting presented by DTE Energy relative to 2010 Cole Ave. All costs relative to this agreement will be charged to the owner and/or developer of the property.

**ATTACHMENTS:**

- Agreement prepared by DTE Energy Co. to supply and install four new street lights in front of 2010 Cole Ave.
- Sketch of proposed work, as prepared by DTE Energy Co.

- Approved site plan for 2010 Cole Ave. redevelopment.

SUGGESTED RESOLUTION:

To approve the street light agreement between the City of Birmingham and DTE Energy Co. regarding the installation of street lights at 2010 Cole Ave. Further, to direct the Mayor to sign the agreement on behalf of the City. All costs relative to this agreement will be charged to the adjacent owner.



November 30, 2018

City of Birmingham  
151 Martin St, PO Box 3001  
Birmingham, MI 48012  
Attn: Paul T. O'Meara

Re: City of Birmingham-2010 Cole Ave Streetlight Installation

Attached is the Purchase Agreement for the work to be performed in the budget letter that I sent on November 30, 2018. A detailed description of the project is outlined in the agreements. Please print **TWO** copies. Please sign **BOTH** copies in the designated areas. A check or Purchase Order in the amount of **\$18,882.02** is also required at this time. Please return **BOTH** signed agreements (as well as check or Purchase Order...made payable to **DTE Energy**) to the following address:

DTE Energy  
8001 Haggerty Rd.  
Belleville, MI 48111  
140 WWSC-Brandon Faron

Please call if you have questions, 734-397-4017.

Sincerely,

*Brandon R. Faron*

Brandon R. Faron  
Account Manager  
Community Lighting


## Exhibit A to Master Agreement

### Purchase Agreement

This Purchase Agreement (this "Agreement") is dated as of November 30, 2018 between DTE Electric Company ("Company") and the City of Birmingham ("Customer").

This Agreement is a "Purchase Agreement" as referenced in the Master Agreement for Municipal Street Lighting dated April 11, 2013 (the "Master Agreement") between Company and Customer. All of the terms of the Master Agreement are incorporated herein by reference. In the event of an inconsistency between this Agreement and the Master Agreement, the terms of this Agreement shall control.

Customer requests the Company to furnish, install, operate and maintain street lighting equipment as set forth below:

1. DTE Work Order Number:	52350694 If this is a conversion or replacement, indicate the Work Order Number for current installed equipment: N/A	
2. Location where Equipment will be installed:	[2010 Cole Ave.], as more fully described on the map attached hereto as <u>Attachment 1</u> .	
3. Total number of lights to be installed:	4	
4. Description of Equipment to be installed (the " <u>Equipment</u> "):	Install four (4) Special Order Material Rockford Harbor posts (No GFI), four (4) Special Order Material Bishops Crook arms, and four (4) Special Order Material Hallbrook GlasWerks 69w LED full cutoff luminaires with FROSTED LENS. Material to be painted Birmingham Green (RAL6012)	
5. Estimated Total Annual Lamp Charges	\$1,069.20	
6. Computation of Contribution in aid of Construction (" <u>CIAC Amount</u> ")	Total estimated construction cost, including labor, materials, and overhead:	\$22,089.62
	Credit for 3 years of lamp charges:	\$3,207.60
	<b>CIAC Amount (cost minus revenue)</b>	<b>\$18,882.02</b>
7. Payment of CIAC Amount:	Due promptly upon execution of this Agreement	
8. Term of Agreement	5 years. Upon expiration of the initial term, this Agreement shall continue on a month-to-month basis until terminated by mutual written consent of the parties or by either party with thirty (30) days prior written notice to the other party.	
9. Does the requested Customer lighting design meet IESNA recommended practices?	(Check One) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If "No", Customer must sign below and acknowledge that the lighting design does not meet IESNA recommended practices <div style="text-align: right;"></div>	
10. Customer Address for Notices:	City of Birmingham 151 Martin St. Birmingham, MI 48012 Attn: Paul T. O'Meara	



11. Special Order Material Terms:

All or a portion of the Equipment consists of special order material: (check one) ☒ YES ☐ NO

If "Yes" is checked, Customer and Company agree to the following additional terms.

A. Customer acknowledges that all or a portion of the Equipment is special order materials ("SOM") and not Company's standard stock. Customer will purchase and stock replacement SOM and spare parts. When replacement equipment or spare parts are installed from Customer's inventory, the Company will credit Customer in the amount of the then current material cost of Company standard street lighting equipment.

B. Customer will maintain an initial inventory of at least 1 post and 1 luminaire and 1 arm and any other materials agreed to by Company and Customer, and will replenish the stock as the same are drawn from inventory. Costs of initial inventory are included in this Agreement. The Customer agrees to work with the Company to adjust inventory levels from time to time to correspond to actual replacement material needs. If Customer fails to maintain the required inventory, Company, after 30 days' notice to Customer, may (but is not required to) order replacement SOM and Customer will reimburse Company for such costs. Customer's acknowledges that failure to maintain required inventory could result in extended outages due to SOM lead times.

C. The inventory will be stored at City of Birmingham DPW Yard-851 S. Eton St. Access to the Customers inventory site must be provided between the hours of 9:00 am to 4:00 pm, Monday through Friday with the exceptions of federal Holidays. Customer shall name an authorized representative to contact regarding inventory: levels, access, usage, transactions, and provide the following contact information to the Company:

Name: Paul O'Meara

Title: City Engineer

Phone Number: 248-530-1840

Email: pomeara@bhamgov.org

The Customer will notify the Company of any changes in the Authorized Customer Representative. The Customer must comply with SOM manufacturer's recommended inventory storage guidelines and practices. Damaged SOM will not be installed by the Company.

D. In the event that SOM is damaged by a third party, the Company may (but is not required to) pursue a damage claim against such third party for collection of all labor and stock replacement value associated with the damage claim. Company will promptly notify Customer as to whether Company will pursue such claim.

E. In the event that SOM becomes obsolete or no longer manufactured, the Customer will be allowed to select new alternate SOM that is compatible with the Company's existing infrastructure.

F. Should the Customer experience excessive LED equipment failures, not supported by LED manufacturer warranties, the Company will replace the LED equipment with other Company supported Solid State or High Intensity Discharge luminaires at the Company's discretion. The full cost to complete these replacements to standard street lighting equipment will be the responsibility of the Customer.



\*\*\*\*\*

Company and Customer have executed this Purchase Agreement as of the date first written above.

Company:

DTE Electric Company

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Customer:

City of Birmingham

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**SIGN HERE**

**Attachment 1 to Purchase Agreement**

**Map of Location**

[To be attached]



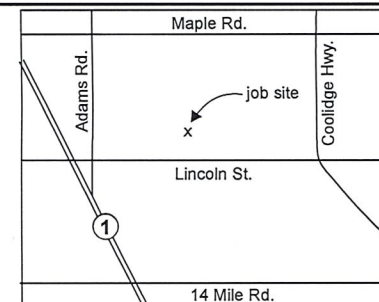
Type	Occupants	Length
ST LT - BORE - IN CONDUIT	E	184'
Total =		184'

Type	Legacy Stock # /SAP #	Length
IN #2 ALX2 - #4 ALX1	713-0878/100075024	258'

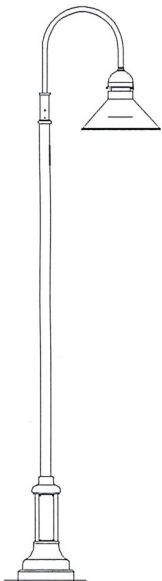
IN: POST CODE 34C - GREEN  
IN: FOUNDATION D11L CONCRETE  
IN: UG MULTIPLE LED 69 KA MAJESTIC  
IN: PCLL

- ② L69 - AFZ795 - 9000 BIHAM - O050 - \*533
- ③ L69 - AFZ796 - 9000 BIHAM - O050 - \*533
- ④ L69 - AFZ797 - 9000 BIHAM - O050 - \*533
- ⑤ L69 - AFZ798 - 9000 BIHAM - O050 - \*533

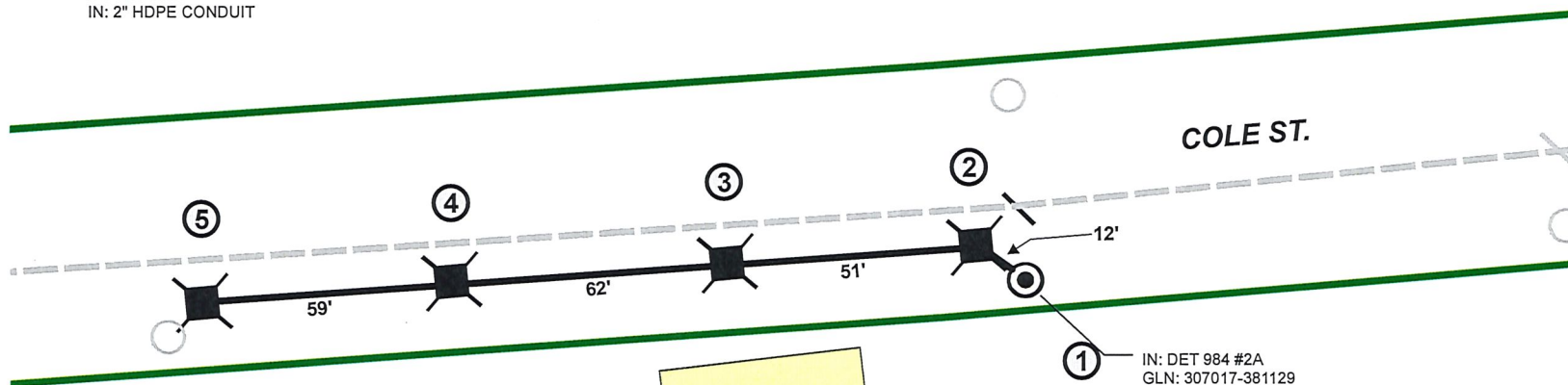
\*\*\* EXHIBIT "B" \*\*\*



IN: #2AL x 2, #4AL x 1  
IN: SL BORE  
IN: 2" HDPE CONDUIT



POST CODE 34C  
LUMINAIRE CODE KA MAJESTIC




ALL CABLE TO BE BORED IN CONDUIT.

FOUNDATION LOCATIONS TO BE MARKED  
WITH PAINT.

SITE IS TRUCK ACCESSIBLE.

PARENT WORK ORDER: 52350694  
DRAWING SIZE: 11" x 17" - ANSI B

**DTE Electric - Distribution Engineering and Planning**

									
Service Planner	Work Order Description								
Mira, Christopher	<b>NBUS-4 UG-2010 Cole Ave-Birmingham</b>								
Phone	52392692	GG-DGN	COB	CUL	GUG	PLC			
586.783.1969	52392692	52392694		52392704					
Supervisor	Circuit #1		Circuit #2		PH	SOMAT	52392703		
Brian R Kinnick	ST CIR 9000 BIHAM								
Phone	Service Center	Walksite City	Walksite Twp			County			
734.397.4024	PON	BIRMINGHAM				Oakland			
Planning Engineer	JU Work to be Performed					JU	RSD		
	NONE								
	JU Company	Contact	Email			Phone			
	JU Company	Contact	Email			Phone			
Phone	CUE Number	Var	Plot Date	Scale	Town	Range	Section	Acr	
	855480	1	11/30/2018	NONE	02N	11E	31		





# MEMORANDUM

Office of the City Manager

**DATE:** December 6, 2018  
**TO:** Joseph A. Valentine, City Manager  
**FROM:** Tiffany J. Gunter, Assistant City Manager  
**SUBJECT:** Rail District Streetlight Fixtures

## INTRODUCTION:

The City has requested that DTE replace forty-seven (47) light fixtures installed on projects from 2012-2016. The City's initial specification for the light fixtures was not followed by DTE Energy during the installations. DTE communicated to the City that the light product changed overtime and that the City has an obligation to verify and approve the lights that were installed on each project. All of the agreements have been reviewed by staff and it appears that DTE did offer an alternative specification to the City's initial specification and these alternative specifications were subsequently approved.

## BACKGROUND:

The total cost for replacement of the forty-seven (47) light fixtures is \$45,364.87. DTE has submitted a proposal that would result in the installation of an approved City product where the costs would be shared equally between the City and DTE. The City's responsibility for the project would be \$22,682.43

## LEGAL REVIEW:

Legal review is complete and there were no proposed changes to the agreement.

## FISCAL IMPACT:

During the Old Woodward Avenue street light project completed this year, a credit balance remains totaling \$31,408. The amount originally authorized totaled \$306,195, but given the revised design, the actual expenditure was \$274,787.

The credit balance of \$22,682.43 should be applied to the replacement of the forty-seven (47) street lights in the Rail District.

A total of \$8,725 will remain as a credit balance with DTE to be applied at a later date.

## SUMMARY:

Staff agrees that the cost should be shared based upon the review of the prior agreements and



City approvals.

ATTACHMENTS:

- DTE Proposed Agreement, dated November 6, 2018
- Lighting Map

SUGGESTED RESOLUTION:

To approve the proposed agreement by DTE Energy to replace forty-seven (47) light fixtures in the Rail District with a City approved product where the City would share in the cost equally with DTE Energy and apply a portion of an existing credit balance totaling \$22,682.43 and DTE would absorb \$22,682.44 for a total project cost of \$45,364.87.



November 6, 2018

City of Birmingham  
151 Martin St, PO Box 3001  
Birmingham, MI 48012  
Attn: Paul T. O'Meara

Re: City of Birmingham-Triangle District Replacement LED Fixtures

Attached is the Purchase Agreement for the work to be performed as discussed during our meeting on June 20, 2018. A detailed description of the project is outlined in the agreements. Please print **TWO** copies. Please sign **BOTH** copies in the designated areas. A check or Purchase Order in the amount of **\$22,682.43** is also required at this time. Please return **BOTH** signed agreements (as well as check or Purchase Order...made payable to **DTE Energy**) to the following address:

DTE Energy  
8001 Haggerty Rd.  
Belleville, MI 48111  
140 WWSC-Brandon Faron

Please call if you have questions, 734-397-4017.

Sincerely,

*Brandon R. Faron*

Brandon R. Faron  
Account Manager  
Community Lighting


## Exhibit A to Master Agreement

### Purchase Agreement

This Purchase Agreement (this "Agreement") is dated as of November 5, 2018 between DTE Electric Company ("Company") and the City of Birmingham ("Customer").

This Agreement is a "Purchase Agreement" as referenced in the Master Agreement for Municipal Street Lighting dated April 11, 2013 (the "Master Agreement") between Company and Customer. All of the terms of the Master Agreement are incorporated herein by reference. In the event of an inconsistency between this Agreement and the Master Agreement, the terms of this Agreement shall control.

Customer requests the Company to furnish, install, operate and maintain street lighting equipment as set forth below:

1. DTE Work Order Number:	52330508 If this is a conversion or replacement, indicate the Work Order Number for current installed equipment: N/A	
2. Location where Equipment will be installed:	[Various Locations within the Rail District], as more fully described on the map attached hereto as <u>Attachment 1</u> .	
3. Total number of lights to be installed:	47	
4. Description of Equipment to be installed (the " <u>Equipment</u> "):	Install forty-seven (47) Special Order Material Holophane GlasWerks Flat LED2 Hallbrook 69w LED full cutoff luminaires with FROSTED LENS and quick stem mount painted Birmingham Green (RAL 6012) and forty-six (46) Special Order Material Bishops Crook Arm (with Quick Stem Mount) painted Birmingham Green (RAL 6012).	
5. Estimated Total Annual Lamp Charges	\$12,563.10	
6. Computation of Contribution in aid of Construction (" <u>CIAC Amount</u> ")	Total estimated construction cost, including labor, materials, and overhead:	\$22,682.43
	Credit for 3 years of lamp charges:	\$0.00
	<b>CIAC Amount (cost minus revenue)</b>	<b>\$22,682.43</b>
7. Payment of CIAC Amount:	Due promptly upon execution of this Agreement	
8. Term of Agreement	5 years. Upon expiration of the initial term, this Agreement shall continue on a month-to-month basis until terminated by mutual written consent of the parties or by either party with thirty (30) days prior written notice to the other party.	
9. Does the requested Customer lighting design meet IESNA recommended practices?	(Check One) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If "No", Customer must sign below and acknowledge that the lighting design does not meet IESNA recommended practices <div style="text-align: right;"></div>	
10. Customer Address for Notices:	City of Birmingham 151 Martin St. PO Box 3001 Birmingham, MI 48012 Attn: Paul O'Meara	



11. Special Order Material Terms:

All or a portion of the Equipment consists of special order material: (check one) ☒ YES ☐ NO

If "Yes" is checked, Customer and Company agree to the following additional terms.

A. Customer acknowledges that all or a portion of the Equipment is special order materials ("SOM") and not Company's standard stock. Customer will purchase and stock replacement SOM and spare parts. When replacement equipment or spare parts are installed from Customer's inventory, the Company will credit Customer in the amount of the then current material cost of Company standard street lighting equipment.

B. Customer will maintain an initial inventory of at least 4 posts and 4 luminaires and any other materials agreed to by Company and Customer, and will replenish the stock as the same are drawn from inventory. Costs of initial inventory are included in this Agreement. The Customer agrees to work with the Company to adjust inventory levels from time to time to correspond to actual replacement material needs. If Customer fails to maintain the required inventory, Company, after 30 days' notice to Customer, may (but is not required to) order replacement SOM and Customer will reimburse Company for such costs. Customer's acknowledges that failure to maintain required inventory could result in extended outages due to SOM lead times.

C. The inventory will be stored at City of Birmingham DPW Yard. Access to the Customers inventory site must be provided between the hours of 9:00 am to 4:00 pm, Monday through Friday with the exceptions of federal Holidays. Customer shall name an authorized representative to contact regarding inventory: levels, access, usage, transactions, and provide the following contact information to the Company:

Name: Paul O'Meara Title: City Engineer

Phone Number: 248-530-1840 Email: pomeara@bhamgov.org

The Customer will notify the Company of any changes in the Authorized Customer Representative. The Customer must comply with SOM manufacturer's recommended inventory storage guidelines and practices. Damaged SOM will not be installed by the Company.

D. In the event that SOM is damaged by a third party, the Company may (but is not required to) pursue a damage claim against such third party for collection of all labor and stock replacement value associated with the damage claim. Company will promptly notify Customer as to whether Company will pursue such claim.

E. In the event that SOM becomes obsolete or no longer manufactured, the Customer will be allowed to select new alternate SOM that is compatible with the Company's existing infrastructure.

F. Should the Customer experience excessive LED equipment failures, not supported by LED manufacturer warranties, the Company will replace the LED equipment with other Company supported Solid State or High Intensity Discharge luminaires at the Company's discretion. The full cost to complete these replacements to standard street lighting equipment will be the responsibility of the Customer.

\*\*\*\*\*

Company and Customer have executed this Purchase Agreement as of the date first written above.

Company:

DTE Electric Company

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Customer:

City of Birmingham

By: \_\_\_\_\_

Name: \_\_\_\_\_

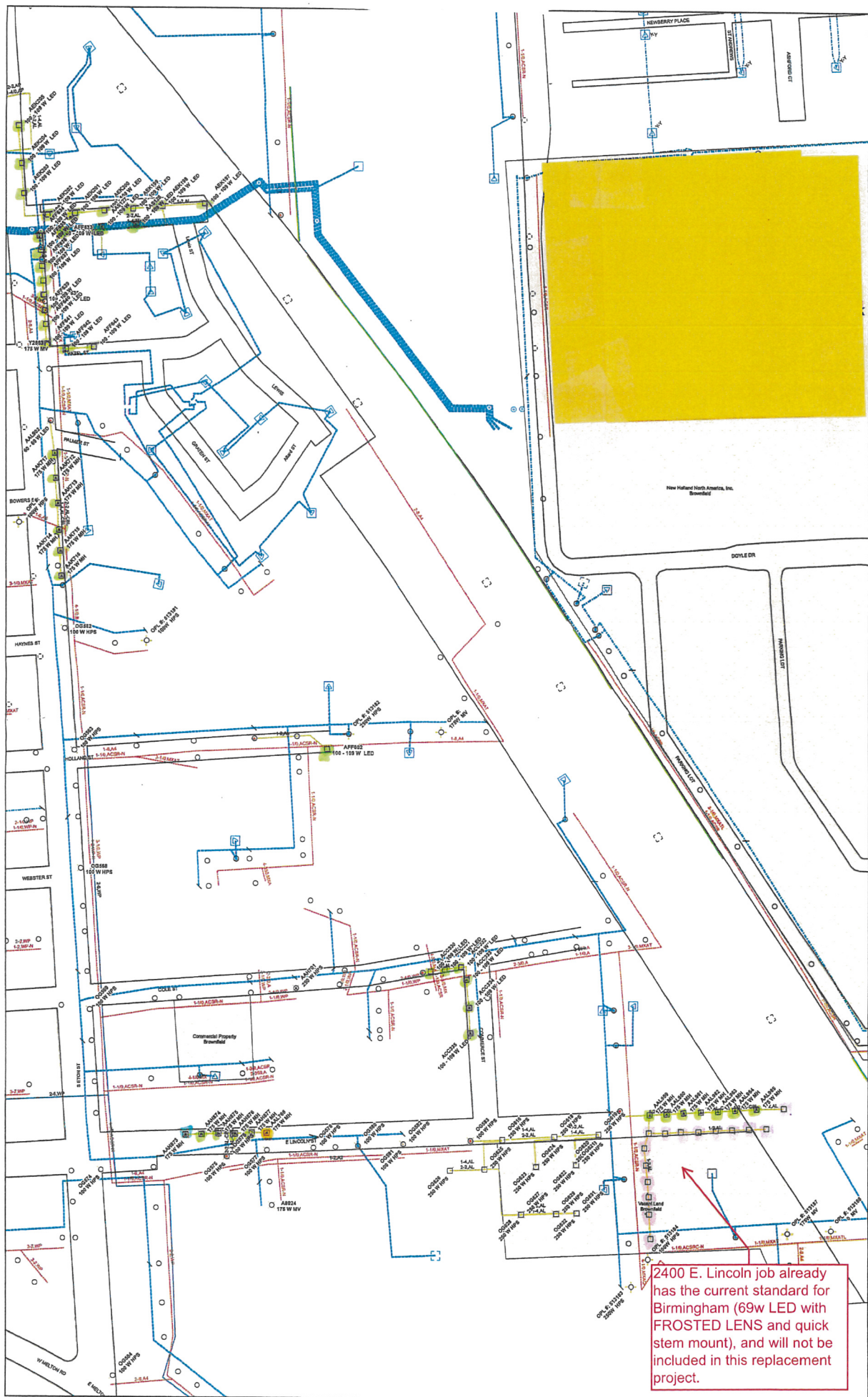
Title: \_\_\_\_\_



**Attachment 1 to Purchase Agreement**

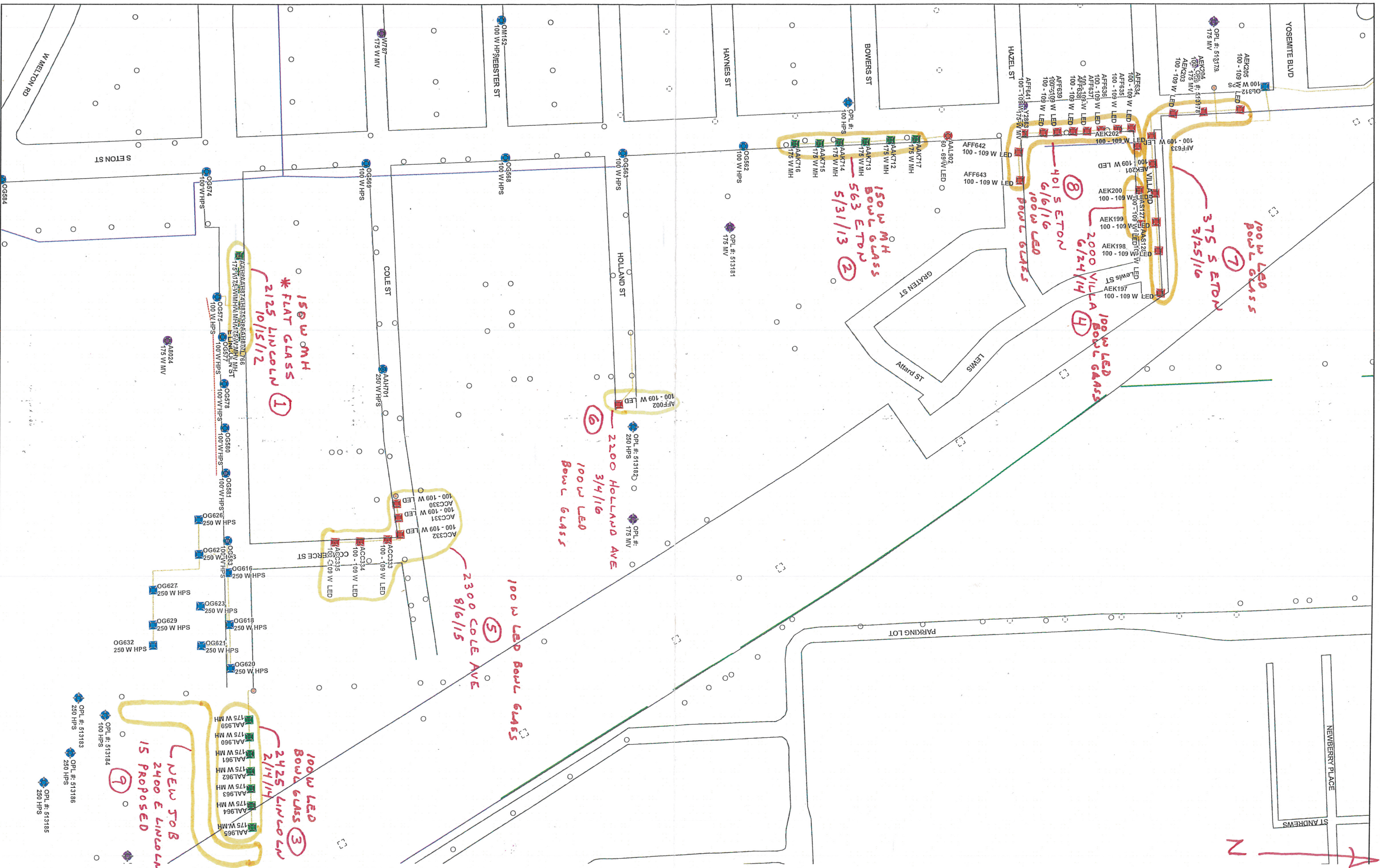
**Map of Location**

[To be attached]



# EXISTING LIGHT FIXTURES





100 W LED  
Bowl Glass ⑦  
375 S ETON  
3/25/16

100 W LED  
Bowl Glass ⑧  
401 S ETON  
6/16/16  
100 W LED  
2000 VILA  
6/24/14  
100 W LED  
Bowl Glass ④

150 W MH  
Bowl Glass  
563 ETON  
5/31/13 ②

2200 HOLLAND AVE  
100 W LED  
3/4/16  
Bowl Glass ⑥

100 W LED Bowl Glass ⑤  
2300 COLE AVE  
8/6/15

150 W MH  
\* FLAT GLASS ①  
2125 LINCOLN  
10/15/12

100 W LED  
Bowl Glass ③  
2425 LINCOLN  
2/14/14  
NEW SOB  
2400 E LINCOLN  
IS PROPOSED ⑨

OPL # 513183  
250 HPS

OPL # 513186  
250 HPS

OPL # 513185  
250 HPS

OPL # 513184  
100 HPS

OG632  
250 W HPS

OG627  
250 W HPS

OG629  
250 W HPS

OG623  
250 W HPS

OG621  
250 W HPS

OG620  
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OG618  
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OG580  
250 W HPS

**DATE:** December 6, 2018

**TO:** City Commission

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

**SUBJECT:** Ad Hoc Unimproved Street Study Committee

---

**INTRODUCTION:**

The Ad Hoc Unimproved Street Study Committee (ADUSSC) was established by resolution in September of 2017 to develop and recommend a long term plan for addressing the City's unimproved roads. In accordance with the establishing resolution the term of the committee was set as December 31, 2018. As the committee is still working on their task, an extension to the term is necessary.

**BACKGROUND:**

Although the ADUSSC was created in September of 2017, there was not a full complement of members appointed until May of 2018 so the committee has only been operating for about six months. Their first meeting was held in June 28, 2018 and they have now met six times. They are about half way through their mission and an extension to their term is necessary.

**LEGAL REVIEW:**

No legal review is required.

**FISCAL IMPACT:**

There is no fiscal impact associated with an extension to the committee's term.

**SUMMARY**

Staff recommends extending their term through the end of December 2019. It is expected the committee will finish sooner and the committee is not inclined to drag out their review, but it is beneficial to allow for additional time, if needed, to account for additional reviews and public input that may be necessary as the committee works to complete their purpose. The existing resolution has been amended with the sole change of amending the term of the committee to 2019.

**ATTACHMENTS:**

- A copy of the revised resolution is attached.

**SUGGESTED ACTION:**

To adopt a resolution extending the term of the Ad Hoc Unimproved Street Study Committee through December of 2019.

**RESOLUTION CREATING AN AD HOC UNIMPROVED STREET STUDY COMMITTEE TO CONDUCT A CITY-WIDE STUDY OF UNIMPROVED STREETS AND PROVIDE A RECOMMENDATION TO THE CITY COMMISSION OUTLINING A LONG TERM PLAN FOR THESE STREETS.**

**WHEREAS**, the City of Birmingham has roughly 90 miles of public streets throughout its jurisdiction; and

**WHEREAS**, included in the roughly 90 miles of public streets, the City of Birmingham has roughly 26 miles of unimproved streets, which receive a cape seal treatment; and

**WHEREAS**, unimproved streets require more frequent maintenance than improved streets and have been an increasing concern for residents living on them; and

**WHEREAS**, the City of Birmingham is desirous of conducting a city-wide study of its unimproved streets to develop a long term solution that considers such issues as road durability, maintenance cycles, drainage, Rights-of Way usage, traffic speeds, parking and costs; and

**WHEREAS**, the City Commission wishes to establish an Ad Hoc Unimproved Street Study Committee to review the City's unimproved street maintenance program and provide a long term plan to address these streets.

**NOW THEREFORE BE IT RESOLVED** that an Ad Hoc Unimproved Street Study Committee is hereby established to develop and recommend a long term plan for addressing the City's unimproved streets in accordance with the following:

1. The Committee will be Ad Hoc. The term of the Committee shall continue through December 31, 2019 and the Committee will cease functioning unless otherwise directed by the Commission at that time.
2. The City Commission hereby appoints a seven (7) member Ad Hoc Committee to be comprised of the following members.
  - a) Two members of the City Commission.
  - b) Three members comprised of residents living on an unimproved street representing different areas of the City.
  - c) One member comprised of a resident living on an improved street.
  - d) One member with a background in road design and maintenance.

The City Commission also hereby appoints the City Manager as an ex officio member of the committee and the City Manager may designate additional staff members and consultants to assist the committee in providing information and assistance as required.

3. The scope of the Committee shall be to develop a long term plan on how to best proceed in addressing unimproved roads in the City in accordance with the following:
  - a. Review the history and evolution of the road system in the City.



- b. Review and evaluate the types of streets in the City while considering road durability, maintenance cycles, drainage, Rights-of-Way usage, traffic speeds, parking, resident preference and aesthetics.
  - c. Review and evaluate policies from neighboring communities for addressing unimproved streets.
  - c. Review the policies and procedures attributed to each type of street construction and maintenance method used by the City.
  - d. Review conditions where small sections of unimproved streets exist within a predominately improved block and provide recommendations.
  - e. Review conditions where large areas of unimproved streets exist within a neighborhood and provide recommendations.
  - f. Review and evaluate cost and budget implications of any proposed recommendations and include strategic funding alternatives.
  - g. Compile the Committee's findings and recommendations into a report to be presented at the end of the Committee's term.
4. The Committee may request professional services as may be required in the analysis of street design, maintenance and cost considerations.
5. The Committee is not authorized to expend funds or enter into agreements. All recommendations made by the Committee shall be in the form of a report to the City Commission.

All meetings of the Committee shall be open to the public. Agenda and minutes for all meetings shall be prepared.

**DATE:** December 5, 2018

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

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

**SUBJECT:** 2019 Street Art Fair (Common Ground) – Sept. 13-15, 2019

---

**INTRODUCTION:**

Common Ground submitted a Special Event application to hold the 2019 Street Art Fair event in Shain Park and surrounding streets on September 14 and 15, 2019. Set-up for the event is scheduled for Friday, September 13th from 5 pm to 9 pm.

**BACKGROUND:**

The Police Department has reviewed the proposed event details prior to submission for street closures and the need for safety personnel and has approved the details. DPS, Planning, Building, Police, Fire, and Engineering have indicated their approval. SP+ Parking has been notified of the event for planning purposes.

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

Farmers Market Celebrate Birmingham	Sundays	Lot 6
-------------------------------------	---------	-------

**LEGAL REVIEW:**

No review required.

**FISCAL IMPACT:**

No fiscal impact.

**SUMMARY**

The City Commission is being asked to approve the 2019 Street Art Fair special event to be held September 14 & 15, 2019, with set-up to begin Friday, September 13<sup>th</sup> between 5 pm and 9 pm. Tear-down will begin at the conclusion of the event on Sunday, September 15<sup>th</sup> at approximately 5 pm.

**ATTACHMENTS:**

1. Special Event application
2. Notification letter with map of event area distributed to residents/businesses within 300 feet of the event area on November 19, 2018. Notification addresses are on file in the Clerk's Office.
3. Hold Harmless Agreements signed by The Guild of Artists and Artisans, and Birmingham Bloomfield Art Center (Certificate of Insurance due on or before August 30, 2019)
4. Department Approval page with comments and estimated costs

**SUGGESTED RESOLUTION:**

To approve a request from Common Ground to hold the Street Art Fair in Shain Park and on the surrounding streets on September 14 & 15, 2019 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.

**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 October 24, 2018

Name of Event Common Ground's 45th Annual Birmingham Street Art Fair

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

Fine Art Fair featuring 160 jury selected professional artists, artist demonstrations, and Children's art activities. The event serves as an annual fundraiser for Common Ground.

Location In and around Shain Park (layout map included)

Date(s) of Event Sept. 14 & 15, 2019 Hours of Event Sat 10am-6pm Sun 10am-5pm

Date(s) of Set-up September 13, 2019 Hours of Set-up 5pm-9pm (5pm street closure with

NOTE: No set-up to begin before 7:00 AM, per City ordinance. meters bagged at 3pm)

Date(s) of Tear-down September 15, 2019 Hours of Tear-down 5pm-9pm

Organization Sponsoring Event Common Ground

Organization Address 1410 S. Telegraph, Bloomfield Hills, MI 48302


Organization Phone 248.456.8150

Contact Person Jeffrey Kapuscinski

Contact Phone 248.431.3730

Contact Email jkapuscinski@commongroundhelps.org

## II. EVENT INFORMATION

1. Organization Type Non-profit  
(city, non-profit, community group, etc.)
2. Additional Sponsors or Participants (Provide name, address, contact person, status, etc. for all additional organizations sponsoring your event. ) Producing Partner is the Guild of Artists & Artisans  
118 N. Fourth Ave, Ann Arbor, MI 48104 (734)662-3382 ext. 303  
Executive Director - Karen Delhey Email - karen@theguild.org
3. Is the event a fundraiser? YES ☒ NO ☐  
List beneficiary Common Ground  
List expected income \$25,000  
Attach information about the beneficiary.
4. First time event in Birmingham? YES ☐ NO ☒  
If no, describe This will be Common Ground's 45th Annual Birmingham Street Art Fair.
5. Total number of people expected to attend per day 30,000+
6. The event will be held on the following City property: (Please list)  
☒ Street(s) Martin, Henrietta, Merrill, Bates  
☐ 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)** 
8. What parking arrangements will be necessary to accommodate attendance? Exhibitors & Attendees will use City Parking Structures and lots

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

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

Describe Trained staff and volunteers are on site from move-in to move-out to ensure safety and provide site maintenance. In addition, overnight professional security is contracted for 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)** 

Describe Police and Paramedics

11. Will alcoholic beverages be served? YES ☐ NO ☒

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

12. Will music be provided? YES ☒ NO ☐

X Live                      Amplification                      Recorded                      Loudspeakers

Time music will begin TBD

Time music will end 5:00 each day

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 Approx 15-20 signs

Size of signs/banners 24"x36" A-Frames

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.**
- You must obtain approval from the Oakland County Health Department for all food/beverage sales/donations. Contact [ehclerk@oakgov.com](mailto:ehclerk@oakgov.com) or 248-535-9612 to obtain Health Department approval.
- There is a \$50.00 application fee for all vendors and peddlers, in addition to the \$10.00 daily fee, per location.

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

<b>VENDOR NAME</b>	<b>GOODS TO BE SOLD</b>	<b>WATER HOOK- UP REQUIRED?</b>	<b>ELECTRIC REQUIRED?</b>
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)

<b>EQUIPMENT</b>	<b>QUANTITY</b>	<b>COST</b>	<b>NOTES</b>
Picnic Tables		6 for \$200.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles	33	\$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	4	\$250.00 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		\$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.

<b>TYPE</b>	<b>QUANTITY</b>	<b>SIZE</b>
Tents/Canopies/Awnings (A permit is required for tents over 120 sq ft)	170	10'x10'
Portable Toilets	8-10	Reg and Handicap
Rides		
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)		



## **SIGNATURE OF APPLICANT REQUIRED**

EVENT NAME Common Ground's 45th Annual Birmingham Street Art Fair

EVENT DATE September 14 & 15, 2019

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

10/29/18  
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.



Common Ground is a nonprofit agency dedicated to helping people move from crisis to hope. The agency's programs throughout Oakland and Genesee Counties are a lifeline for runaway and homeless youths, families in crisis, victims of crime, people with mental illness and others in critical situations. Common Ground serves more than 80,000 individuals each year and is supported in part by state and federal grants, contracts, individual and corporate contributions, foundations, special events, the Oakland County Community Health Network and Genesee County Community Mental Health. Most of its services are free of charge and 90 percent of the funds received go to direct service. Common Ground's programs and services are divided into three distinct impact areas: Responding to crisis, providing safety and advocacy, and building communities of support. Here is a sampling of these programs and services:

- **Crisis and Resource Helpline** is available 24-hours per day, 365 days per year. Trained staff and volunteers provide over-the-phone, text and chat crisis intervention counseling, information and referrals.

**Oakland Assessment and Crisis Intervention Service** provides recovery oriented face to face assessment, crisis intervention, and stabilization services for all Oakland county residents including children at risk for hospitalization.

- **Victim Assistance Program** provides 24-hour access to counselors and advocates for victims of crime, domestic and sexual abuse, and workplace violence.

- **Crisis Residential Unit** provides short-term voluntary psychiatric care for adults that includes medical supervision, nursing and discharge planning. These services are designed to support stabilization, reduce symptoms, restore function and prevent additional functional impairment, with the goal of transitioning to a less-restrictive level of care.

- **The Sanctuary**, a free and safe 24-hour shelter, provides up to 3-week voluntary residential counseling to runaways and youths in crisis between the ages of 10-17, with the goal of reuniting youths with their families.

- **A Step Forward** is a safe and home-like transitional living shelter for homeless youths ages 16-21, who are seeking self-sufficiency. The program provides counseling, job training, career development, educational assistance, financial subsidies and medical assistance for up to 21 months.

- **Survivors of Suicide Support Group** is a bi-monthly free 12-week program available to all surviving family, friends and work colleagues of the person who ended their life through suicide.

- **Survivors of Homicide Support Group** is a bi-monthly free 12-week group available to all surviving family, friends and work colleagues of the homicide victim.



# Common Ground

*helping people move from crisis to hope*

October 24, 2018

## Hold Harmless Agreement

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

  
\_\_\_\_\_  
Jeffrey Kapuscinski  
Director of Business Development

  
\_\_\_\_\_  
Date



October 25, 2018

### Hold Harmless Agreement

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

Karen Delhey  
Executive Director

October 25, 2017

Date

T H E   G U I L D   O F   A R T I S T S   &   A R T I S A N S

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



## Common Ground

*helping people move from crisis to hope*

### SPECIAL EVENT REQUEST NOTIFICATION LETTER

DATE: 11/19/2018

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

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

#### EVENT INFORMATION

NAME OF EVENT: Common Ground's 45th Annual Birmingham Street Art Fair

LOCATION: In and around Shain Park, map enclosed

DATES/TIMES OF EVENT:

Saturday, Sept. 14, 2019, 10am – 6pm and Sunday, Sept. 15, 2019, 10am – 5pm

BRIEF DESCRIPTION OF EVENT/ACTIVITY:

Fine art fair featuring the handmade and original artwork of approximately 160 juried artists and is an important annual fundraiser for Common Ground, which has been serving youths, adults and families in crisis for more than 40 years.

DATES/TIMES OF SET UP:

Friday, Sept. 13, 2019, meters bagged at 3pm and street closings at 5pm with move-in completed by 9pm

DATES/TIMES OF TEAR DOWN: Sunday, Sept. 15, 2019, from 5pm to 9pm

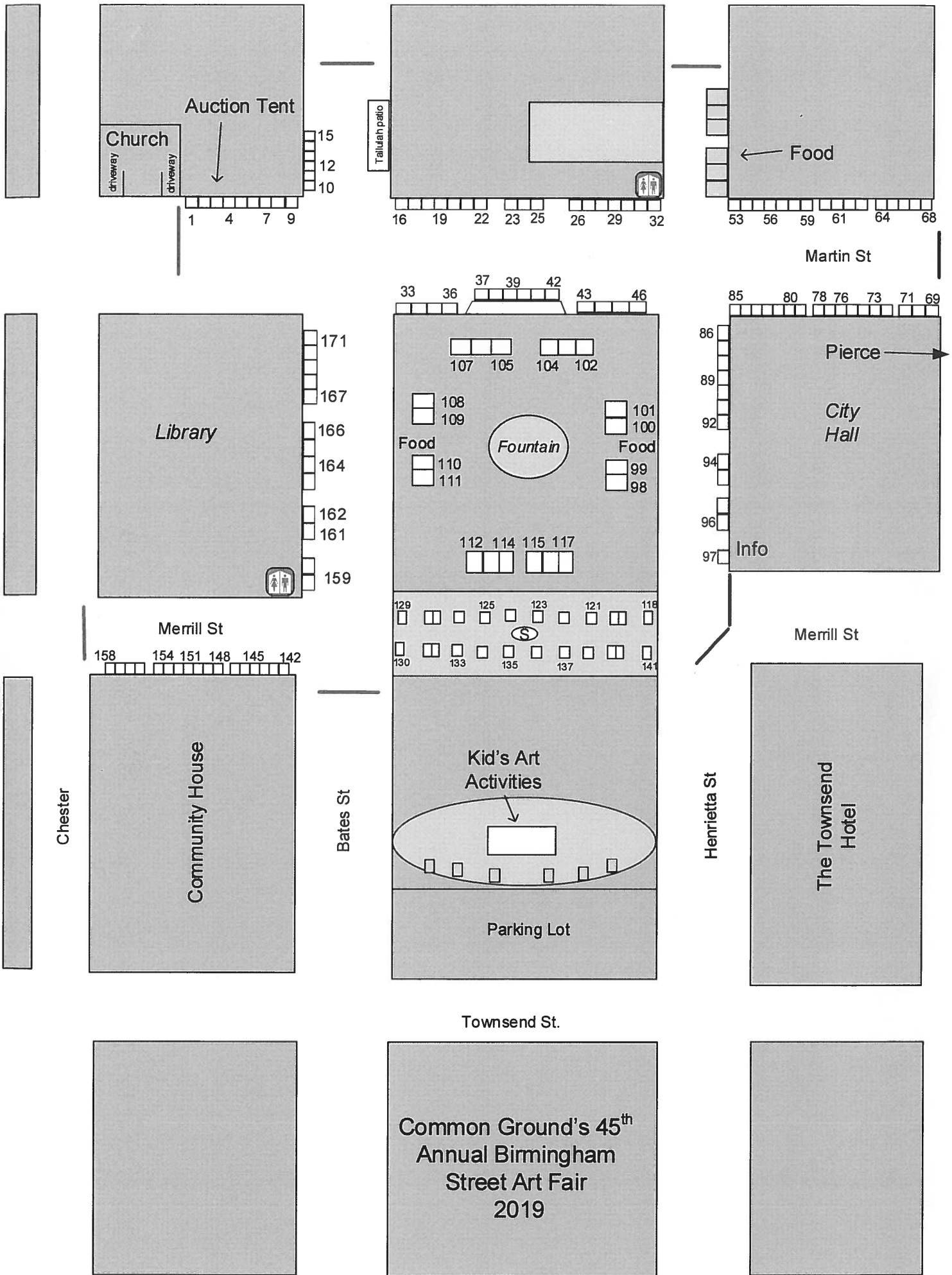
DATE/TIME OF CITY COMMISSION MEETING: Monday, December 10, 2018

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). To receive updates on special events held in the city log on to [www.bhamgov.org/enotify](http://www.bhamgov.org/enotify).

EVENT ORGANIZER: Common Ground (Birmingham Street Art Fair)  
ADDRESS: 1410 S. Telegraph  
Bloomfield Hills, MI 48302  
PHONE: 248.456.8150  
Day of Event Contact: Karen Delhey (734)646-8431

Attachments: Proposed site map for Birmingham Street Art Fair

*1410 S. Telegraph • Bloomfield Hills, MI 48302 • 248.451.8150*  
*[www.commongroundhelps.org](http://www.commongroundhelps.org)*



# DEPARTMENT APPROVALS

EVENT NAME 2019 Street Art Fair

LICENSE NUMBER #19-00011367

COMMISSION HEARING DATE: 12/10/18

NOTE TO STAFF: Please submit approval by **11/21/19**

DATE OF EVENT: 9/13-9/15/19

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			
<b>BUILDING</b> 101-000.000-634.0005 248.530.1850	MJM	1 Tents in excess of 200 square feet and canopies over 400 square feet require permits. 2. All tents/canopies must be flame resistant with certification. 3. No smoking inside any tent or canopy. Signs to be posted. 4. Tents or canopies must be secured with sandbags, weights, or water ballast. 5. Tents and canopies must be located per the approved layout.		\$221.48	
<b>FIRE</b> 101-000.000-634.0004 248.530.1900	JMC	1. No Smoking in any tents or canopy. Signs to be posted. 2. All tents and Canopies must be flame resistant with certificate on site. 3. No open flame or devices emitting flame, fire or heat in any tents. Cooking devices shall not be permitted within 20 feet of the tents. 4. Tents and Canopies must be properly anchored for the weather		\$84	

		<p>conditions, no stakes allowed.</p> <p>5. Clear Fire Department access of 12 foot aisles must be maintained, no tents, canopies or other obstructions in the access aisle unless approved by the Fire Marshal.</p> <p>6. Pre-event site inspection required.</p> <p>7. All food vendors are required to have an approved 5lbs. multi-purpose (ABC) fire extinguisher on site and accessible.</p> <p>8. Provide protective barriers between hot surfaces and the public.</p> <p>9. Cords, hoses, etc. shall be matted to prevent trip hazards.</p> <p>10. Paramedics will respond from the fire station as needed. Dial 911 for fire/rescue/medical emergencies.</p> <p>11. Do Not obstruct fire hydrants or fire sprinkler connections on buildings.</p>			
<b>POLICE</b> 101-000.000.634.0003 248.530.1870	SG	Personnel and Barricades		\$1660	
<b>PUBLIC SERVICES</b> 101-000.000-634.0002 248.530.1642	CL 11/16/2018	Includes Barricade delivery and pick up, Dumpster rental, PSD boxes and trash removal as requested.		\$4,500	
<b>ENGINEERING</b> 101-000.000.634.0002 248.530.1839	A.F.	Maintain 5' clear pedestrian pathway on sidewalks. No pavement damage allowed for barricades, tents or other temporary installations.	None	\$0	\$0
<b>SP+ PARKING</b>	A.F.	Emailed information to SP+ on 11/19/18			



<b>INSURANCE</b> 248.530.1807	CA	Certificate of insurance to be provided 2 weeks prior to event	None	\$0	\$0
<b>CLERK</b> <b>101-000.000-614.0000</b> 248.530.1803		Notification letters mailed by applicant on 11/19/18. 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 8/30/19.	Applications for vendors license must be submitted no later than 8/30/19.	\$165 pd	
				<b>TOTAL DEPOSIT REQUIRED</b>  <b>\$6,465.48</b>	<b>ACTUAL COST</b>

**FOR CLERK'S OFFICE USE**

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

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

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

Rev. 12/7/18

h:\shared\special events\general information\approval page.doc

**DATE:** December 10, 2018  
**TO:** Joseph A. Valentine, City Manager  
**FROM:** J. Cherilynn Mynsberge, City Clerk  
**SUBJECT:** Greenwood Cemetery Payment Plan Policy

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### INTRODUCTION:

Payment plans for the purchase of cemetery plots are currently being utilized by 15 customers for the purchase of fewer than 30 plots in Greenwood Cemetery. The Greenwood Cemetery Operational Procedures, Conditions and Regulations (Regulations) as approved by the City Commission do not address payment plans. The Greenwood Cemetery Advisory Board (GCAB) believes a written policy should be adopted by the City of Birmingham to regulate such payment plans and has worked diligently to craft a policy which best protects the fiduciary soundness of Birmingham and the Greenwood Cemetery.

Based on the City Commission's comments at their September 17, 2018 meeting, the GCAB revised its draft of the policy on October 5, 2018. Administrative staff encouraged comments from the City's Contractor and conducted a thorough review of both the policy as approved by the GCAB and the perspective of our Contractor as cemetery and funeral professionals who will be charged with implementing the policy. Staff concluded there are issues of consistency and customer service which deserve further consideration in order to provide the City with the best possible policy.

### BACKGROUND:

#### Inconsistency.

1. Paragraph 6 of the proposed policy stipulates forfeiture of both the plot(s) and all payments made should a purchaser default on a payment plan agreement. Section IX. Lot Resale Policy of the current Regulations requires repayment by the City of 50% of the original purchase price on graves returned to the City. In the interest of uniformity, consideration should be given to refunding 50% of payments made on installment if a purchaser is unable to bring the account current.
2. Paragraph 7 of the proposed policy would require our Contractor to remit 75% of each payment made on installment plans to the Greenwood Perpetual Care Fund (Fund) at the time of each payment. From the time our Contractor began making sales of cemetery plots in 2014 distributions to the Fund have been made quarterly on lot sales which have been paid in full. This practice was stated by the Contractor at the GCAB's first meeting on January 9, 2015. The Contractor's report on lot sales from July 1 through December 31, 2014 stated, "Currently, sales of available spaces are permitted where a death has occurred. This total represents seven space sales. Distributions to the City are made quarterly, now that the Endowment Fund account has been established by ordinance, on lot sales upon payment in full by the purchaser". For consistency's sake, remittance of the Perpetual Care Fund's 75% of sales should continue to be made quarterly for plots which are paid in full.

The City Commission hired Elmwood Historic Cemetery on June 24, 2013 to provide management services for Greenwood Cemetery. Contractually, our Contractor is responsible for providing permanent record keeping, financial record keeping, customer service and marketing, and assisting the City in reviewing the Operational Procedures, Conditions, and Regulations in order to ensure the needs of the community are being met in a manner consistent with industry best practices (*Request for Proposal as incorporated by reference into the Agreement for Greenwood Cemetery Management Services, Scope of Work, Sections 1 & 7*). Under our Contractor's system of record keeping, the permanent record of sale is reported to the City when payment is complete along with 75% of the sale price and a copy of the deed issued to the purchaser. The cost of monthly billing, collecting and accounting is absorbed by our Contractor. The investment earnings of approximately 5% of the City's \$2,250 share of each Cemetery plot amounts to \$112.50. Deferment of interest over a maximum 24-month term could be considered a nominal cost for providing the service of installment plans to Greenwood Cemetery's customers while maintaining a clean and simple accounting of plots sold.

#### Customer Service.

1. The City of Birmingham prides itself on providing exceptional customer service to its residents. Providing payment plans for the purchase of plots in Greenwood Cemetery observes this standard. The GCAB has commendably concentrated on fiscal responsibility in the policy's provisions. Upon review, however, administrative staff rears some unintended negative perceptions may be felt by the City's customers. For instance, if Birmingham retains all payments made on an installment plan if the customer defaults, the City could be perceived as unsympathetic or uncompassionate to families whose circumstances have changed. If the City refunds 50% it also retains 50% and is able to resell the plot(s) at full price. This is consistent with Section IX. Lot Resale Policy of the current Regulations.
2. Paragraph 4 of the policy requires equal allocation of monthly payments to each plot being purchased and does not allow families who wish to utilize one plot for a burial to apply payments already made to the needed plot. In their contractual role of reviewing the Regulations to ensure the needs of the community are being met in a manner consistent with industry best practices, our Contractor notes that this is not a standard practice in the industry. Rather, one space is required to be paid in full with the 20% down payment being maintained on the remaining plots under contract. A grieving family member may perceive the practice of requiring more money when enough is already on account as unnecessarily insensitive on the part of the City. Should the Greenwood Cemetery policy be based on standard industry practice, or is it beneficial to the City to be more stringent?

#### LEGAL REVIEW:

Following the September 17, 2018 City Commission meeting, City Attorney Currier reviewed the proposed policy as submitted by the GCAB and made revisions compatible with the City Commission's comments while maintaining the meaning and substance of the GCAB's version. The GCAB approved the attorney's draft policy with minor adjustments on October 5, 2018.

#### FISCAL IMPACT:

Income to the Greenwood Perpetual Care Fund will continue to be submitted quarterly for plots which are paid in full. Deferred investment income would be approximately \$112.50 per plot for a maximum of 24 months.

**SUMMARY:**

The GCAB met on December 7, 2018 and reviewed the comments as presented above under "Background". During much of the discussion which ensued, members of the GCAB were amenable to making many of the suggested changes. As the discussion continued a suggestion was made that perhaps purchase plans for cemetery plots should be phased out. On a vote of 4-2, with one member absent, the GCAB approved a recommendation to the City Commission that no new payment plans for the purchase of Greenwood Cemetery plots will be entered into effective January 1, 2019, and that current payment plans will be continued to their conclusion.

Minor changes could cure inconsistencies in the policy and inject the policy with elements of customer service more sensitive to the Cemetery's customers, without the GCAB compromising its fiduciary responsibility.

**ATTACHMENTS:**

1. Excerpt of the December 7, 2018 GCAB meeting minutes.
2. Payment Plan Policy as approved by the GCAB on October 5, 2018.
3. Comments on proposed plan from Contractor.
4. Contractor's report distributed at January 9, 2015 meeting of the GCAB
5. October 5, 2018 version revised to incorporate changes as suggested by staff-REDLINED
6. October 5, 2018 version revised to incorporate changes as suggested by staff-CLEAN

**SUGGESTED RESOLUTION:**

To adopt the recommendation of the Greenwood Cemetery Advisory Board that no new payment plans for the purchase of Greenwood Cemetery plots be entered into effective January 1, 2019, and that current payment plans will be continued to their conclusion.

**OR**

To amend the Operational Procedures, Conditions and Regulations for the Greenwood Cemetery to add Section IX. LOT SALES - PAYMENT PLAN POLICY as suggested by staff. Further, to renumber the subsequent three paragraphs accordingly:

- X. LOT RESALE POLICY
- XI. SCHEDULE OF FEES AND CHARGES
- XII. REVISIONS

**GREENWOOD CEMETERY ADVISORY BOARD  
MEETING MINUTES  
FRIDAY, DECEMBER 7, 2018 AT 8:30 AM  
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

**I. CALL TO ORDER**

Chairperson Gehringer called the meeting to order at 8:36 a.m.

**II. ROLL CALL**

Present: Linda Buchanan  
Darlene Gehringer  
Linda Peterson  
Laura Schreiner  
George Stern  
Margaret Suter  
Absent: Kevin Desmond

Administration: City Clerk Mynsberge

**Payment Plan Policy**

City Clerk Mynsberge presented her memo dated November 15, 2018

Mr. Stern endorsed City Clerk Mynsberge's recommendations to:

- Refund 50% of the payments made on installment if a purchaser is unable to complete the contract;
- Payment of 75% of the purchase price be made to the Perpetual Care Fund after the final payment is made, which causes less work for the City; and
- In the interest of compassion, if enough money is on account to pay for a needed grave the purchaser may be given time to replace the 20% deposit on the other plot(s).

Ms. Suter and Ms. Buchanan questioned what an appropriate procedure would be if all of the money on account was credited to the plot to be used and the 20% down payment amount for the remaining plot(s) was not left in the account.

Mr. Stern confirmed for Ms. Schreiner that he would be willing to give people time to replace the 20% down payment on the remaining plot(s) while the estate was settled.

Ms. Schreiner suggested the policy be made broader to allow flexibility.

City Clerk Mynsberge noted that as the purchaser continues to make payments when they can, in a short amount of time the 20% will be paid.

Ms. Peterson suggested a six-month grace period to reestablish the 20%.

Ms. Gehringer stated:

- The Board takes direction from, and reports to, the City Commission.
- When the City Commission first considered the GCAB's recommendation there were several comments, including from then-Mayor Harris the request for a cure period and other in-depth financial comments that were not clear to her.

Ms. Schreiner explained a cure period is a legal term for what is essentially a grace period.

Ms. Gehringer noted where she stands on the factors of the payment plan policy:

- Elmwood should submit 75% of the payments on payment plans quarterly.
- She reminded the Board the payment plan was initiated by Elmwood, so, with all due respect, quarterly accounting of the payments made is not that much more work.
- She does not agree, and she believes the City Commission also does not agree, that remittance of the City's 75% should be deferred until the purchasers make final payment.
- Refunding 50% of money paid on contracts which are not honored is consistent with the lot resale policy.
- In perspective, not everyone is buying a plot on a payment plan. Only a small number of people chose that option. If and when the payment plan policy is made official the number of payment plans is not going to increase discernably.
- When she wrote the initial draft of a policy, she took it from acceptable standards from other cemeteries offering payment plans, deleting a lot of the details and reporting requirements.
- She agrees a grace period should be offered.
- She does not agree that all the money on account goes to the particular plot needed for burial because these plot(s) are being held. Plots are being kept off the market that could otherwise be sold.
- She is not adverse to keeping 20% on each plot and using the funds above that amount to pay off a plot needed for burial.

In response to a question from Ms. Peterson, Cheri Arcome, representing Elmwood, explained how Elmwood administers payment plans:

- The 20% down payment is not applied to each plot equally.
- If there is \$3,000 on account, one plot may be used for burial. As long as the family keeps making payments, the contract is paid off in 24 months so it is not considered an issue.
- Elmwood does not address the greater financial arrangements at the time of a death, when a family is grieving, as long as the needed plot is paid for in full and the burial fee is paid. Instead, the family is contacted 30 days after the burial to discuss any payments still owing.
- She explained that families are in a time of crisis when making burial arrangements. Often a widow has not handled the finances and may not know where the checkbook is or how to make payments. One of the biggest concerns for a family member at the time is that they might lose their space next to their spouse.

Ms. Arcome clarified for Ms. Peterson that families on a payment plan are given a payment book and are mailed a statement monthly. She confirmed that families are well informed by Elmwood as to when payments are due, how much has been paid and the balance owed. As of the end of the third calendar quarter, there are 15 statements being mailed each month.

Ms. Gehringer said she had a different perspective after Ms. Arcome's explanation of the current procedure. She noted Elmwood's method is more compassionate than what I was suggesting. When families are in a time of crises it is harsh to say we are keeping 20%.

Ms. Suter and Ms. Schreiner explained how long probate can take and how long accounts can be frozen.

Ms. Gehringer commented that the Board has spent a year and a half on the policy, going around and around, changing their minds, then going back and changing their minds the other way. She suggested that payment plans be discontinued moving forward for simplicity's sake. She noted there are a small number of people choosing the payment plan option in comparison with the overall population and with the number of graves in the cemetery. Ms. Gehringer also expressed concern that when the policy is once again presented to the City Commission the Board will be going back and forth again.

Ms. Arcome reported that 85% of purchasers pay in full up front.

Ms. Arcome indicated Elmwood, as the City's contractor, is amenable to whatever direction Birmingham chooses in regards to payment plans.

Mr. Stern believed payment plans should continue to be offered because of the high cost of a plot in Greenwood. He noted many municipalities around the state are selling plots for around \$500, and at that price point he understands those communities not offering a payment plan. Mr. Stern commented that with the high price at Greenwood a payment plan is a compassionate thing to do, and it serves the citizens of Birmingham and the general area. He advocated finishing the policy and submitting it to the City Commission.

Ms. Suter commented that simplifying makes things better for everyone, and she said that people have other sources for money such as bank loans or personal loans from family. Ms. Suter was in favor of phasing out payment plans.

MOTION: Motion by Ms. Peterson, seconded by Ms. Suter:  
To recommend to the City Commission that no new payment plans for the purchase of Greenwood Cemetery plots will be entered into effective January 1, 2019, and that current payment plans will be continued to their conclusion.

VOTE:                   Yeas,    4  
                              Nays,    2 (Schreiner, Stern)  
                              Absent, 1

Ms. Gehringer commented that if the City Commission does not accept the Board's recommendation she hopes they will give the Board better direction as to exactly what they are looking for.

As approved by GCAB on October 5, 2018

## **IX. LOT SALES - PAYMENT PLAN POLICY**

A payment agreement may be entered into to allow for the purchase price of a plot(s) to be paid over a period of time not to exceed 24 months and the period provided to cure a default. A copy of this Payment Plan Policy shall be attached to all installment payment agreements and shall be provided to the Purchaser.

Payment agreements require a 20% down payment of the total purchase price, with the remaining balance to be spread into equal monthly payments per plot for the payment period. Such payment agreements shall be interest free. If the Purchaser is buying more than 1 plot, prepayments shall be allocated equally to all plots being purchased. There shall be no prepayment penalty to the Purchaser.

A plot being purchased under a payment agreement may not be used for interment until the full purchase price has been paid.

If multiple plots are included in the purchase agreement, the monthly payment in question shall be equally allocated to each plot. In the event interment is needed, the plot to be used must be fully paid before interment can take place. This will require an additional payment to fully payoff the plot in question. The remaining plots shall continue on the installment payment basis until all plots are paid in full or the agreement is otherwise terminated. Neither the cemetery, nor the plot owners shall transfer any funds, or credit any prior payments for other plots for this purpose.

In the event a Purchaser fails to make an installment payment, the Purchaser shall have 90 days from the default to cure the deficiency and bring the payments current.

For purchase agreements initiated after (*effective date*), failure to pay the entire contract on or before the final payment due date and the cure period will result in forfeiture of the unpaid plot(s) and all monies paid to date.

The Greenwood Cemetery Perpetual Care Fund will receive 75% of the sale price for each plot sold under a payment agreement at the time of each payment, or upon the expiration date of the purchase agreement, plus the cure period, whichever occurs first.



## MEMORANDUM

TO: JOSEPH VALENTINE

FROM: L. F. SLOANE, CHERI ARCOME

SUBJECT: GREENWOOD CEMETERY PAYMENT POLICY

DATE: OCTOBER 22, 2018

As you requested, we have reviewed the current draft of the payment policy as proposed and we have some suggestions for modifications.

In general, we believe, as you do, that a written policy for time payments for burial spaces purchased in Greenwood Cemetery is appropriate. The policy, in our view, should be as simple as possible and be accommodating. The client family selecting burial rights in Greenwood Cemetery is dealing with an emotional purchase. Often the family member is in poor health. Our client services approach is to present the selection process sensitively and to be accommodating.

We have been selling spaces for the past three years plus. About 15% of the spaces purchased have been or are being paid over time. So 85% of the purchasers pay in full at the point of sale. We have had no problems during this time period.

When a lot is purchased and paid in full, we provide all the records relating to that family to the City in the City Clerk's office as a physical record. We send 75% of the purchase price to the City and this becomes the financial record. Currently, while time payments are being received, no permanent record is filed with the City. This is a very simple, clean way to address this issue.

If we change this process going forward, the Clerk's office will need to be responsible to keep records of the payments until the contract is paid in full and be prepared to undo the records if, for whatever reason, the purchase agreement is not fulfilled.

We have no issue with a minimum of a 20% down payment and a maximum term of 24 months. This is reasonable and accommodating. When a client family pays in full, we see no reason to have the payment policy given to the purchaser or affixed to the contract. This is unnecessary paperwork and unneeded explanations.

Where a client fails to honor the contract or where, during the payment period, the family has a change in circumstance, we don't feel it is appropriate to retain all of his or her payments as liquidated damages. We would prefer to have flexibility to help and accommodate the family. This should not be simply about the money in our view and it is not at our other locations. If we do not record this as a sale of record until it is paid

in full as we are now, this is not an issue for the City at all--simple, accommodating and the spaces sold would be returned to inventory.

We agree the burials should not occur until the spaces purchased over time are paid in full. We really see no reason to apply payment equally if two spaces are being purchased. If a couple experiences a death, we would want one space paid in full and the second space can be purchased with an additional 20% deposit. The client family can easily understand this math even under the emotional distress of the loss of a spouse.

We have provided the City Clerk with a list of contracts currently on time payment plans. We would expect any policy adopted to apply to future purchases only.

Please advise me if you wish to discuss any of this issue further.

Thank you.

Contractor's report distributed at January 9, 2015 meeting of GCAB

Contractor  
Report  
1/9/15

**AVAILABLE SPACES:    UNSOLD**

SECTION E	1	Full Casket Grave
	20	Cremation Graves
SECTION G	10	Full Casket Graves
	16	Cremation Graves
SECTION H	1	Full Casket Grave
	20	Cremation Graves
SECTION O	<u>14</u>	Full Casket Graves
	82	TOTAL

Additional unplotted areas can be plotted for sale but have not yet been fully researched.

TOTAL SALES	\$21,250.00	(100%)
-------------	-------------	--------

Currently, sales of available spaces are permitted where a death has occurred. This total represents seven space sales. Distributions to the City are made quarterly, now that the Endowment Fund account has been established by ordinance, on lot sales upon payment in full by the purchaser.

MEMORIALS 13

## IX. LOT SALES - PAYMENT PLAN POLICY

A payment agreement may be entered into to allow for the purchase price of a plot(s) to be paid over a period of time not to exceed 24 months and the period provided to cure a default. A copy of this Payment Plan Policy shall be attached to all installment payment agreements and shall be provided to the Purchaser.

Payment agreements require a 20% down payment of the total purchase price, with the remaining balance to be spread into equal monthly payments per plot for the payment period. Such payment agreements shall be interest free. ~~If the Purchaser is buying more than 1 plot, prepayments shall be allocated equally to all plots being purchased.~~ There shall be no prepayment penalty to the Purchaser.

A plot being purchased under a payment agreement may not be used for interment until the full purchase price has been paid.

~~If multiple plots are included in the purchase agreement, the monthly payment in question shall be equally allocated to each plot. In the event interment is needed, the plot to be used must be fully paid before interment can take place. This will require an additional payment to fully payoff the plot in question. The remaining plots shall continue on the installment payment basis until all plots are paid in full or the agreement is otherwise terminated. Neither the cemetery, nor the plot owners shall transfer any funds, or credit any prior payments for other plots for this purpose.~~

In the event a Purchaser fails to make an installment payment, the Purchaser shall have 90 days from the default to cure the deficiency and bring the payments current.

For purchase agreements initiated after (*effective date*), failure to pay the entire contract on or before the final payment due date and the cure period will result in forfeiture of the unpaid plot(s) and 50% of all monies paid to date.

The Greenwood Cemetery Perpetual Care Fund will receive 75% of the sale price for each plot sold under a payment agreement at the time of each payment, ~~or upon the expiration date of the purchase agreement, plus the cure period, whichever occurs first~~ final payment.

## **IX. LOT SALES - PAYMENT PLAN POLICY**

A payment agreement may be entered into to allow for the purchase price of a plot(s) to be paid over a period of time not to exceed 24 months and the period provided to cure a default. A copy of this Payment Plan Policy shall be attached to all installment payment agreements and shall be provided to the Purchaser.

Payment agreements require a 20% down payment of the total purchase price, with the remaining balance to be spread into equal monthly payments for the payment period. Such payment agreements shall be interest free. There shall be no prepayment penalty to the Purchaser.

A plot being purchased under a payment agreement may not be used for interment until the full purchase price of the plot has been paid.

In the event a Purchaser fails to make an installment payment, the Purchaser shall have 90 days from the default to cure the deficiency and bring the payments current.

For purchase agreements initiated after December 10, 2018, failure to pay the entire contract on or before the final payment due date and the cure period will result in forfeiture of the unpaid plot(s) and 50% of all monies paid to date.

The Greenwood Cemetery Perpetual Care Fund will receive 75% of the sale price for each plot sold under a payment agreement at the time of final payment.

## MEMORANDUM

Engineering Dept.  
Planning Dept.  
Police Dept.

**DATE:** November 29, 2018

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

**FROM:** Jana Ecker, Planning Director  
Scott Grewe, Police Commander  
Paul T. O'Meara, City Engineer

**SUBJECT:** Maple Rd. Reconstruction  
Southfield Rd. to Woodward Ave.  
Tree and Planter Alignment

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### INTRODUCTION:

At the meeting of November 19, 2018 the City Commission passed a resolution directing staff to proceed with the detailed design work and bid package preparation for the above project. The City Commission approved the design for Maple Road with the exception of the alignment of the trees and planter boxes in the area of the mid-block crossing.

### BACKGROUND:

As a part of the November 19, 2018 presentation, the planter boxes and trees at the mid-block crossing were shown stepped out closer to the center of the road, to define the crossing and alert drivers to slow down, and to maximize sidewalk space adjacent to buildings. The City Commission requested that MKSK provide additional options for tree placement at the mid-block crossing, including keeping all trees in line with the standard street trees. In response, the attached presentation has been prepared by MKSK, depicting three ways that the landscape at the mid-block crossing can be prepared:

**Option 1** – As shown on November 19, 2018, trees and planter boxes would be included on the bump outs that project into the street, thus providing additional sidewalk space.

**Option 2** – This option is similar to option 1, with planter boxes included on the bump outs, except that no trees would be proposed at the mid-block crossing (this concept was used on the Old Woodward Ave. mid-block crossing).

**Option 3** – The planter boxes are expanded in size to cover the bump outs and extend closer to the buildings to allow trees to be planted in the same alignment as the standard street trees on the block.

### LEGAL REVIEW:

No legal review is required.

**FISCAL IMPACT:**

None of the options offered make an impact on the overall budget for the Maple Rd. project.

**SUMMARY:**

After review of the attached presentation by MKSK, the City Commission is asked to provide direction on which of the three options are preferred for design of the landscape areas at the mid-block crossing on E. Maple Road.

**ATTACHMENTS:**

- Presentation from MKSK providing details on the three landscape design options.
- Entire Maple Rd. package prepared for the November 19, 2018 City Commission meeting.

**SUGGESTED RESOLUTION:**

To direct staff to use Option \_\_\_\_\_ when preparing the landscape design in the area of the mid-block crossing on E. Maple Rd., east of Old Woodward Ave.



# Maple Road Project

December 10, 2018



**Team:**  
Brad Strader  
Haley Wolfe



Justin Rose

Presentation Prepared by MKSK

## Purpose of discussion tonight

City Commission requested alternatives for the tree alignment at the midblock-crossings and bump-outs.

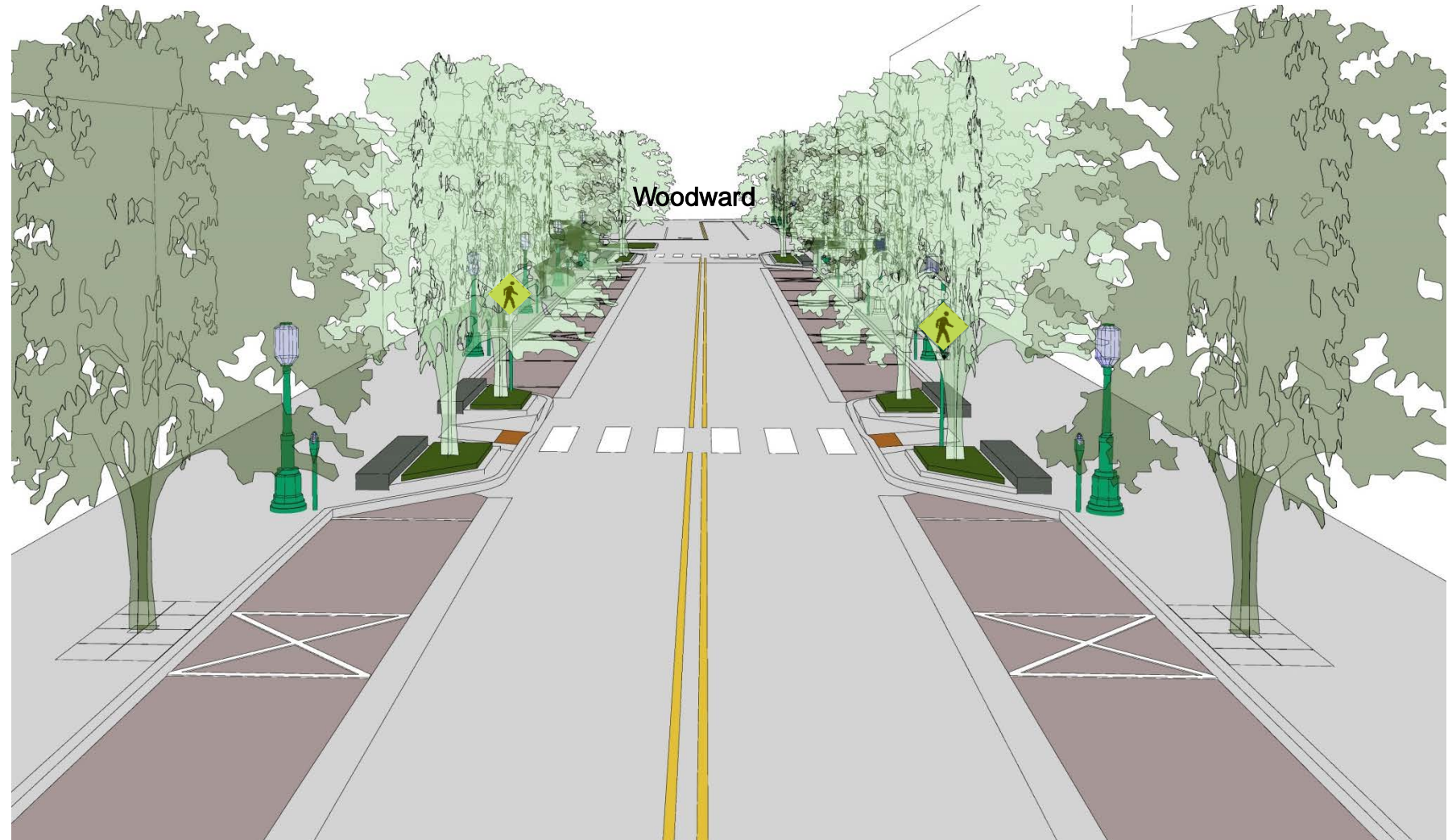
Options are as follows:

1. Trees centered in bump out planters
2. Planters only, no trees
3. Planters extended, all trees aligned

## 1.

# Trees centered in bump-out planters

- Sidewalk widths are maximized
- Trees emphasize mid-block crossing (different alignment, different species)
- Space for benches



## 2. planters only, not trees

- Sidewalk widths are maximized
- Break in trees will emphasize midblock crossing
- Maximum visibility for drivers/pedestrians
- Space for benches





### 3.

## Planters extended, all trees aligned

- Sidewalk widths are reduced to ~8 ft.
- Alternate tree species may still visually emphasize midblock crossing
- Reduced space for benches
- Increased planter size



Engineering Dept.  
Planning Dept.  
Police Dept.

**DATE:** November 10, 2018

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

**FROM:** Jana Ecker, Planning Director  
Scott Grewe, Police Commander  
Paul T. O'Meara, City Engineer

**SUBJECT:** Maple Rd. Reconstruction – Southfield Rd. to Woodward Ave.  
Conceptual Plans

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## INTRODUCTION:

At the October 8, 2018 City Commission meeting, the MKSK/F&V consulting team presented conceptual plans for the downtown segment of Maple Rd., based on recommendations from the Multi-Modal Transportation Board (MMTB). Focusing on comments from the City Commission, the plans were revised and then reviewed again by the MMTB at their regular meeting of November 1. Refinements to the plan are now being brought forward to the City Commission.

## BACKGROUND:

Several points of concern were raised by the City Commission. The following is a list of those points, and the suggested revisions.

### 1. ADA Accessible Spaces Design

Staff was under the impression that the Americans with Disabilities Act (ADA) requirements for reconstruction of streets with marked parallel parking spaces had been revised to require extra wide parking spaces, as presented in the previous presentation. The widened parking spaces would disrupt the flow of the City sidewalk and landscaping theme. The City Commission asked that we verify whether this design is suggested or mandatory.

More recently, F&V has confirmed that the widened parking spaces are suggested but not required. With that in mind, the accessible parking space locations will remain as proposed, but the size of the spaces will remain the same as the other parking spaces on the street. The MMTB endorsed this change.

### 2. Columnar Tree Recommendation

The Commission did not endorse the idea of installing columnar trees in areas of narrower sidewalks, such as adjacent to parking spaces. It was noted that the sidewalk areas will be wider than they are now, and columnar trees have not been installed on Maple Rd. historically.

The City Commission asked that all canopy trees be installed, but was open to larger and smaller varieties of canopy trees, depending on available space.

MKSK reviewed this idea, and have revised the conceptual plans to delete the columnar trees. Zelkova trees are now being recommended, in addition to Honey Locusts. The MMTB endorsed this change.

### 3. Electrical System for Maple Rd. Planter Boxes

When MKSK presented plans for Old Woodward Ave., it was represented that Old Woodward Ave. should be designed as Birmingham's preeminent corridor, using the highest quality materials and landscaping features. One of those special features that had not been designed into any other downtown street was a separate City-owned electrical system. Other downtown streets have trees that are lit during the holiday season using electrical outlets that are contained on the City's street lights. While this simplifies the design and the construction by having just one electrical system under the sidewalk, the street lighting system shuts off during the day with photocells. Using the separate City-owned electrical system, the holiday lights will be able to stay lit 24 hours a day. Other benefits of the electrical system include charging stations at benches, and power if needed in the future for other street features, such as kiosk displays. The electric system on Old Woodward Ave. cost approximately \$290,000.

When preparing cost estimates for Maple Rd., the electrical system was not included. However, the City Commission expressed interest in having the system installed on the Maple Rd. corridor as well. Working with our electrical consultant, a preliminary cost estimate of \$350,000 to \$400,000 has been prepared for this system.

The other concern relative to the electrical system was the placement of the control boxes that are required to be located somewhere within or close to the corridor. The preliminary design for this system has indicated that two such control boxes will be required. Rather than installing them within a landscape bed, the other option is to install them on a side street or other City property, near Maple Rd. If the system is installed, control boxes are proposed on the southeast corner of Henrietta St., as well as in the City-owned pedestrian via adjacent to Social Kitchen (225 E. Maple Rd.). Pictures are attached to this report.

This information was not presented to the MMTB, as it was not available at the time of the meeting.

### 4. Southfield Rd. Intersection

The Commission commented that the southbound lane of Southfield Rd. seemed excessively wide. Since this is the intersection of two important regional streets, full truck turning movements must be designed for. When fully considering required truck turning movements, F&V determined that the lanes actually had to be widened even more than what had been presented, as shown in Option 1A (designed for a WB65 truck turn) and Option 1B (designed for a WB40 truck turn). The areas east and west of the southbound lane for Southfield Rd. represent pavement that would only be used as needed for truck turning movements. The excessive area to the west is the result of the difficult right turn movement from Maple Rd. to Southfield Rd.

Option 1A that was presented to the MMTB, as it was the only one that was available at the time the meeting agenda was being prepared. Staff was concerned that the design was a step backward in terms of the pedestrian crossings design, and other options had to be explored.

F&V researched the issue further, and determined that in areas where truck speeds are low and pedestrian traffic is high, the Federal Highway Administration (FHWA) recommends using the WB40 design, knowing that a WB65 can make the turn if it is done at a slower speed. With that information, F&V has since prepared two additional options, labeled as Option 2 and Option 3.

Option 2 represents a modified version of the concept that was presented at the last meeting. Additional pavement is needed to the west of the southbound lane for right turns, but pavement markings would help guide smaller vehicles into a normal sized lane. A pedestrian island has been introduced to reduce the length of the pedestrian crossing, similar to the one that exists today. The safety benefits of this design compared to the existing intersection remain, however:

- Northbound traffic is required to make a conventional 90° for both left and right turns.
- Southbound turns on to Southfield Rd. would follow the more conventional pattern for making left turns. Westbound left turning traffic would yield to eastbound right turns, and a protected left turn traffic signal phase would be provided. The current merging traffic condition that is the main source for crashes would be eliminated.

Option 3 has also been provided as a hybrid that contains elements of the current condition with the new proposal:

- All turning movements would benefit from the more conventional 90° turning movements of Options 1 and 2, with the exception of northbound right turns.
- The main drawback of the current northbound right turn design is that it encourages higher speed right turns that then conflict with the Maple Rd. pedestrian crossing. On this design, however, the Maple Rd. pedestrian crossing has been moved to the west, where it will not conflict with any northbound Southfield Rd. traffic.
- The large pedestrian island as designed provides a large refuge area for pedestrians to use while crossing Southfield Rd.
- While extra pavement is still required for truck turning movements, it is not as excessive as it is in Options 1 and 2.

Given the many benefits of Option 3, staff and the consulting team recommend it as the best approach for a final design for this intersection.

##### 5. Taper east of Old Woodward Ave.

The Commission commented that the length of the taper from three lanes to two lanes east of Old Woodward Ave. seemed excessive. F&V looked at the design closer, and determined that the taper length could be shortened, and still meet AASHTO requirements. Doing so actually allowed for the installation of two more parking spaces as well, which is now reflected on the plan.



6. Maple Rd. east of Park St.

The City Commission had two comments relative to the far easterly block:

- a. F&V was asked to look at traffic demands closer to determine if one of the five lanes on this section of Maple Rd. can be deleted, which would then allow the sidewalks to be wider.
- b. An additional marked crosswalk on the east side of the Park St./Peabody St. intersection should be added.

F&V has studied several options for traffic management on this block, labeled as:

Alternative 1 – Elimination of the right westbound lane.

Alternative 2 – Elimination of the right eastbound lane.

Alternative 3 – Five Lane Cross-section, using ten foot wide lanes.

As described in detail in the attached memo by F&V, removal of any of the five lanes on this segment of Maple Rd. is problematic, and not recommended. Not maintaining five lanes would result in unacceptably long traffic queues. However, discussions with MDOT staff have been held about narrowing the lanes to 10 ft. wide each. Given the circumstances, it appears likely that a design exception will be approved for this option, therefore, the staff recommendation is to install five 10 ft. wide lanes on this block. Doing so will allow the installation of 11.5 ft. sidewalks on both sides of the street, which is a substantial improvement over the existing condition.

Regarding the installation of an east leg crosswalk at the Park St./Peabody St. intersection, F&V notes that the timing of the traffic signal at this intersection is critical for the success of traffic flows in this area. The longer distance that pedestrians would have to walk here would require a red time that is longer than can be fit into the timing sequence. The addition of a crosswalk here is not recommended. Fortunately, the distance to the crosswalk to the east (at Woodward Ave.) is only 130 ft.

LEGAL REVIEW:

No legal review is required for this project at this time.

FISCAL IMPACT:

As noted in the previous report, funding for this project will come from both local and federal sources. Funds to cover the cost of the project will be budgeted in the fiscal 2019-2020 budget request. The current design for the most part has followed within the expected cost range as was prepared in the current 2019-2020 budget proposal (the final approval for this budget will be forthcoming in June of next year). Items now being considered that will bring additional costs to the project over and above what had been anticipated include:

1. Mast arm signal upgrade at Southfield Rd. (\$100,000 was originally estimated, however, the more complex signal required with Option 3 presented in this report is estimated to be a total of \$150,000 extra.)
2. Additional mast arm signal for southbound Park St. at Maple Rd. (\$50,000 estimated).
3. Electrical system to supplement street lighting system (\$375,000 estimated).

Total extra costs if approved are currently estimated at \$575,000.

#### SUMMARY:

The Maple Rd. reconstruction project represents the next important element of the three phase downtown reconstruction plan currently being undertaken by the City of Birmingham. Staff, working with the MKSK/F&V team, as well as the Multi-Modal Transportation Board, have assembled a conceptual plan that continues the successful design theme started with the Old Woodward Ave. reconstruction project. After working with the City Commission, and obtaining input from the Michigan Dept. of Transportation, the conceptual plans as prepared provide a solid working document that will provide direction to the design team, allowing the preparation of final bidding documents.

#### ATTACHMENTS:

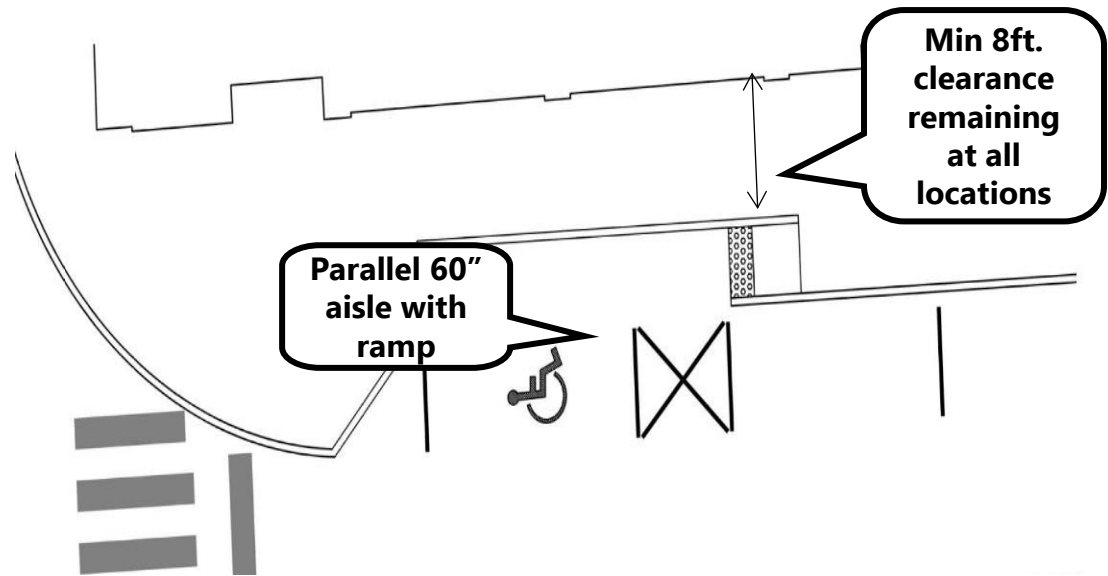
- Plan sheet comparing original accessible parking space proposal and revised design.
- Presentation slide featuring revised tree recommendations.
- Southfield Rd. intersection plans Options 1, 2, and 3.
- Presentation slide featuring revised design for taper east of Old Woodward Ave. intersection.
- F&V memo with drawings for five lane road section options and pedestrian crossing study at the Park St./Peabody St. intersection.
- Agenda package to the MMTB for meeting of November 1, 2018.
- City Commission agenda package for meeting of October 8, 2018, including:
  - Cover memo to MMTB for meeting of July 11, 2018.
  - Presentation to MMTB for meeting of July 11, 2018.
  - Approved minutes from MMTB meeting of July 11, 2018.
  - Cover memo to MMTB for meeting of August 2, 2018.
  - Presentation to MMTB for meeting of August 2, 2018.
  - Approved minutes from MMTB meeting of August 2, 2018.
  - Cover memo to City Commission for meeting of October 8, 2018.
  - Memo regarding timing of Maple Rd. project.
  - Presentation slide featuring project location map.
  - Preliminary detour route plan.
  - Original plan for Southfield Rd. intersection.
  - Plans comparing conceptual parking and pavement marking layouts to existing conditions.
  - F&V memo from September 28, 2018 regarding design options for the Park St./Peabody St. intersection.
- Approved minutes from City Commission meeting of October 8, 2018.
- Cover memo to MMTB for meeting of November 1, 2018.
- Presentation to MMTB for meeting of November 1, 2018.

#### SUGGESTED RESOLUTION:

To direct staff to proceed to final design for the Maple Rd. Reconstruction Project from Southfield Rd. to Woodward Ave., intended for construction in 2020, featuring the following design elements:

1. Eleven foot wide travel lanes with eight foot wide parking lanes, and ten foot wide travel lanes between Park St./Peabody St. and Woodward Ave., subject to design exception approval by the Michigan Dept. of Transportation.
2. Parallel parking throughout the corridor using the standard Birmingham dimensions of 18 ft. long parking spaces and 8 ft. long "x" maneuvering spaces, as well as three standard sized accessible parking spaces in accordance with the Americans with Disabilities Act.
3. Installation of Honey Locust and Zelkova canopy trees with minimum 3.5 inch caliper size installed with structural organic sand mix and raised curbed planter boxes in accordance with the landscape plan presented.
4. Installation of a separate electrical system for 24 hour operation of holiday lighting and other electrical features.
5. Southfield Rd. intersection reconstruction using Option 3 and featuring mast arm traffic signals.
6. Mid-block pedestrian crossing featuring pedestrian plaza located at 300 E. Maple Rd.
7. Park St./Peabody St. intersection reconstruction using Option 4, featuring full signalization and conversion of Park St. to the north to two-way traffic.

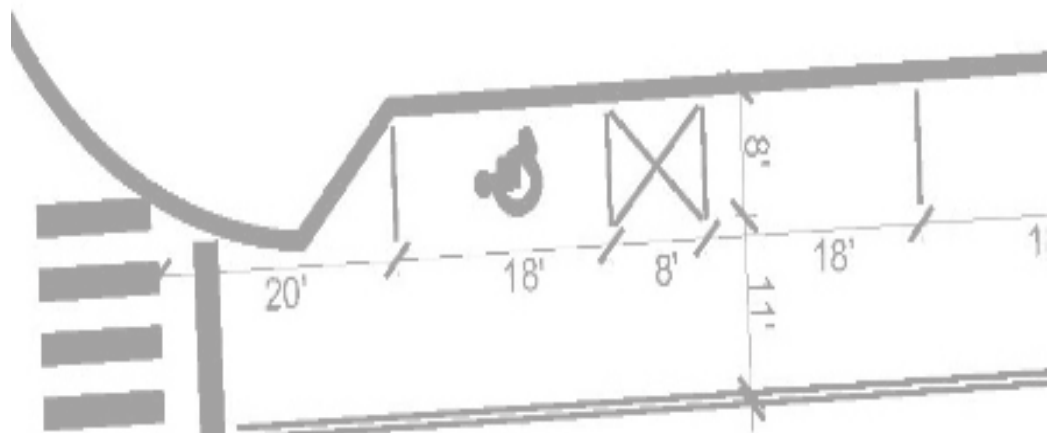
### Previous ADA parking layout:



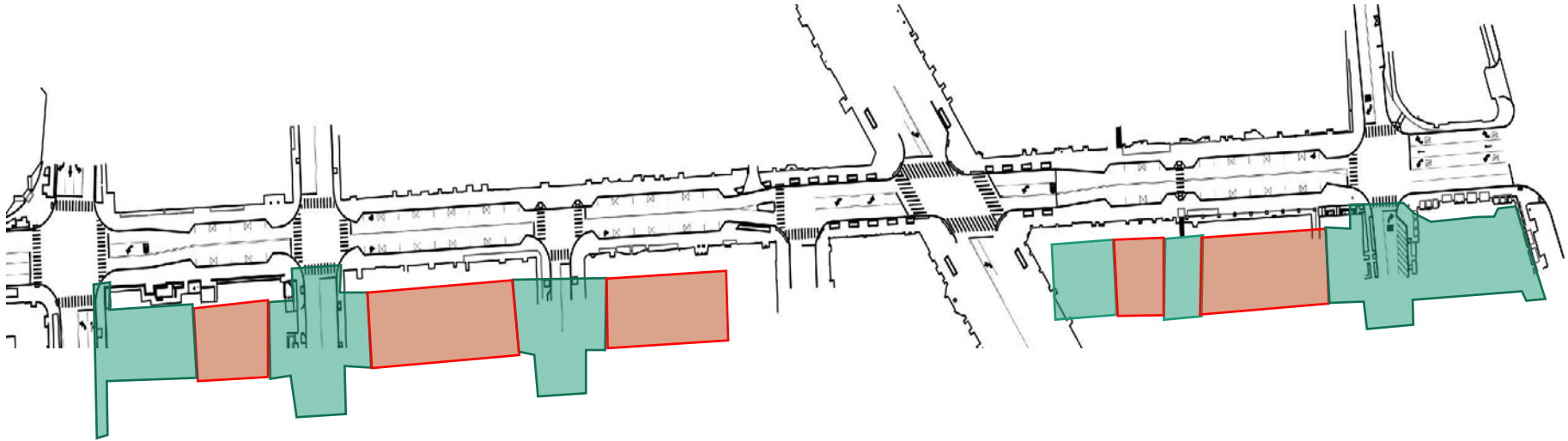
- Current ADA requirements for on-street parking **does NOT require parallel aisles**

### Confirmed ADA parking layout:

- Similar to existing



# Overall Concept Placement



Sidewalks  
with  
parking:

Zelkova

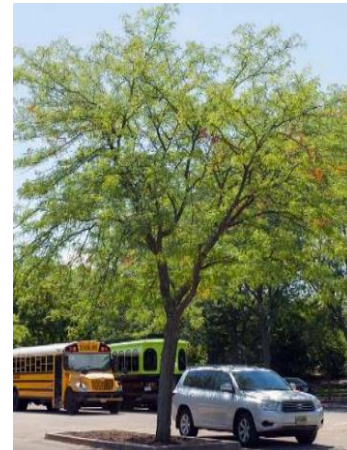
Vase-like  
branching  
habit



Bump-outs,  
intersections,  
and mid-block  
crossing:

Thornless  
Honey  
Locust\*

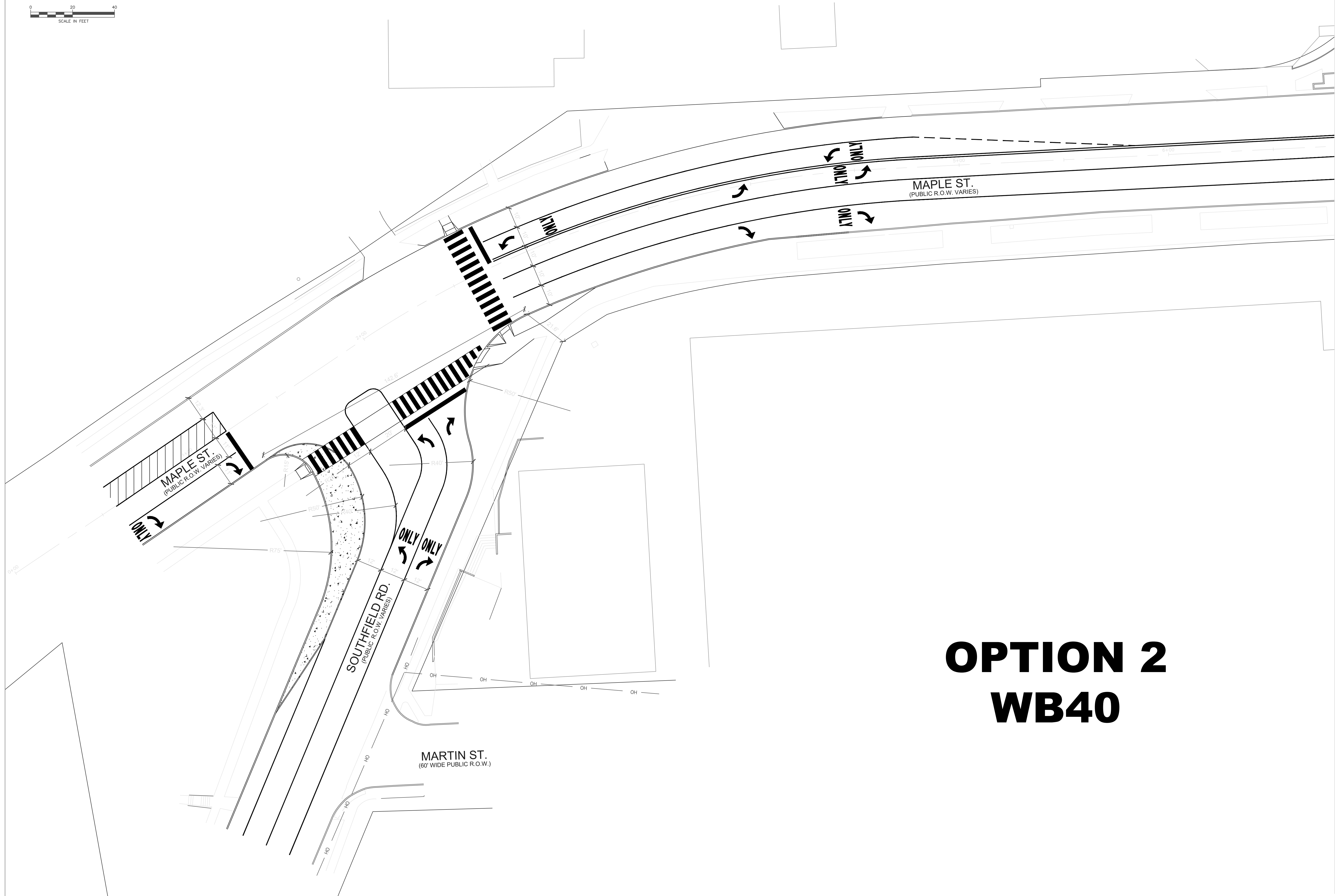
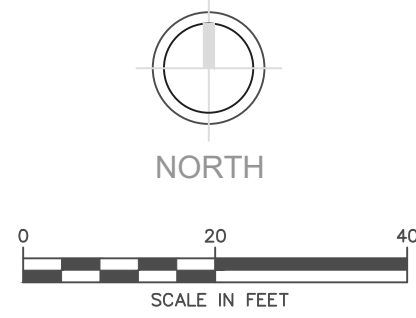
Min 30ft.  
spread



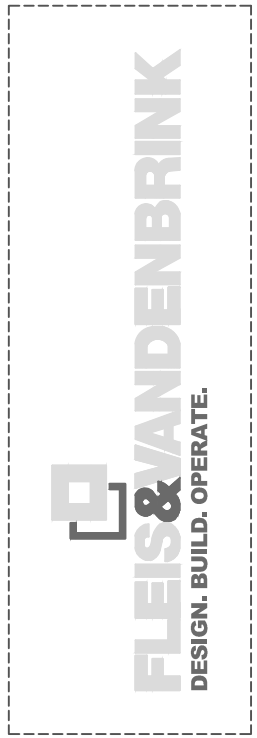








# OPTION 2 WB40



27725 Samsbury Blvd, Suite #100  
Farmington Hills, MI 48334  
P: 248.536.0080  
F: 248.536.0079

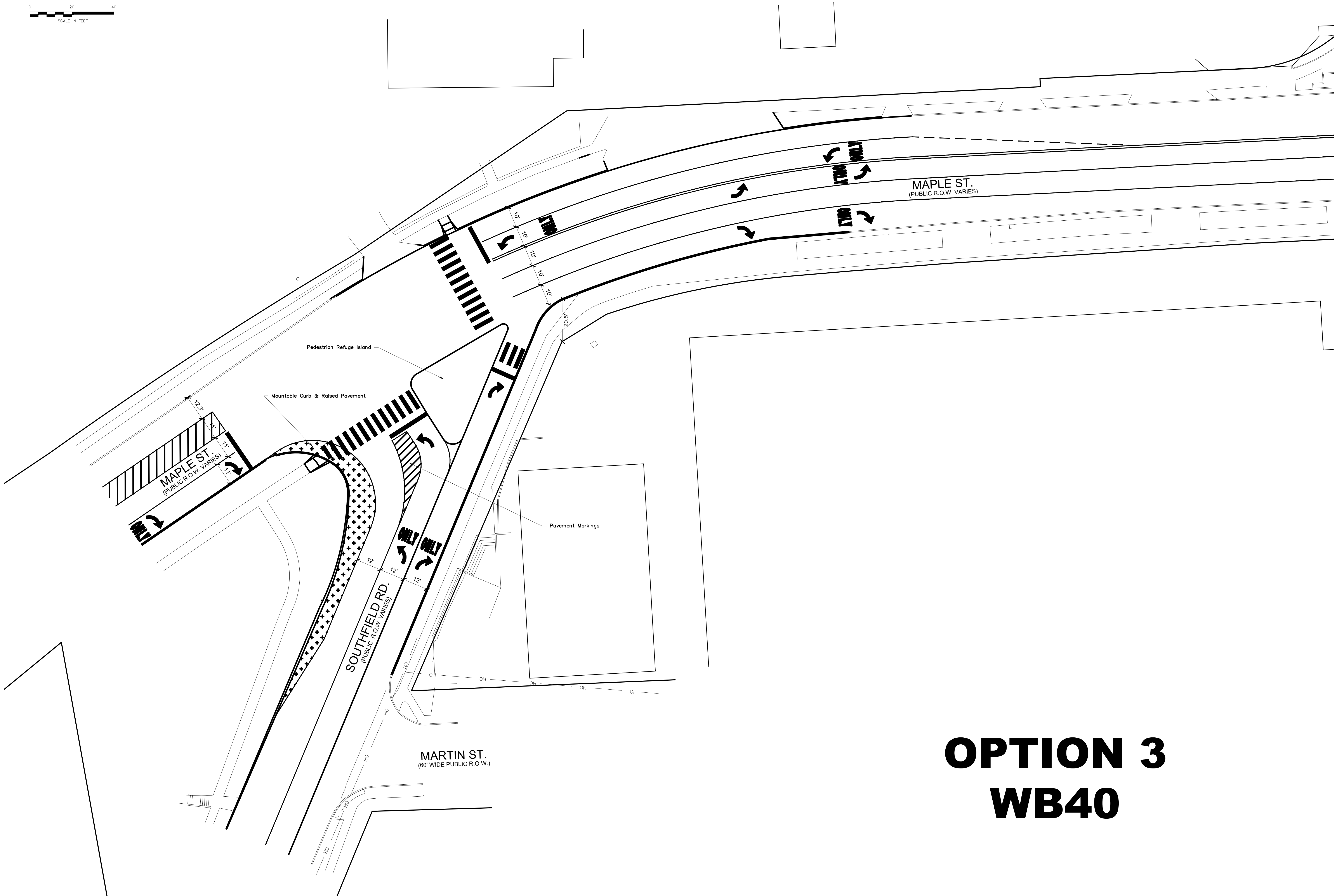
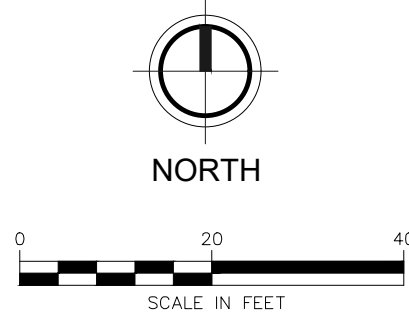
8 7 6 5 4 3 2 1

REVISION:

CITY OF BIRMINGHAM  
MAPLE ROAD & SOUTHFIELD ROAD  
SOUTHFIELD ROAD RE-ALIGNMENT  
EX. MAPLE & PR. SOUTHFIELD ROAD

DESIGN TEAM:  
CHECK BY:  
DRAWING INFORMATION:

10/15/2018  
REV PROJECT NO.  
823802



OPTION 3  
WB40

**FLEIS & VANDENBRINK**  
DESIGN. BUILD. OPERATE.

27725 Stansbury Blvd, Suite #195  
Farmington Hills, MI 48334  
P: 248.536.0080  
F: 248.536.0079

8 7 6 5 4 3 2 1

REVISION:

CITY OF BIRMINGHAM  
MAPLE ROAD & SOUTHFIELD ROAD  
SOUTHFIELD ROAD RE-ALIGNMENT  
EX. MAPLE & PR. SOUTHFIELD ROAD

DESIGN TEAM:

CHECK BY:

DRAWING INFORMATION:

10/15/2018

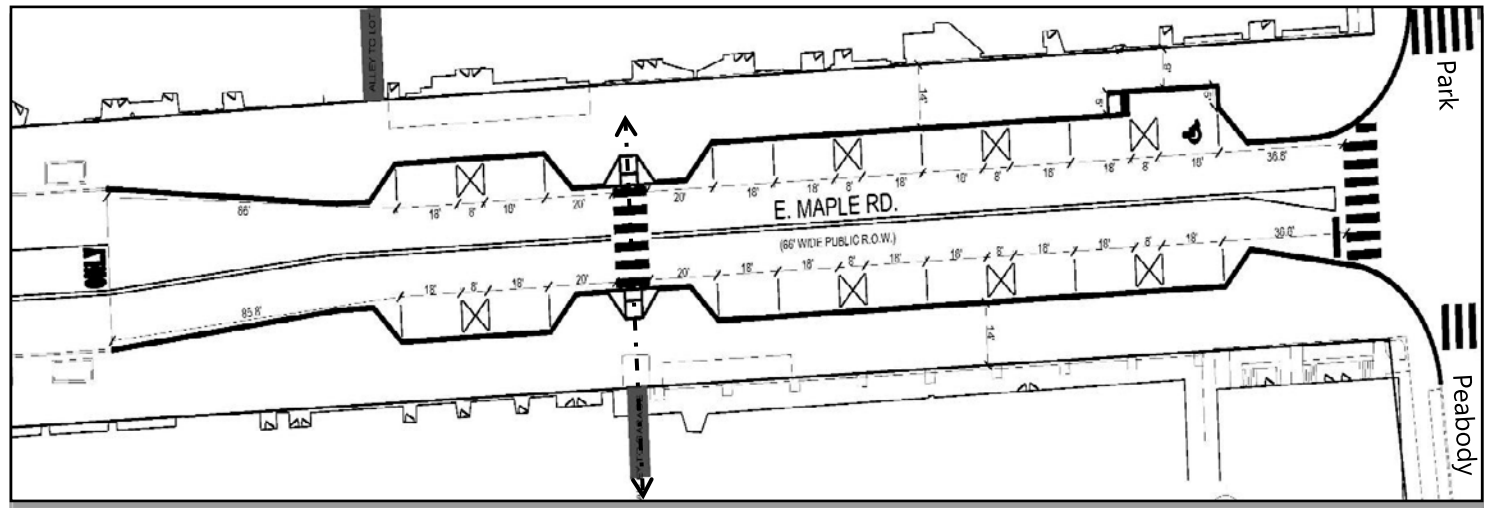
F&V PROJECT NO.  
823802



## Previous layout

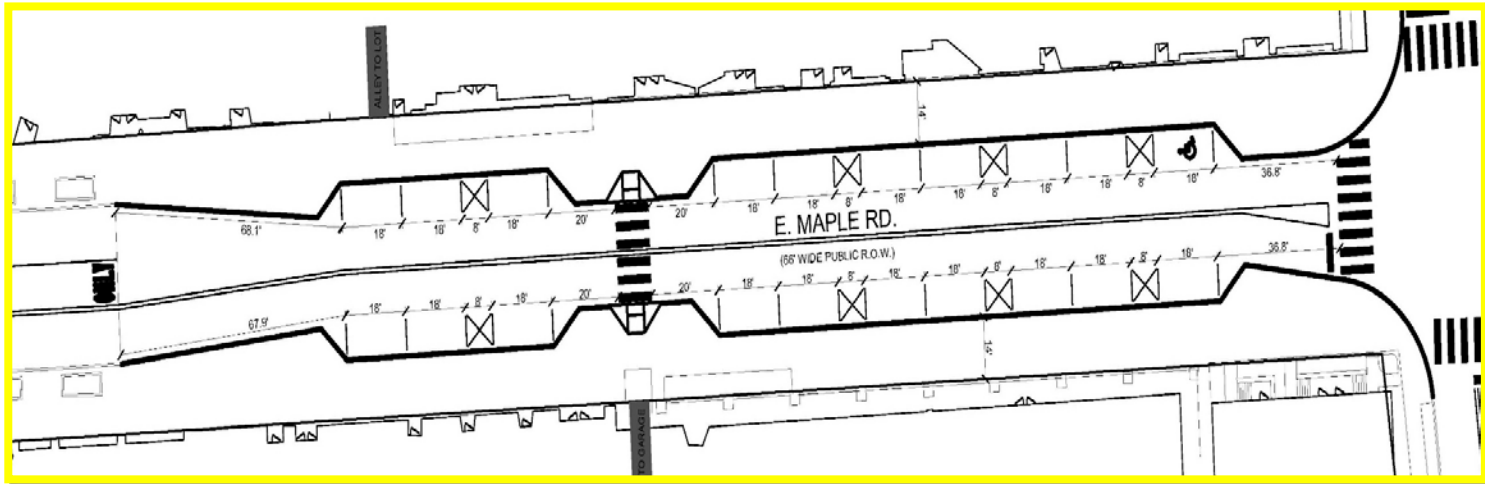
- Previous taper length: **86 ft.**

- Updated taper length: **68 ft.**



## current layout

- **Gain two parking spots** with taper reduced closer to MDOT minimum length



October 26, 2018

VIA EMAIL

Mr. Paul O'Meara  
City Engineer  
City of Birmingham  
151 Martin Street  
Birmingham, MI 48012

**RE: Maple Road & Park Street Intersection Alternatives Analysis**

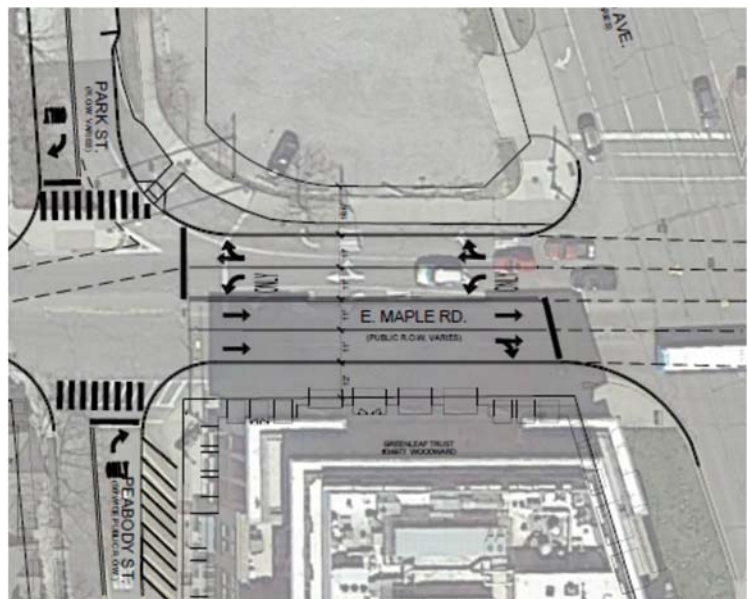
Dear Mr. O'Meara,

The purpose of this letter is to provide a summary of the additional alternatives analysis performed for both the stretch of Maple Road between Park Street and Woodward Avenue, the pedestrian crossings at Maple Road and Park Street intersection, as well as the Maple Road and Southfield intersection, per the City Commission comments. The following alternatives were considered for the design of Maple Road between Park Street and Woodward Avenue:

- Alternative 1: Four lanes, removing westbound right turn lane
- Alternative 2: Four lanes, removing one eastbound through lane
- Alternative 3: Five lanes, using design variance to 10 foot lane widths

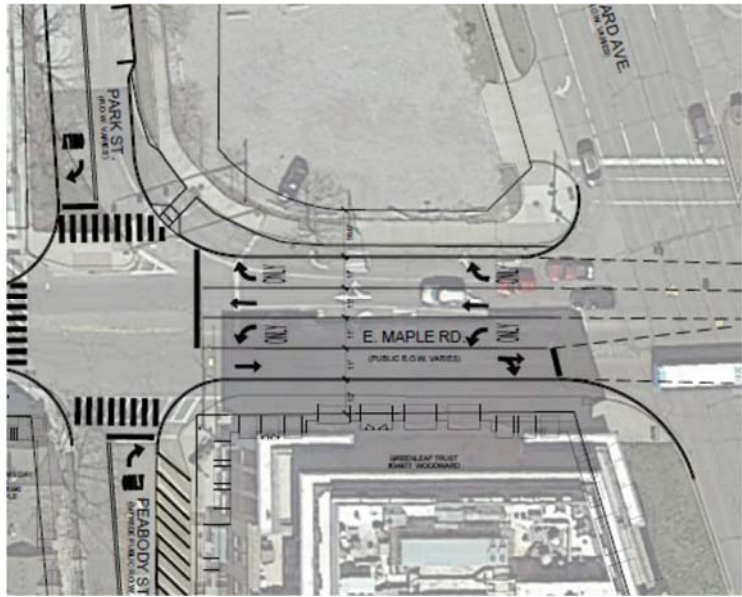
**ALTERNATIVE 1: FOUR LANES, REMOVING WESTBOUND RIGHT TURN LANE**

This configuration would allow for eastbound traffic to operate similar to the existing conditions; westbound traffic entering the downtown, however, will operate much more poorly. As shown, due to the high number of westbound left turners, the left turn lane could not be removed. Therefore, the existing through lane must be reconfigured to a through / right lane. While operationally this doesn't appear to pose a huge problem as far as delays, this configuration will lead to the blocking of Woodward, which is unacceptable. Because of this blocking and the associated queuing of Maple Road east of Woodward (backing up well past Adams Road), this alternative is **NOT RECOMMENDED**.



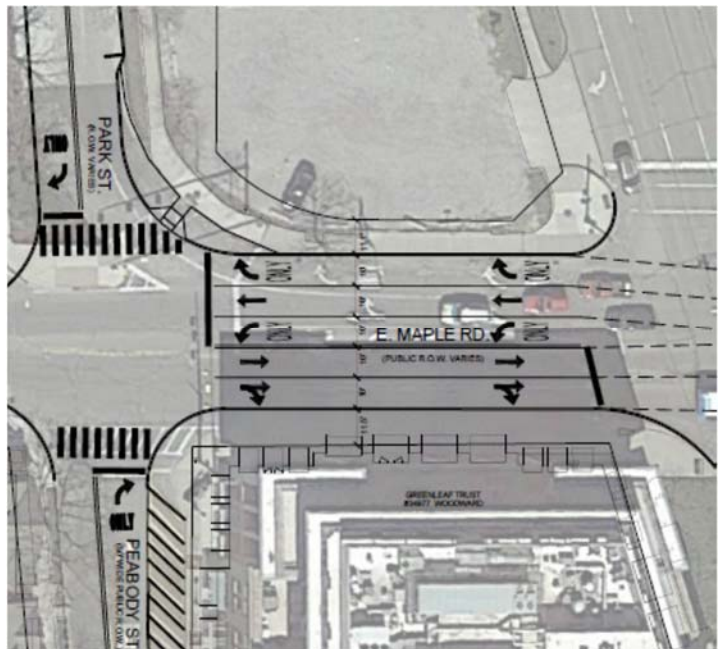
### ALTERNATIVE 2: FOUR LANES, REMOVING ONE EASTBOUND THROUGH LANE

This configuration would allow for westbound traffic to operate similar to the existing conditions; eastbound traffic leaving the downtown, however, will operate much more poorly. As shown, the existing two eastbound through lanes would have to be consolidated into a single through / right lane. This configuration will create a delay of **302.8 seconds**, or a Level of Service of F. Because of this large delay, and the associated queuing of Maple Road through the downtown past Southfield Road, this alternative is **NOT RECOMMENDED**.



### ALTERNATIVE 3: FIVE LANES, USING DESIGN VARIANCE TO ALLOW 10 FOOT LANE WIDTHS

This configuration would allow for all traffic to operate similarly to existing conditions. Per conversations with MDOT, a design variance to go from 11' lanes to 10' lanes would likely be approved, as Maple Road is not a National Network truck route. By going from 11' lanes to 10' lanes, the sidewalk along the south side of Maple Road would be extended by 5' for a total of 11.5' on both the north and south sides of the road, allowing for a continuation of streetscaping elements through the downtown all the way to Woodward Avenue. This will create a great entrance to the downtown and will allow for optimal traffic operations. Therefore, this alternative is **RECOMMENDED**.



### MAPLE ROAD AT PARK / PEABODY

The City Commission commented that they were in favor of adding a pedestrian crossing on the east leg of the Maple Road at Park/Peabody intersection. Based on the timing of the signal at Maple Road and Woodward Avenue, the optimal phase timing for Park and Peabody to prevent queuing onto Woodward is a maximum of 27 seconds. Based on ADA standards for pedestrian walk speed and MDOT guidance for minimum walk times, the minimum phase timing for Park and Peabody would be 32 seconds if the eastern leg had a pedestrian crossing (9 seconds for walk, 20 seconds for pedestrian clearance, and 3 seconds for the end of yellow/all red phase). With the pedestrian crossing staying on the west leg only, the minimum phase timing would be 23 seconds (9 seconds for walk, 11 seconds for pedestrian clearance, and 3 seconds for the end of yellow/all red phase). Based on the signal timing and the proximity to the Woodward pedestrian crossing, the crossing on the east leg is **NOT RECOMMENDED**.

## MAPLE ROAD AT SOUTHFIELD ROAD

At the City Commission meeting, the commissioners expressed concerns about the width of the intersection and some of the lanes. In order to decrease the width of the turns and to allow for better turning movements, the intersection of Maple Road at Southfield Road was proposed to be moved further to the west along Maple Road. As shown in the attachments, the intersection would still need to be relatively wide, and would also encroach on the existing park space. Therefore, this is **NOT RECOMMENDED**.

Both Maple Road and Southfield Road are major mile roads and as such are frequently used by large trucks. Adding mountable curb to shorten the width of the southbound lane was also discussed, however this is not optimal as it will require pedestrians waiting to cross the southern leg of the intersection at the ADA ramp to be in conflict with large trucks turning both right and left; therefore, using pavement markings to channelize the right and left turners is **RECOMMENDED**. (see attached sketches)

## SUMMARY

### Maple Road between Park Street and Woodward Avenue

#### Alternative 1: Four Lanes, No Westbound Right Turn Lane

- This alternative will allow for similar eastbound operations through the downtown, however there will be a significant increase in the delay for westbound traffic. This alternative is not recommended.

#### Alternative 2: Four Lanes, One Eastbound Through Lane

- This alternative will allow for similar westbound operations, however there will be a significant increase in the delay for eastbound traffic with queuing throughout the downtown. This alternative is not recommended.

#### Alternative 3: Five Lanes, Design Variance to 10' Lane Widths

- This alternative will operate in a manner similar to existing conditions, with the added benefit of widening the southern sidewalk by 5 feet. This will allow for streetscape elements to be added to this block while not adversely affecting traffic operations. This alternative is recommended.

### Maple Road at Park/Peabody

- Due to signal timing issues, a pedestrian crossing on the east leg of the intersection is not recommended.

### Maple Road at Southfield Road

- Pavement markings are recommended to better channelize motorists into more standard sized lanes, but the pavement is required for truck turning.

If you have any questions or concerns, please contact our office.

Sincerely,

FLEIS & VANDENBRINK



Justin Rose, PE  
Project Manager

JPR:jpr

Attachments:



## MEMORANDUM

Engineering Dept.  
Planning Dept.  
Police Dept.

**DATE:** October 26, 2018

**TO:** Multi-Modal Transportation Board

**FROM:** Jana Ecker, Planning Director  
Scott Grewe, Police Commander  
Paul T. O'Meara, City Engineer

**SUBJECT:** Maple Rd. Reconstruction – Southfield Rd. to Woodward Ave.  
Conceptual Plans

---

The City's multi-modal transportation consultant (the MKSK/F&V team) has been working with the Multi-Modal Transportation Board (MMTB) to finalize plans for the reconstruction of Maple Rd. between Southfield Rd. and Woodward Ave. An initial presentation was provided to the City Commission at its meeting of October 8, 2018. Comments raised by the City Commission requiring further review and refinement are summarized below:

### 1. ADA Accessible Spaces Design

Staff was under the impression that the ADA requirements for reconstruction of streets with marked parallel parking spaces had been revised to require extra wide parking spaces, as presented on slide 17 of the attached presentation. As can be seen, the widened parking spaces would disrupt the flow of the City sidewalk and landscaping theme. The City Commission asked that we verify if this design is suggested or mandatory.

Since the meeting, F&V has confirmed that the widened parking spaces are suggested but not required. With that in mind, the accessible parking space locations will remain as proposed, but the size of the spaces will remain the same as the other parking spaces on the street.

### 2. Columnar Tree Recommendation

The Commission did not endorse the idea of installing columnar trees in areas of narrower sidewalks, such as adjacent parking spaces. It was noted that the sidewalk areas will be wider than they are now, and columnar trees have not been installed on Maple Rd. historically. The City Commission asked that all canopy trees be installed, but was open to larger and smaller varieties of canopy trees.

MKSK reviewed this idea, and have revised the conceptual plans to delete the columnar trees. Zelkova trees are now being recommended, in addition to Honey Locusts.



### 3. Southfield Rd. Intersection

The Commission commented that the southbound lane seems excessively wide. F&V has since studied the intersection in more detail to confirm the required size of the right turn truck turning radius. The design now included in this package has been designed to ensure that a WB62 truck can make the right turn off of Maple Rd. Extra pavement to the right of this turn is being recommended in order to support this movement.

F&V will be collecting traffic counts at this intersection to confirm the number and size of trucks that are making various turning movements currently to verify that the appropriate design is advanced to the City Commission. Pedestrian counts will be taken as well.

### 4. Taper east of Old Woodward Ave.

The Commission commented that the length of the taper from three lanes to two lanes east of Old Woodward Ave. seemed excessive. F&V looked at the design closer, and determined that the taper length could be shortened, and still meet AASHTO requirements. Doing so actually allowed for the installation of two more parking spaces as well, which is now reflected on the plan.

### 5. Maple Rd. east of Park St.

The City Commission had two comments relative to the far easterly block:

- a. The consultant was asked to look at traffic demands closer to determine if one of the five lanes on this section of Maple Rd. can be deleted, which would then allow the sidewalks to be wider.
- b. The installation of an additional marked crosswalk on the east side of the Park St./Peabody St. intersection should be added.

F&V has studied several options for traffic management on this block, labeled as:

Alternative 1 – Elimination of the right westbound lane.

Alternative 2 – Elimination of the right eastbound lane.

Alternative 3 – Five Lane Cross-section, using ten foot wide lanes.

As described in detail in the memo, removal of any of the five lanes on this segment of Maple Rd. is problematic, and not recommended. However, discussions with MDOT staff have been held about narrowing the lanes to 10 ft. wide each. Given the circumstances, it appears likely that a design exception will be approved for this option, therefore, the staff recommendation is to install five 10 ft. wide lanes on this block. Doing so will the installation of 11.5 ft. sidewalks on both sides of the street, a substantial improvement over the existing condition.

Regarding the installation of an east leg crosswalk at the Park St./Peabody St. intersection, F&V notes that the timing of the traffic signal at this intersection is critical for the success of traffic flows in this area. The longer distance that pedestrians would have to walk here would require a red time that is longer than can be fit into the timing sequence. The addition of a crosswalk

here is not recommended. Fortunately, the distance to the crosswalk to the east (at Woodward Ave.) is only 130 ft.

Based on the items noted by the City Commission, and subsequently refined, the following recommendation is provided for the Board.

#### SUGGESTED RECOMMENDATION:

The Multi-Modal Transportation Board makes the following recommendations relative to the Maple Rd. conceptual design from Southfield Rd. to Woodward Ave.:

1. Three ADA accessible parking spaces will be provided in the corridor. The spaces shall be sized the same as the other parking spaces in the project area, and located near an intersection so as to be able to make use of the proposed ramps at the intersection.
2. Columnar trees will be deleted in favor of trees similar to those used on the Phase 1 project.
3. The Southfield Rd. intersection realignment will be refined to permit all truck turning movements, as shown.
4. The taper length east of Old Woodward Ave. will be reduced to the minimum required, thereby allowing the addition of two more parking spaces on the E. Maple Rd. block.
- 5a. The cross-section of Maple Rd. east of Park St. will be reconstructed with five 10 ft. wide lanes, pending approval of a design exception from MDOT.
- 5b. The addition of a Maple Rd. crosswalk on the east leg of the Park St./Peabody St. intersection will not be pursued given that the traffic signal timing scheme will not allow it.

# Maple Road Project

November 1, 2018



**Team:**

Brad Strader

Haley Wolfe



Justin Rose

**Presentation Prepared by MKSK**

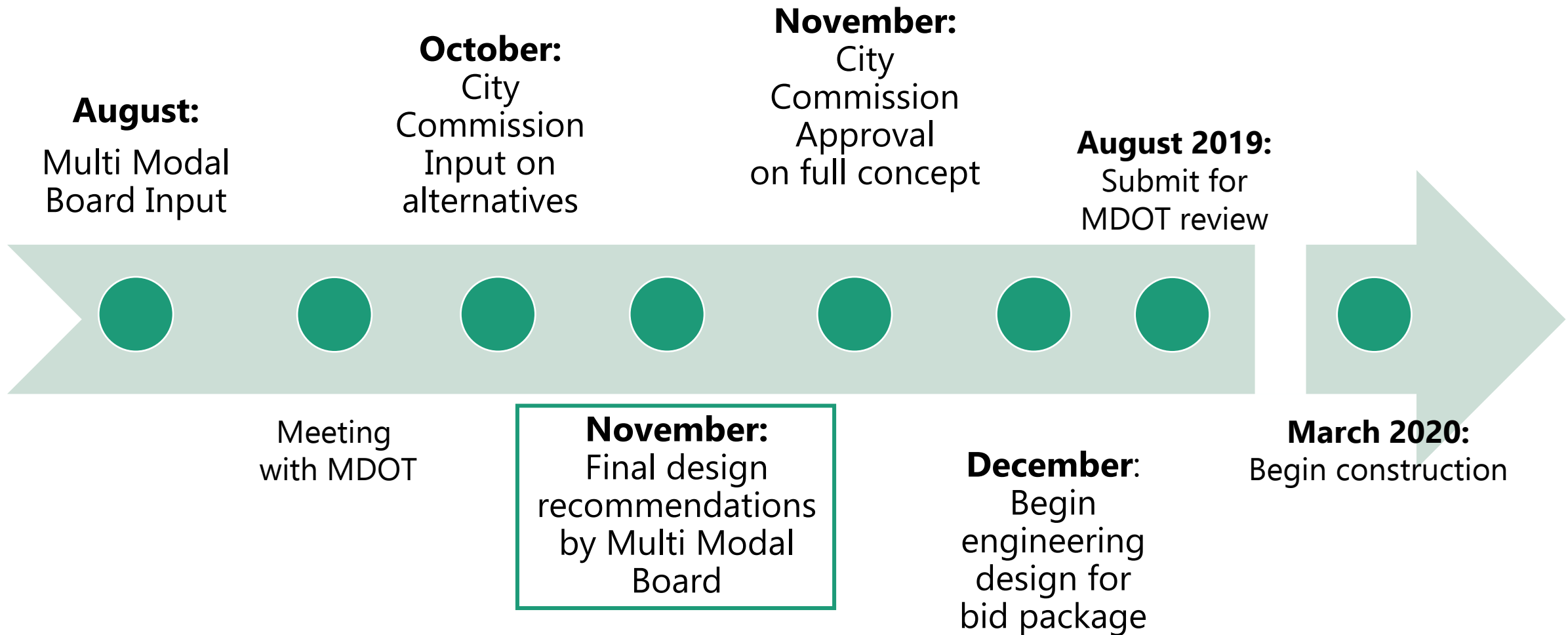


# Purpose of discussion tonight

Direction from the City Commission was provided for the following topics and locations:

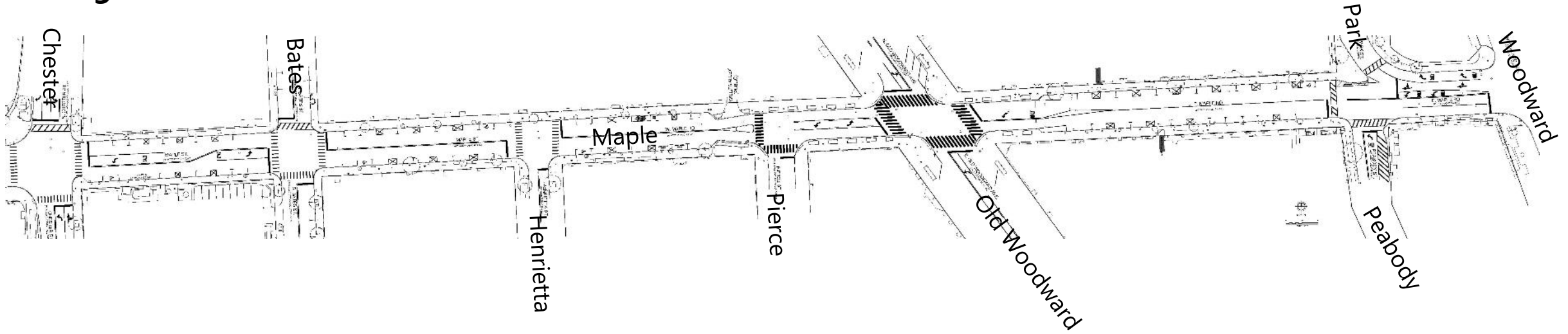
1. Parking spaces- overall design and barrier-free
2. Street trees- all canopy
3. Mast-arm signal recommendation endorsed, requested refinements to the intersection design
4. Intersection at Maple & Henrietta
5. Amenities
6. Request for additional options for intersection at Maple/Park/Peabody to meet MMTB goals

# Project Timeline

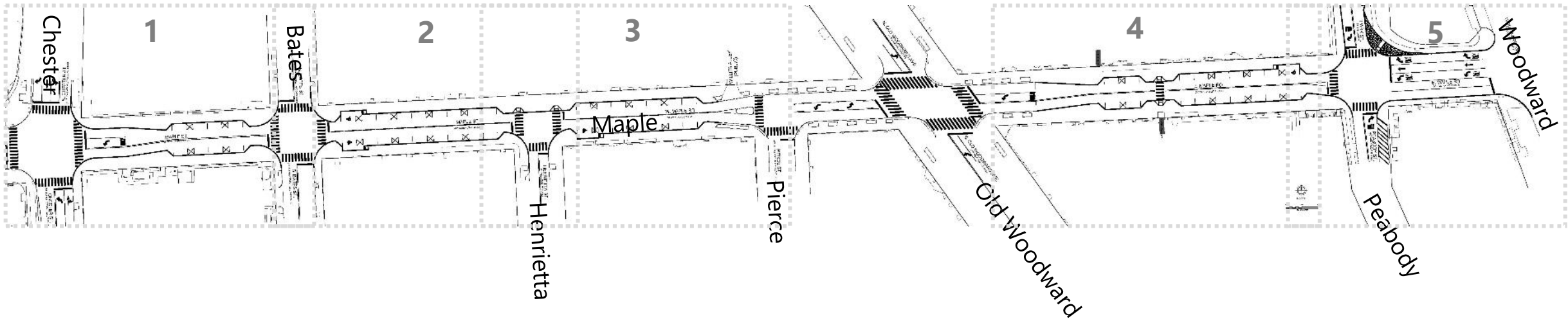


# Project Overview (see handout)

## Existing



## concept



# Preliminary concepts for input

Direction from the City Commission was provided for the following topics and locations:

1. **Parking spaces- overall design and barrier-free**
2. Street trees- all canopy
3. Mast-arm signal recommendation endorsed, requested refinements to the intersection design
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## **Existing-**

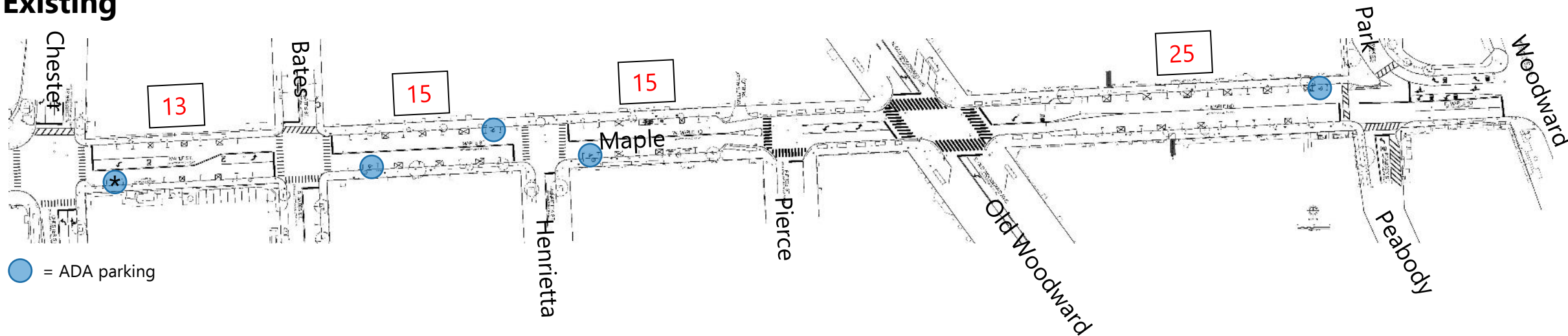
- 20 ft. spaces with 6-10ft. X's
  - Varying spacing from crosswalks
- = 68 total spaces**

## **Concept-**

- With changes, **total number of spaces has increased**
  - 18 ft. spaces with 8ft. X's
  - 20 ft. spacing from crosswalks
- = 60 total spaces**  
**+ 3 on Park St.**

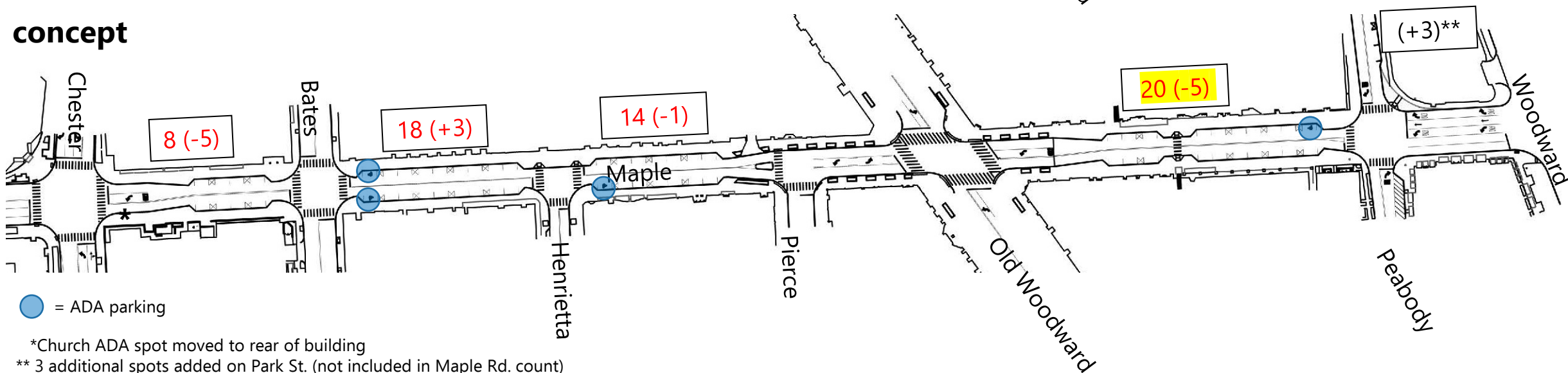
# 1. PARKING Space Design: On-Street Parking Counts

## Existing



● = ADA parking

## concept



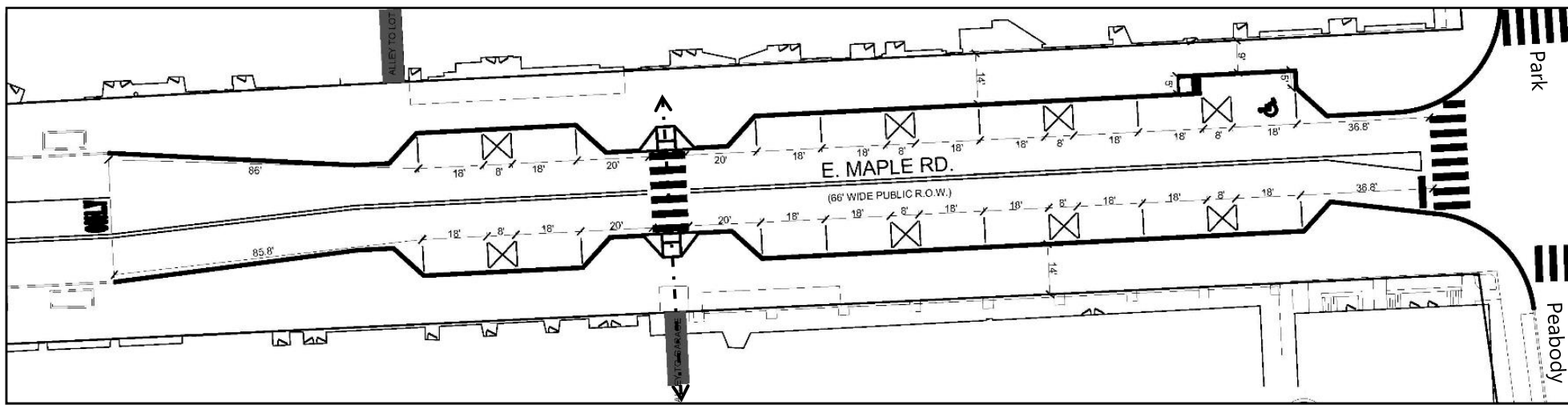
● = ADA parking

\*Church ADA spot moved to rear of building

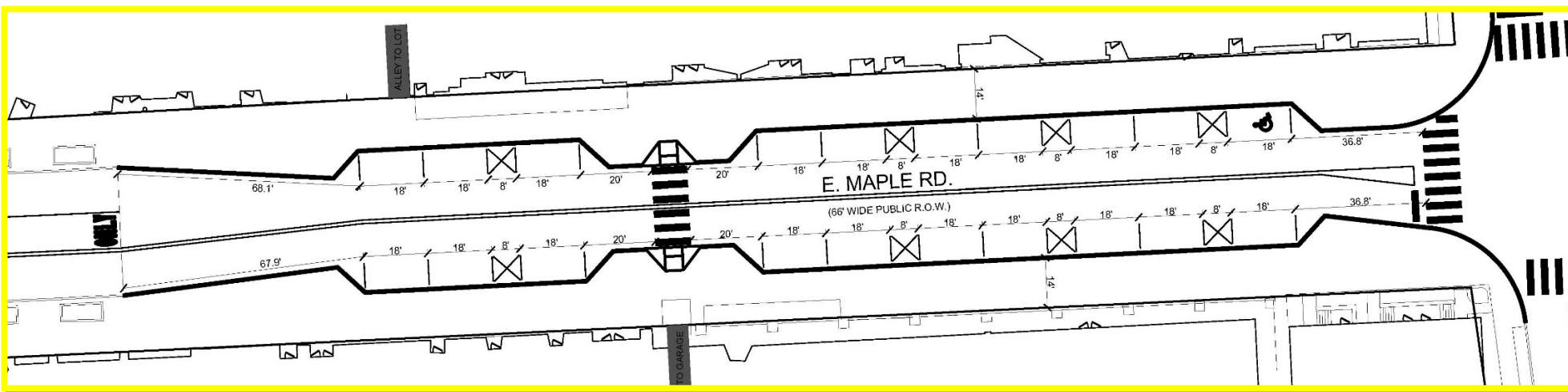
\*\* 3 additional spots added on Park St. (not included in Maple Rd. count)

# 1. PARKING Space design: On-street Parking

## Previous layout



## current layout

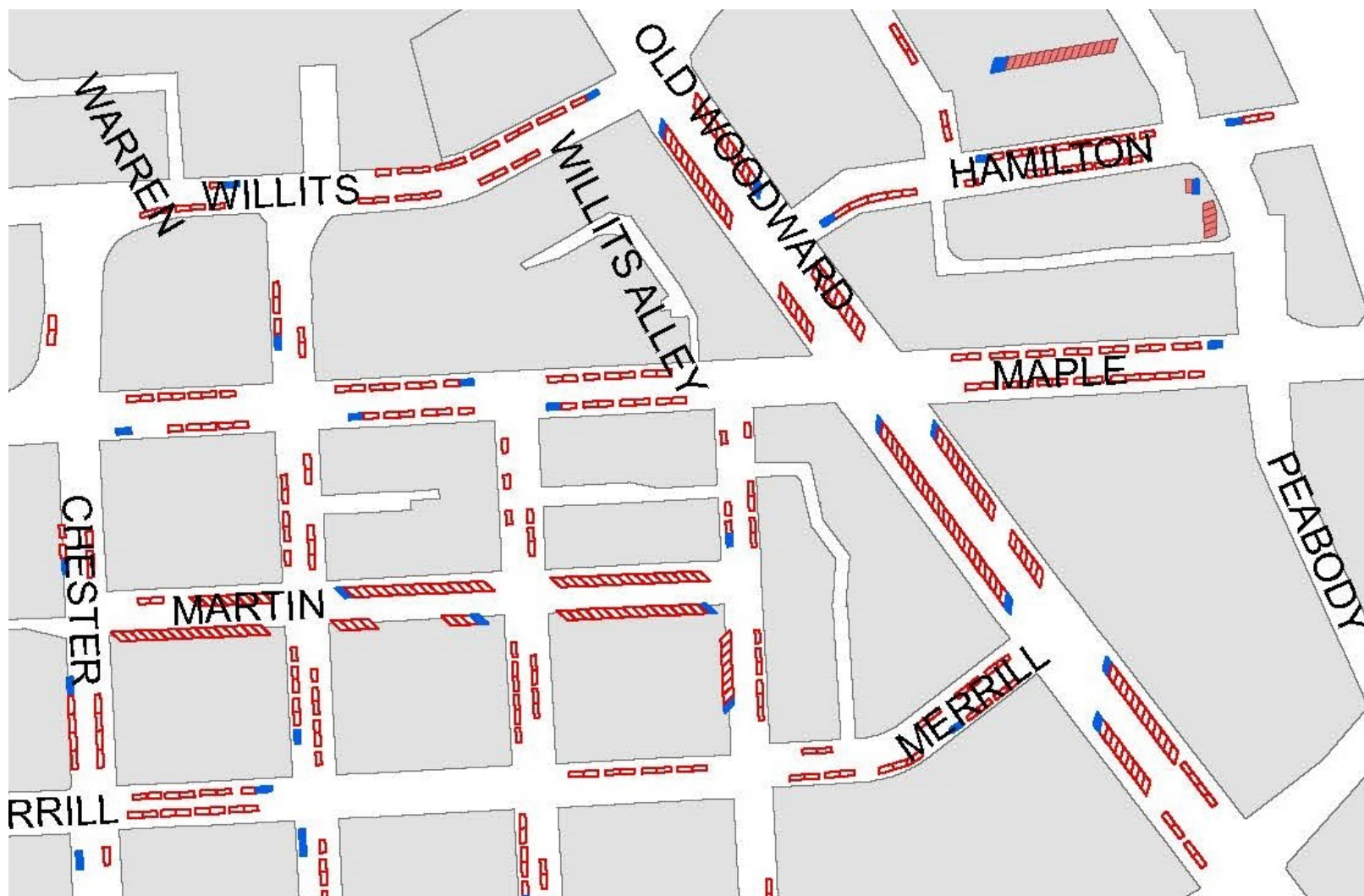


- Previous taper length: **86 ft.**
- Updated taper length: **68 ft.**
- **Gain two parking spots** with taper reduced closer to MDOT minimum length



# 1. PARKING Space Design: ADA On-Street Parking




## Central business district ad a parking plan



## ADA COUNT REQUIREMENT

- 1 space per 25 per block
- Includes counts from other streets that form the blocks

## Metered Parking Spaces

	Standard On Street
	ADA Accessible
	Surface Lot

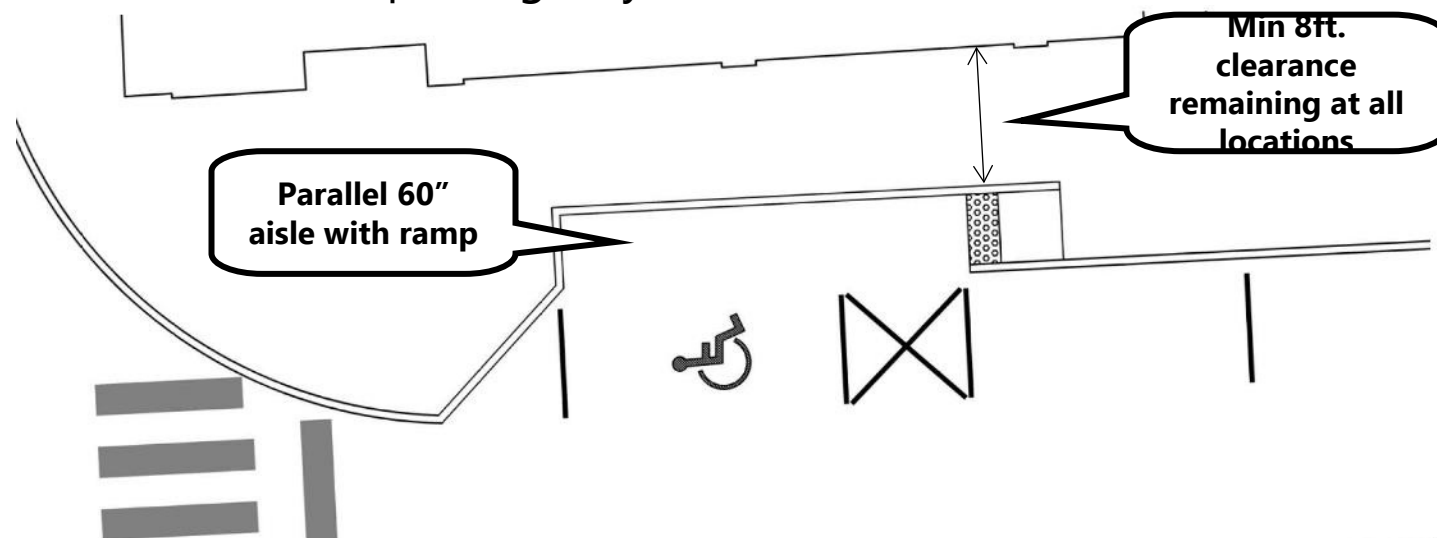


# 1. PARKING Space Design: ADA On-Street Parking

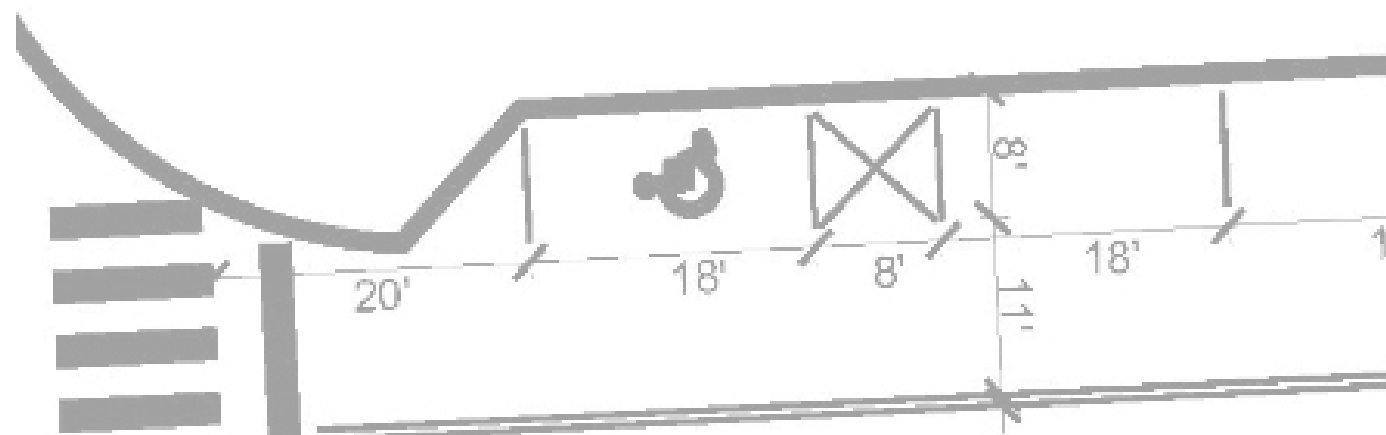
- Current ADA requirements for on-street parking **does NOT require parallel aisles**

- Similar to existing

Previous ADA parking layout:



confirmed ADA parking layout:



# Preliminary concepts for input

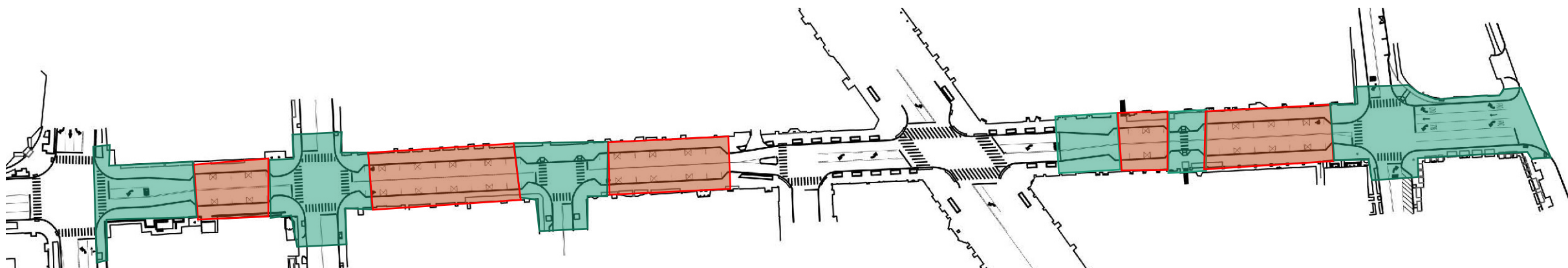
Direction from the City Commission was provided for the following topics and locations:

1. Parking spaces- overall design and barrier-free
2. Street trees- all canopy
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4. Intersection at Maple & Henrietta
5. Amenities
6. Request for additional options for intersection at Maple/Park/Peabody to meet MMTB goals

- City Commission endorses Flush Tree Grates
- City Commission **prefers all canopy trees, no columnar**

## 2. Recommended Street Trees

### Overall Concept Placement



Sidewalks with  
parking:

Zelkova

Vase-like  
branching habit



Bump-outs,  
intersections, and  
mid-block crossing:

Thornless  
Honey Locust\*

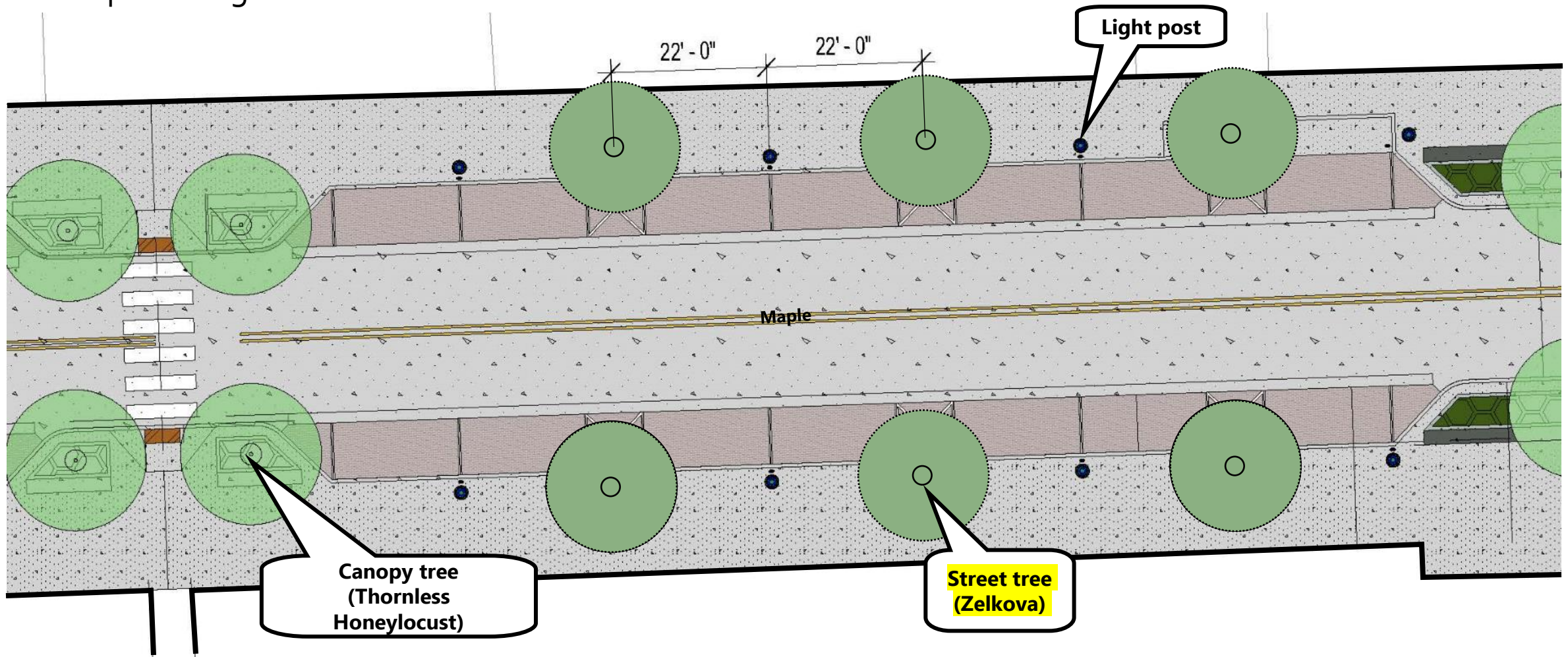
Min 30ft. spread





## 2. Recommended Street Tree Layout

Concept Enlargement



# Preliminary Concepts for Input

Direction from the City Commission was provided for the following topics and locations:

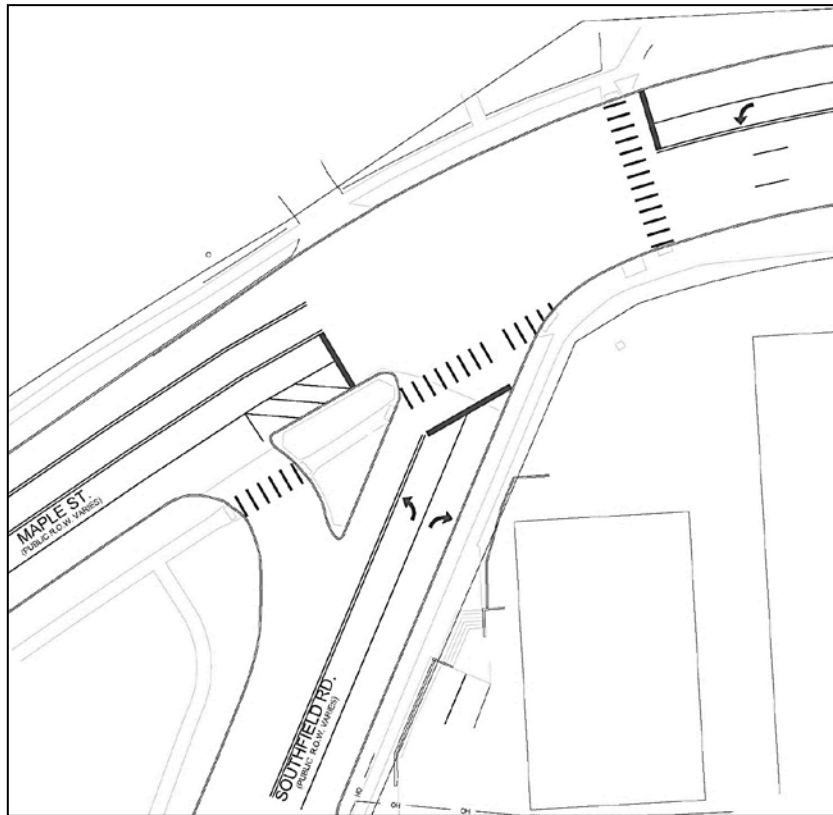
1. Parking spaces- overall design and barrier-free
2. Street trees- all canopy
3. Mast-arm signal recommendation endorsed, requested refinements to the intersection design
4. Intersection at Maple & Henrietta
5. Amenities
6. Request for additional options for intersection at Maple/Park/Peabody to meet MMTB goals

- City Commission endorsed mast arm
- Requested more design details to **ease pedestrian crossing** but still **accommodate truck turns**

### 3. Mast Arm Signal at Maple & Southfield

- Two posts required
- Daylight views to museum
- Opportunity to add gateway feature relocated street areas
- Mast arm has **higher cost:**  
estimated as \$100,000 more
- Bid alternative not allowed by MDOT

EXISTING enlargement



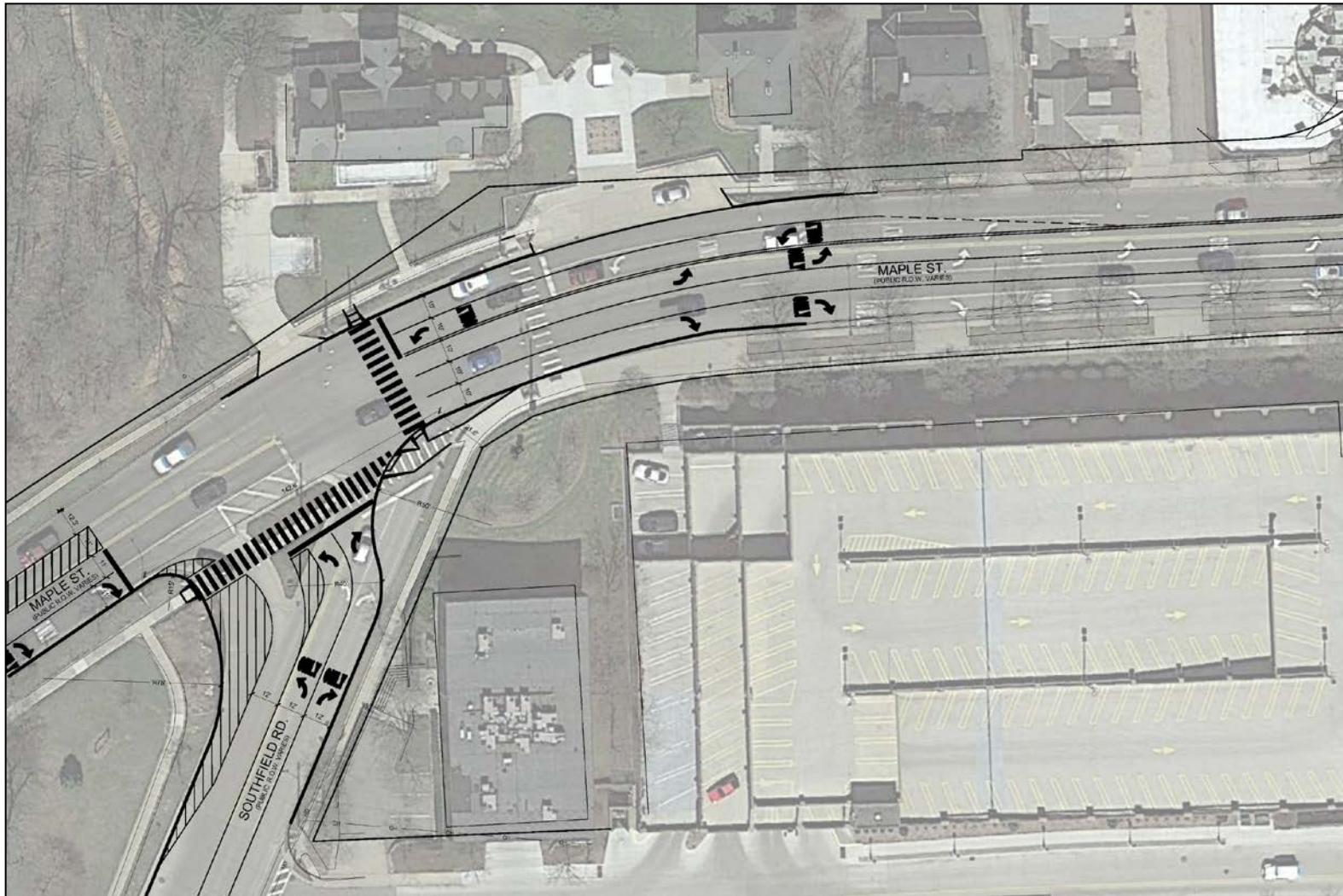
CONCEPT enlargement





### 3. Mast Arm Signal at Maple & Southfield

CONCEPT enlargement





# Preliminary Concepts for Input

Direction from the City Commission was provided for the following topics and locations:

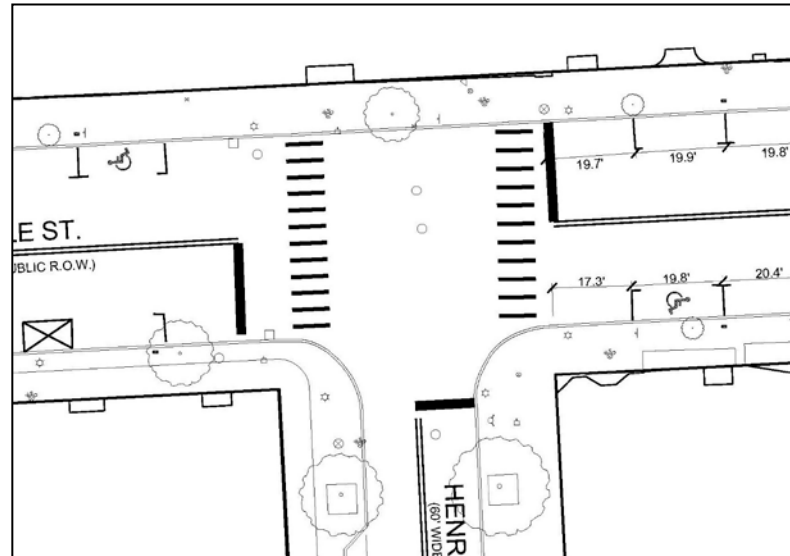
1. Parking spaces- overall design and barrier-free
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6. Request for additional options for intersection at Maple/Park/Peabody to meet MMTB goals

- Larger sidewalk area
- Shortened crosswalk length
- "Terminating Vista"

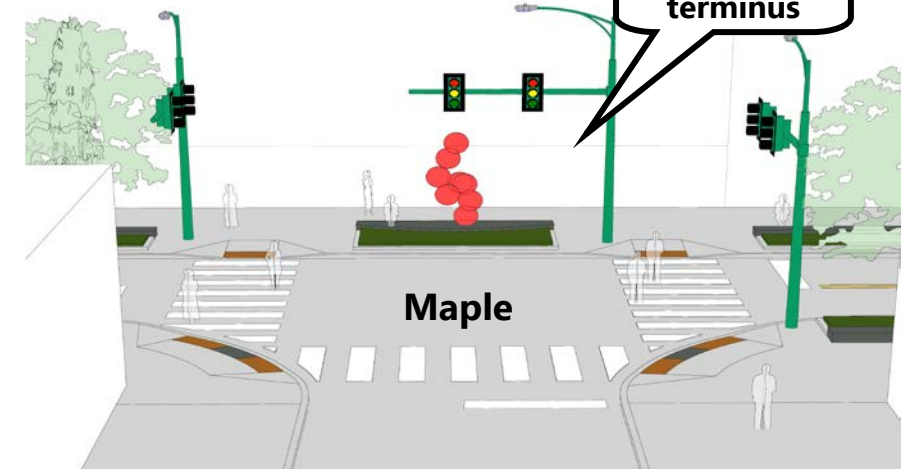
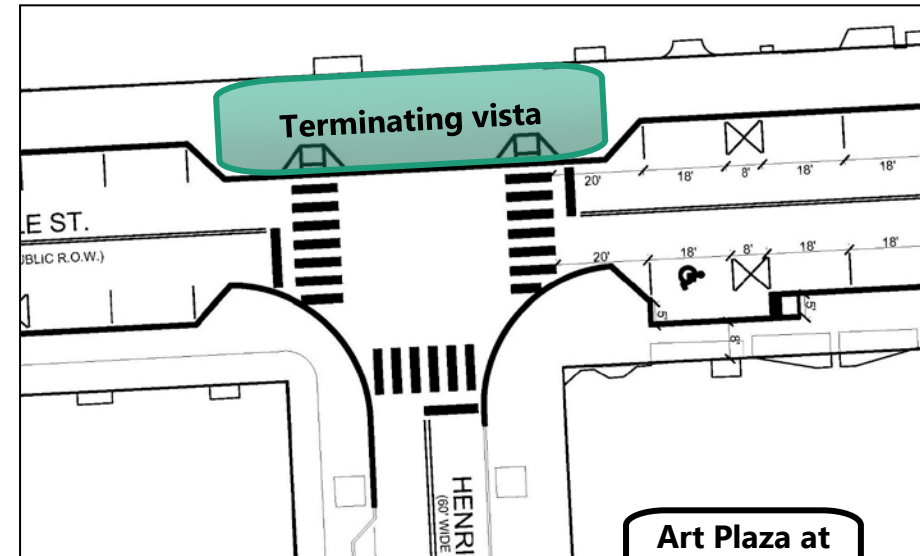
## 4. Intersection at Maple & Henrietta

- Larger landscaped sidewalk area
- Shortened crosswalk lengths
- "Terminating Vista" treatment:
  - Large art sculpture
  - Seating
  - Enhanced landscaping

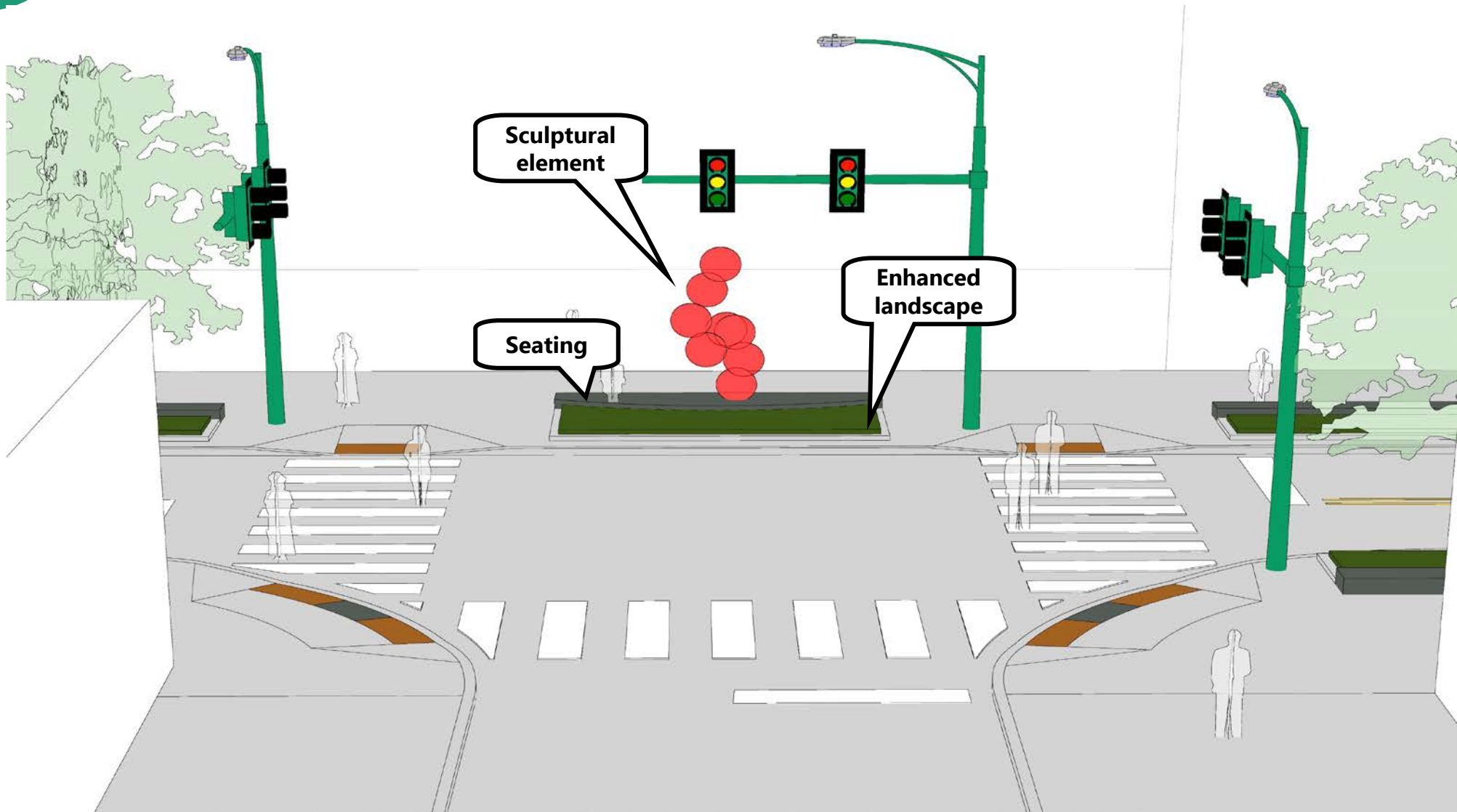
Existing Enlargement and view:



Concept Enlargement and view :



## 4. Intersection at Maple & Henrietta



# Preliminary Concepts for Input

Direction from the City Commission was provided for the following topics and locations:

1. Parking spaces- overall design and barrier-free
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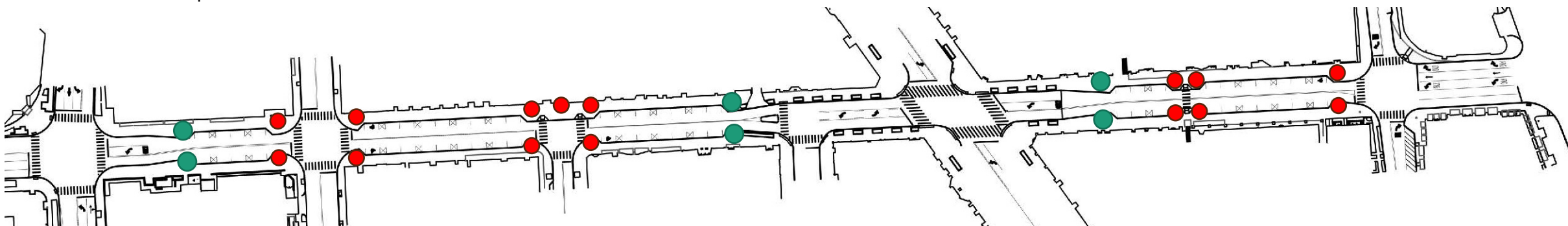


## 5. amenities: Overview

- Site furnishings to match Old Woodward
- Bike racks near tapered zones
- Benches at intersections, midblock crossings



Locations on maple rd



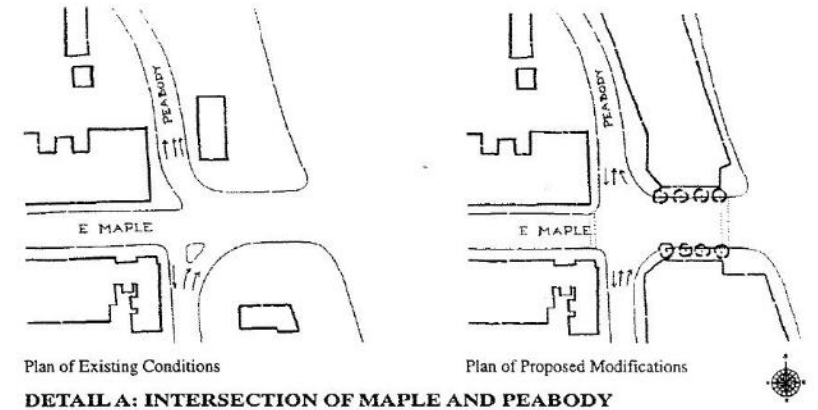
# Preliminary Concepts for Input

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6. Request for additional options for intersection at Maple/Park/Peabody to meet MMTB goals

*Downtown Birmingham 2016*

APPENDIX C-5  
CIRCULATION 1 & 2



- Convert Park to 2 way
- Ease pedestrian crossings
- City Commission requested additional alternatives to reduce lanes or their widths



## 6. Intersection at Maple/Park/Peabody: Existing Conditions

Existing Plan Enlargement:

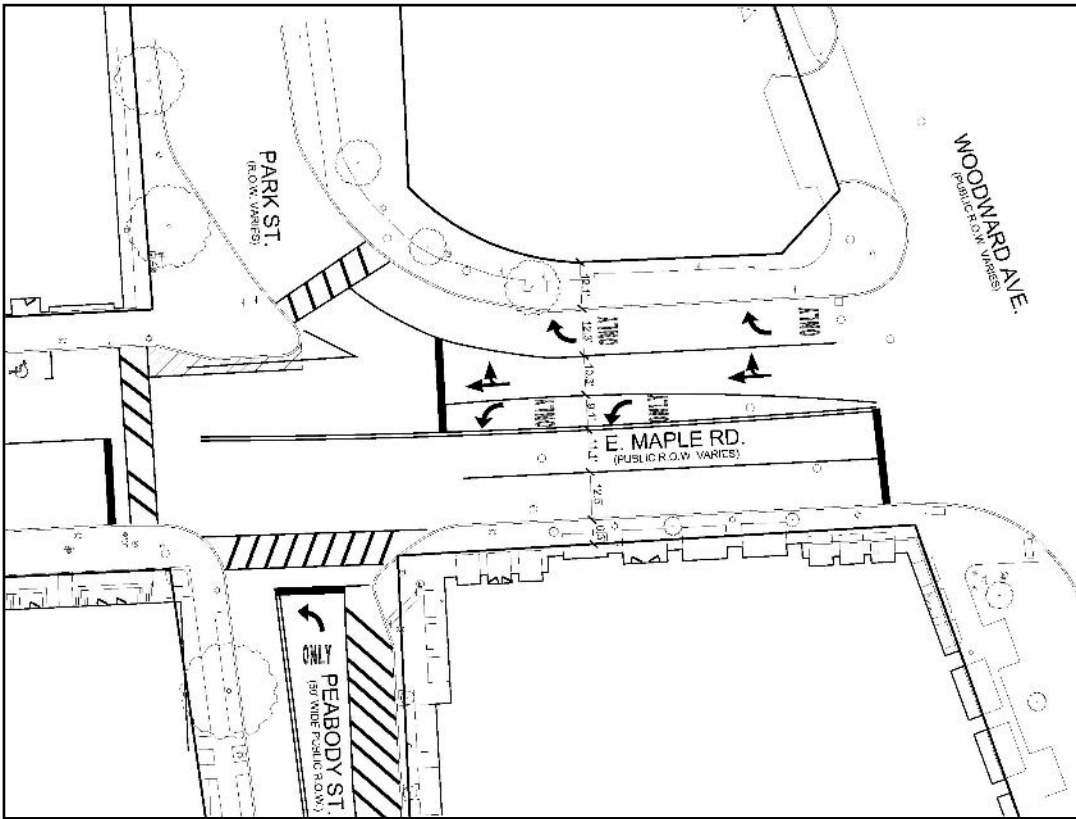
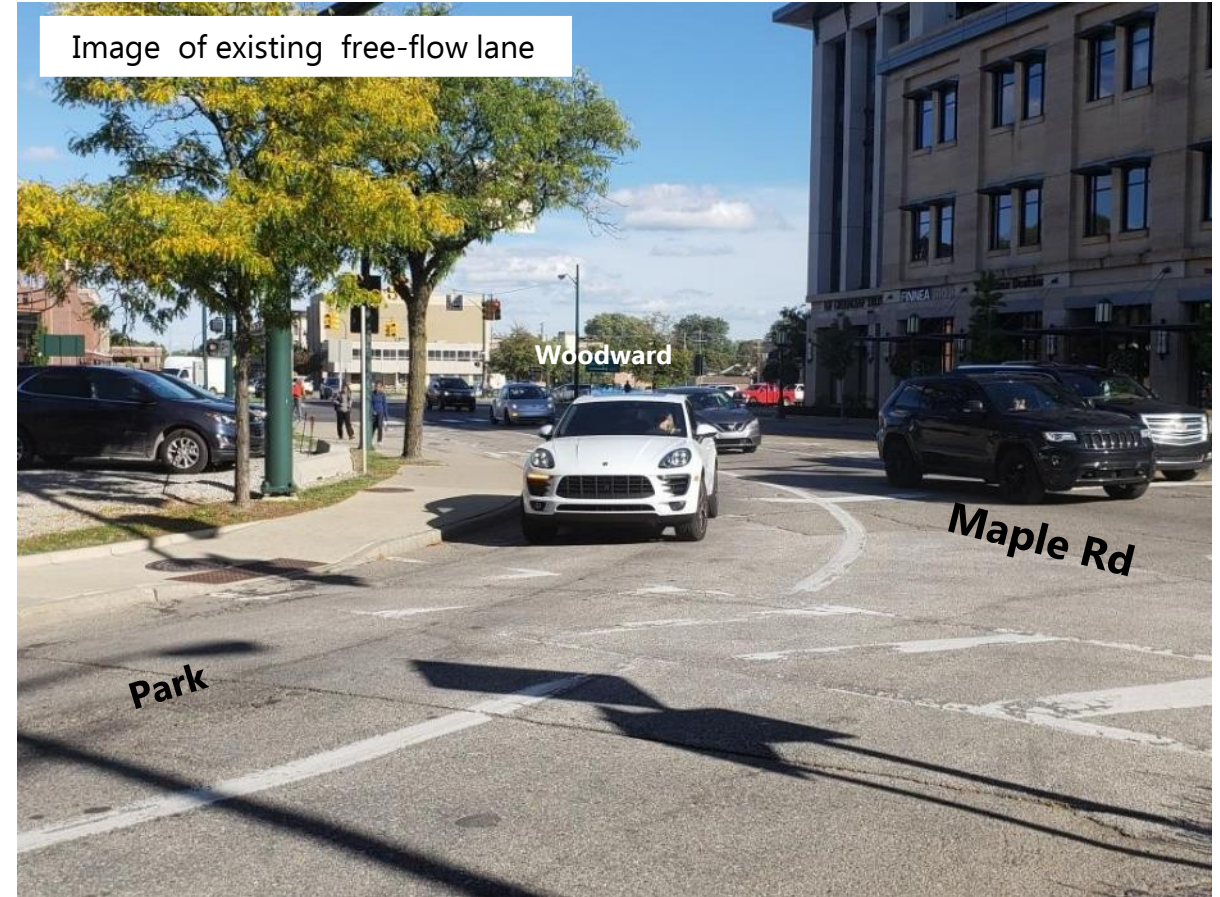


Image of existing free-flow lane

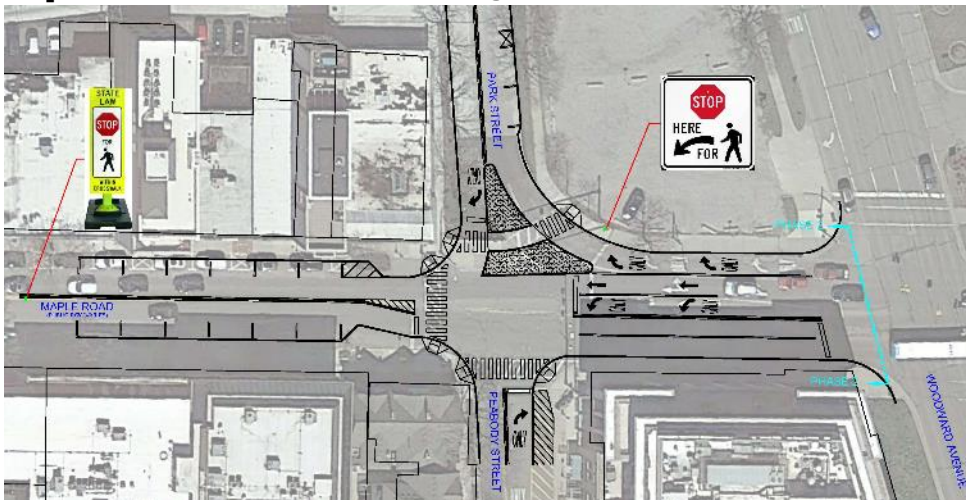




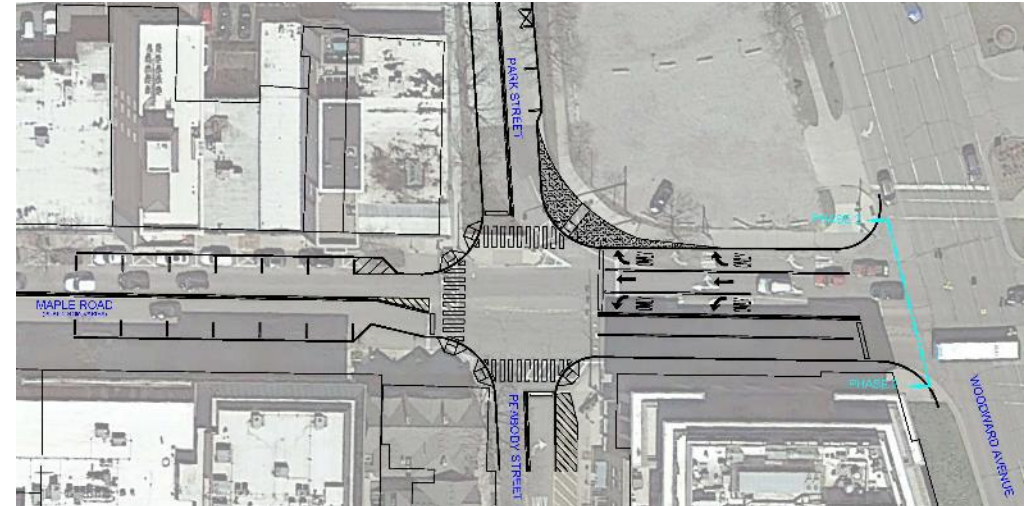
## 6. INTERSECTION at Maple/Park /Peabody: ORIGINAL Alternatives



**Option 1 :** Channelized Right-Turn with Bump-out



**Option 3 :** Channelized Right-Turn with Center Island



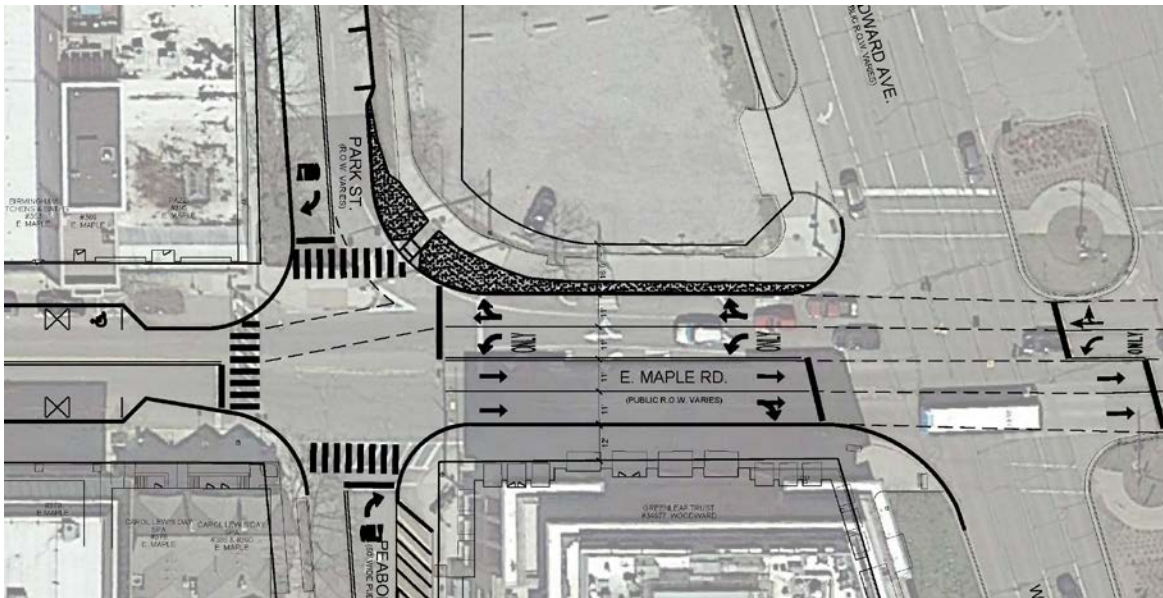
**Option 2:** Full Intersection Operations



**Option 4:** NB and SB Right-turn Only-Signalized E/W Ped Crossings

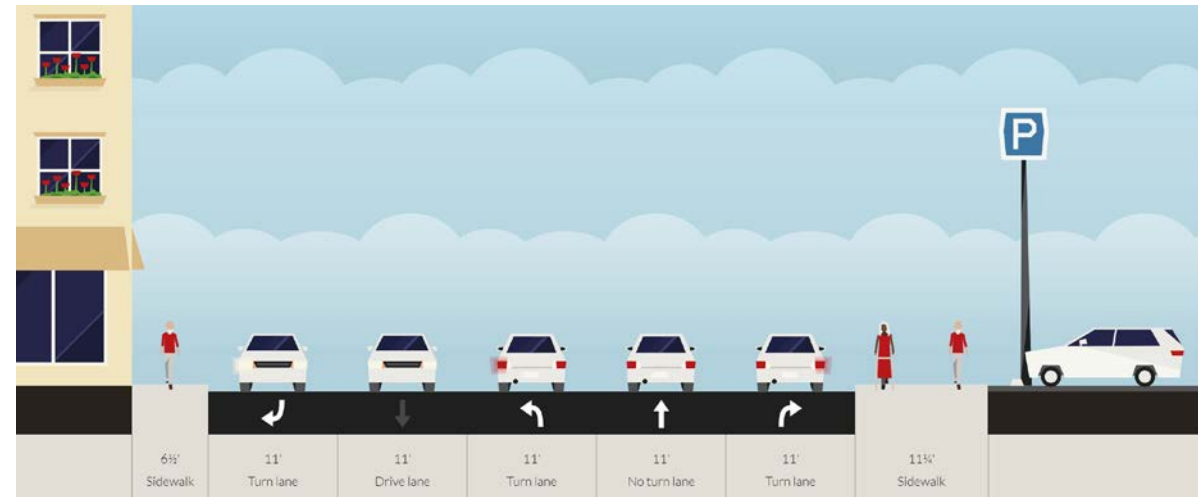
## 6. INTERSECTION at Maple/Park /Peabody: Option J

**Option j:** 4 lanes, no WB right turn lane

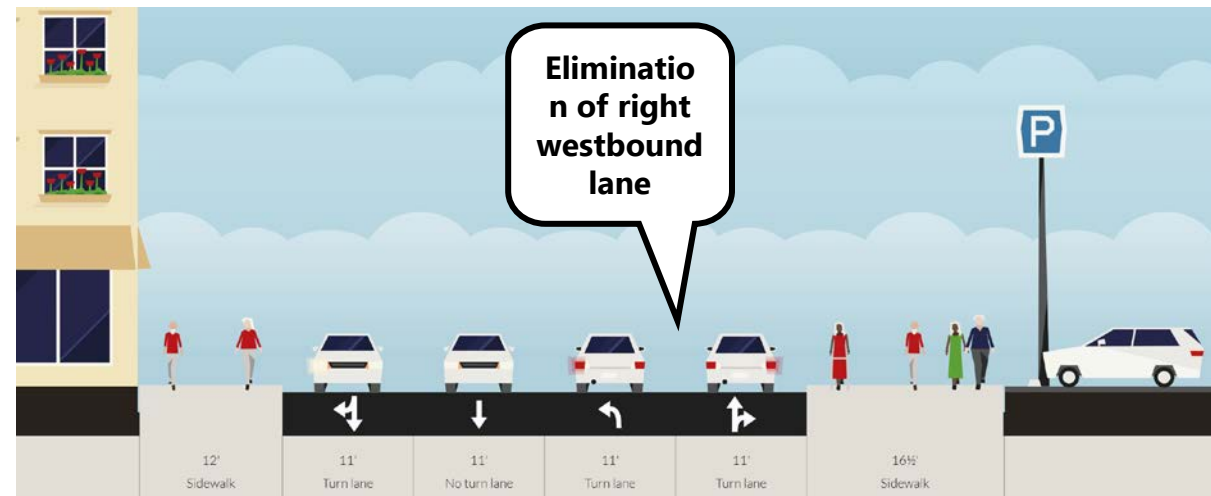


- This alternative will allow for similar eastbound operations through the downtown, however there will be a significant increase in the delay for westbound traffic. **THIS ALTERNATIVE IS NOT RECOMMENDED.**

**Original Option : cross section**



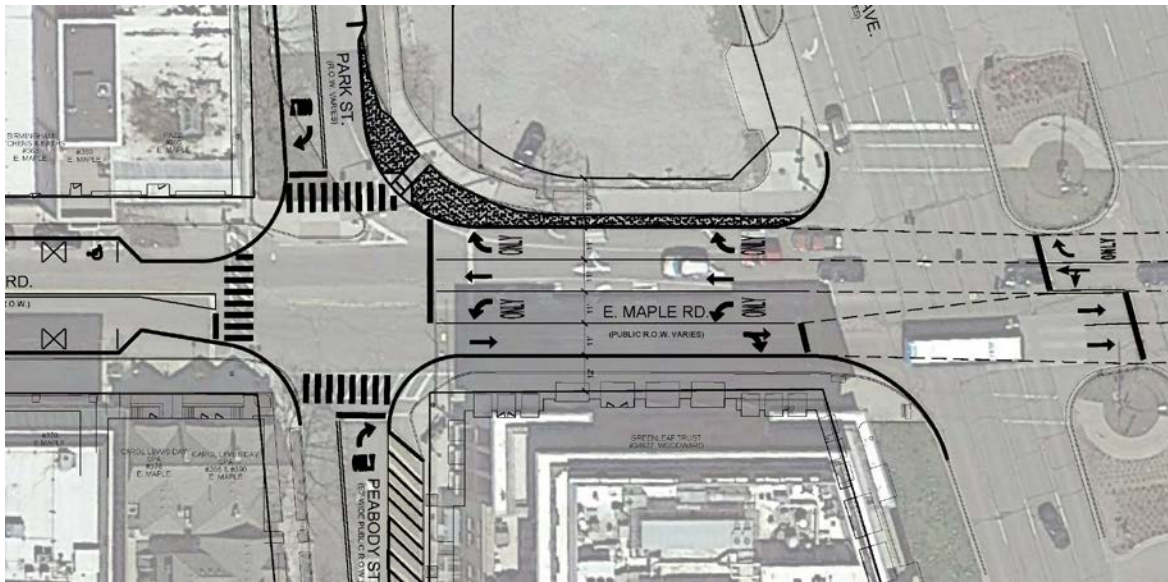
**Option j: cross section**





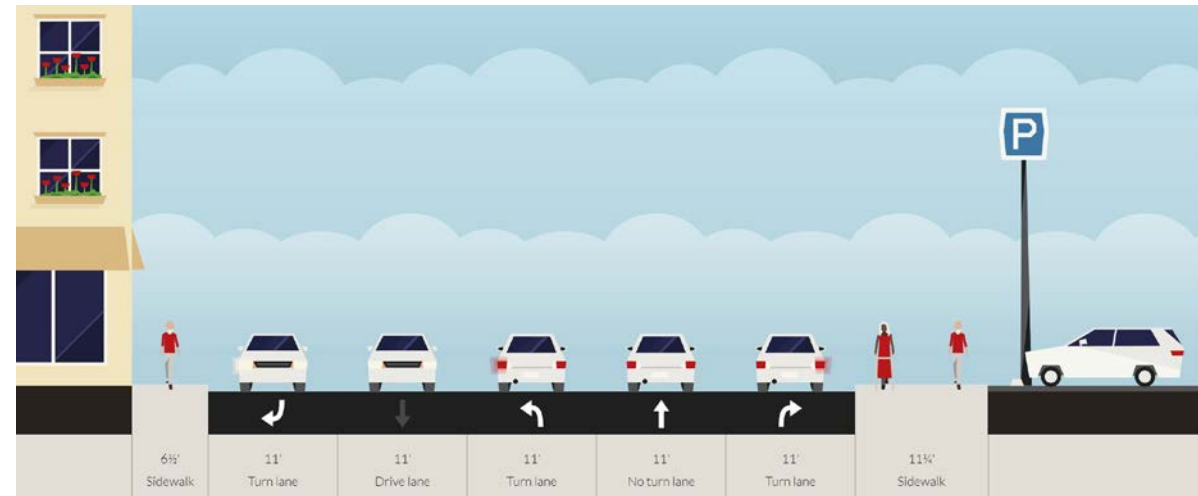
## 6. INTERSECTION at Maple/Park /Peabody: Option k

### Option k: 4 lanes, one EB through lane

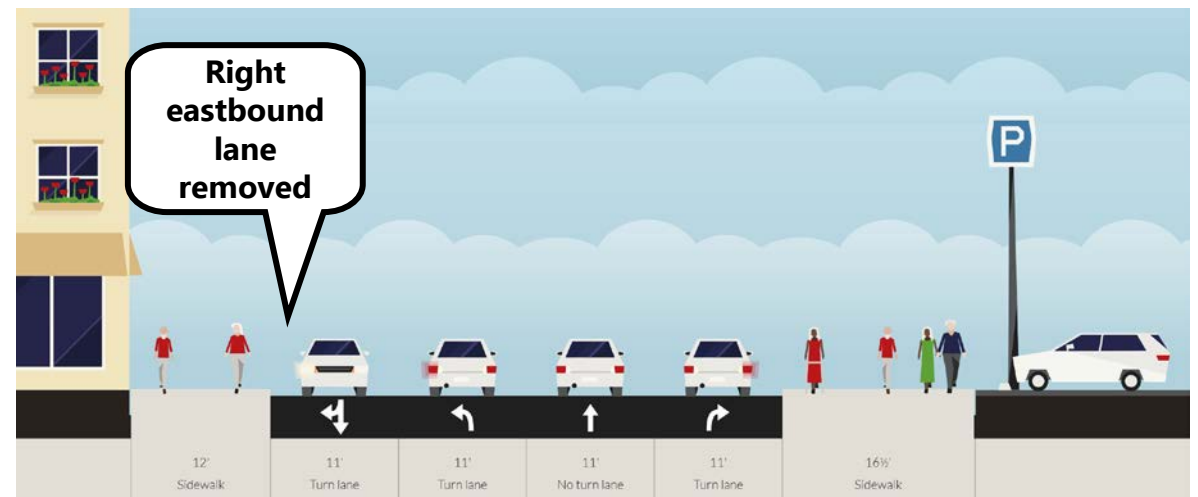


- This alternative will allow for similar westbound operations, however there will be a significant increase in the delay for eastbound traffic with queuing throughout the downtown. **THIS ALTERNATIVE IS NOT RECOMMENDED.**

### Original Option: cross section

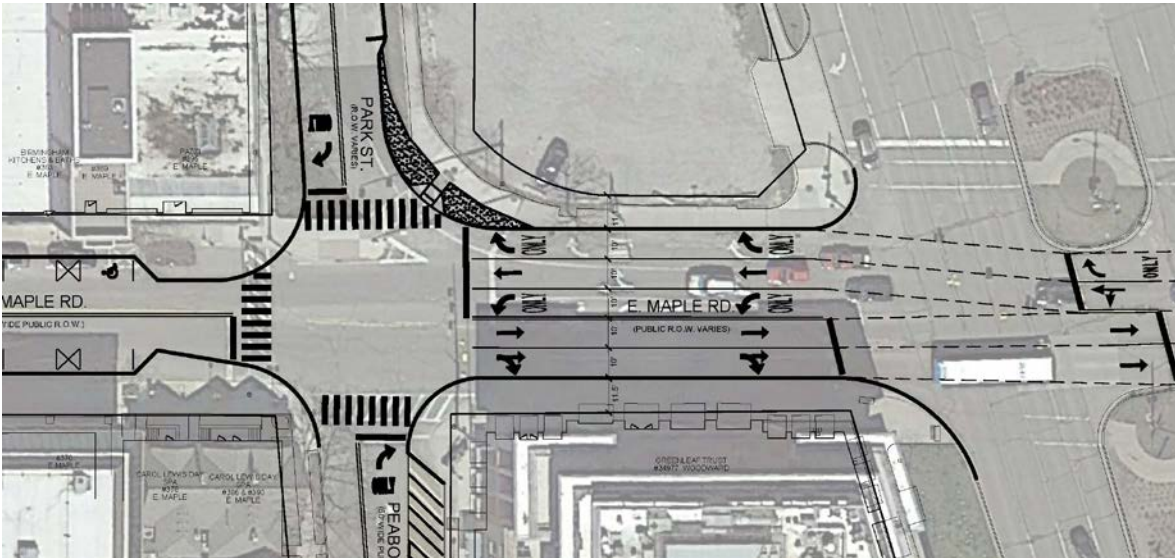


### Option K: cross section



## 6. INTERSECTION at Maple/Park /Peabody: Option I

**Option I:** 5 lanes, design variance to 10ft. lane widths

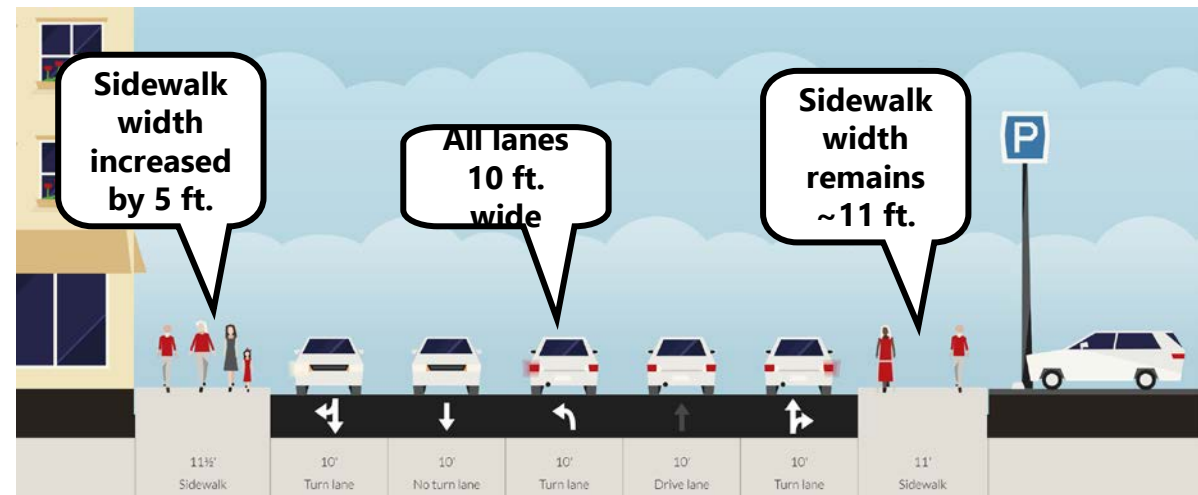


- This alternative will operate in a manner similar to existing conditions while allowing for streetscape elements to be added to this block. **THIS ALTERNATIVE IS RECOMMENDED.**

**Original Option : cross section**



**Option I: cross section**



## 6. INTERSECTION at Maple/Park /Peabody: EAST PED CROSSING

**Option L** : 5 lanes, design variance to 10ft. lane widths



- City Commission asked to review adding a pedestrian crossing on the eastern leg of Maple at Park/Peabody.
- **Maximum** phase time for Park/Peabody of **27 seconds**.
- **Minimum** phase time for east leg pedestrian crossing of **32 seconds**.
- This would **cause queuing** in the block between Park and Woodward to back up into Woodward.
- For this reason, along with the proximity of two other pedestrian crossings, **THIS ALTERNATIVE IS NOT RECOMMENDED.**

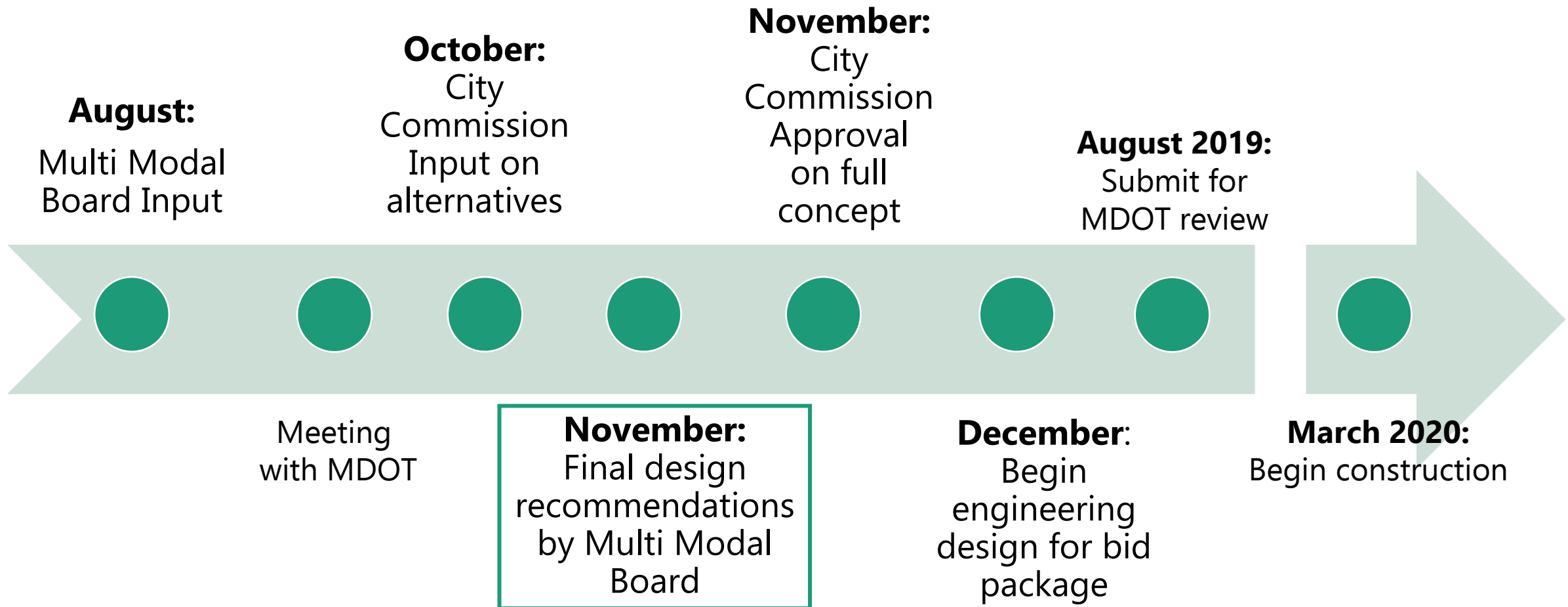


# Preliminary concepts for input

Direction from the City Commission was provided for the following topics and locations:

1. Parking spaces- overall design and barrier-free
2. Street trees- all canopy
3. Mast-arm signal recommendation endorsed, requested refinements to the intersection design
4. Intersection at Maple & Henrietta
5. Amenities
6. Request for additional options for intersection at Maple/Park/Peabody to meet MMTB goals

# Project Timeline





## MEMORANDUM

Engineering Dept.

**DATE:** July 3, 2018

**TO:** Multi-Modal Transportation Board

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

**SUBJECT:** Maple Rd. Reconstruction –  
Southfield Rd. to Woodward Ave.

---

As you know, the City of Birmingham has committed to a three-phased program to reconstruct its major corridors in the Central Business District. Phase I construction, focusing on the central part of Old Woodward Ave., is currently nearing completion, with an expected completion in early August. The remaining two phases will consist of:

Phase 2 – Maple Rd. – Southfield Rd. to Woodward Ave. (Construction planned in 2020)

Phase 3 – S. Old Woodward Ave. – Brown St. to Landon Ave. (Construction planned in 2022)

While the Multi-Modal Transportation Board (MMTB) assisted with the initial street designs used in Phase 1, the City Commission assisted at a high level in the final design package. Per their direction, a planning consultant (MKSK) was hired and assisted the City in the conceptual design package now being constructed. Since there is a desire to be consistent and follow the design theme started in Phase 1 into the remaining projects, MKSK has been retained to assist again to develop the conceptual plans for Phase 2. This is a particularly smooth transition, given that MKSK has now been retained and is teamed with the City's traffic engineering firm F&V. Together, they have prepared the attached conceptual plans as a first review for the MMTB to assist the MMTB with all of its planning needs. It is expected that the initial MMTB comments will be taken at this meeting, and then initial comments will be taken from the City Commission. A final review by the MMTB is expected later this summer.

As plans are prepared for Phase 2, it is important to note that the City was fortunate to be awarded two federal grants to assist in covering the cost of this project. Grants include:

- A grant for \$352,000, awarded by the Oakland Co. Federal Aid Committee, to assist the City in the cost of reconstructing this major road. As a street with high traffic counts, combined with the need for general safety improvements, this segment of Maple Rd. qualified for a grant estimated at covering 80% of the cost of resurfacing this street.
- A grant for \$249,700, awarded under the Highway Safety Improvement Program, covering 80% of the cost of reconstructing the Southfield Rd. at Maple Rd. intersection.

Together, these two grants will cover about \$600,000 of the City's costs in reconstructing Maple Rd. As a result, the project will be bid and paid for through the Michigan Dept. of Transportation (MDOT). The final construction plans will have to be reviewed and approved through MDOT, meaning that MDOT standards will have to be followed as a part of the design process. The following is a summary of the project highlights, from west to east:

1. **Southfield Rd. Intersection** – The skewed angle in which Southfield Rd. meets Maple Rd. has created a high crash environment. It is also considered unfavorable for pedestrians attempting to cross Maple Rd. at this signal, as right turns from Southfield Rd. to eastbound Maple Rd. can be executed at higher than normal speeds. F&V studied crash histories for the City. They determined that moving the intersection to the west (as shown on the attached plans), therein making all turning movements to be executed at a 90° angle, would have a measurable impact on reducing crashes.

Maple Rd. pavement is in marginal condition in this area, and the widths as constructed do not need to be changed. A concrete approach is planned for Southfield Rd., otherwise, Maple Rd. will be asphalt resurfaced. The traffic signal will have to be relocated as a part of this improvement. Being that the City is installing mast arm traffic signals at all of its intersections within the Central Business District, and since this intersection is at the outside edge of the district, the City Commission will be asked to consider whether a mast arm traffic signal design is appropriate here or not. MKSK and F&V have been asked to provide two pieces of information to assist in this decision:

- a. Estimated cost difference between the standard span wire signals (matching the current design) and installing mast arm signals. (The cost differential will not be covered by the federal grant.)
  - b. Photo renderings of the appearance of the two signal designs, as viewed for northbound traffic, and the visual impact they will have on the Birmingham Museum located at this intersection.
2. **Southfield Rd. to Chester St.** – This block serves as a transition into the business district. The traffic lane design was modified in 2016 in conjunction with the three lane road conversion to the west, now providing sufficient storage for the large numbers of left turns being made in both directions. Since the pavement is in marginal condition, and no changes are proposed, milling and resurfacing of the asphalt surface is proposed here. Traffic volumes are inherently higher here as vehicles turn on and off of Chester St. to bypass the congestion in the center of downtown.
  3. **Chester St. to West of Pierce St.** – Complete reconstruction, including water and sewer improvements, fiber optic, street lights, and landscaping (where possible) is proposed. A safety improvement encompassing aligned left turn lanes at Bates St. will likely be required as a part of the design, as will be explained by the consultant. While bumpouts and reduced crosswalk lengths are desired, the smaller road width on Maple Rd. will require that truck turning movements be considered in the design. Historically, left turns have been banned to Henrietta St. from 7 AM to 7 PM. That restriction is proposed to continue with this new design, in order to allow for a reduced road width in this area. MKSK will provide lane and sidewalk width options, as well as conceptual sidewalk design concepts for the Board to review.
  4. **East of Old Woodward Ave. to Park St./Peabody St.** – Similar to paragraph 3 above, complete reconstruction is planned. During discussions on Phase 1, the City Commission clarified the desire for a mid-block pedestrian crossing on this block, to be located at the pedestrian via currently located just west of Café Via (300 E. Maple Rd.). The mid-block crossing has been included in this design. Also, in accordance with the

Downtown 2016 Master Plan, Park St. will be modified to operate as a two-way street, allowing for better circulation of vehicles in the northeast section of the CBD. Due to the short distance from Woodward Ave., the existing traffic signal function must remain as is. Southbound Park St. traffic will be required to turn right, after following a STOP sign. Some form of traffic island is recommended to reinforce this right turn movement. Large and small island options are presented for the Board's review.

5. **Park St. /Peabody St. to Woodward Ave.** – Similar to the section west of Chester St. above, this block acts as a transition out of the Central Business District. Traffic volumes are higher as vehicles turn on and off of Park St. and Peabody St. Given traffic levels, coupled with the short distance available for queues, no changes are suggested. Due to the age of the pavement, complete reconstruction is proposed. MKSK will provide suggested sidewalk conceptual design given the limitation of space.

### **Parking Options**

A design concept that the MMTB will be asked to discuss is how to design the pavement markings. Options include:

#### A. Parking Space Size

1. 20 ft. long parking spaces adjacent to 8 ft. maneuvering boxes (similar to the current parallel parking concept provided on all downtown Birmingham streets)
2. 22 ft. long parking spaces, with no maneuvering boxes.

Note that the total count of parking that can be provided does not change based on which one is selected.

#### B. Lane Width

1. 11 ft. wide travel lanes with 8 ft. wide parking spaces.
2. 11 ft. wide travel lanes, a 1 ft. wide parking buffer, and 7 ft. wide parking spaces.

The positives and negatives of both options will be reviewed.

A suggested recommendation to the City Commission is provided below:

#### **SUGGESTED RECOMMENDATION:**

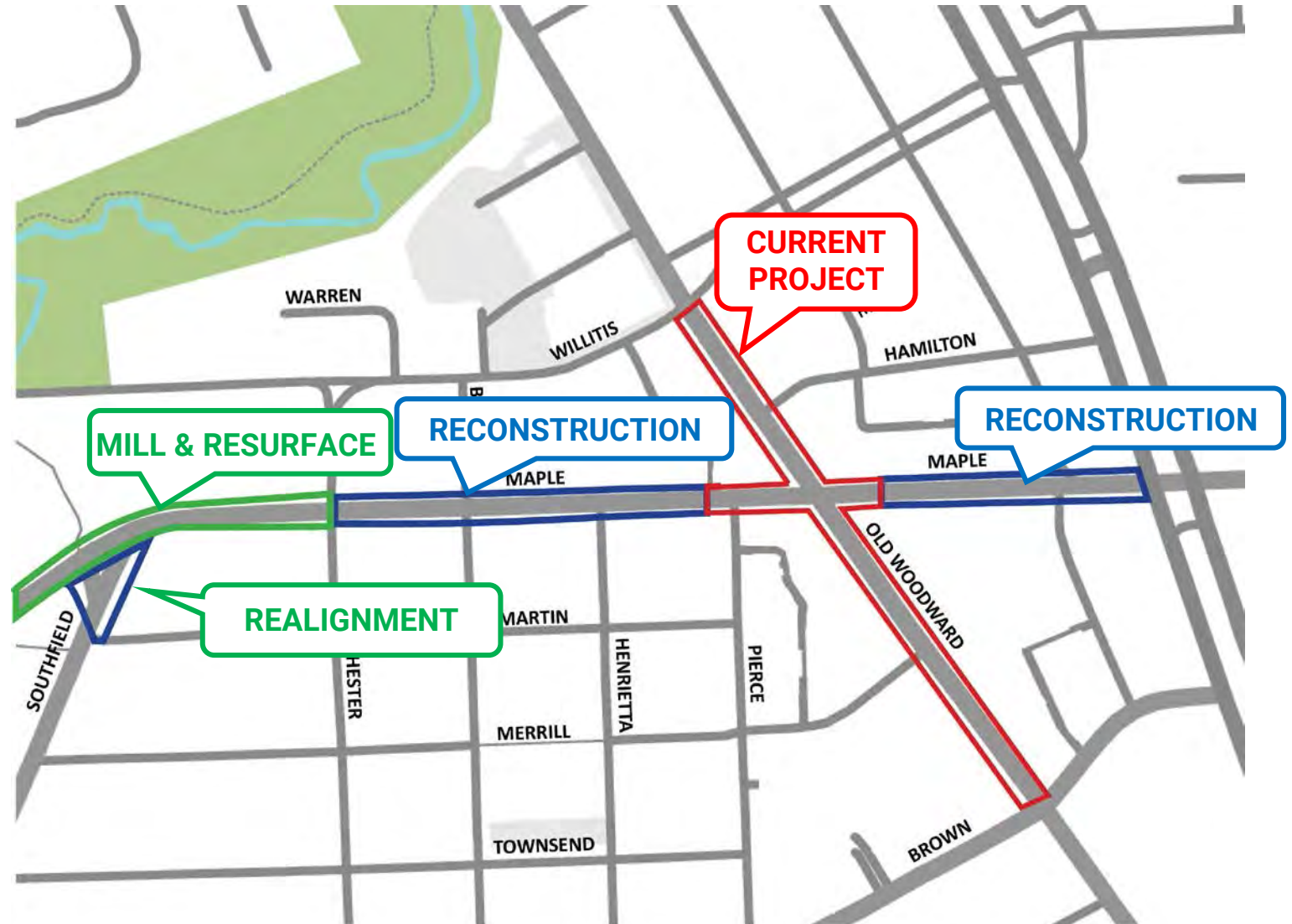
To recommend to the City Commission conceptual design plans for the reconstruction of Maple Rd. from Southfield Rd. to Woodward Ave., with the following design features:

1. Parking spaces sized at \_\_\_\_\_, and lane widths designed at \_\_\_\_\_.
2. Option \_\_\_\_ for the design of Maple Rd. between Chester St. and Henrietta St.
3. Option \_\_\_\_ for the design of the Park St. intersection.

# Maple Road Project (and extension of current project)

- Full reconstruction Chester to Pierce and E of Old Woodward to Woodward
- Resurfacing from Southfield to Chester St.
- Realignment and signal upgrade at the Southfield intersection

**Timeline: Bid Package by December**





# Project Goals: to the Degree Practical

- Consistency with the Phase 1 project
- Improve the pedestrian environment
- Ease pedestrian crossings
- Provide reasonable traffic operations
- Maximize the number of on-street parking spaces
- Consider maintenance costs
- Meet MDOT design standards (MDOT funded)

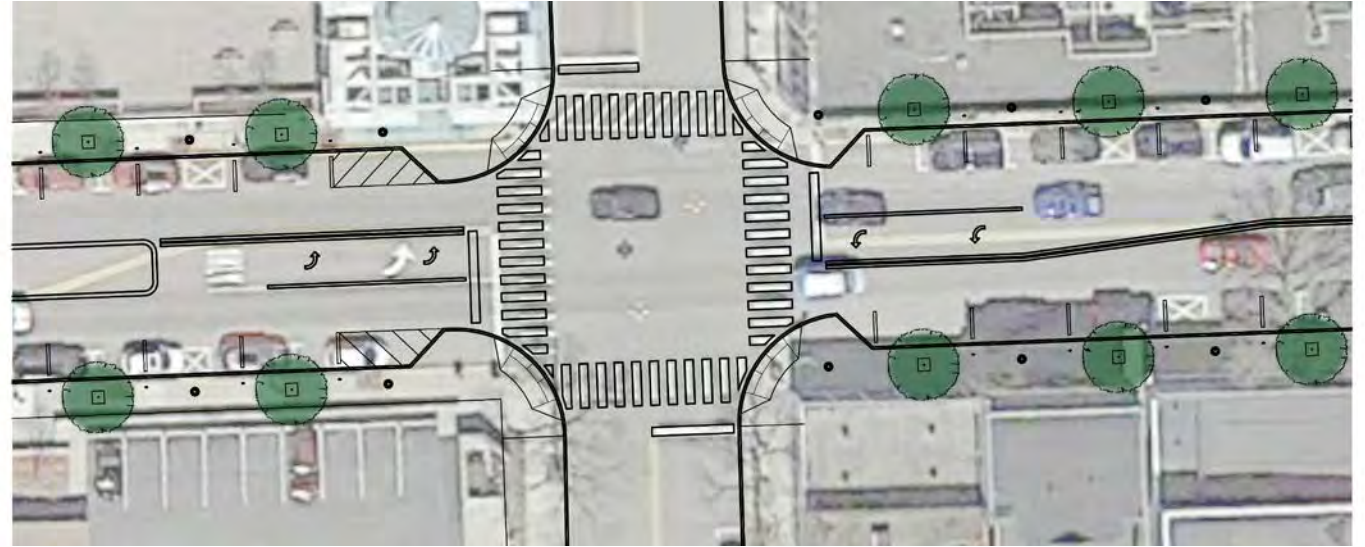




# Recommended Street Tree Pattern: Parking Zones

## In Parking Zones:

- Street trees line with center of every other parking space (top right)
- Street lights line the middle of other parking spaces (top right)
- Use of narrow, columnar trees instead of large canopy trees (bottom right)



Trees with columnar branching habit (left) preferred over large canopy trees (right).

# Recommended Street Tree Pattern: Widened Sidewalk Option

## In Options where Parking Removed (Maple & Bates):

- Street trees reflect pattern of Woodward Ave
- Larger sidewalks allow for larger trees and planters



# Phase 1 Study





# Phase 1 Study





# Maple Road: Existing Conditions



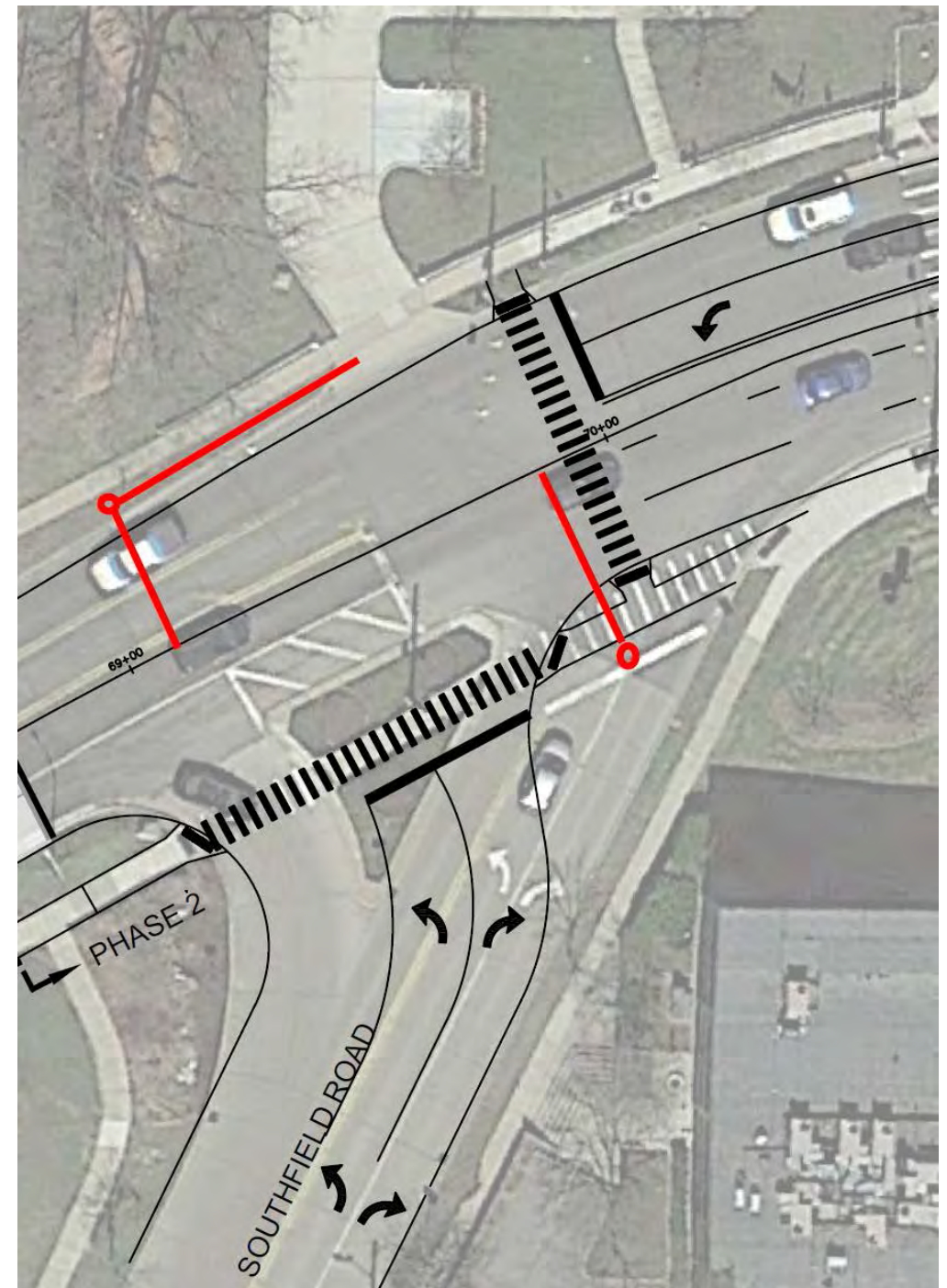
3 1/2' WALKABLE WEST (BETWEEN CHESTER AND BATES)

6 1/2' WALKABLE ZONE



# Maple & Southfield Proposed Geometrics: New Signal Options

- Safety Funding for Intersection redesign
  - Includes eliminating the angled intersection approach
  - Signal modifications
- Signal Options:
  - Modify existing signal-included in safety grant
  - Upgrade to mast arms- Additional \$80k-\$120k



## Maple & Bates Existing Conditions

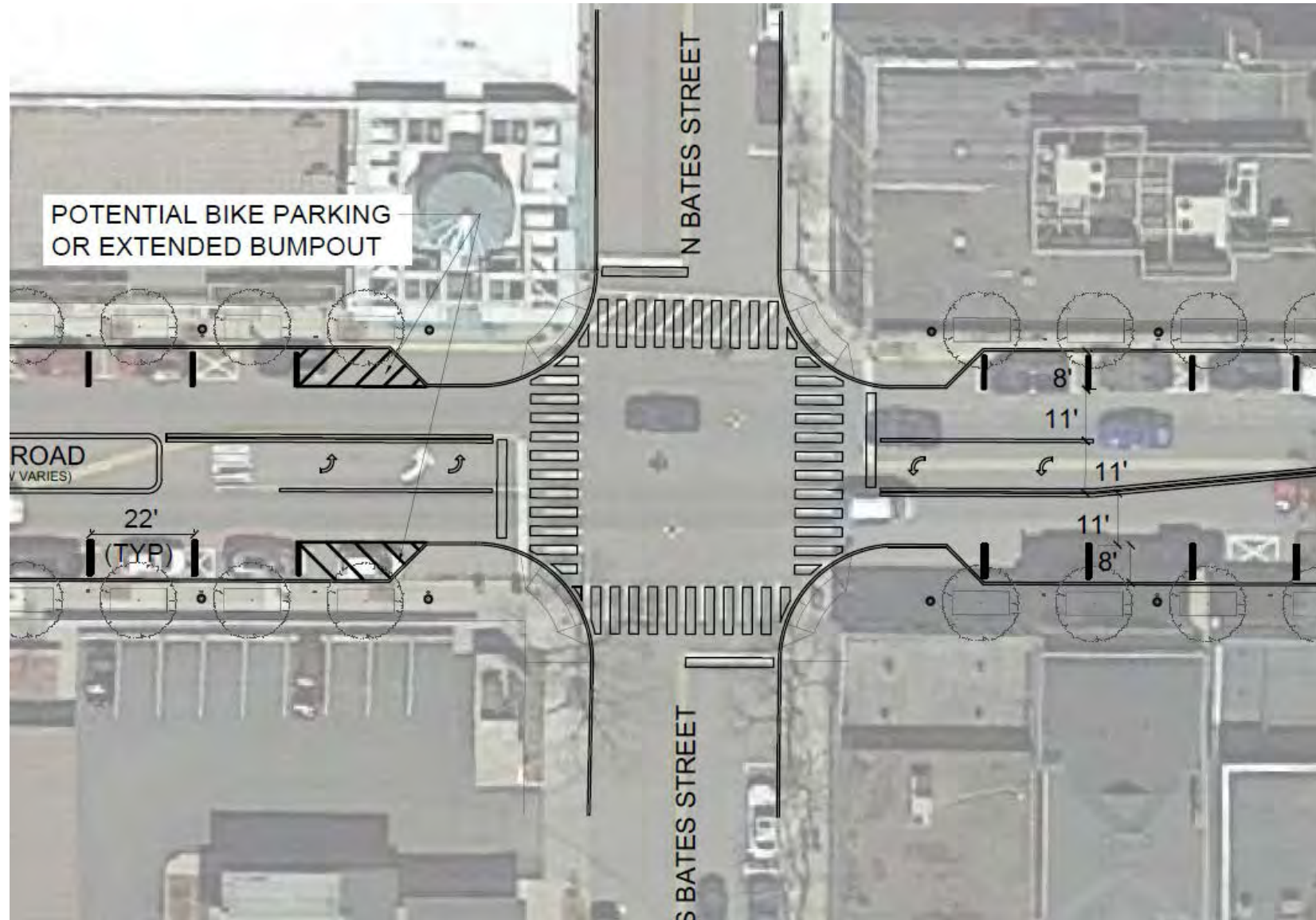
- Options
  - WB left-turns prohibited
  - Provide left-turn lane
- Left-turn Volumes
  - WB (33 AM/32PM) – No existing Left-turn lane
  - EB (6 AM/14 PM) – Existing Left-turn lane





## Maple & Bates Option A: Left-turn Lane with Narrower Sidewalk

- Left-turn Volumes
  - WB (33 AM/32PM) – No existing Left-turn lane
  - EB (6 AM/14 PM) – Existing Left-turn lane
- Improve sight distance
- Reduce rear-end crashes
- Reduce vehicle queues on Maple Road



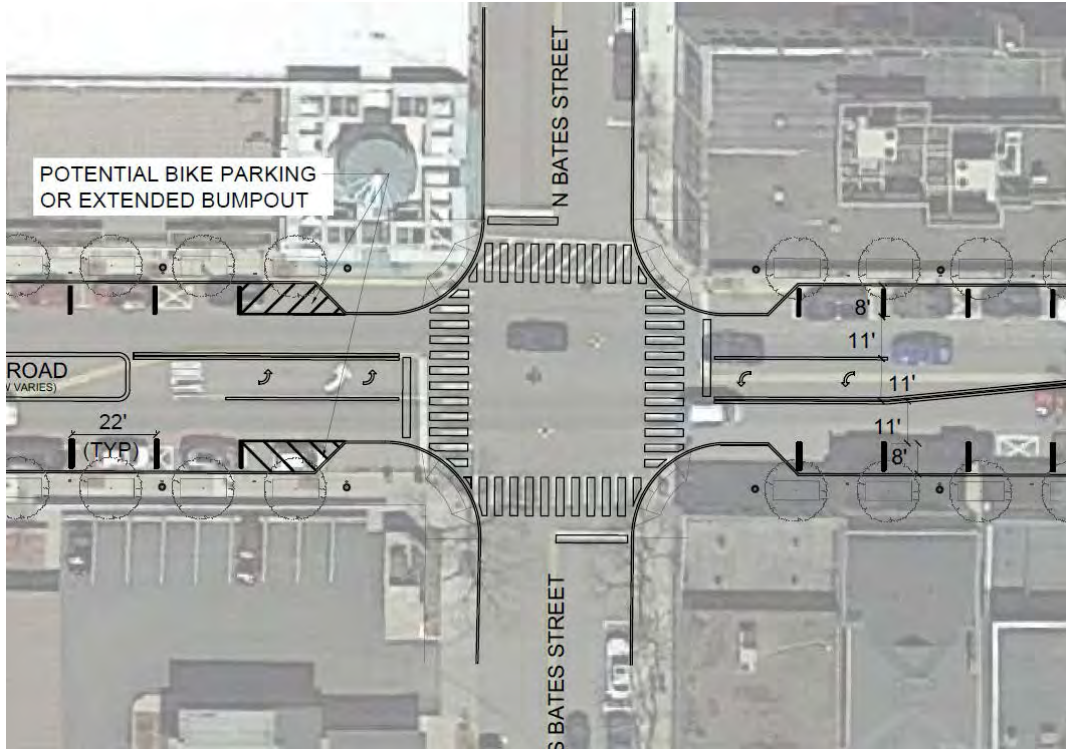
## Maple & Bates Option B: Left-turn Lane with Parking Removed

- Left-turn Volumes
  - WB (33 AM/32PM) – No existing Left-turn lane
  - EB (6 AM/14 PM) – Existing Left-turn lane
- Improve sight distance
- Reduce rear-end crashes
- Reduce vehicle queues on Maple Road





# Maple & Bates: Which is Preferred?



OR

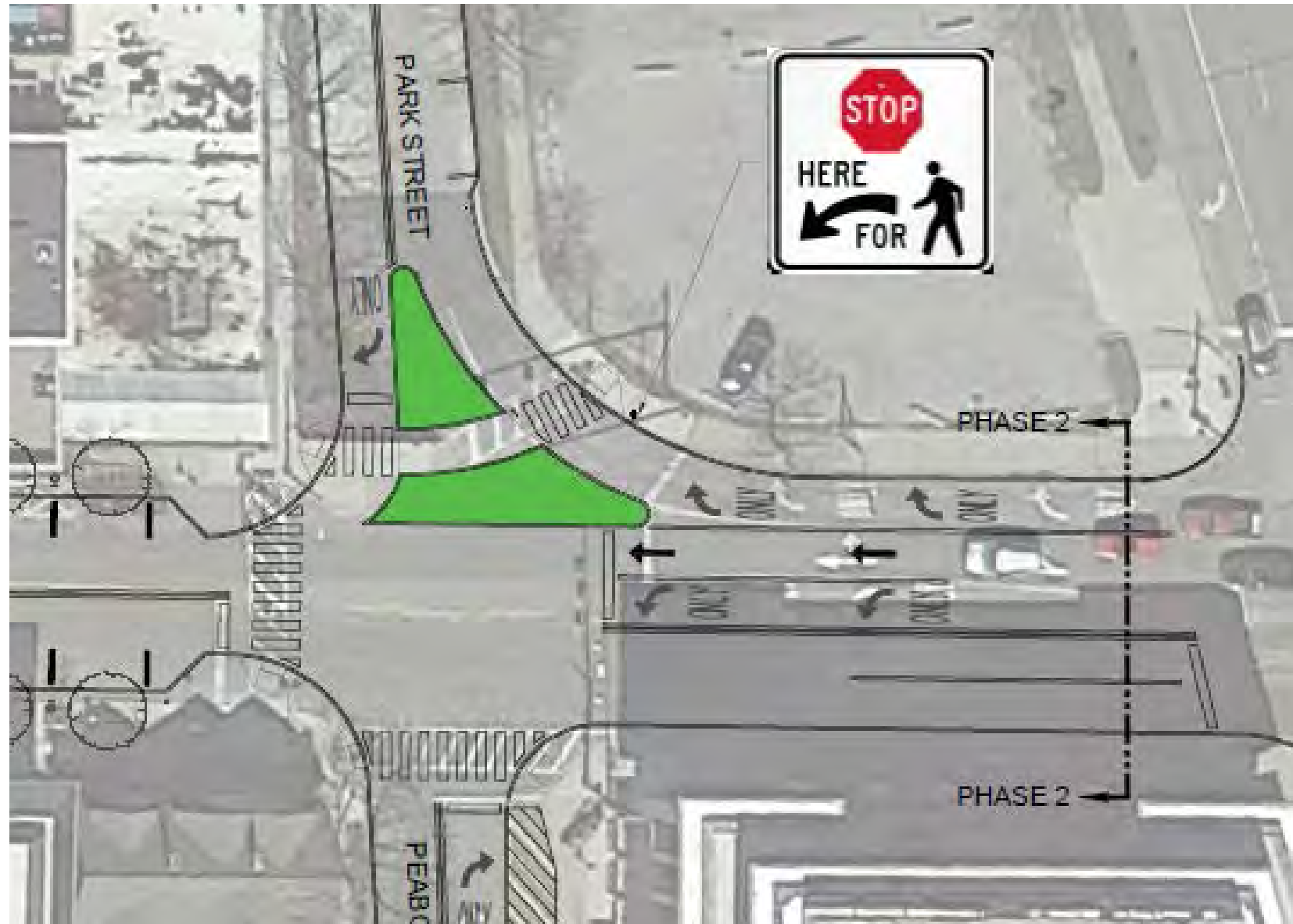


**Option A:**  
Left-turn Lane with Narrower  
Sidewalk

**Option B:**  
Left-turn Lane with Parking  
Removed

## Maple & Park Option A: Channelized Right-turn Lane

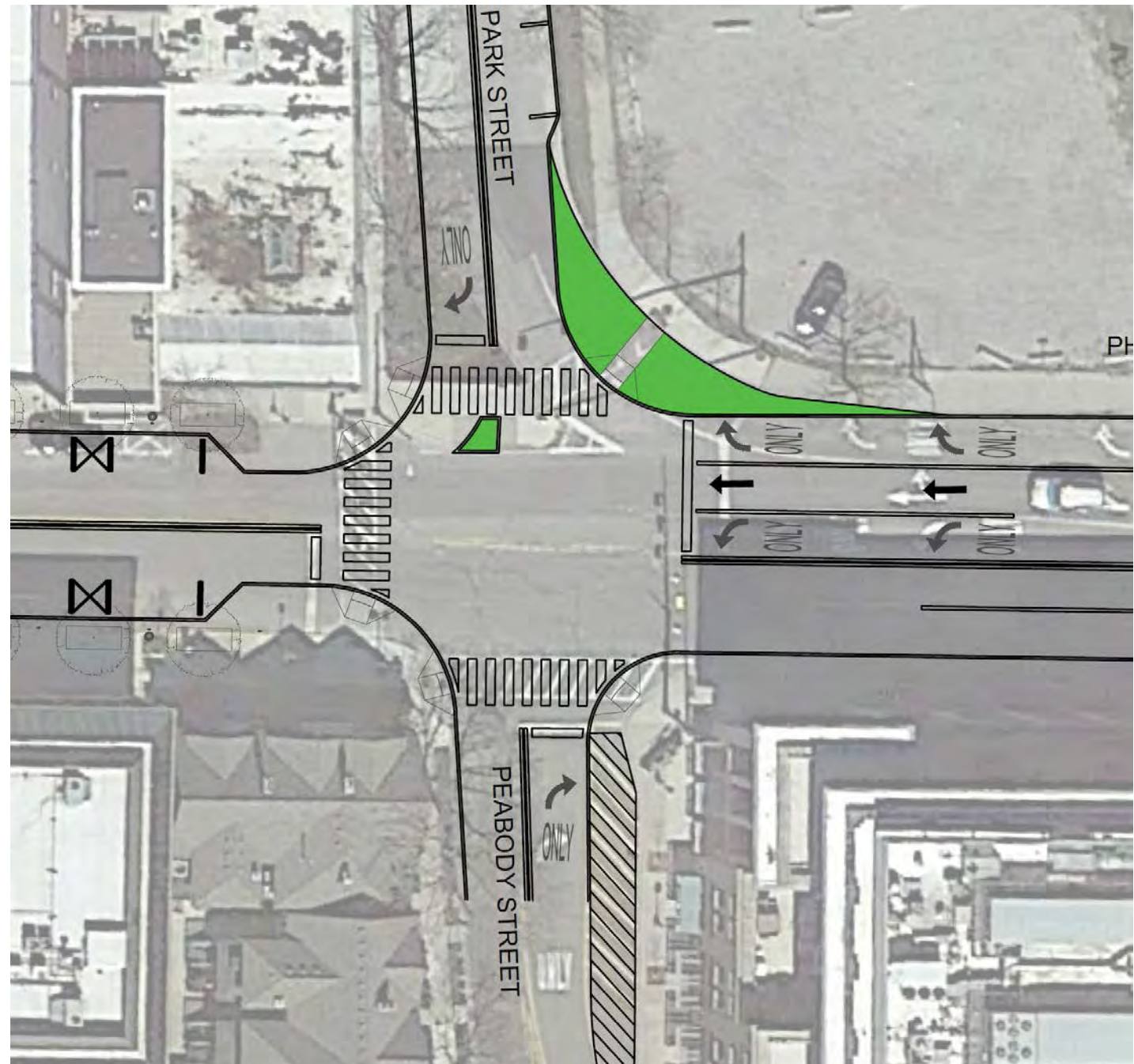
- Two stage pedestrian crossing
- Free-flow right-turns onto NB Park Street
- No queueing from right-turns onto Woodward



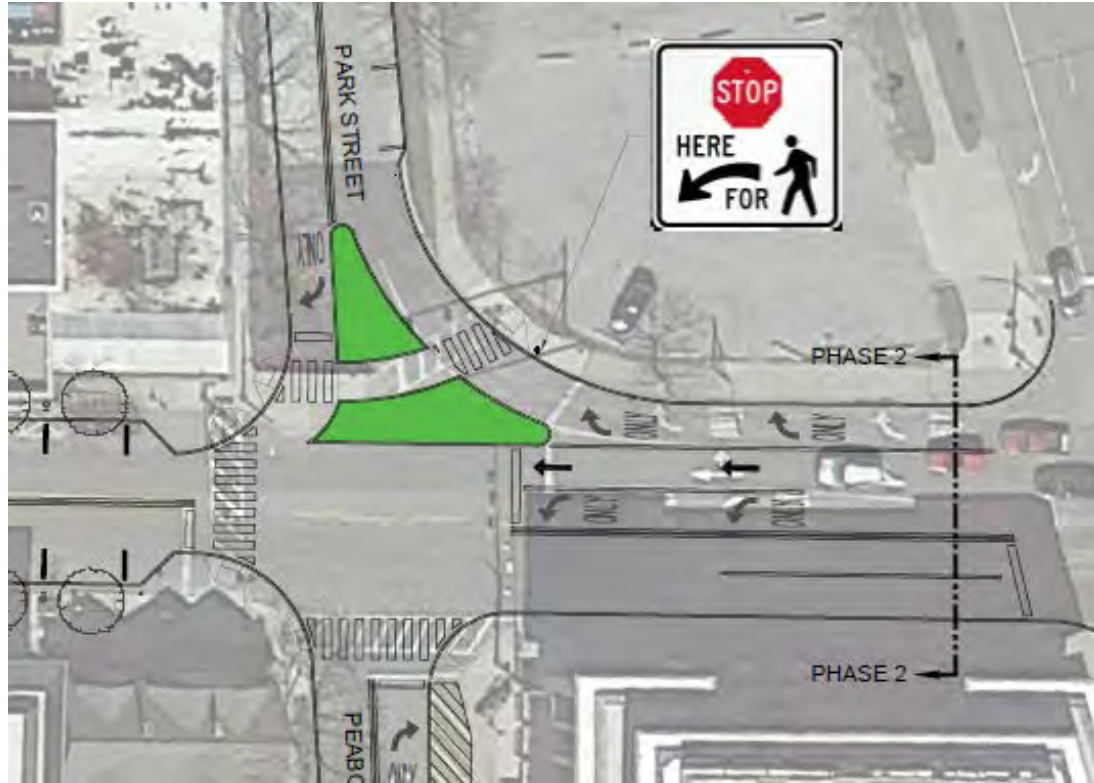


## Maple & Park Option B: Reduced Traffic Island

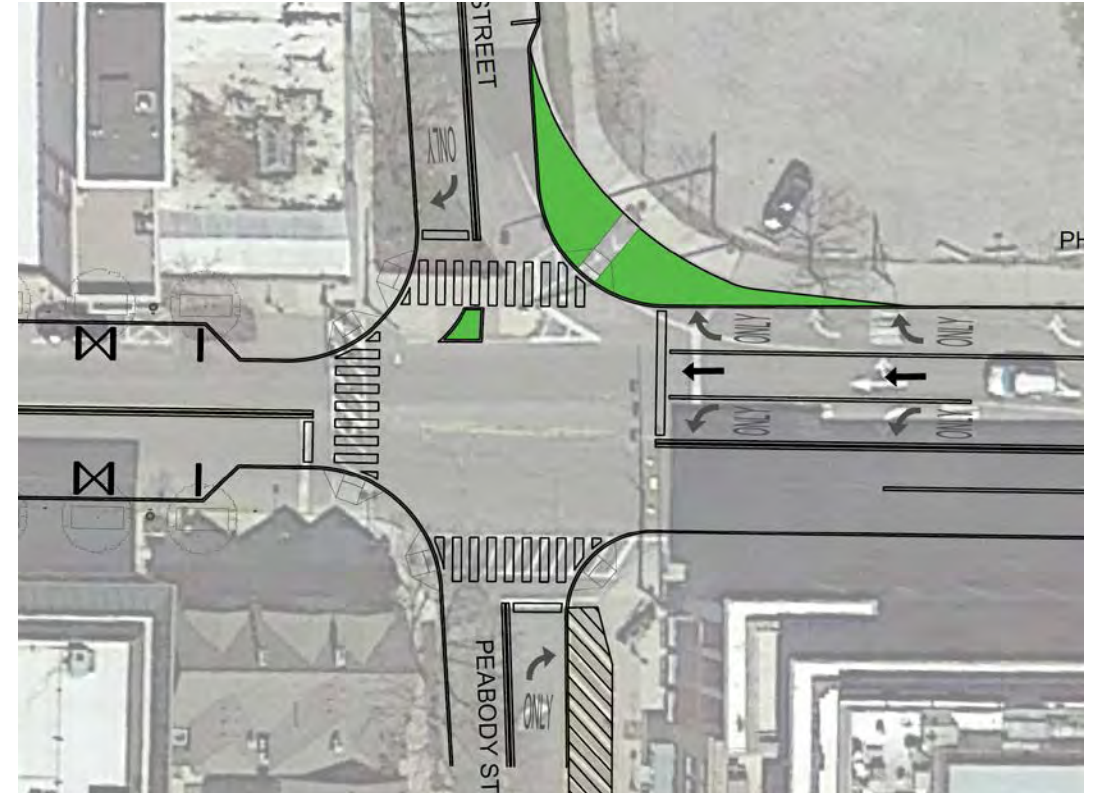
- Typical pedestrian crossing
- Signal Control right-turns onto NB Park Street
- No queueing from right-turns onto Woodward



# Maple & Park: Which is Preferred?



OR



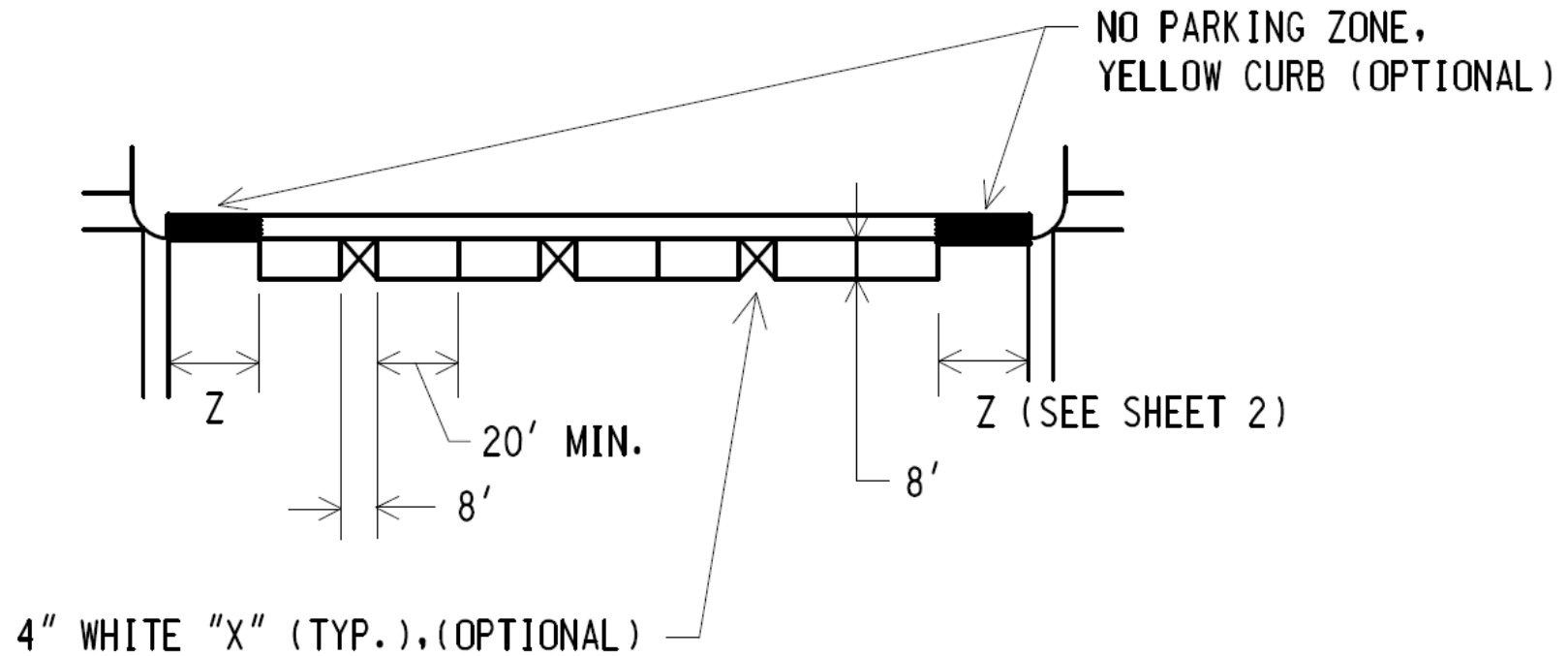
**Option A:**  
Channelized Right-turn Lane

**Option B:**  
Reduced Traffic Island

## Parking Options

### Option A-1: 20 ft Parking with 8 ft Boxes

- No Extra space at end of Blocks



## TYPE I

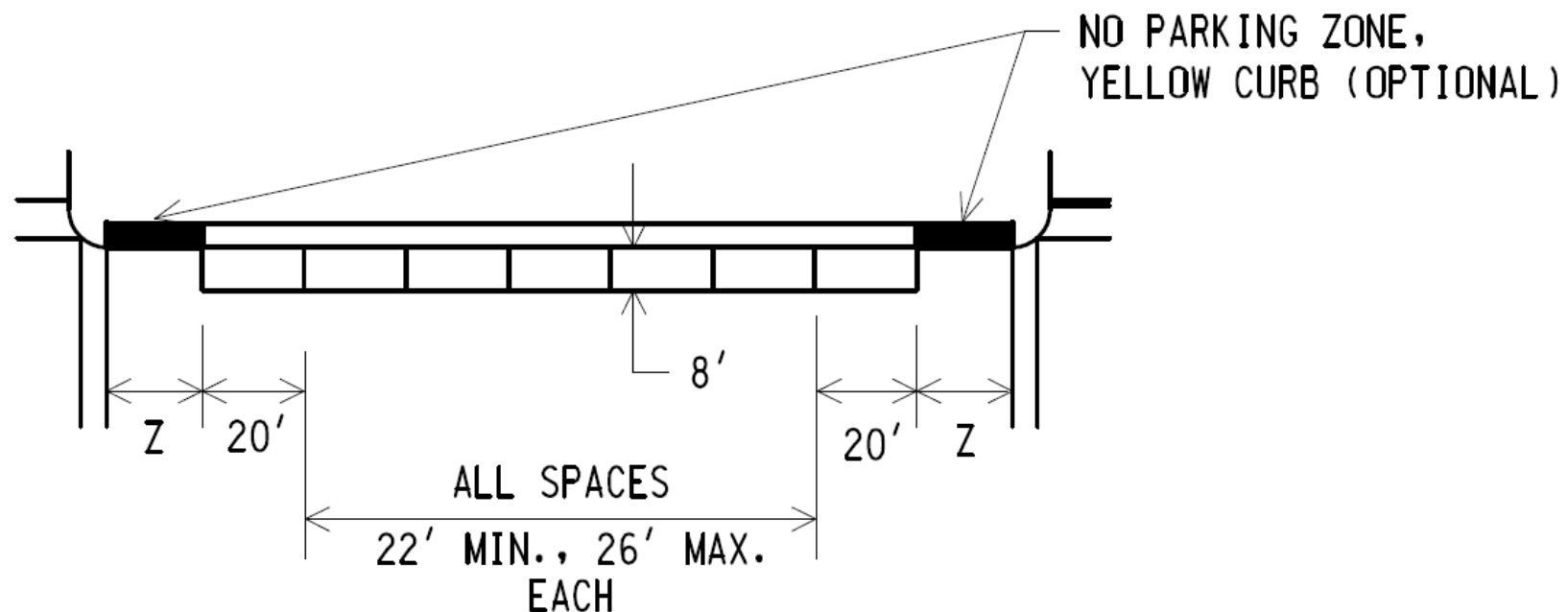
INTERSECTION TYPE	"Z"(FT)
NO TRAFFIC CONTROL NO CROSSWALK	15
NO TRAFFIC CONTROL WITH CROSSWALK	20
TRAFFIC CONTROL PRESENT	30
SEE SECTION 257.674 OF THE MICHIGAN VEHICLE CODE FOR MORE INFORMATION.	



## Parking Options

### Option A-2: 22 ft Parking

- Extra space at end of block
  - Bike Parking
  - Larger Bump-outs
  - Pedestrian Areas



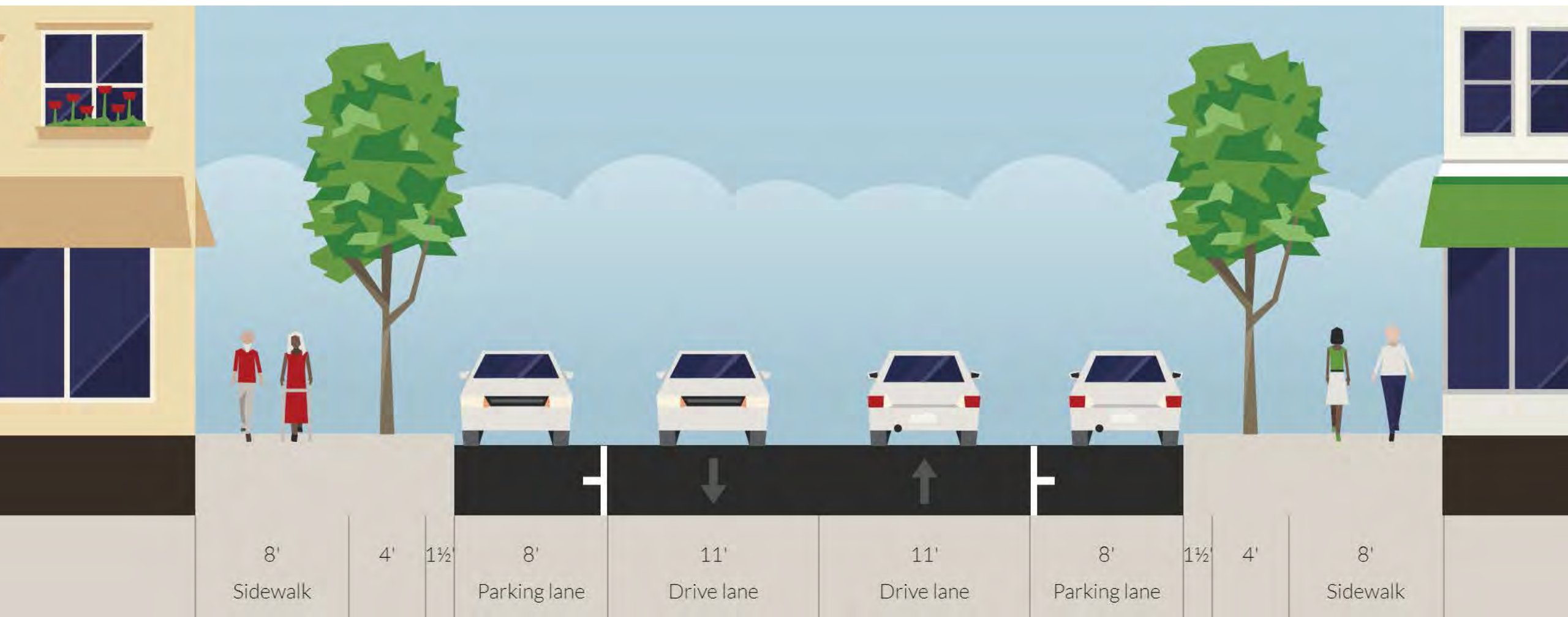
### TYPE II

INTERSECTION TYPE	"Z"(FT)
NO TRAFFIC CONTROL NO CROSSWALK	15
NO TRAFFIC CONTROL WITH CROSSWALK	20
TRAFFIC CONTROL PRESENT	30
SEE SECTION 257.674 OF THE MICHIGAN VEHICLE CODE FOR MORE INFORMATION.	

# Parking Options

## Option B-1:

11 ft lanes with 8 ft wide Parking

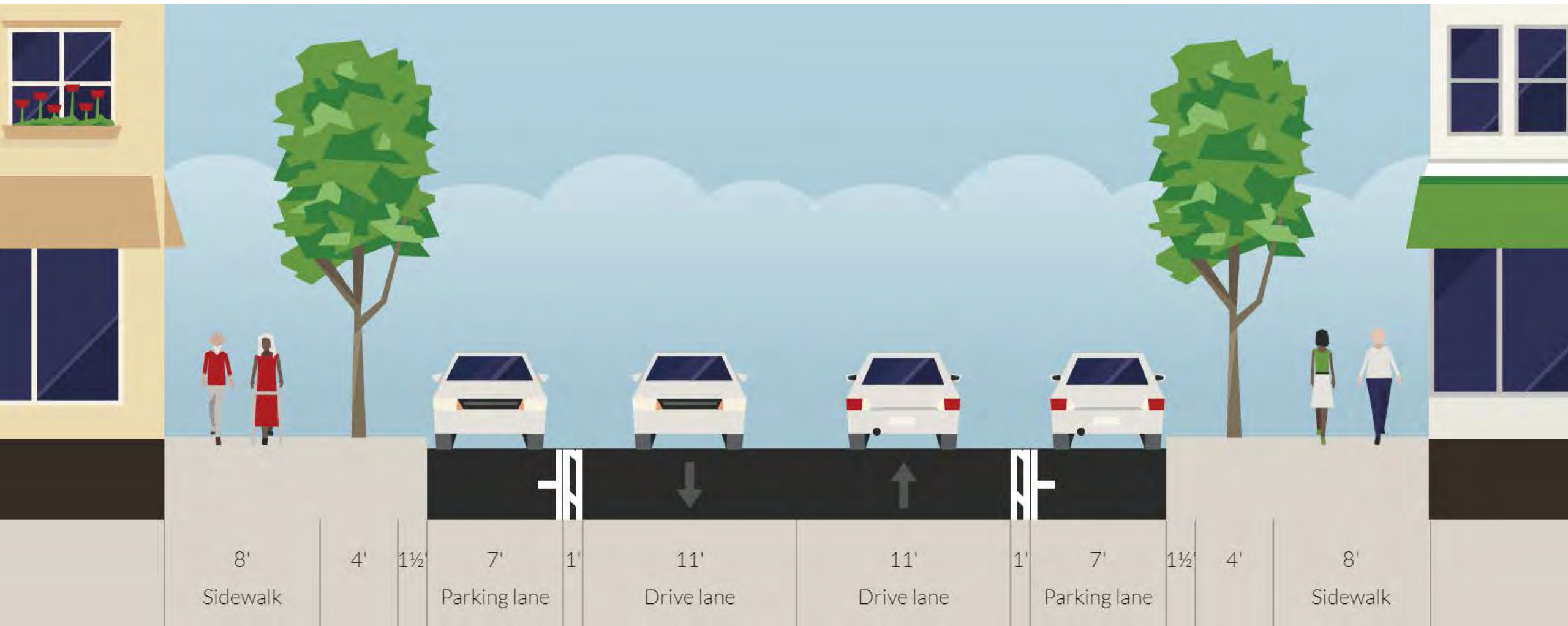




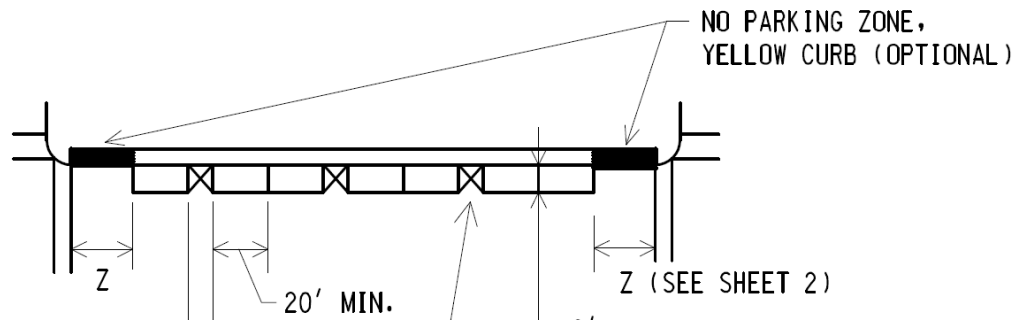
# Parking Options

## Option B-2:

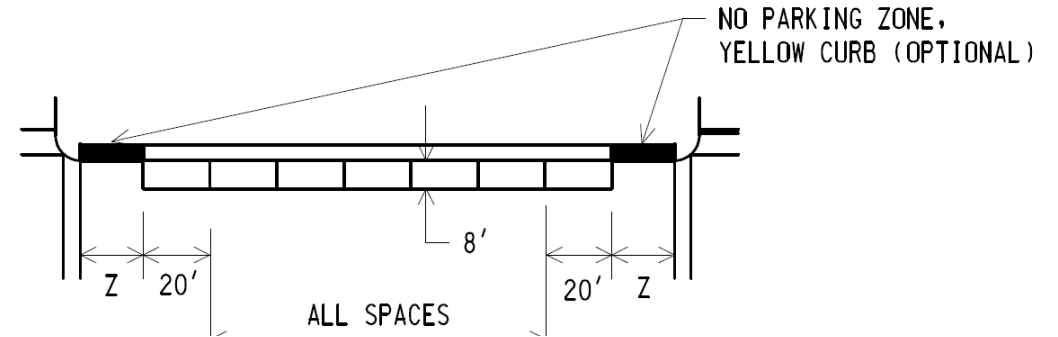
11 ft lanes with 7 ft wide  
Parking with 1 ft buffer



# Parking Options: Which is Preferred?



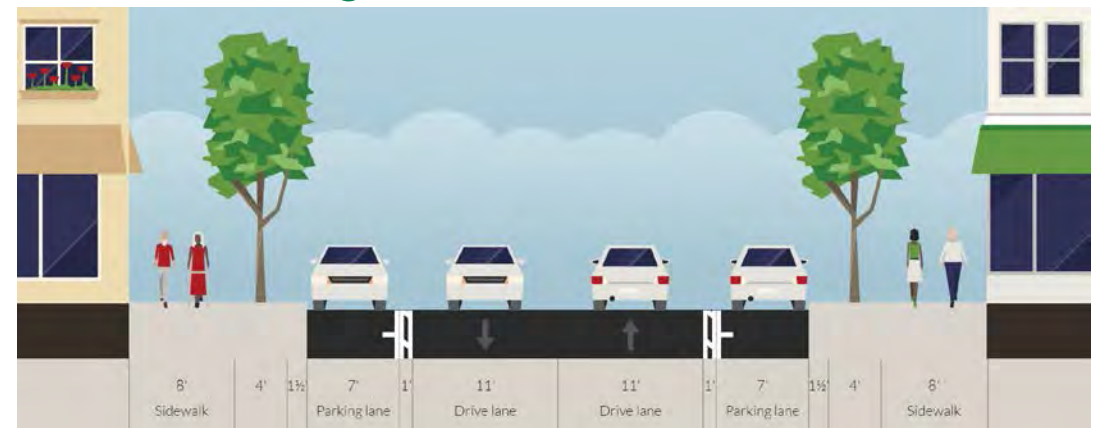
**Option A-1:**  
20 ft Parking with 8 ft Boxes



**Option A-2:**  
22 ft Parking



**Option B-1:**  
11ft lanes with 8 ft wide Parking



**Option B-2:**  
11ft lanes with 7 ft wide Parking with 1 ft buffer

**CITY OF BIRMINGHAM  
MULTI-MODAL TRANSPORTATION BOARD  
THURSDAY, JULY 12, 2018**

**City Commission Room  
151 Martin Street, Birmingham, Michigan**

Minutes of the regular meeting of the City of Birmingham Multi-Modal Transportation Board held Thursday, July 12, 2018.

Chairperson Slanga convened the meeting at 6:05 p.m.

**1. ROLL CALL**

**Present:** Chairperson Johanna Slanga; Board Members Vice-Chairperson Lara Edwards, Amy Folberg, Daniel Rontal, Katie Schafer, Doug White

**Absent:** Alternate Board Member Daniel Isaksen

**Administration:** Lauren Chapman, Asst. City Planner  
Jana Ecker, Planning Director  
Austin Fletcher, Asst. City Engineer  
Scott Grewe, Police Dept. Commander  
Paul O'Meara, City Engineer  
Carole Salutes, Recording Secretary

**Fleis & Vanderbrink ("F&V"):** Julie Kroll  
**MKSK:** Brad Strader

**2. INTRODUCTIONS (none)**

**3. REVIEW AGENDA (no change)**

**4. APPROVAL OF MINUTES, MMTB MEETING OF JUNE 7, 2018**

Page 2 - Add in that Lara Edwards was nominated as Vice-Chair.

**Motion by Ms. Folberg**

**Seconded by Ms. Edwards to approve the MMTB Minutes of June 7, 2018 with the addition.**

**Motion carried,**

VOICE VOTE

Yeas: Folberg, Edwards, Rontal, Slanga, Schafer, White

Abstain: None

Nays: None

Absent: Isaksen

## 5. RESIDENTIAL STREET WIDTH STANDARDS

Ms. Ecker recalled that 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, the MMTB discussed revising street widths standards over several months and on May 18, 2018, the revised Residential Street Widths Standards were presented to the City Commission. The Commission concluded that the document should be returned to the MMTB for suggested edits to the document. An updated draft with the changes that the Commission requested shows the changes noted in red.

Ms. Folberg commented that on street design standards (1), it looks like for new and existing unimproved residential streets that are being improved that there is no variance from the 26 ft. except when the right-of-way is less than 50 ft. She did not think that was the Board's intent. That is not in agreement with the flow chart, which extends to both newly improved streets and existing but reconstructed streets that if any of the items in 4 are present, a different width for the street may be considered.

Mr. O'Meara and Ms. Ecker agreed that the intent was that a slightly wider width may be considered for new and existing unimproved residential streets that are being improved.

Ms. Ecker concluded the language for (1) should read, "When streets are improved or newly constructed, the standards below shall generally be applied. Exceptions may be considered when factors such as those described in Section 4 are evident." Also, in INTRODUCTION a T is missing.

Mr. Rontal thought the City Commission wants a standard and a means of identifying when the standard can be breached.

Ms. Ecker noted all of this will be together from start to finish in the City Commission Agenda packet when it goes back to the Commission. If approved, the new City Standard will be on the City's website.

**Motion by Ms. Edwards**

**Seconded by Mr. Rontal to recommend approval to the City Commission of the revised Residential Street Width Standards with the changes that were discussed.**

**Motion carried, 6-0.**

VOICE VOTE

Yeas: Edwards, Rontal, Folberg, Slanga, Schafer, White

Nays: None

Absent: Isaksen

**6. BIKE SHARE PROGRAM**

Ms. Chapman described the different bike share types. Most common is the docked or station based. There is also dockless where people need not return the bike to a kiosk. Additionally, there is another dockless service where the bike is locked to a City rack or a station.

Grant opportunities are available. MoGo (Detroit's bike share) was awarded two grants. SEMCOG awarded a Transportation Alternatives Program grant for \$495,380 to the cities of Berkley, Detroit, Ferndale, Huntington Woods, Oak Park, and Royal Oak for a multi-community bike share. In addition to that grant, MoGo also received a grant from Build a Better Bike Share for \$400,000 to support adaptable bikes that are for users who struggle to use two-wheel bikes.

There are different ways to fund bike shares:

- The entity partnering with the bike share puts up money;
- Through a third party operation;
- Through various partnerships;
- Small business sponsors.

Anyone can use a bike share for any reason, at any time. The City has several miles of trails. Several people have expressed that they would like a bike rental in the City. Ms. Chapman noted 21 potential station locations in Birmingham.

There were several questions that Ms. Chapman asked the board to consider:

If bike share is favored:

*What kind would the board prefer?*

- Recommendation: The City pursues docked (station based) bike share or dockless (kiosk optional). For dockless: Users would be required to lock bikes to public racks or company provided racks.

*Is there interest in multi-community connections?*



## Multi-Modal Transportation Board Proceedings

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Recommendation: The City link with other communities in order to increase the effectiveness for Birmingham and other communities.

*What company?*

- Recommendation: If linking with other communities the City would have to contract with the same systems MoGo (Shift Transit) or Southfield (Zagster) use. If not, City staff has no specific recommendation.

*Should we provide accessible bikes now or withhold opinion until later?*

City staff recommends that the MMTB consider accessible bikes after a bike share has been operational for at least a year.

Ms. Ecker noted there is no information that suggests you cannot have a successful bike share program without infrastructure. Or, that you cannot have successful infrastructure without a bike share program. One is not needed before the other.

Mr. Rontal had a hard time seeing people use a bike share program to get around the City of Birmingham. He could see it being useful to get to surrounding communities. In terms of intra-city bike share, he favored something more along the lines of the Lime Electric Scooter Share they have in San Francisco as being more convenient.

Ms. Ecker said with respect to locating the stations the board would lead and public input would be encouraged. Offsite parking locations would be good places to put a station so that commuters can get to Downtown. Mr. Rontal said he has a hard time visualizing people biking down Maple Rd. from some of the outlying churches, wearing their work clothes.

Discussion turned to usage and Ms. Chapman said with both Zagster and MoGo their usage data is proprietary to their participating cities.

With regard to safe bike routes to surrounding communities, Eton, and Pierce were noted.

Ms. Schafer wondered whether if other cities are using bike share and Birmingham is not, is Birmingham shutting itself out of that potential draw of people because they can't leave their bike in Birmingham.

Ms. Ecker stated there is a whole generation of folks that don't want to drive and might want to ride bike share. To Ms. Schafer's point, if surrounding cities have bike share and Birmingham doesn't, is Birmingham left out?

Ms. Chapman said in response to Mr. Rontal that the cost to go with either Zagster or MoGo depends on the number of stations and how many bikes at each station.

## Multi-Modal Transportation Board Proceedings

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Ms. Slanga noted the Zagster pilot is paid for by Zagster. However, it is much more on the community with MoGo; but then there is the connectivity with surrounding cities. Ms. Chapman said the cities can bring in different sponsors. Advertising can be applied to the bikes or to the kiosks. Mr. Rontal suggested they should look at going to large businesses for sponsorship as well as small businesses. Maybe Ford, GM, and Chrysler would be interested in stepping in. Ms. Ecker advised that in the past the Surnow Group has been interested in sponsorship.

Ms. Ecker thought it would be a mistake to start something and not try to connect with surrounding communities.

Ms. Chapman asked the board members whether they feel bike share is a favorable possibility.

Ms. Folberg said to her the question is whether it is worth \$100,000 to do a feasibility study. Ms. Chapman said that other communities have not done a feasibility study and are basically signing up for bike share a year at a time to see how it goes. MoGo is planning to hold community meetings for them to consider possible station locations.

Ms. Ecker said that opportunities for grants come up every year. She added surrounding municipalities are generally more than happy to share information back and forth with Birmingham. It was discussed that being a year behind may provide Birmingham a lot of information about what might or might not work.

Board members asked staff to come back with:

- A round number of locations with an accessibility map;
- If Birmingham were to go with MoGo in order to connect with surrounding communities it would be around \$\_\_\_\_\_. If it were \$100,000 to implement, then the \$100,000 feasibility study seems like a waste of money;
- What is the City's perspective on how it would be managed;
- With MoGo the City would have to do more of the heavy lifting than with Zagster. Is there enough resources and staff to do that;
- Provide information from surrounding cities that are starting this up;
- Some thoughts and opinions from the business community on bringing in bike share.

Ms. Ecker predicted that once a bike station is in place people will be surprised how much they might use it. Ms. Chapman said the key for locations are to place bike stations somewhere people can get to and somewhere that people want to be.

**7. MAPLE RD. IMPROVEMENTS** (Phase 2 of Old Woodward Ave. Project)

Mr. O'Meara noted that the City of Birmingham has committed to a three-phased program to reconstruct its major corridors in the Central Business District. Phase I construction, focusing on the central part of Old Woodward Ave., is currently nearing completion, with an expected completion in early August. The remaining two phases will consist of:

- Phase 2, Maple Rd. – Southfield Rd. to Woodward Ave. (Construction planned in 2020)
- Phase 3, S. Old Woodward Ave. – Brown St. to Landon Ave. (Construction planned in 2022)

While the Multi-Modal Transportation Board ("MMTB") assisted with the initial street designs used in Phase 1, the City Commission assisted at a high level in the final design package. Per their direction, a planning consultant (MKSK) was hired and assisted the City in the conceptual design package now being constructed. Since there is a desire to be consistent and follow the design theme started in Phase 1 into the remaining projects, MKSK has been retained to assist again in developing the conceptual plans for Phase 2. This is a particularly smooth transition, given that MKSK has now been retained and is teamed with the City's traffic engineering firm F&V. Together, they have prepared conceptual plans to assist the MMTB with all of its planning needs. It is expected that the initial MMTB comments will be taken at this meeting, and then initial comments will be taken from the City Commission. A final review by the MMTB is expected later this summer.

As plans are prepared for Phase 2, it is important to note that the City was fortunate to be awarded two federal grants to assist in covering the cost of this project. Grants include:

- A grant for \$352,000, awarded by the Oakland Co. Federal Aid Committee, to assist the City in the cost of reconstructing this major road. As a street with high traffic counts, combined with the need for general safety improvements, this segment of Maple Rd. qualified for a grant estimated at covering 80% of the cost of resurfacing this street.
- A grant for \$249,700, awarded under the Highway Safety Improvement Program, covering 80% of the cost of reconstructing the Southfield Rd. at Maple Rd. intersection.

Mr. Strader spelled out the goals of the Phase 2 project:

- Be consistent with Phase 1;
- Improve the pedestrian and bike environment using recommended design options from the MMTB and the City Commission;
- Provide reasonable traffic operations;
- Consider on-street parking options that maximize the number of spaces;
- Consider maintenance costs;
- Meet the MDOT standards;

## Multi-Modal Transportation Board Proceedings

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- Consider placement of street trees and ornamental street lights;
  - A tree every other parking space interspersed with a street light every other space;
  - Trees to be columnar in nature.

Mr. Strader and Ms. Kroll covered options for the various sections of the road.

**1. Southfield Rd. Intersection** – The City received a safety grant to improve the geometrics. The skewed angle in which Southfield Rd. meets Maple Rd. has created a high crash environment. It is also considered unfavorable for pedestrians attempting to cross Maple Rd. at this signal. F&V studied crash histories for the City. They determined that moving the intersection to the west, therein making all turning movements to be executed at a 90° angle, would have a measurable impact on reducing crashes. The traffic signal will have to be relocated as a part of this improvement. The MMTB and City Commission will be asked to consider whether a mast arm traffic signal design is appropriate here or not. To upgrade the signal from span wire to a mast arm would be an additional \$80 to \$120 thousand, depending upon the design. The standard for Downtown is a mast arm; outside of Downtown it is not. MKSK and F&V will provide photo renderings of the appearance of the two signal designs as viewed for northbound traffic, and the visual impact they will have on the Birmingham Museum located at this intersection.

Mr. Rontal suggested that if the mast arm is used and it is decided this is Downtown, they should locate signage or public artwork on the SE corner of the intersection so people are notified that they are coming into Downtown. He hoped the options for street trees would include those with fall color.

Mr. Strader assured they will draw the schematics to ensure the intersection is designed for trucks to be able to make the turn onto Southfield Rd.

**2. Maple Rd. Between Chester St. and Bates** – The consultants looked at a median option but it did not work out because after using the MDOT and Federal funding standards the island became too small.

**3. Maple Rd. and Bates** - The options are to leave the intersection as it is with left turns prohibited, or to provide a left-turn lane with:

- Option A - Left turn lane with narrower sidewalk
  - Improves site distance;
  - Reduces rear-end crashes;
  - Reduces vehicle queues on Maple Rd.
- Option B - Left turn lane with eight parking spaces removed
  - Improves site distance;
  - Reduces rear-end crashes;
  - Reduces vehicle queues on Maple Rd.

## Multi-Modal Transportation Board Proceedings

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In this case Ms. Kroll opined that the low volume of left turns probably does not warrant a left turn lane.

Mr. Strader said they have a little room to move the street trees out into the road and restore the sidewalk width at the east and west side of Bates. The priority is to either keep the sidewalk as wide as possible even if they sacrifice on-street parking, or is keeping the on-street parking a critical priority and then doing the best they can with the sidewalk and street trees. Option A, allowing on-street parking, benefits the businesses and street life and it buffers the pedestrian from the travel lanes on the positive side. On the downside it adds to congestion because of parallel parking maneuvers. Option B makes it much better for pedestrians and it helps the traffic flow as well. The downside is the loss of parking.

Right now Maple Rd. lanes are 12 ft. wide and they are proposed to be narrowed to 11 ft. which are the least they can be with all of the constraints of high volume of traffic, busses, and heavy vehicles.

Discussion concluded there could be an Option C that would take out both sides of left turn lanes. That may cause backups. Option D would be no left turns at Bates.

Board members leaned towards Option B.

#### **4. Maple Rd. and Park St. –**

- Option A - Channelized right-turn lane
  - A center median with a two-stage pedestrian crossing;
  - Allows free-flow right turns onto NB Park St.;
  - No queuing from right turns onto Woodward Ave.
- Option B - Reduced traffic island;
  - Typical pedestrian crossing;
  - Signal Control right turns onto NB Park St. (free-flow);
  - No queuing from right turns onto Woodward Ave.

Ms. Ecker noticed that with Option A the whole pork chop space is wasted. Whereas in Option B usable sidewalk space is being added. Mr. Strader pointed out that a diverter will be needed so that people will not continue SB from Park St. onto Peabody, and they would have to turn right.

Ms. Ecker said to keep in mind that the NE corner of Park St. and Maple Rd. is likely to be redeveloped in the near future. Pretty much everyone who is interested talks about wanting Park St. to be two-way for ease of access to that property.

Chairperson Slanga expressed the opinion that nuggets and pork chops just don't work.

It was agreed that the board needs to think a little more about this intersection.



**5. Maple Rd. East of Peabody and Park St.** - There is a narrow sidewalk with not a lot of room for street trees. They could do something to keep the small trees but the thought is maybe no street trees and replace them with a low ground cover or some other kind of plant material. Board members agreed.

**6. Parking**

- Option A-1- 20 ft. parking with 8 ft. boxes
  - No extra space at end of blocks.
- Option A-2 - 22 ft. parking
  - Bike parking;
  - Larger bumpouts;
  - Pedestrian areas.
- Option B-1 - 11 ft. lanes with 8 ft. wide parking
- Option B-2 - 11 ft. lanes with 7 ft. wide parking with 1 ft. buffer

Board members were split on these options.

**8. MEETING OPEN TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA**  
(no public was present)

**9. MISCELLANEOUS COMMUNICATIONS** (none)

**10. NEXT MEETING AUGUST 2, 2018 at 6 p.m.**

**11. ADJOURNMENT**

No further business being evident, the board members adjourned at 8:25 p.m.

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Jana Ecker, Planning Director

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Paul O'Meara, City Engineer



## MEMORANDUM

Engineering Dept.  
Planning Dept.  
Police Dept.

**DATE:** July 31, 2018

**TO:** Multi-Modal Transportation Board

**FROM:** Jana Ecker, Planning Director  
Scott Grewe, Police Commander  
Paul T. O'Meara, City Engineer

**SUBJECT:** Maple Rd. Reconstruction  
Southfield Rd. to Woodward Ave.

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At the last meeting of the Multi-Modal Transportation Board (MMTB), the Board discussed initial design concepts for the planned reconstruction of the downtown section of Maple Rd., scheduled for 2020. As you know, our consulting team presented initial design concepts and questions. The meeting helped to provide feedback to further develop the concepts. A revised presentation has been assembled, and will be reviewed by the Board. The summary of topics include:

1. Parking space layout and total count.
2. Tree selection.
3. Planter design options.
4. Park St. intersection design.
5. Bates St. intersection design.
6. Southfield Rd. intersection design.

The design team would like to get additional feedback on these topics before finalizing a presentation to the City Commission. The design elements will then be presented to the City Commission later in August. A suggested recommendation can be found below:

### SUGGESTED RECOMMENDATION:

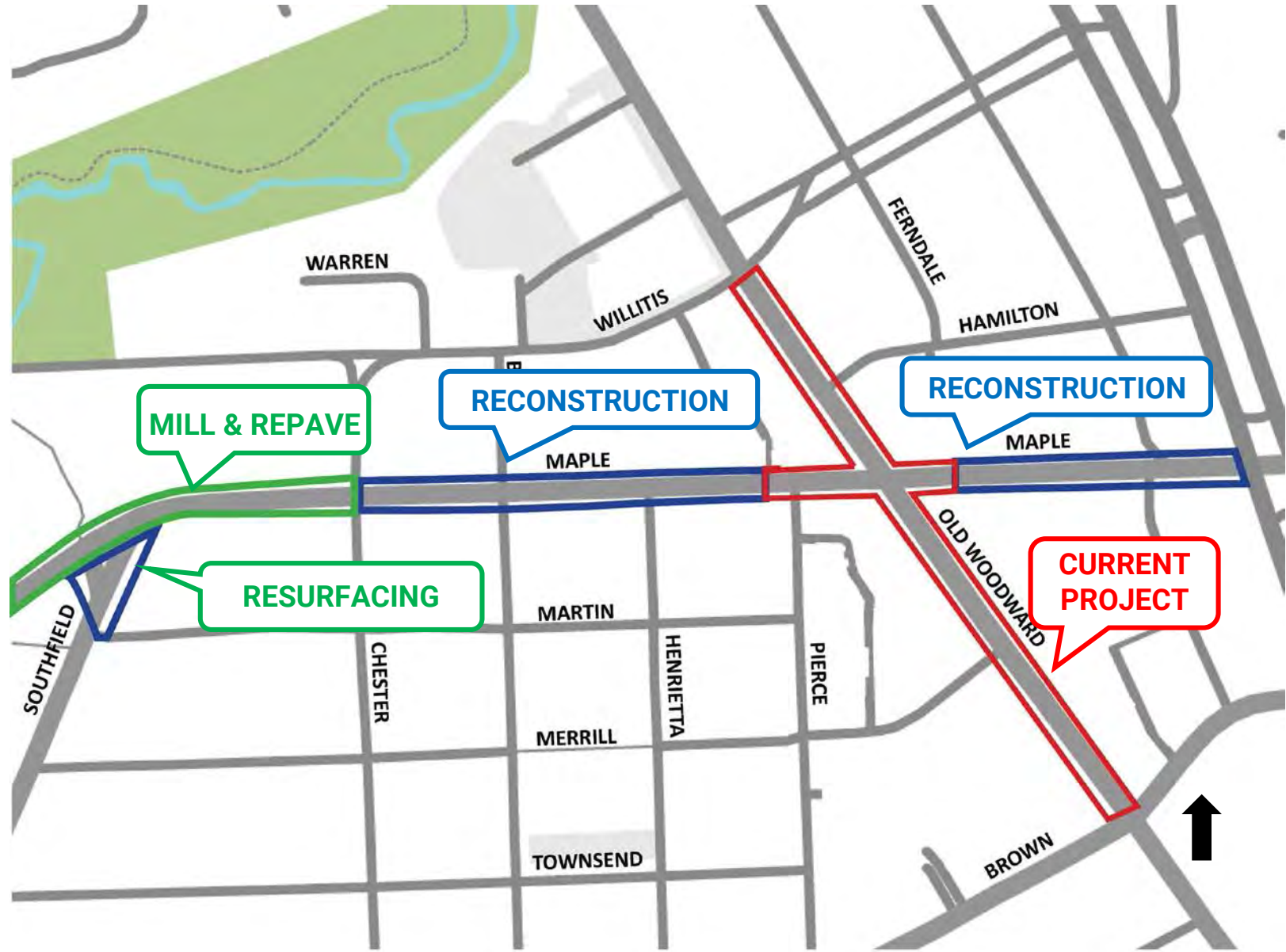
To recommend to the City Commission the conceptual design plans for the reconstruction of Maple Rd. from Southfield Rd. to Woodward Ave., with the following design features:

1. Parking spaces sized at 22 ft. wide per MDOT requirements, and lane widths at 11 ft. wide.
2. Option \_\_\_\_ for the design of Maple Rd. between Chester St. and Henrietta St.
3. Option \_\_\_\_ for the design of the Park St. intersection.

# Maple Road Project (and extension of current project)

- Full reconstruction Chester to Pierce and E of Old Woodward to Woodward
- Repaving from Southfield to Chester St.
- Potential realignment and signal upgrade at the Southfield intersection

**Timeline: Bid Package by December**



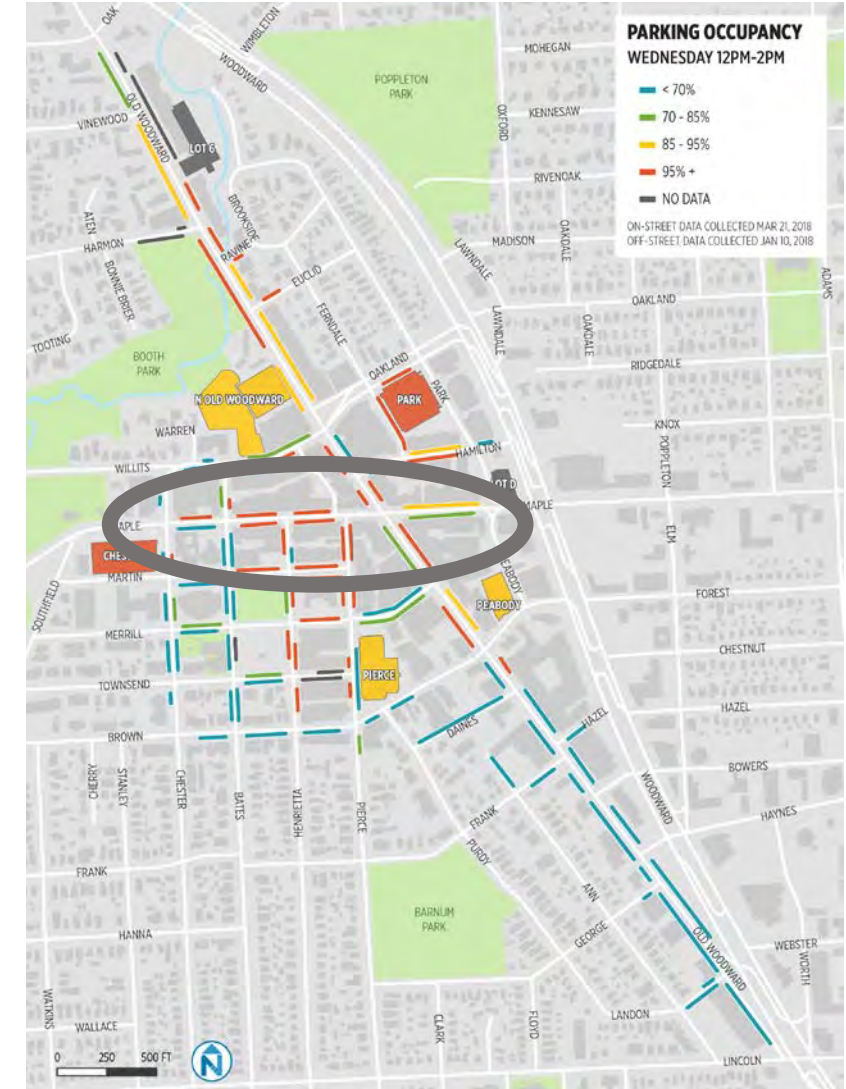
# Updates:

1. **Parking layout options**
2. **More information on street tree selection**
3. **Landscape options for narrow segments**
4. **Additional options at Maple/Park/Peabody**
5. **Additional options at Maple & Bates**
6. **Additional options at Maple from Chester to Henrietta**
7. **Mast arm signal at Maple & Southfield**

# Current Maple Occupancy Rates

## Parking Study Findings:

- 43 On-street parking spaces west of Old Woodward. Use of narrow, columnar trees instead of large canopy trees (bottom right) **95% full**
- 29 On-Street east of Old Woodward
- **Total=72 existing spaces**
- Image: Weekday from 12-2pm

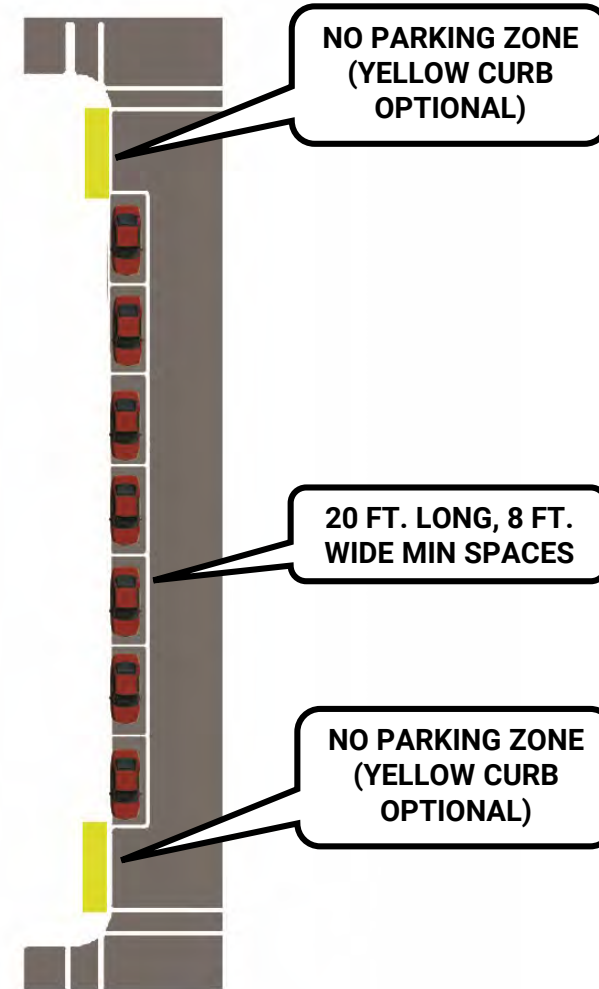




# Maple Rd. On-Street Parking Options



Existing-  
**72 Total spaces**



MDOT Recommendation-  
**54 Total spaces**

## On-Street Parking Existing

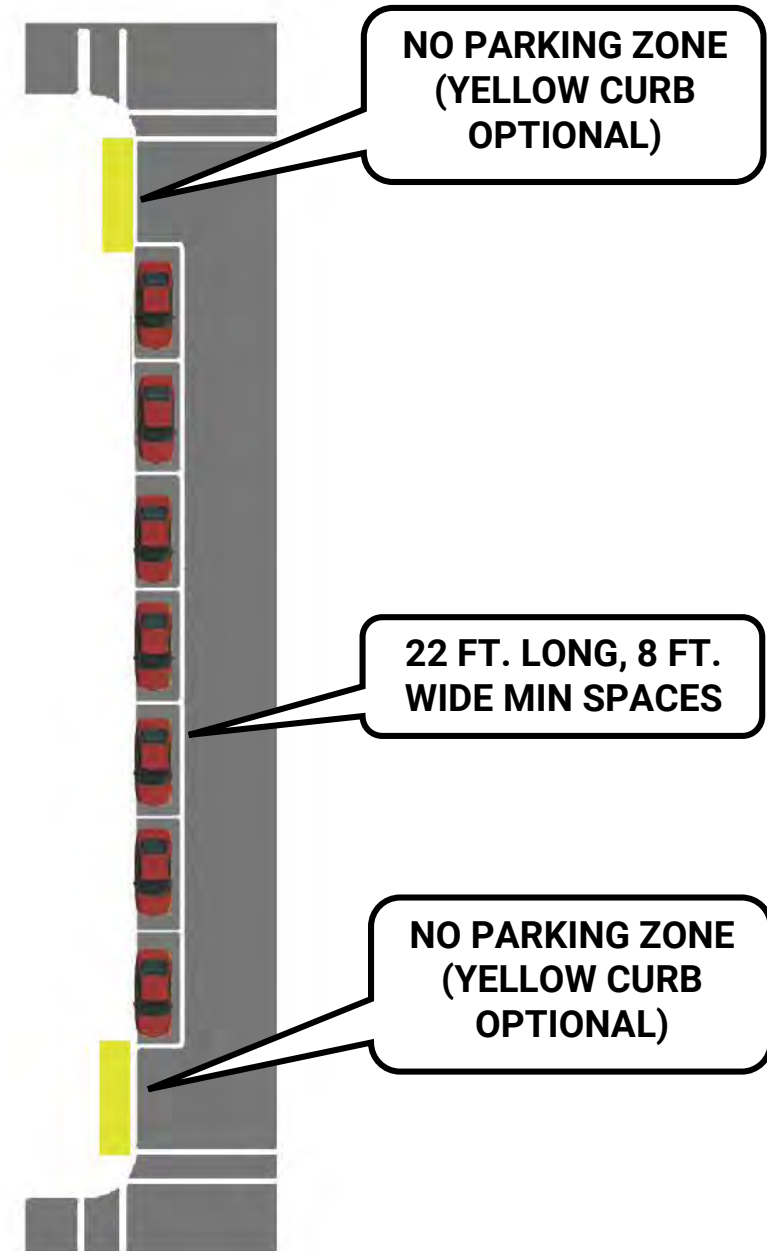
- 43 On-street parking spaces west of Old Woodward
- 29 On-Street east of Old Woodward
- **Total=72 existing spaces**



Existing Google Earth Aerial

## MDOT Recommendation: 22 ft Parking Spaces

- City may seek a design exception from MDOT
- Spaces reduced at corner per MDOT specifications
- 36 On-street west of Old Woodward.
- 18 On-Street east of Old Woodward
- **Total= 54 spaces**  
Existing=72 spaces  
(-18 spaces)



# Updates:

1. Parking layout options
2. More information on street tree selection
3. Landscape options for narrow segments
4. Additional options at Maple/Park/Peabody
5. Additional options at Maple & Bates
6. Additional options at Maple from Chester to Henrietta
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# Recommended Street Trees

- Segments of Maple Rd sidewalk are **more narrow**
- Businesses do not prefer large canopy trees that **block frontage**
- **Need for shade**
- Columnar trees grow to 10-15' wide and **still provide street character** with some shade
- However, some **wider sidewalk zones can afford canopy trees** (to match those on Old Woodward)





# Recommended Columnar Street Tree: Option 1

## Ginkgo (columnar)

### *Ginkgo biloba*

- Height: 30-50'
- Spread: 10-15'
- Shape: Narrow, fastigate
- Foliage: Light green
- Fall color: Bright yellow
- Easy to grow, columnar variety of popular urban street tree. Extremely adaptable, can fit into narrow spaces, air pollutant tolerant.

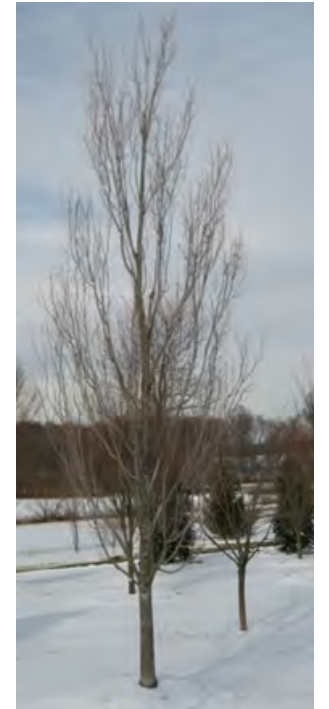


# Recommended Columnar Street Tree: Option 2

## Armstrong Maple

### *Acer Rubrum 'Armstrong'*

- Height: 45'
- Spread: 15'
- Shape: Narrow, fastigate
- Foliage: Light green
- Fall color: Yellow, orange-red
- Fast growing, columnar tree used in streetscapes with narrow clearances





# Recommended Street Tree for Wider Sidewalk Zones

## Thornless Honey Locust

*Gleditsia triacanthos f. inermis*

- Height: 30-70'
- Spread: 25-40'
- Shape: Round, spreading
- Foliage: Dark green
- Fall color: Bright yellow
- Thornless and seedless variety recommended for tree lawns and streets.
- Already specified on Woodward Ave



# Updates:

1. Parking layout options
2. More information on street tree selection
3. Landscape options for narrow segments
4. Additional options at Maple/Park/Peabody
5. Additional options at Maple & Bates
6. Additional options at Maple from Chester to Henrietta
7. Mast arm signal at Maple & Southfield



# Landscape Options for Narrow Segments



Existing conditions

- Segments of Maple Rd sidewalk are **more narrow**
- Streetscape character must continue in these zones
- Most options are alternative to tree plantings



Option 1: Soil cells/structural soils



Option 2: Raised Planter Pots



Option 3: Flush tree grate



Option 4: Linear raised planters



## Landscape for Narrow Segments Option 1 Soil Cell Systems/ Structural Soils

Weight-bearing modules or structural soils lie under street/sidewalks to **maximize root growth and prevent stunted growth of trees**

- Allow trees to grow in small spaces **without sacrificing walkable area**
- **Recommended for first impression entry zone off Woodward Ave**, if trees are desired

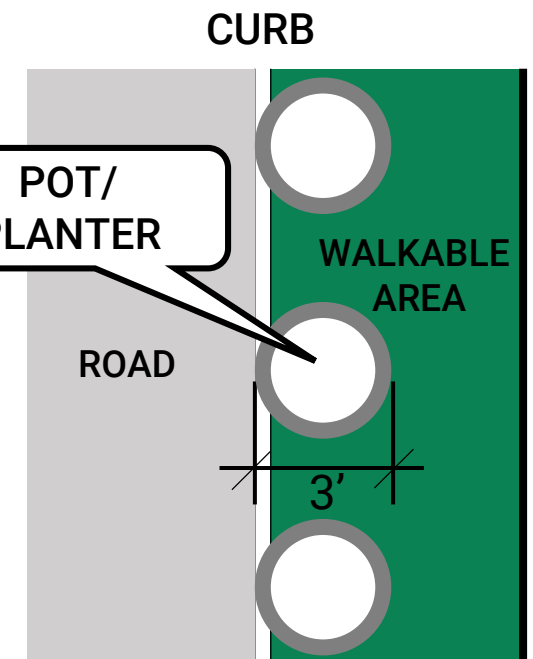


## Landscape for Narrow Segments : Option 2 Raised Planter Pots

- Raised pre-cast concrete; planters are **highly customizable**
- Ideal for narrow spaces with not enough underground root space or width for trees
- Separates pedestrians from road
- Provide opportunity to **showcase seasonal/ annual plantings**
- Specialty irrigation/drainage systems and/or maintenance may be required



Existing planter in narrow segment



Proposed planter size in plan



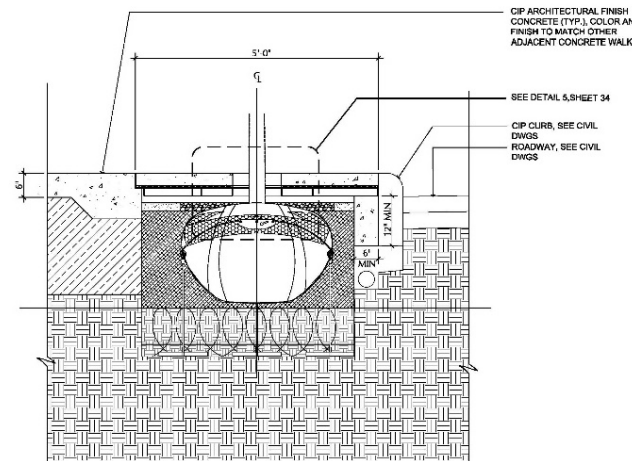


## Landscape for Narrow Segments: **Option 3** Flush Tree Grates

- Tree grate constructed **flush to curb** (does not require the addition 6" redundant tree grate curb)
- Ideal for narrow spaces
- **Maximizes walkable pedestrian hardscape area** around tree
- May be combined with soil cells/stabilized soil to promote sustainable tree health



Existing exposed planter



Proposed tree grate detail (above)  
and constructed tree grate (right)

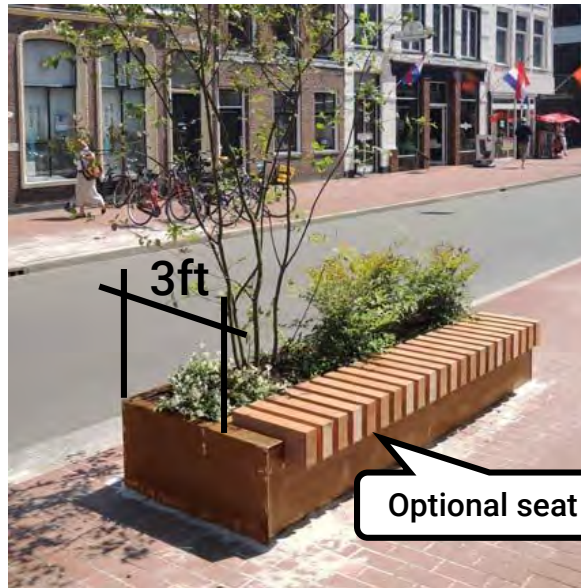


## Landscape for Narrow Segments: **Option 4** Linear Raised Planters

- Low, linear raised planters are **highly customizable**
- Ideal for narrow spaces
- **Maximizes walkable pedestrian hardscape area**
- Does not require large width or depth for tree plantings
- Separates pedestrians from road



Existing exposed planter



Proposed linear raised planter  
with seat wall



# Updates:

1. Parking layout options
2. More information on street tree selection
3. Landscape options for narrow segments
4. Additional options at Maple/Park/Peabody
5. Additional options at Maple & Bates
6. Additional options at Maple from Chester to Henrietta
7. Mast arm signal at Maple & Southfield



# Maple, Park & Peabody



Typical



Channelized

F&V asked to evaluate other options...

# Park & Peabody SYNCRO Simulations

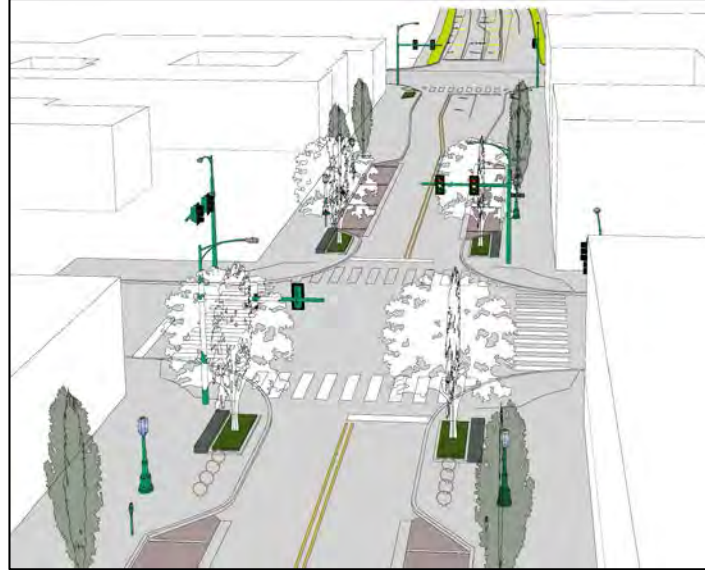
# Updates:

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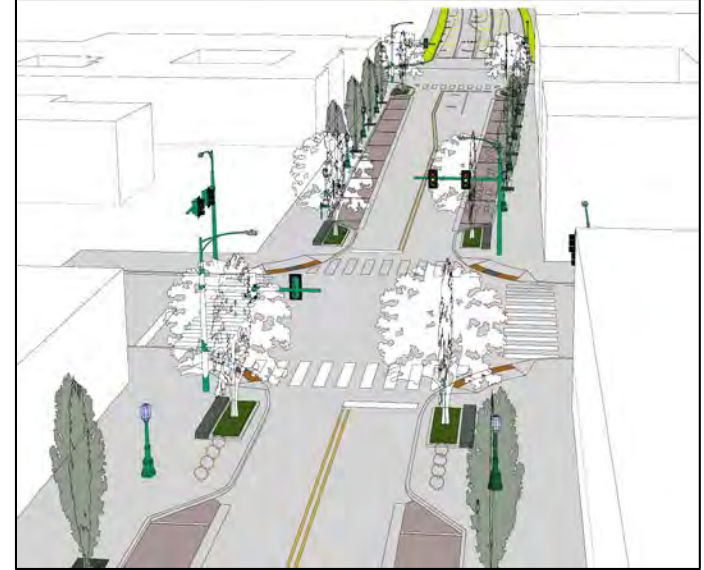
# Maple & Bates Intersection



**Option A-** Left turn lanes



**Option C1-**  
No left turn lanes, tapered



**Option C2-**  
No left turn lanes,  
with parking

## Previous:

- **Option B:** Left turn lane, reduce sidewalk width

**Maple & Bates  
Intersection:  
Option A:  
Left Turn Lanes**





## Maple & Bates Intersection:

### Option C1

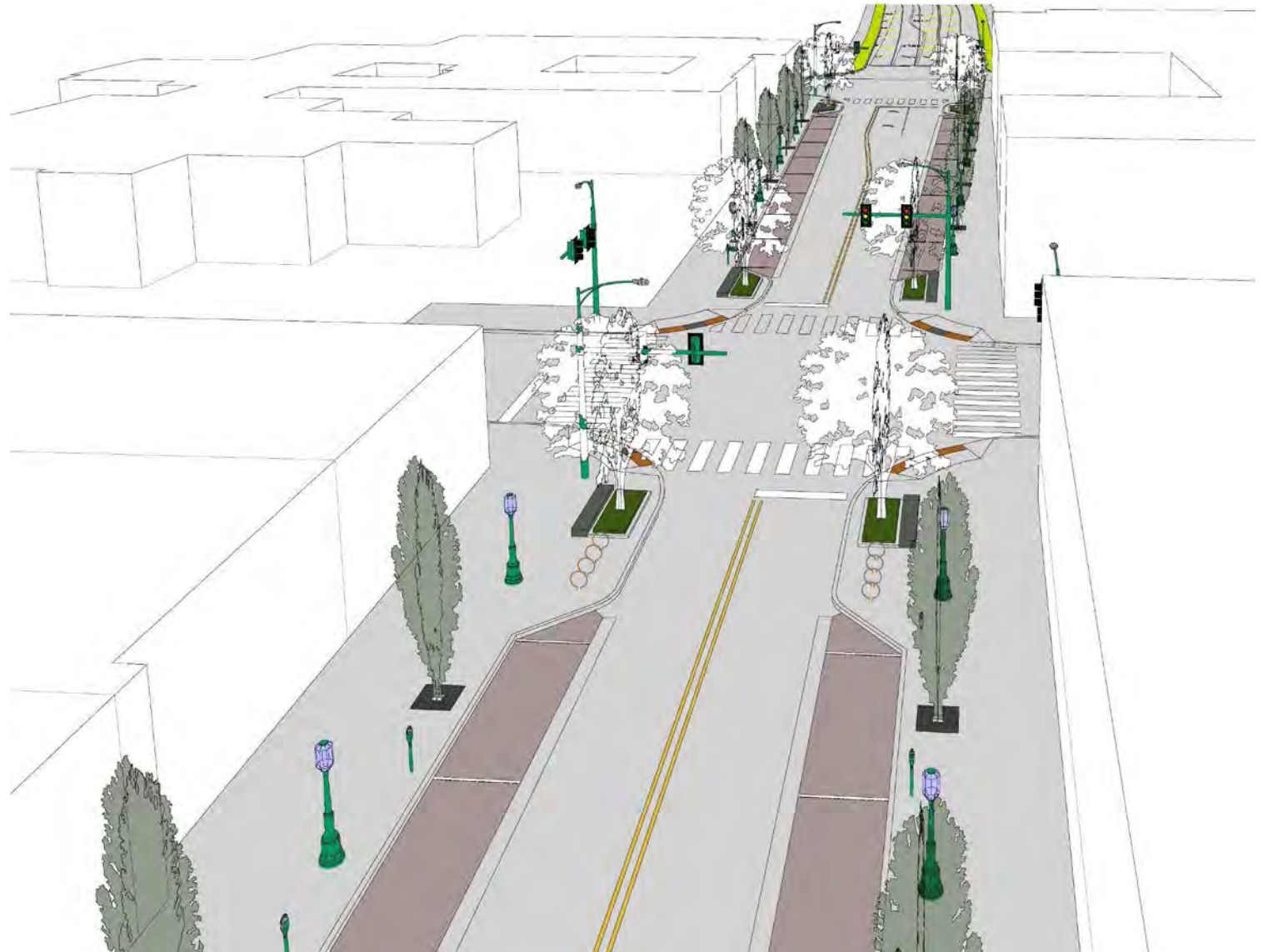
No Left Turn Lanes,  
Tapered



## Maple & Bates Intersection:

### **Option C2**

No Left Turn Lanes,  
with Parking



## Updates:

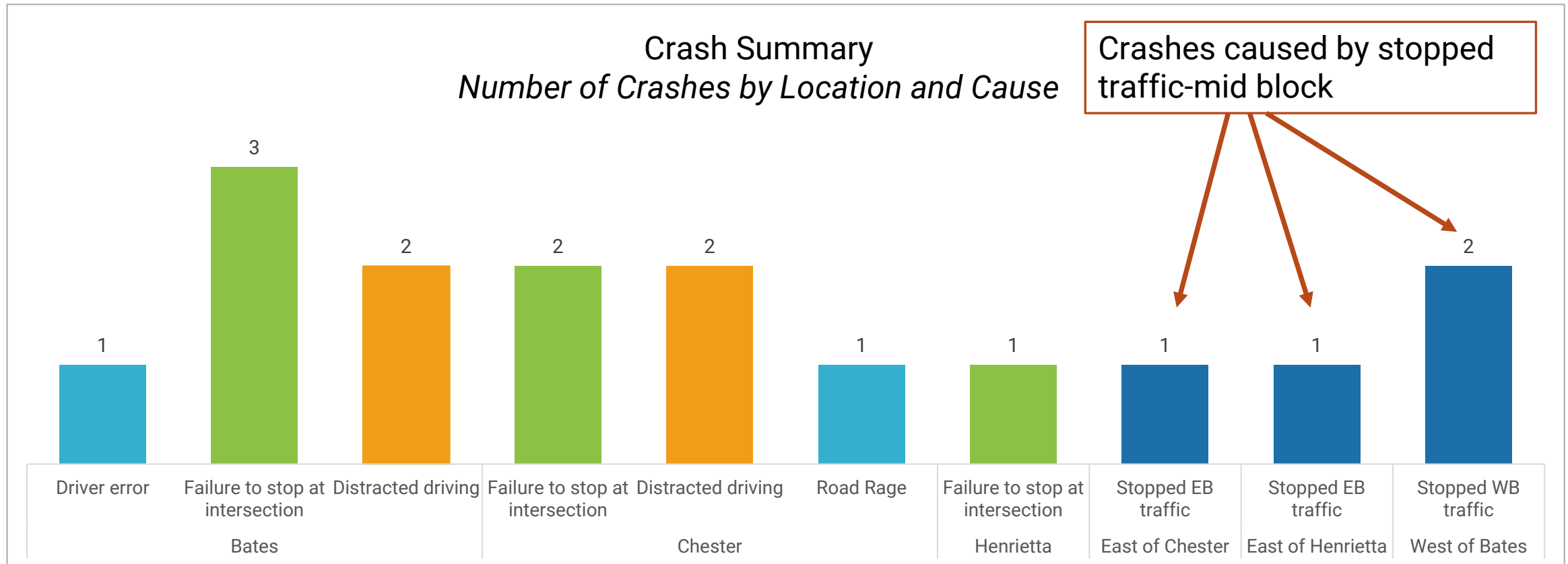
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7. Mast arm signal at Maple & Southfield

# Maple & Chester to Henrietta Crash Analysis

## Rear End Crash Summary-Five Year Period (2013-2017)

Total Rear End Crashes (5 Years): 16

Average Rear End Crash Frequency: 3.2 Crashes per year



# Updates:

1. Parking layout options
2. More information on street tree selection
3. Landscape options for narrow segments
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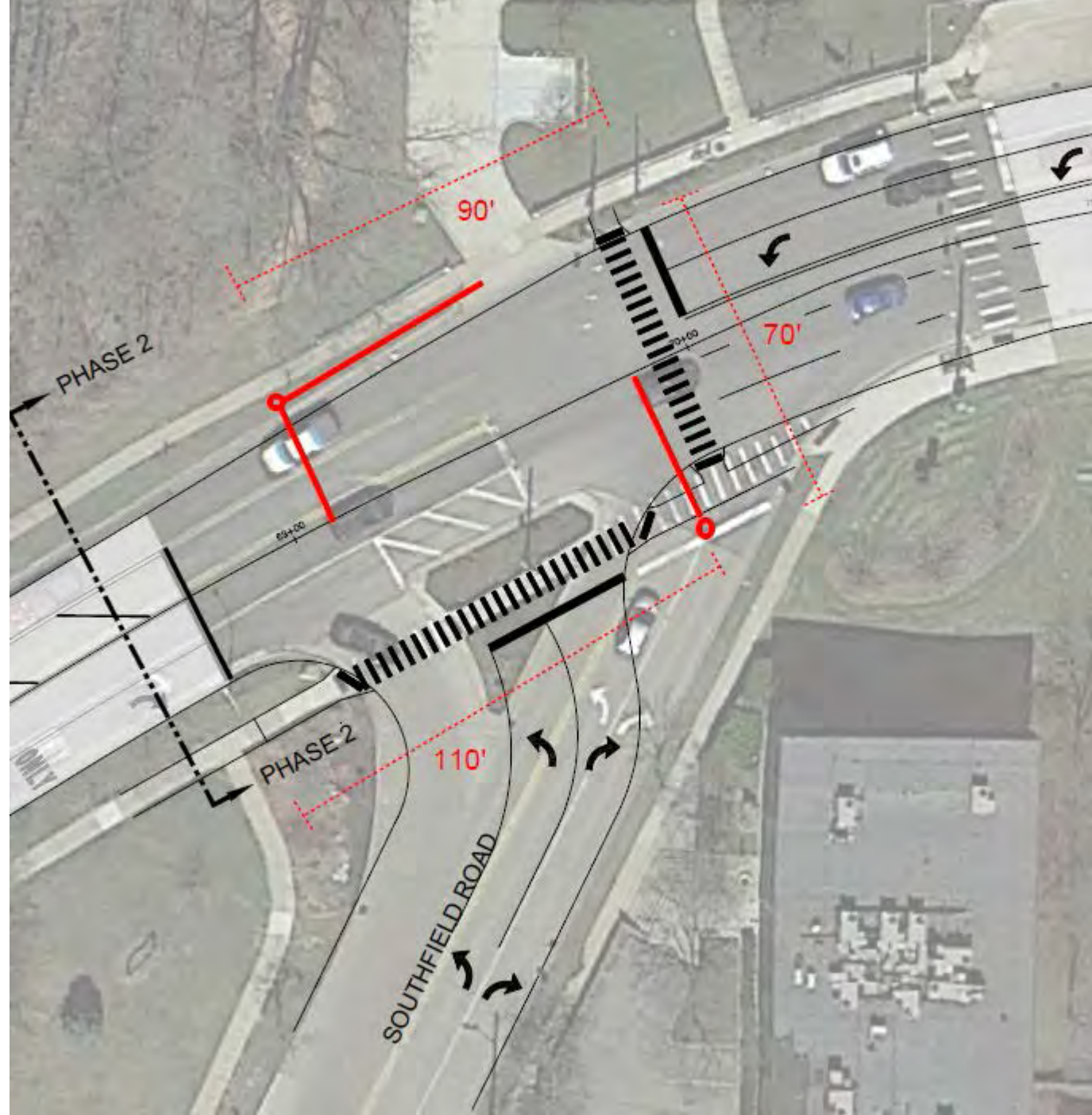


# Maple & Southfield Intersection Proposed Signal Mast Placement

- Two posts required
- Daylight views to museum
- Opportunity for gateway feature

**Maple and Southfield Mast Arms**

Direction	Min Distance	Proposed	Max Distance
Northbound	40'	~70'	180'
Eastbound	40'	~110'	180'
Westbound	40'	~90'	180'









# Maple & Southfield Intersection Proposed Gateway Opportunities

- New configuration allows opportunity for gateway features
- Signage, landscaping, lighting, seating
- Constructed in stages over time







# Recommendation on Alternatives to City Commission

1. **Parking layout options**
2. **More information on street tree selection**
3. **Landscape options for narrow segments**
4. **Additional options at Maple/Park/Peabody**
5. **Additional options at Maple & Bates**
6. **Additional options at Maple from Chester to Henrietta**
7. **Mast arm signal at Maple & Southfield**



**CITY OF BIRMINGHAM  
MULTI-MODAL TRANSPORTATION BOARD  
THURSDAY, AUGUST 2, 2018**

**City Commission Room  
151 Martin Street, Birmingham, Michigan**

Minutes of the regular meeting of the City of Birmingham Multi-Modal Transportation Board held Thursday, August 2, 2018.

Chairperson Slanga convened the meeting at 6:02 p.m.

**1. ROLL CALL**

**Present:** Chairperson Johanna Slanga; Board Members Vice-Chairperson Lara Edwards, Amy Folberg, Doug White, Student Representative Alex Lindstrom

**Absent:** Board Members Daniel Rontal, Katie Schafer; Alternate Board Member Daniel Isaksen,

**Administration:** Lauren Chapman, Asst. City Planner  
Jana Ecker, Planning Director  
Austin Fletcher, Asst. City Engineer  
Scott Grewe, Police Dept. Commander  
Paul O'Meara, City Engineer  
Carole Salutes, Recording Secretary

**Fleis & Vanderbrink ("F&V"):**  
Julie Kroll

**MKSK:** Brad Strader  
Haley Wolfe, Landscape Architect

**2. INTRODUCTIONS**

The new student representative, Alex Lindstrom, introduced himself to the Board. He is a junior at International Academy. Everyone welcomed him.

**3. REVIEW AGENDA (no change)**

**4. APPROVAL OF MINUTES, MMTB MEETING OF JULY 12, 2018**

**Motion by Ms. Edwards**

**Seconded by Ms. Folberg to approve the MMTB Minutes of July 12, 2018 as presented.**

**Motion carried, 4-0.**

VOICE VOTE

Yeas: Edwards, Folberg, Slanga, White

Abstain: None

Nays: None

Absent: Rontal, Schaefer, Isaksen

**5. MAPLE RD. IMPROVEMENTS (PHASE II OF OLD WOODWARD PROJECT)**

**Recommendation on alternatives to City Commission:**

Mr. Strader said they would like to get additional feedback on several topics before finalizing a presentation to the City Commission later in August. He reminded this project is funded by MDOT and so it must be consistent with MDOT standards.

Key topics for tonight's discussion are as follows:

1. Parking layout options
2. More information on street tree selection
3. Landscape options for narrow segments
4. Additional options at Maple/Park/Peabody
5. Additional options at Maple and Bates
6. Additional options at Maple from Chester to Henrietta
7. Mast arm signal at Maple and Southfield

*Parking Layout Options*

MDOT recommends 22 ft. long parking spaces and a no parking zone at the corners. The City typically has parking much closer to the corner than MDOT. The City may be able to seek a design exception from MDOT to extend the parking closer to the corners. MKSK's recommendation to the City Commission based on MMTB input from last month will be to go with this design without the Xs and give up four spaces. Areas at the corners can be used for more landscaping and bumpouts if they can't extend the parking.

In response to Ms. Slanga, Mr. O'Meara said the positive thing about the Xs is that they allow maneuvering space to get in and out quickly so as not to back up traffic. However, there are less parking spaces. Mr. Strader noted that wherever they can get a bumpout or an amenity for pedestrians they will add it in. He recalled the discussion last month was to recover some of the lost parking if possible. ADA spaces are put at the ends so there is **not** so much of an impasse throughout the day for turning trucks. Conclusion was to meet with MDOT to see what the flexibility is with the different options.

## Multi-Modal Transportation Board Proceedings

August 2, 2018

Page 3

### *Street Tree Selections*

Ms. Ecker noted the City will try to put in the bigger, broader canopy trees wherever there is room. Ms. Wolfe noted segments of Maple Rd. sidewalk are more narrow and columnar trees still provide street character with some shade. Board members liked the Armstrong Maple for narrow sidewalks because of its orange-red, yellow Fall color. For the wider sidewalk zones, they preferred Thornless Honey Locust.

### *Landscape Options for Narrow Segments*

Board members considered:

- Option 1 - Silva cells and structural soils;
- Option 2 - Raised planter pots;
- Option 3 - Flush tree grates;
- Option 4 - Linear raised planters with seating.

Consensus was to choose Option 3 for the sidewalk treatment, as it is the most narrow option with a tree rather than a planter. It is the best opportunity to provide shade, plus it is ADA compliant by being flush with the sidewalk. Board members also liked Option 4 for wider sidewalks because of the seating.

### *Additional options at Maple/Park/Peabody*

Ms. Kroll ran Syncro simulations for the board to evaluate. She showed a model of a typical crossing with a push-button activated control to stop right turns. It would be a free-flow movement unless someone pushes the button to stop. Ms. Ecker said with a push-button, pedestrians will be able to cross the first part and the second part will have a stop sign. The members preferred the typical intersection and crossing design that did not include a separate diverter lane for the right hand turn lane.

There was discussion about doing something else with Park other than making it a two-way street. However, there were benefits of keeping it one-way. Ms. Ecker said that generally speaking they try to follow the 2016 Plan which suggests two-way traffic. Further, it will bring value to the vacant site near the Hunter House.

### *Additional options at Maple and Bates Intersection*

- Option A - Left turn lanes, either lose parking or narrow sidewalks;
- Option C-1 - Left turns would be banned at Bates from 7 AM to 7 PM, with the street, tapered towards Chester so there is more sidewalk space between Chester and Bates.
- Option C-2 - No left turn lanes - keep on-street parking all the way to Chester but less room on the sidewalk.

After reviewing the Syncro model, everyone was in favor of Option C-1. Bates will operate the same as Henrietta.

### *Additional options at Maple from Chester to Henrietta*

Mr. Strader stated that the left turn volumes are low. EB turns are higher than the WB. When the center turn lane is taken away, the potential for rear-end collisions increases. Ms. Kroll indicated there have been 3.2 crashes/year. Four crashes were caused by stopped traffic, either in the queue or to park. So, no left turns are recommended from 7 a.m. to 7 p.m.

*Mast arm signal at Maple and Southfield*

It was shown that the mast arms afford a better view into the Museum from Southfield. The new configuration for the entryway allows the opportunity for gateway features from the west such as signage, landscaping, lighting, seating.

Mr. Strader said they will take this input, repackage it for the City Commission and after the Commission's direction they will come back with the whole design in an animated model.

## **6. 2019 LOCAL STREETS PROGRAM - PAVING STREET WIDTHS**

Mr. Fletcher noted one of the projects planned for the 2019 construction season is the Quarton Lake Subdivision reconstruction. The project involves the complete reconstruction of the following streets:

- Raynale St. – N. Glenhurst Dr. to Chesterfield Ave.;
- Brookwood St. – N. Glenhurst Dr. to Raynale St.;
- N. Glenhurst Dr. – Oak Ave. to Raynale St.;
- Kenwood Court – Glenhurst Dr. to 220 ft. to East.

It should be noted that these are the only improved streets in the area that have not been worked on in more than 30 years. The following is a detail of what is proposed. He recalled that the Multi-Modal Transportation Board ("MMTB") recently recommended a written policy on determining the width of new and reconstructed streets in Birmingham. The policy was approved by the City Commission at their meeting of July 23. The finalized version of the policy has been used as a reference in making the following recommendations. A summary of existing conditions is provided below, followed by a recommendation based on the City's new residential street width standards.

Raynale St.: The existing pavement on this block was installed at thirty-two (32) feet wide. The curbs were originally installed in 1929, with an asphalt surface installed at a later date. The road width is wider than the twenty-six (26) ft. width requirement (per the Residential Street Width Standards). The existing right-of-way is sixty (60) ft. wide. A total reconstruction (new concrete pavement and underground utilities) is proposed for this street. A 26 ft. pavement width is recommended that will narrow the pavement, and provide more green space and City trees. The center line will remain the same.

Brookwood St.: The existing pavement on this block was installed at twenty-four (24) ft. wide. The curbs were originally installed in 1929, with an asphalt surface installed at a

later date. The existing right-of-way is fifty (50) ft. wide. City trees would be an issue if they try to widen the street to 26 ft. Therefore the recommendation is to keep the road width at 24 ft. A total reconstruction (new pavement and underground utilities) is proposed for this street.

N. Glenhurst Dr.: The existing pavement on this block was installed at thirty-two (32) ft. wide. The curbs were originally installed in 1929, with an asphalt surface installed at a later date. The road width is wider than the twenty-six (26) ft. width requirement (per the Residential Street Width Standards). The existing right-of-way is fifty (50) ft. wide. There are no existing City trees in the greenbelt (area between the road and sidewalk), due to the right-of-way and pavement widths. It should be noted that the City recently received a petition to reconstruct N. Glenhurst between Pine St. and Oak Ave. The pavement width of this section of N. Glenhurst is proposed to be constructed at twenty-six (26) ft., in accordance with the Residential Street Width Standards. The center line would remain the same. If the petition is successful, it will likely become a part of this project for logistic purposes as well as to take advantage of economy of scale (better pricing).

Kenwood Court: Kenwood Court was originally constructed as a dead end with a length of approximately 220 ft. The existing pavement was installed at twenty-four (24) ft. wide. The curbs were originally installed in 1929, with an asphalt surface installed at a later date. In the early 1990's Kenwood Court was extended an additional 250 ft. The existing pavement was also installed at twenty-four (24) ft. wide. This street has two (2) right-of-way widths, fifty (50) ft. on the original section (west) and forty (40) ft. on the newer section. Because this street was constructed in two (2) different eras, the rehabilitation needs are different. Because of not wanting to jeopardize the existing large mature trees in the greenbelt, the recommendation is to keep the pavement at 24 ft. wide. A total reconstruction is proposed for the west half of the block (oldest) and resurfacing is proposed for the east half, as it is newer and does not require utility work. The existing curbs will remain in place on the newer section as well.

**Motion by Ms. Folberg**

**Seconded by Ms. Edwards to accept the suggested recommendations changing the typo in (C) to twenty-six (26) ft.:**

- A. Reconstructing Raynale St. at twenty-six (26) ft. wide between N. Glenhurst Dr. and Chesterfield Ave.;**
- B. Reconstructing Brookwood St. at twenty-four (24) ft. wide (matching existing) between N. Glenhurst Dr. and Raynale;**
- C. Reconstructing N. Glenhurst Dr. at twenty-six (26) ft. wide between Oak Ave. and Raynale St.;**
- D. Reconstructing the west half of Kenwood Ct. (approximately 250 ft.) at twenty-four (24) ft. matching the existing and resurface the remaining portion of Kenwood Ct.;**
- E. Schedule a public hearing at the regularly scheduled meeting of the Multi-Modal Transportation Board for September 6, 2018 at 6 p.m.**



**Motion carried, 4-0.**

VOICE VOTE

Yeas: Folberg, Edwards, Slanga, White

Nays: None

Absent: Rontal, Schaefer, Isaksen

**7. MEETING OPEN TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

Ms. Folberg passed out two articles. One was from the Detroit Free Press that talks about Detroit starting scooter sharing. The second article was from MNPR which mentions bumps along the way for scooter sharing and walking. She noted that in Detroit the pricing for bike share is \$8/day, \$18/month, and \$80/year. She doesn't see bike share as being a casual use at that price.

Dockless scooter share is priced at \$1up front and then \$.15/minute. This may be a better option than bike sharing.

Ms. Ecker advised that details on bike share and scooter share will be brought back to the MMTB in September. The scooter share company runs everything. In Detroit the scooters are required to be used in the bike lanes and not on the sidewalk.

Ms. Edwards stated she would like to see a task force from the public working to encourage bike share in Birmingham. They would investigate if there are more bikes how to make biking safe and how to encourage a biking environment.

Discussion followed that the City should consider doing some public relations activities that promote cycling in the City, such as bike events, group rides, public service messages for drivers to stop for cyclists and pedestrians, or drafting an ordinance to require bikes to be on the streets and not sidewalks. Board members thought that a slow roll like group ride for cyclists in Detroit would be fun for the community.

**9. MISCELLANEOUS COMMUNICATIONS (none)**

**10. NEXT MEETING SEPTEMBER 6, 2018 at 6 p.m.**

**11. ADJOURNMENT**

No further business being evident, the board members adjourned at 7:28 p.m.

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Jana Ecker, Planning Director

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Paul O'Meara, City Engineer



## MEMORANDUM

Engineering Dept.  
Planning Dept.  
Police Dept.

**DATE:** October 2, 2018

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

**FROM:** Jana Ecker, Planning Director  
Scott Grewe, Police Commander  
Paul T. O'Meara, City Engineer

**SUBJECT:** Maple Rd. Paving Project  
Southfield Rd. to Woodward Ave.

---

Recently, questions have been raised relative to whether it is appropriate to proceed to the reconstruction of Maple Rd. in 2020, in light of the pending reconstruction of the N. Old Woodward Ave. Parking Structure reconstruction. A separate report relative to that topic explains the benefits of proceeding with the Five-Year Capital Improvement Plan as currently laid out. Based on that assumption, construction of the Maple Rd. downtown segment is currently planned to begin in March of 2020. Unlike Phase 1, Phase 2 will include federal funding in the form of two federal grants totaling a value of approximately \$600,000. As a result, the bidding documents will be bid through the MI Dept. of Transportation (MDOT). The additional lead time required to meet the State's bidding timetable to achieve the City's preferred construction schedule requires that final engineering design begin in December of this year. As a result, the MKSK/F&V consulting team that regularly works with the Multi-Modal Transportation Board (MMTB) presented options to the Board at their regular meetings of July 12 & August 2, 2018. After taking input from the MMTB, the following represents their recommendations of the design's highlights through the entire corridor. Input from the City Commission is desired at this time so that a finalized version can be returned at a future meeting for final approval.

### PROJECT SUMMARY

As outlined on the attached map, the 2020 Maple Rd. project will consist of three separate sections:

1. At the west end of the job, the Southfield Rd. approach to Maple Rd. will be relocated to the west to allow for true 90° turns to and from Southfield Rd. The more conventional intersection design is expected to reduce crashes, which allows this work to qualify for a grant valued at 80% of the construction cost, or approximately \$250,000.
2. Between Southfield Rd. and Chester St., no changes are proposed to the traffic pattern or street, which was modified in 2016 as a part of the Maple Rd. 3-lane conversion completed that year. The asphalt pavement is in marginal condition, therefore, an asphalt milling and resurfacing is proposed.

3. Starting at Chester St. and extending to Woodward Ave., the Maple Rd. corridor will be completely reconstructed, including new water and sewer improvements, new concrete street, new sidewalk streetscape, new traffic signals, and new fiber optic system conduit. The Maple Rd./Old Woodward Ave. intersection completed in 2018 will be left as is.

## DESIGN DETAILS

The following summarizes the design details that have been reviewed and endorsed by the MMTB. These design features will be presented in detail at the meeting:

### **1. Parking Space Design**

Birmingham has traditionally marked parallel parking spaces with alternating “x” areas that allow for easier maneuvering of vehicles into and out of parallel parking spaces. The consultant reviewed this question, and determined that MDOT allows both options. The consultant found that the design with the “x” areas is not very popular in most congested Michigan downtowns. After review, the MMTB recommended that the “x” parking space design be eliminated if this would add parking spaces in the project area. After further study, the consultant has determined that removal of the “x” areas would not create additional parking spaces, therefore, the final recommendation is to construct the street with them being a part of the design.

Once that was decided, staff and the consulting team met with local representatives of MDOT to determine a design that could be approved relative to the important questions of lane widths, parking space dimensions, and distance between crosswalks and parking spaces. Since this is not a state highway, MDOT offered the following design parameters:

- Through traffic lanes and left turn lanes must be a minimum of **11 ft. wide**.
- Parallel parking spaces must be a minimum of **8 ft. wide, and 22 ft. long**.
- The distance from a crosswalk to an adjacent parking space can be reduced from the traditional MDOT standard of 50 ft. down to a minimum of **20 ft**.

We were pleased with these concessions from MDOT. Implementing these standards, the new design will have the following features:

- Standard 38 ft. street width in areas where parking is provided (down from the current 44 ft. width).
- City sidewalks gaining three feet of width in areas where parking spaces are present (plus, in areas where double steps currently exist, all steps will be removed, improving the sidewalks even more so from current conditions).
- Landscape and seating feature areas at Henrietta St. and at the mid-block crossing east of Old Woodward Ave.
- Counting three new parking spaces being introduced on Park St., a final tally showing all but 7 parallel parking spaces remaining, even with the introduction of the mid-block crossing.

The Commission is also advised that as a part of the street reconstruction, the accessible parking spaces that are within the project area will require enhancements, in accordance with revisions made in the Americans with Disabilities Act (ADA). Widened parking spaces with

handicap ramp access are now required for parallel parking spaces on newly constructed streets, similar to the sketch included in this report. It is anticipated that a total of four accessible spaces will have to be constructed along the project length to meet the requirements of the ADA.

## **2. Landscaping Design**

The design theme used from the Old Woodward Ave. project will be continued. Design features will include:

- Raised planter beds at each tree.
- Large areas of structural organic soil around each tree.
- Landscaped seating areas at Henrietta St. and at mid-block crossing.

Unlike the rest of the project, due to the required street width between Park St. and Woodward Ave., the proposed sidewalks will remain similar to what they are today. MKSK provided multiple options on how to provide landscaping features in this area. The MMTB recommended the installation of columnar trees that have innovative concrete removal panels placed between the tree and the right-of-way line, for maximum usable walking space. Photos are attached.

## **3. Southfield Rd. Intersection**

As shown on the attached drawing, the south leg of the Southfield Rd. intersection will be moved about 50 ft. to the west. While still remaining in the right-of-way, the plan is anticipated to reduce traffic crashes at this location. The more conventional design will reduce speeds for northbound Southfield Rd. traffic, which will in turn improve safety for pedestrians crossing at the east leg of the intersection. The safety grant awarded to the City will cover 80% of the construction cost for this part of the project, including relocation of the existing "span wire" style traffic signal. Since this intersection is on the edge of the Central Business District, the City Commission may wish to consider approving the installation of a new "mast arm" style traffic signal at the intersection. It is anticipated that the additional cost of the mast arm style signal would be approximately \$100,000.

When considering this design element, note that the Bates St. and Henrietta St. traffic signals are already planned and budgeted for complete replacement, and they will feature the mast arm design. Further, in 2019, MDOT will be replacing the traffic signal at Maple Rd. & Woodward Ave. The City has already agreed in concept to reimburse MDOT the additional funds required to upgrade that signal to the mast arm style, instead of the standard span wire style. The MMTB did not make a recommendation on this item, since the decision does not impact the function of the streets.

## **4. Bates St. Intersection**

The current configuration of the intersection is unconventional in that the pavement markings provide for a left turn lane on the west side of the intersection, where the current street is 48 ft. wide, vs. the east side of the intersection, which has no left turn lane, and is 44 ft. wide. Based on current standards, if a left turn lane is provided, it must line up with equally sized lanes on both sides of the intersection. Traffic counts were taken, and it was determined that



left turn demand is currently low in both directions, even during the peak hour. Allowing any left turns can be a serious detriment to the flow of through traffic if there is no left turn lane. Further, given the narrow right-of-way, if left turn lanes are provided, either parking must be eliminated, or sidewalks must be constructed at a narrow, undesirable width.

For several decades, left turns have been banned daily at the Henrietta St. intersection from 7 AM to 7 PM. The turn restriction allows Maple Rd. to function well during the day without left turn lanes. The design team and the MMTB recommend that a similar turn restriction be introduced at the Bates St. intersection, thereby requiring motorists to turn at Chester St. instead. Implementing this restriction provides several design benefits:

- Parking spaces can be constructed for the full length of the block to the east, improving accessibility for the multiple retail destinations in the immediate area.
- Vehicle turning movements can be moved to Chester St., where retail activity is reduced.
- Enhanced, wider sidewalks can be constructed on both blocks.
- The transition from a three lane cross-section at Chester St. to a two-lane cross-section closer to Bates St. can be designed to mimic the design concept previously approved for the Maple Rd. segment east of Old Woodward Ave.

Bumpouts are proposed at the intersection to reduce pedestrian crosswalk lengths. Reviewing the plan with truck turning movements, the handicap ramps areas will be designed to accommodate encroachments from trucks turning at this intersection.

## **5. Henrietta St. Intersection**

The traffic configuration at Henrietta St. will match the current street. A larger landscaped sidewalk area will be developed, similar to that done at the three-way intersections on the Old Woodward Ave. project. Crosswalk lengths will be reduced.

Reviewing the truck turning movements, given the narrow width of the existing Henrietta St. pavement, turning trucks at this intersection will have to encroach on to the handicap ramps as designed. Provisions will be incorporated into the final design to accommodate this.

## **6. E. Maple Rd. Mid-Block Crossing**

As requested by the City Commission, a mid-block crossing is provided on the block east of Old Woodward Ave. The crossing is designed to line up with the existing via that extends south into the Central Park Properties complex. Enhanced landscaping and public seating areas similar to what was done on Old Woodward Ave. will be provided.

## **7. Park St./Peabody St. Intersection**

In accordance with the 2016 Downtown Birmingham Master Plan, the plan proposes modifying the north leg of this intersection to accommodate two-way traffic on Park St. Several alternatives were studied. Please refer to the attached memo from Fleis & Vandendbrink (F&V) for more details.

This detailed traffic analysis was just finalized by F&V, and was not fully presented to the MMTB. It was not known at that time whether Alternate 4 would be a viable option. Now that we know that it is, and since it improves the pedestrian environment the best, the consultant and staff team recommend the implementation of Option 4. Option 4 provides the safest pedestrian crossing for the north leg, as described in the attached memo.

Focusing on Option 4, it should be clarified that the drawings show three different options for a traffic island on the north leg, including no island, a small island, or a large island. The drawback of having no island is that some north and southbound motorists may be tempted to violate the turn restriction signs and drive straight through the intersection. We see this as being a relatively minor problem, however.

Removing the island allows for a larger sidewalk streetscape and development opportunity on the northeast corner, adjacent to the currently vacant property. The enhanced pedestrian environment that could result at that corner causes the team to recommend that no island be installed at this intersection.

### SUMMARY

Summarizing the above, the design team is requesting specific input on the direction of the design in the following areas:

1. Landscaping design concepts will follow that used on the Old Woodward Ave. project. On the narrow sidewalk section between Park St. and Woodward Ave., columnar trees with removable concrete panels will be implemented to provide maximum sidewalk space.
2. Approval of the funding required for the installation of a new mast arm traffic signal at the Southfield Rd. intersection.
3. Banning left turns from 7 AM to 7 PM at the Bates St. intersection.
4. Reconfiguration of the Park St./Peabody St. intersection, modifying Park St. to the north to allow for two-way traffic with on-street parking, and signalizing the north leg of the intersection for improved pedestrian safety.

A detailed resolution follows.

### SUGGESTED RESOLUTION:

To direct the MKSK/F&V design team to proceed to final plans for the Maple Rd. project from Southfield Rd. to Woodward Ave., as follows:

1. Designing Maple Rd. with 11 ft. wide travel lanes and 8 ft. wide parking spaces for a new standard road width of 38 ft. between curbs, and continuing to provide the "x" maneuvering areas between parallel parking spaces
2. Landscaping design concepts will follow those used on the 2018 Old Woodward Ave. project. On the narrow sidewalk section between Park St. and Woodward Ave., columnar trees with removable concrete panels will be implemented to provide maximum sidewalk space.

3. Inclusion of a new mast arm traffic signal at the Southfield Rd. intersection, at an estimated additional cost of \$100,000.
4. The Bates St. intersection shall be designed without left turn lanes, and left turns shall be banned from 7 AM to 7 PM.
5. The Henrietta St. intersection will be complemented with additional landscaping and seating areas, similar to that done on Old Woodward Ave.
6. A mid-block pedestrian crossing will be provided on E. Maple Rd., aligning with the existing pedestrian via to the south currently located between 288 & 300 E. Maple Rd.
7. Option 4 shall be implemented for the Park St./Peabody St. intersection, which will convert Park St. to the north to two-way traffic with parking for northbound traffic, and signalization of the north leg of the intersection for improved pedestrian safety.



## MEMORANDUM

Engineering Department

**DATE:** September 28, 2018

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

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

**SUBJECT:** Phase 2 of Downtown Infrastructure Project

---

At the July 9<sup>th</sup> City Commission meeting, the Commission had directed staff to evaluate the trade-offs of changing the sequence of the future planned phases for the S. Old Woodward Ave. and Maple Rd. projects in light of prospective plans for the N. Old Woodward and Bates Street project. The following is a compilation of the key considerations that would be affected.

### **Project Timing:**

The current schedule for the Phase 2 Maple Road project involves two related projects. First is the reconstruction and infrastructure replacement on Maple Rd. from Chester St. to Woodward Ave. The second is the reconfiguration of the intersection at Southfield Rd. and Maple Rd. The timing for this project includes:

- Detailed design work to begin in December, 2018
- Project Submitted for MDOT approval in August, 2019 (for work in 2020).
- Project start in March/April of 2020 (4 month project)

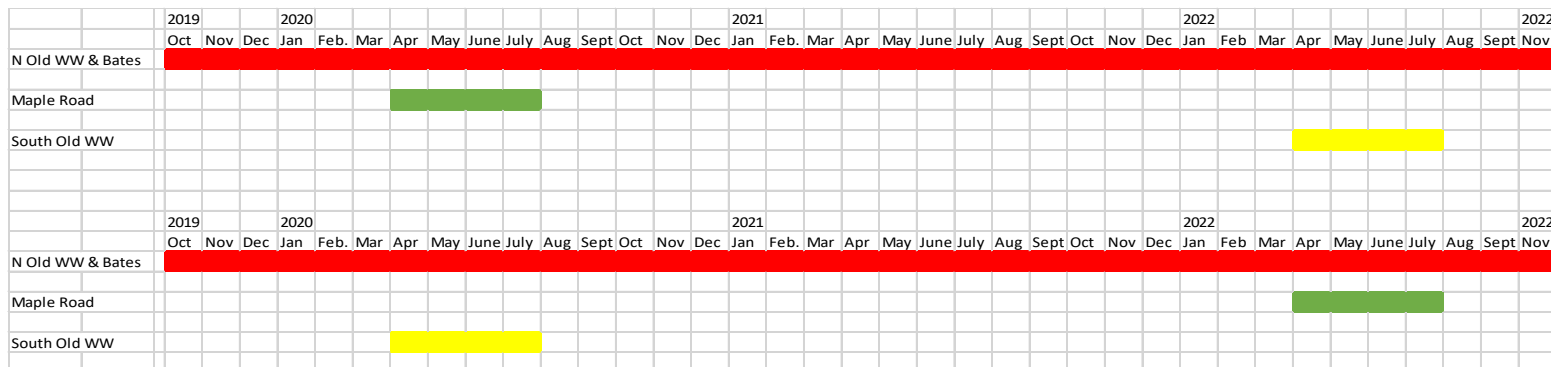
The alternate option for constructing S. Old Woodward in 2020 would follow this basic same schedule. However, design work has already progressed on the Maple Road phase given the current sequencing of the project phases. A change at this time to prepare designs for S. Old Woodward would pose a delay of about 4 months, but could still be accomplished to bid the project in August of 2019.

The coordination with the N. Old Woodward and Bates Street parking structure project is difficult to assess given the plans are still tentative. Based on current timelines provided in the development team's proposals and the desire to begin the parking structure replacement as soon as possible, the following tentative timeline is provided:

- Development Agreement finalized in December, 2018
- Preparation of site plan reviews begin the Spring, 2019
- Bond funding proposal submitted for May, 2019
- Project start in October, 2019 thru November, 2022

The following timeline outlines the overlap between the Maple Rd. Project and S. Old Woodward Ave. Project in relation to the proposed N. Old Woodward and Bates Street project based on the above assumptions. The red line represents the N. Old Woodward and Bates

Street project, the green line represents the Maple Rd. Project and the yellow line represents the South Old Woodward Project.



### **Impact on Downtown Traffic**

To help envision how traffic will be managed, a conceptual detour plan for the Maple Rd. project is attached. The project is expected to be built in two phases, as described below:

#### **1. Phase 1 – Underground Phase**

Complete pavement removal, followed by all new utilities, is planned between Chester St. and Woodward Ave. To help facilitate this work, we propose to direct all traffic on to the old Ring Road bypass, similar to what was done for the 2018 project. Parking lanes will be removed where feasible to allow for two lanes of through traffic on Willits St., Oakland Blvd., Chester St., and Brown St.

#### **2. Phase 2 – Paving Phase (including Southfield Rd.)**

During the paving phase, the detour route will remain as described above. To facilitate the work around Southfield Rd., Maple Rd. will be narrowed to two lanes, and Chester St. and Brown St. will be used for a detour of all through traffic on Southfield Rd.

The use of Ring Road worked very well overall during the 2018 project. An important part of its success was the removal of on-street parking to allow more vehicles through at each intersection. While Maple Rd. is closed, it will be important to have two westbound lanes open on Willits St. Assuming the parking structure is the first priority of the N. Old Woodward Ave. & Bates St. project, and given the timing above, it is anticipated that the parking structure would be under construction from approximately October, 2019, to May, 2021. Once the parking structure is done, and work begins on the smaller private building projects, activity on the Willits St. portion of the site will intensify. Construction of a five-story building on the Willits St. frontage of the site (at the northeast corner of Bates St.) will require closure of the sidewalk and the parking lane for safety of the public. If construction of that building begins in 2021, and extends into 2022, this construction will work well if the City is then focusing on Phase 3, the reconstruction of S. Old Woodward Ave. If the Phase 2 and 3 project order was reversed, however, the use of the westbound Willits St. parking lane would conflict with the detour route for Maple Rd.



From a traffic phasing perspective, constructing Maple Rd. first is the preferred option.

### **Project Funding**

The funding for the two projects is listed below:

	Maple Road Project	S. Old Woodward Ave. Project
Road Costs (net of grants) *	\$1,710,000	\$3,638,000
Streetscape *	\$520,000	\$1,212,000
Signal Replacement *	\$400,000	\$0
Streetlights *	\$325,000	\$460,000
Water	\$660,000	\$100,000
Sewer	\$725,000	\$150,000
Total	\$4,340,000	\$5,560,000
* - Items initially funded by General Fund	\$2,955,000	\$5,310,000

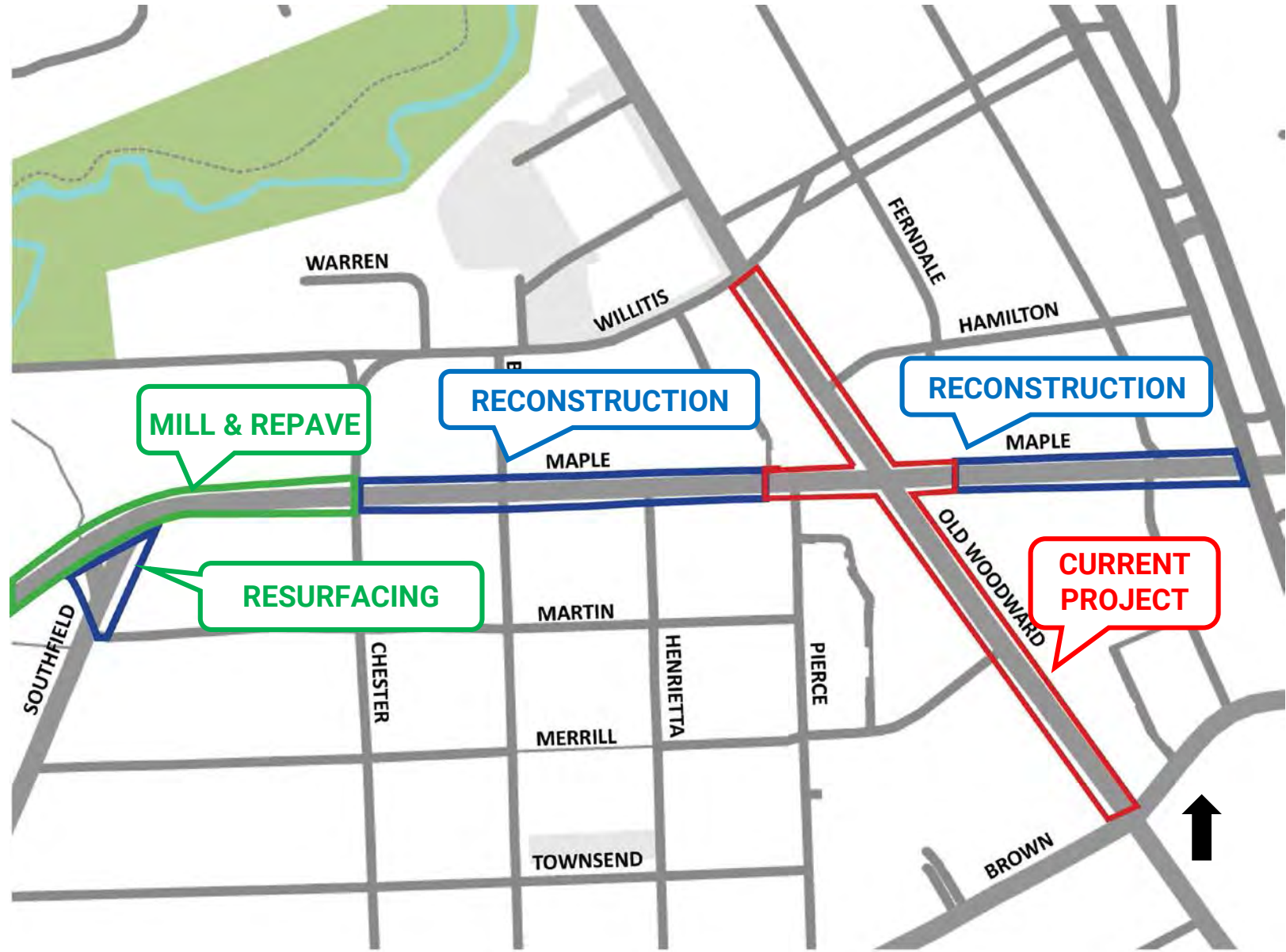
If the timing for the two projects were switched, the General Fund would see an additional reduction in fund balance of \$2,355,000 (\$5,310,000 - \$2,995,000) in 2019-2020 because the S. Old Woodward Project costs are more heavily weighted towards roads and streetscape (which are initially funded by the General Fund) than the Maple Road Project. There isn't sufficient time to build up the reserves in the General Fund or to rearrange current capital improvement projects to offset the increased costs to the General Fund.

To summarize, both from a traffic management perspective and from a funding perspective, the current plan of reconstructing Maple Rd. in 2020 and S. Old Woodward Ave. in 2022 (as reflected in the current five-year Capital Improvement Plan) is preferred. It is staff's recommendation to continue with the phasing previously planned for the reasons stated above.

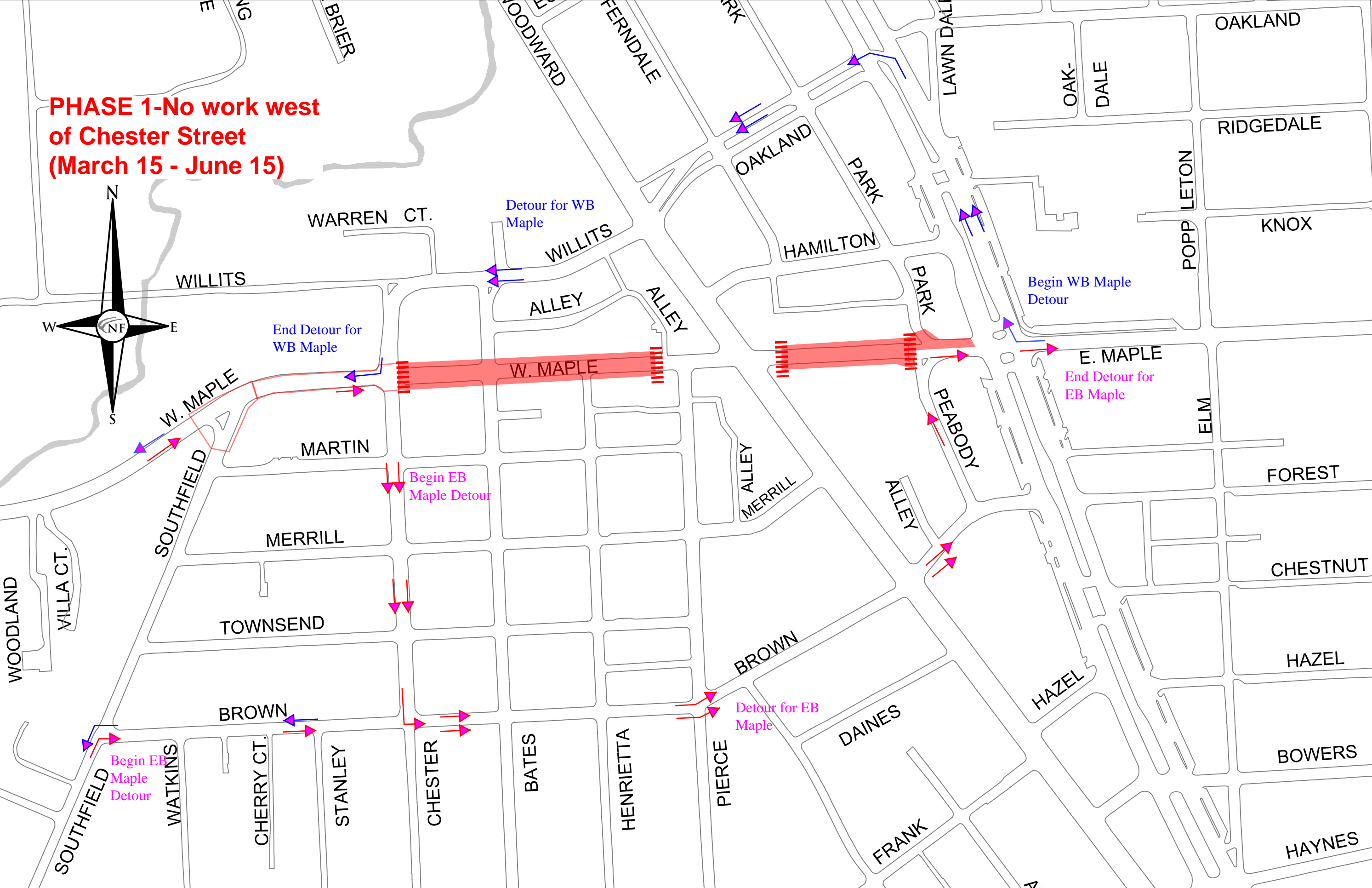
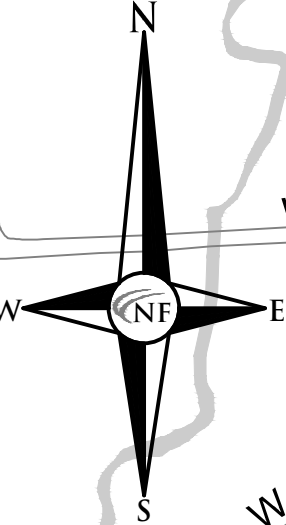
# Maple Road Project (and extension of current project)

- Full reconstruction Chester to Pierce and E of Old Woodward to Woodward
- Repaving from Southfield to Chester St.
- Potential realignment and signal upgrade at the Southfield intersection

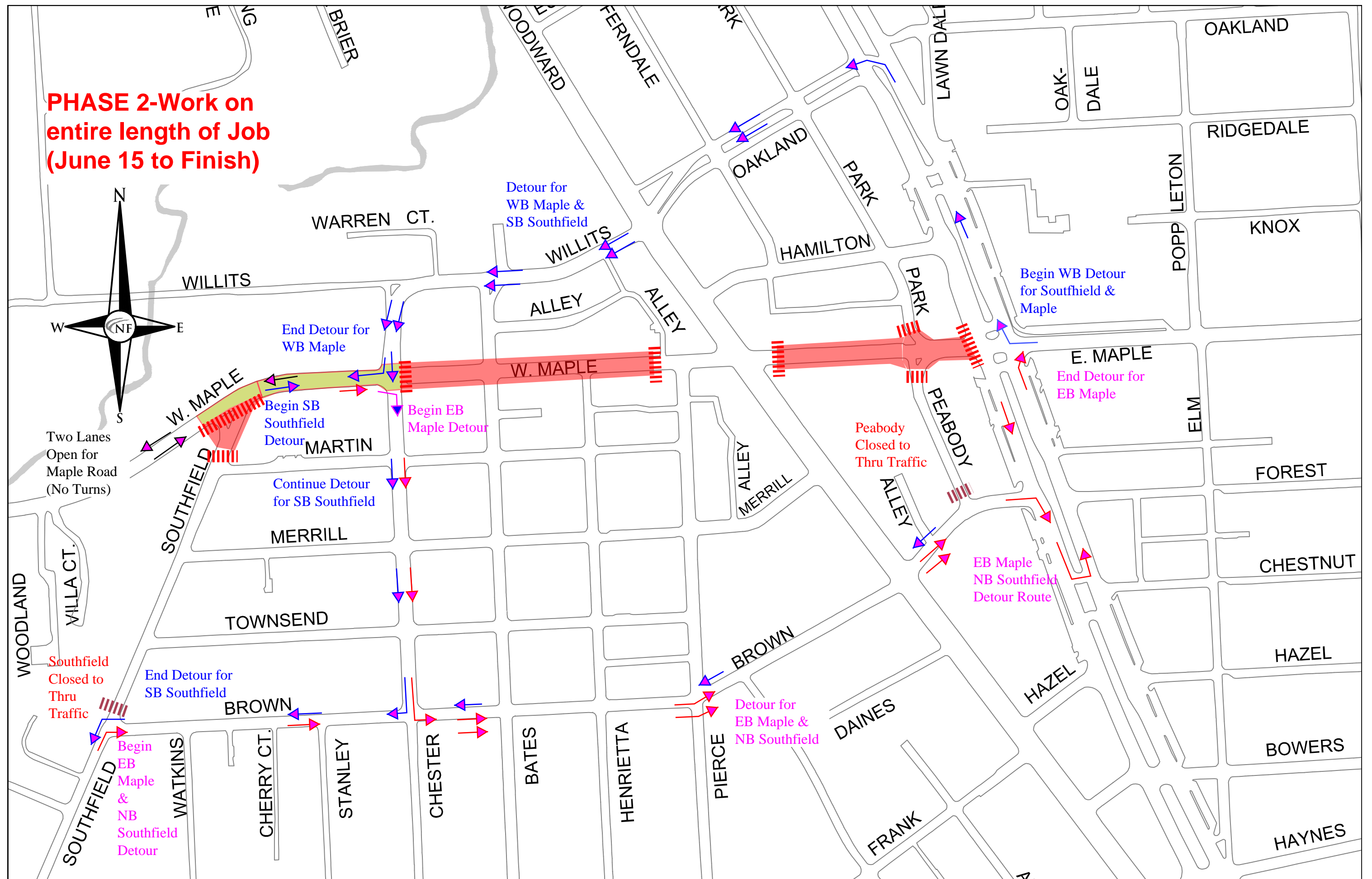
**Timeline: Bid Package by December**



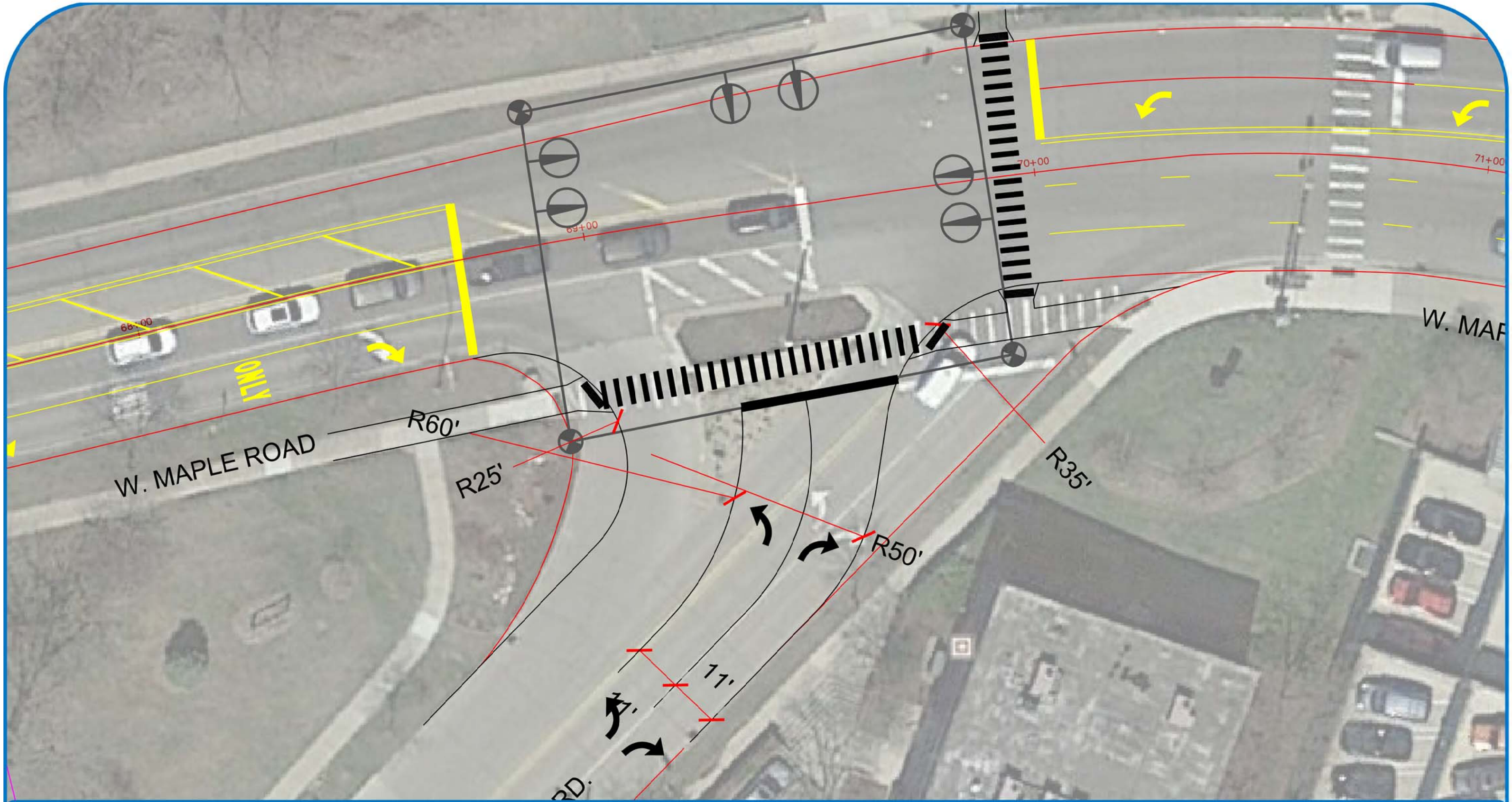
**PHASE 1-No work west  
of Chester Street  
(March 15 - June 15)**



**PHASE 2-Work on  
entire length of Job  
(June 15 to Finish)**









**FIGURE 1**  
**INTERSECTION DESIGN**

MAPLE ROAD & SOUTHFIELD ROAD  
CITY OF BIRMINGHAM, MI

LEGEND

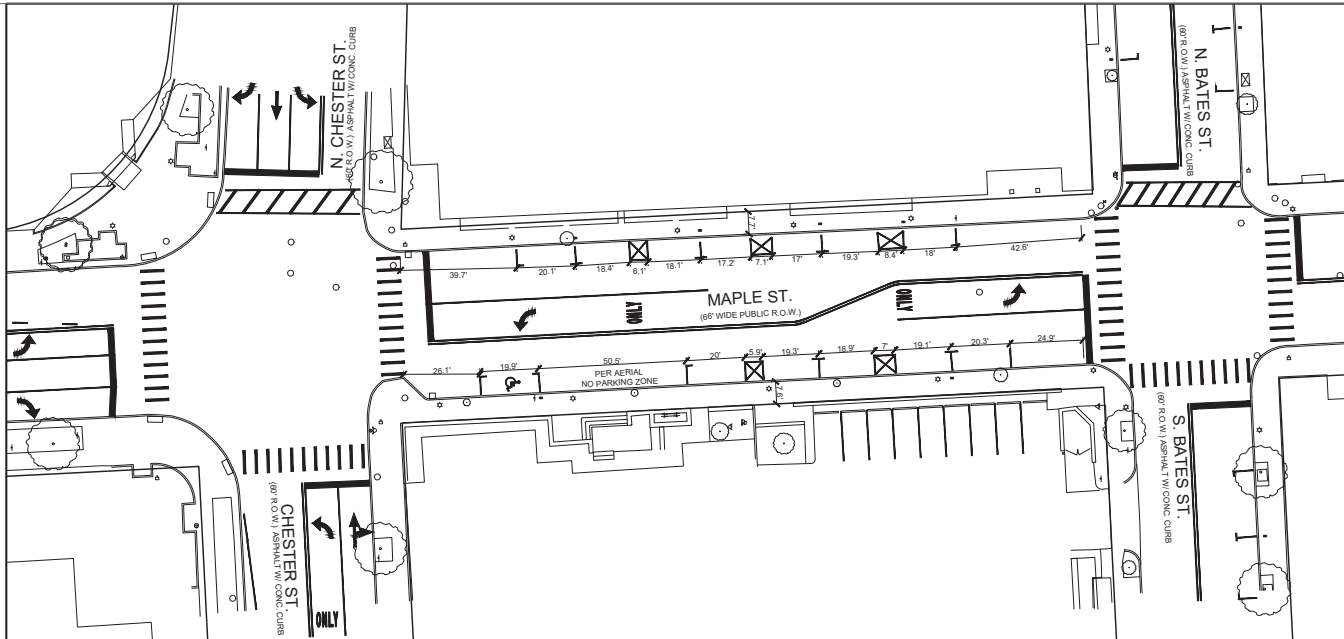
-  BOX SPAN POLE
-  SIGNAL HEAD



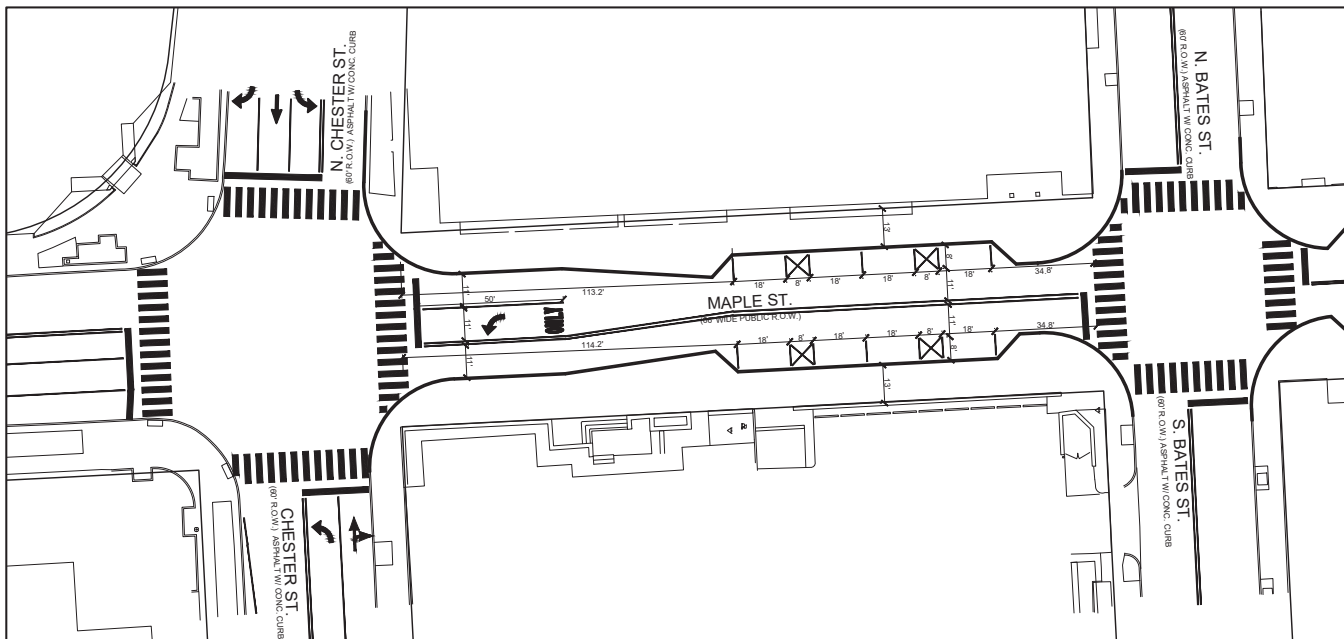
NORTH  
SCALE: 1:20







**OVERALL PARKING COUNT:**  
**68 EXISTING SPACES (5 ADA)**  
**58 PROPOSED SPACES (4 ADA)**

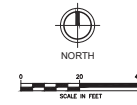
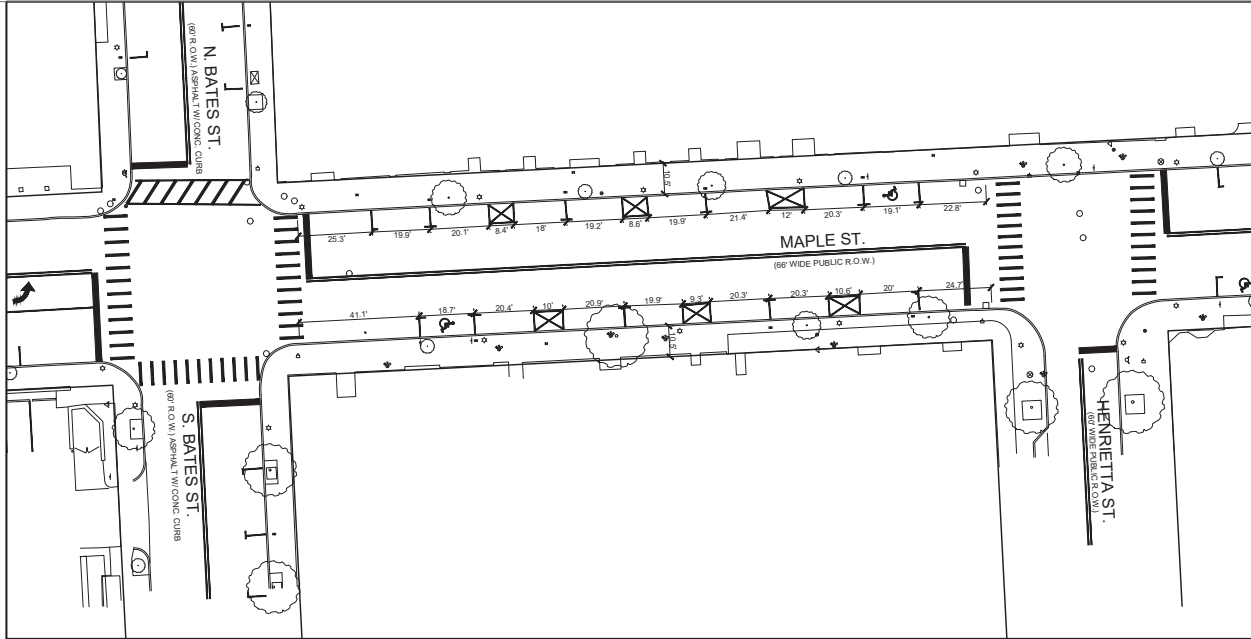


27725 Samsbury Blvd, Suite #105  
 Farmington Hills, MI 48334  
 P: 248.534.9880  
 F: 248.536.9879

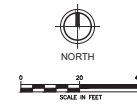
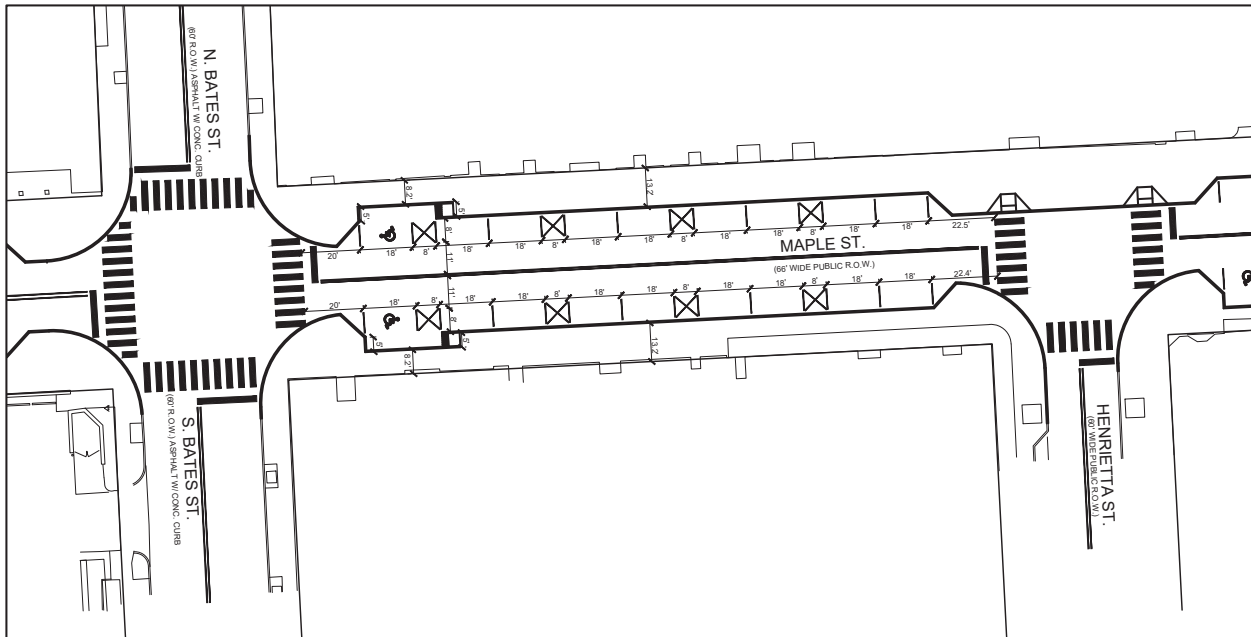
CITY OF BIRMINGHAM  
 MAPLE ROAD PARKING  
 18-FT. PARKING SPACES W/ 8-FT BOX  
 CHESTER STREET TO BATES STREET

DESIGN TEAM  
 CHECK BY  
 DRAWING INFORMATION

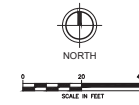
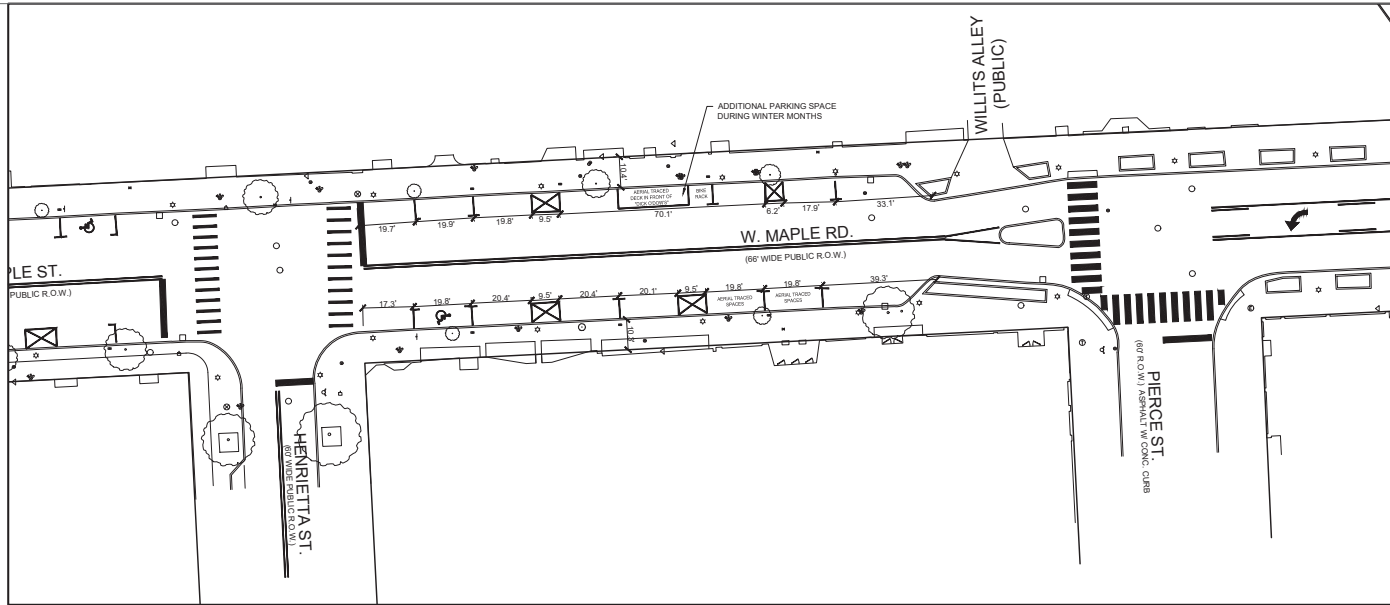
08/27/2019  
 REVISED NO.  
 823802



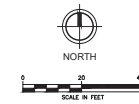
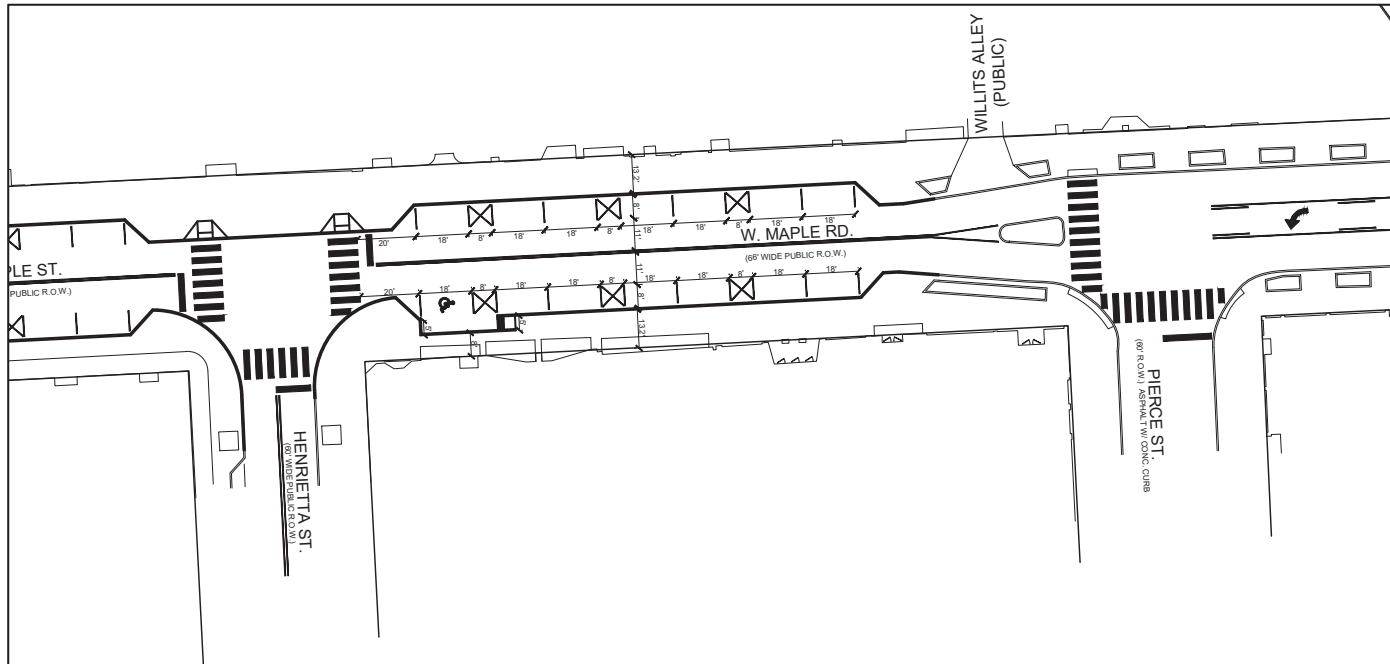
## 15 EXISTING SPACES EXISTING CONDITIONS



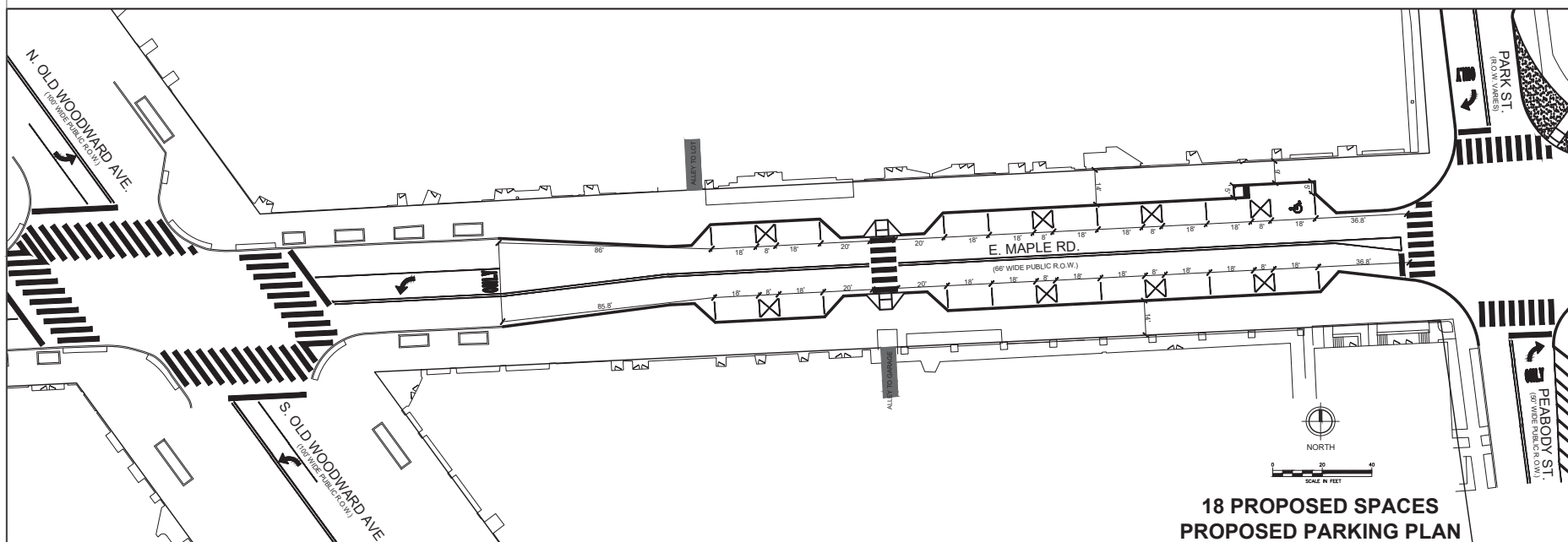
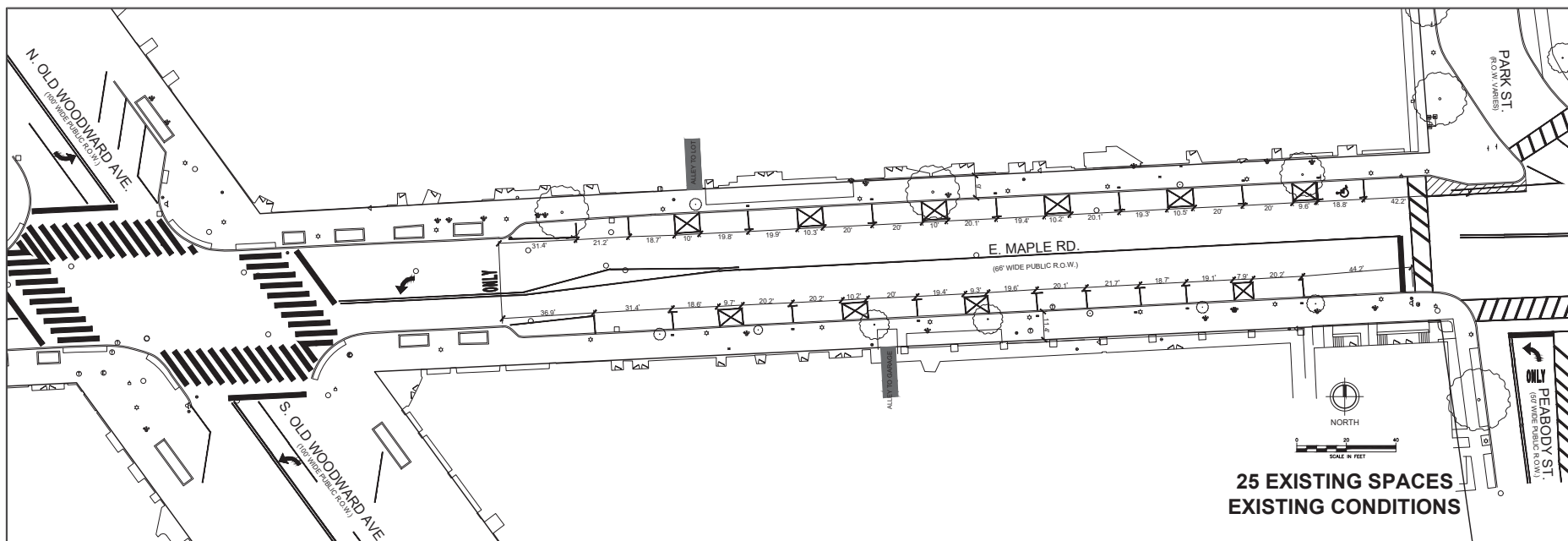
## 18 PROPOSED SPACES PROPOSED PARKING PLAN

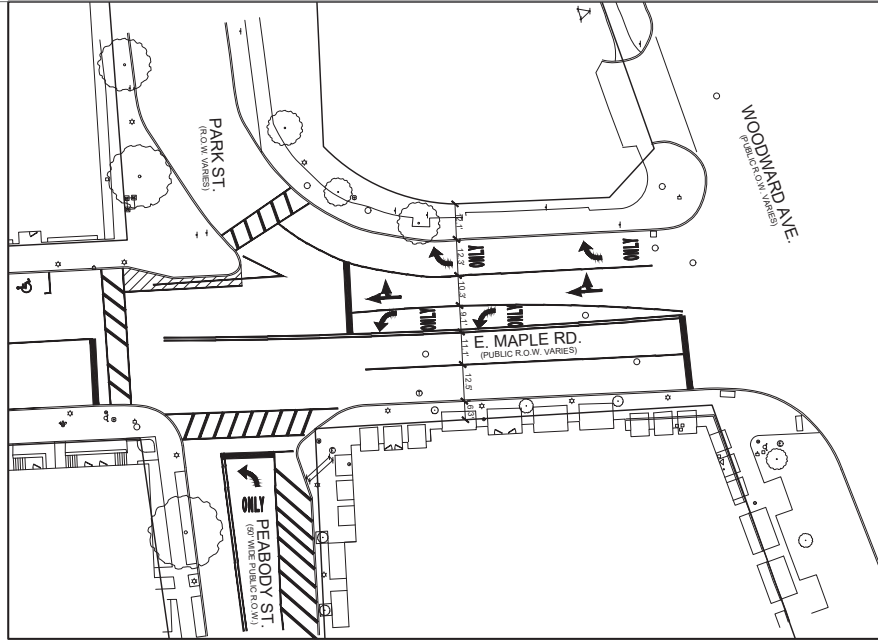


## 15 EXISTING SPACES EXISTING CONDITIONS

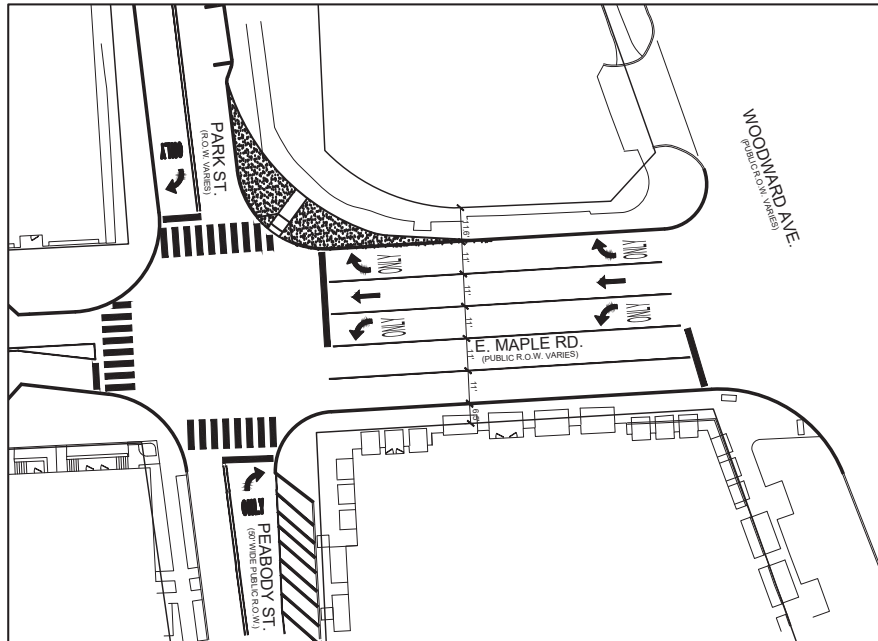


**14 PROPOSED SPACES  
PROPOSED PARKING PLAN**





NORTH  
0 20 40  
SCALE IN FEET  
**EXISTING CONDITIONS**



NORTH  
0 20 40  
SCALE IN FEET  
**PROPOSED  
PARKING PLAN**



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DESIGNER

CITY OF BIRMINGHAM  
MAPLE ROAD PARKING  
18-FT. PARKING SPACES W/ 8-FT BOX  
PARK STREET TO WOODWARD AVENUE

DESIGN TEAM

CHECK BY:

DRAWING INFORMATION

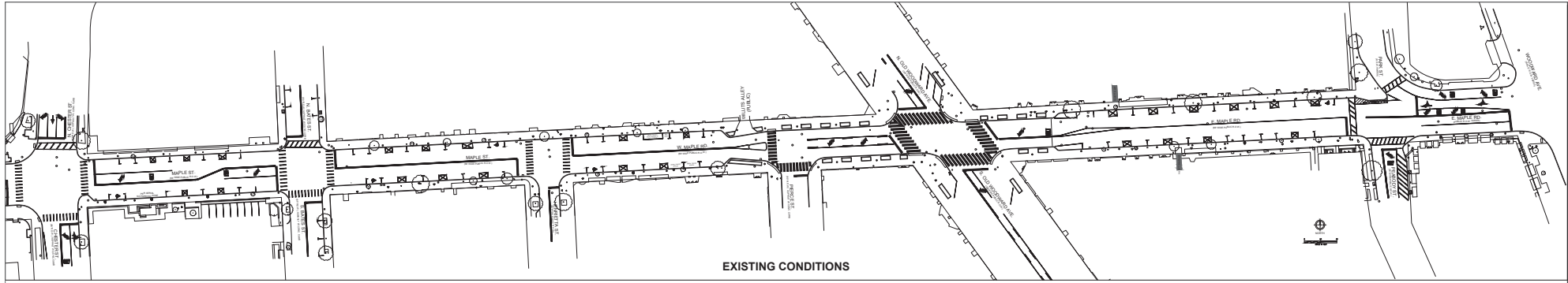
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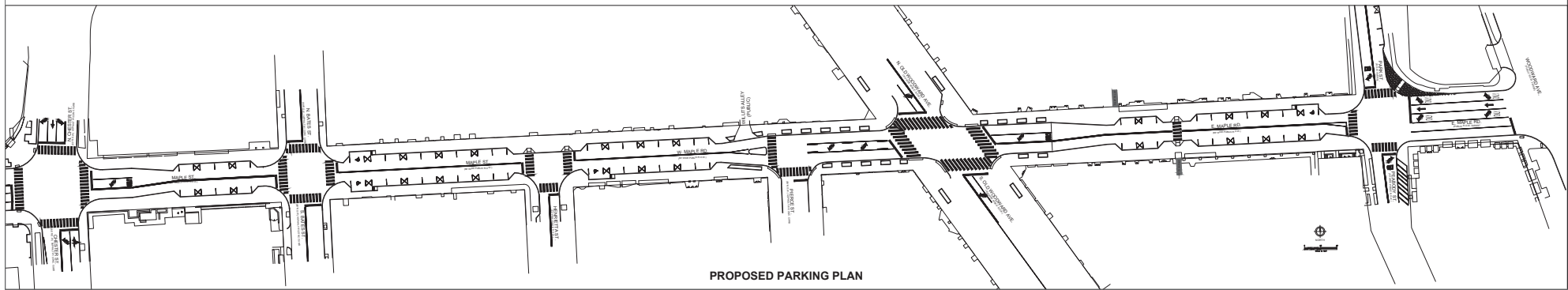
823802

**A5**





EXISTING CONDITIONS



PROPOSED PARKING PLAN

NOT TO SCALE  
 1" = 20' (VERTICAL SCALE)  
 1" = 100' (HORIZONTAL SCALE)

September 28, 2018

VIA EMAIL

Mr. Paul O'Meara  
City Engineer  
City of Birmingham  
151 Martin Street  
Birmingham, MI 48012

**RE: Maple Road & Park Street Intersection Alternatives Analysis**

Dear Mr. O'Meara,

The purpose of this letter is to provide a summary of the alternatives analysis performed at the Maple Road and Park Street intersection. The following alternatives were considered for the intersection operations and design. Each of the alternatives features are summarized herein.

- Alternative 1: Channelized Right-Turn with Bump-out
- Alternative 2: Full Intersection Operations
- Alternative 3: Channelized Right-Turn with Center Island
- Alternative 4: NB and SB Right-turn Only-Signalized E/W Ped Crossings

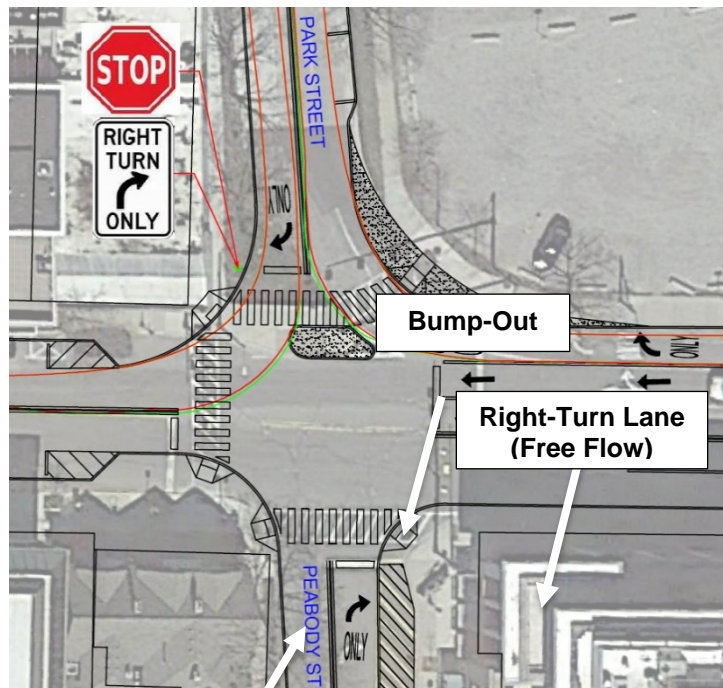
**ALTERNATIVE 1: CHANNELIZED RIGHT-TURN WITH BUMP-OUT**

The intersection operations with this alternative are similar to the existing conditions, with the following notable changes.

- A single WB right-turn lane is provided (currently a dual right-turn).
- A small island is provided to prevent SB vehicles from making left-turn or through movements and prevents NB vehicles from making through movements.
- A bump-out is provided on the northeast corner of the intersection.

Items of note associated with this alternative:

- The NB, EB and WB approaches will operate with traffic signal control. No changes from the existing signal operations is proposed.
- The SB approach is STOP control and the **Island** is a free flow movement. With the WB right-turn operating as a free-flow movement, there is no concern with these vehicles impacting the adjacent intersection operations at Woodward Ave.



- Pedestrians on the west and south legs of the intersection will have pedestrian signal heads. The north leg of the intersection will operate as an unsignalized crossing and vehicles will need to yield to pedestrians in the crosswalk. This the existing pedestrian operations at this intersection.

Overall, this alternative will operate in a manner similar to existing conditions, with the addition of southbound traffic on Park Street.

## ALTERNATIVE 2: FULL INTERSECTION OPERATIONS

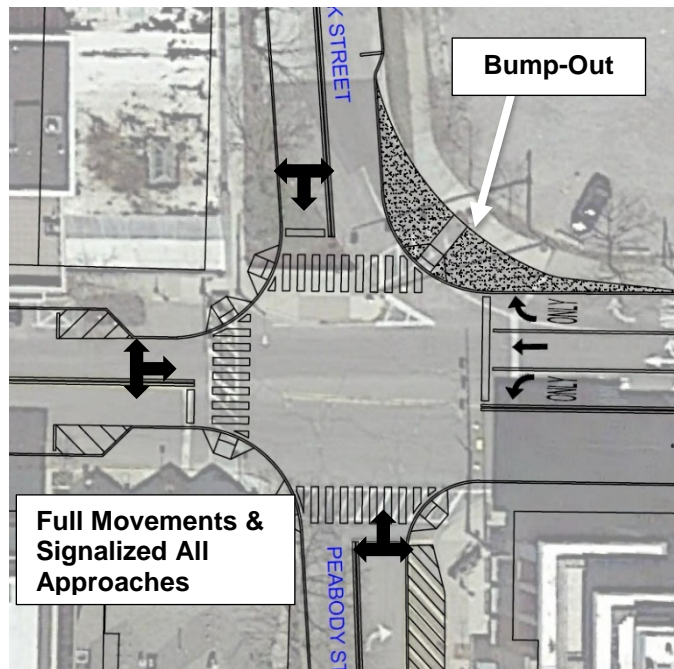
The intersection operations with this alternative provide a typical intersection. This alternative considers the following features:

- Full movements for all approaches.
- Signalized control for all approaches, including signalized pedestrian crossings.

Items of note associated with this alternative:

- All approaches will operate with traffic signal control.
- Pedestrians will have pedestrian signal heads on the north, south and west legs of the intersection.

Overall, this alternative will operate with significant delay for vehicles on all approaches. It is expected that vehicles will back-up on all legs of the intersection, and of particular concern are vehicles on the WB approach impacting the operations of the Woodward Ave. intersection. Therefore, full access at this intersection is not recommended due to the proximity to the Woodward Ave. intersection and the poor intersection operations.



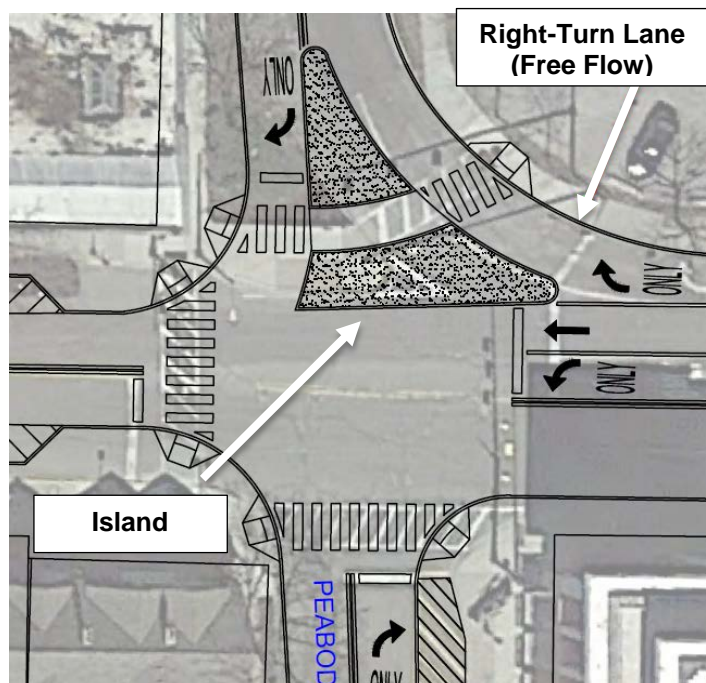
## ALTERNATIVE 3: CHANNELIZED RIGHT-TURN WITH CENTER ISLAND

The intersection operations with this alternative are similar to the existing conditions and alternative 1, with the following notable changes.

- A single WB right-turn lane is provided (currently a dual right-turn).
- A large island is provided to prevent SB vehicles from making left-turn or through movement and NB vehicles from making through movements.

Items of note associated with this alternative:

- The large island provides a 2-stage pedestrian crossing with a pedestrian refuge in the island.
- The NB, EB and WB approaches will operate with traffic signal control. No changes from the existing signal operations is proposed. The SB approach is STOP control and the WB right-turn is a free flow movement. With the WB right-turn operating as a free-flow movement, there is not concern with these vehicles impacting the adjacent intersection operations at Woodward Ave.





- Pedestrians on the west and south legs of the intersection will have pedestrian signal heads. The north leg of the intersection will operate as an unsignalized crossing and vehicles will need to yield to pedestrians in the crosswalk. This the existing pedestrian operations at this intersection.

Overall, this alternative will operate in a manner similar to existing conditions, with the addition of southbound traffic on Park Street.

#### ALTERNATIVE 4: NB AND SB RIGHT-TURN ONLY-SIGNALIZED E/W PED CROSSINGS

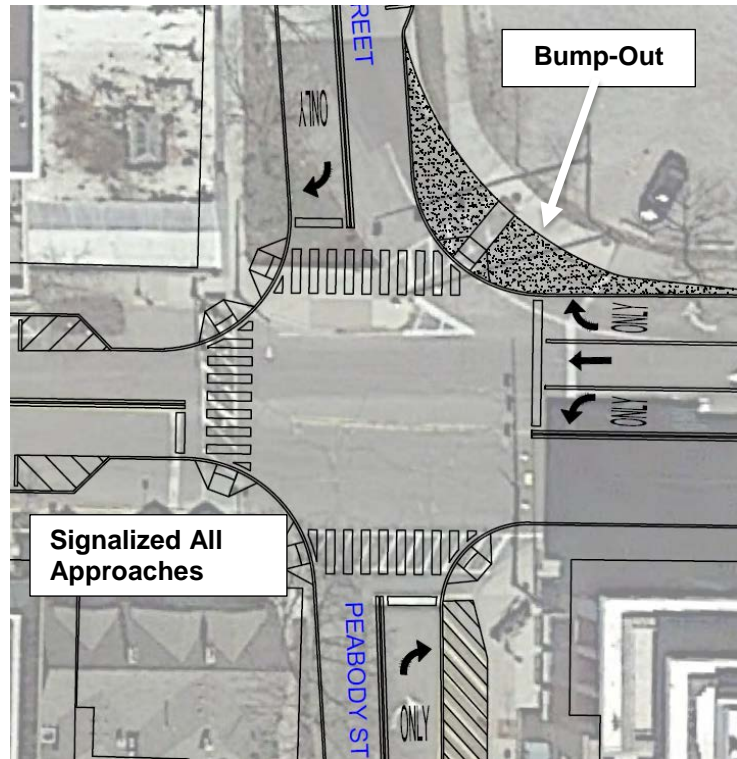
The intersection operations with this alternative are similar to the existing conditions, with the following notable changes.

- A single WB right-turn lane is provided (currently a dual right-turn).
- Signalized control will be provided for all approaches, including signalized pedestrian crossings.

Items of note associated with this alternative:

- All approaches will operate with traffic signal control.
- Pedestrians will have pedestrian signal heads on the north, south and west legs of the intersection.
- There is no room for an island on the north leg with the larger bumpout on the northeast corner.

Overall, this alternative will operate in a manner similar to existing conditions, with the addition of southbound traffic on Park Street. One notable improvement for this intersection is that there is signalized pedestrian control for pedestrians crossing the north leg of the intersection.



This leg of the intersection currently does not have any traffic control for pedestrians. There is no proposed median island with this alternative due to facilitating truck turning movements with the proposed bump-out. Without an island on the north and south legs of the intersection there is nothing preventing vehicles from driving through or making a left-turn.

#### SUMMARY

##### Alternative 1: Channelized Right-Turn with Bump-out

- This alternative will operate in a manner similar to existing conditions, with the addition of southbound traffic on Park Street. This alternative provides both a bump-out and a small island on the north leg of the intersection.

##### Alternative 2: Full Intersection Operations

- This alternative will operate with significant delay for vehicles on all approaches. It is expected that vehicles will back-up on all legs of the intersection, and of particular concern is vehicles on the westbound approach impacting the operations of the Woodward Ave. intersection. Therefore, this alternative is not recommended due to the proximity to the Woodward Ave. intersection and poor intersection operations.

##### Alternative 3: Channelized Right-Turn with Center Island

- This alternative will operate in a manner similar to existing conditions, with the addition of southbound traffic on Park Street. This alternative provides no bump-out, but does provide a large channelizing island on the north leg of the intersection.

#### **Alternative 4: NB and SB Right-turn Only-Signalized E/W Ped Crossings**

- This alternative will operate in a manner similar to existing conditions, with the addition of southbound traffic on Park Street.
- Overall, this alternative will operate in a manner similar to existing conditions, with the addition of southbound traffic on Park Street. One notable improvement for this intersection is that there is signalized pedestrian control for pedestrians crossing the north leg of the intersection. This leg of the intersection currently does not have any traffic control for pedestrians. There is no proposed median island with this alternative due to facilitating truck turning movements with the proposed bump-out. Without an island on the north and south legs of the intersection there is nothing preventing vehicles from driving through or making a left-turn.

#### **RECOMMENDATIONS**

Based on a holistic analysis of the intersection, considering all factors including vehicular and pedestrian safety, maneuverability and accessibility, F&V recommends that the City of Birmingham move forward with the design and construction of Alternative 4. The Multi-Modal Transportation Board has stressed pedestrian safety as their highest concern at this intersection, and Alternative 4 grants this. While this option is the most expensive, it provides the greatest benefit to all users.

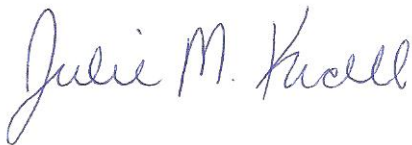
Alternatives 2 and 3 were not found to be acceptable alternatives from both a safety, operational and fiscal standpoint.

If Alternative 4 is not fiscally viable, F&V recommends that the City of Birmingham move forward with the design and construction of Alternative 1. While not as optimal as Alternative 4, Alternative 1 provides benefits to motorists while not diminishing the level of service or level of safety that pedestrians currently have.

If you have any questions or concerns, please contact our office.

Sincerely,

FI FIS & VANDENBRINK



JULIE M. KROLL, PE, FICE  
Sr. Project Manager



Project Manager

JPR:jmk

Attachments: Alternatives 1-4





## MEMORANDUM

Engineering Dept.  
Planning Dept.  
Police Dept.

**DATE:** October 26, 2018

**TO:** Multi-Modal Transportation Board

**FROM:** Jana Ecker, Planning Director  
Scott Grewe, Police Commander  
Paul T. O'Meara, City Engineer

**SUBJECT:** Maple Rd. Reconstruction – Southfield Rd. to Woodward Ave.  
Conceptual Plans

---

The City's multi-modal transportation consultant (the MKSK/F&V team) has been working with the Multi-Modal Transportation Board (MMTB) to finalize plans for the reconstruction of Maple Rd. between Southfield Rd. and Woodward Ave. An initial presentation was provided to the City Commission at its meeting of October 8, 2018. Comments raised by the City Commission requiring further review and refinement are summarized below:

### 1. ADA Accessible Spaces Design

Staff was under the impression that the ADA requirements for reconstruction of streets with marked parallel parking spaces had been revised to require extra wide parking spaces, as presented on slide 17 of the attached presentation. As can be seen, the widened parking spaces would disrupt the flow of the City sidewalk and landscaping theme. The City Commission asked that we verify if this design is suggested or mandatory.

Since the meeting, F&V has confirmed that the widened parking spaces are suggested but not required. With that in mind, the accessible parking space locations will remain as proposed, but the size of the spaces will remain the same as the other parking spaces on the street.

### 2. Columnar Tree Recommendation

The Commission did not endorse the idea of installing columnar trees in areas of narrower sidewalks, such as adjacent parking spaces. It was noted that the sidewalk areas will be wider than they are now, and columnar trees have not been installed on Maple Rd. historically. The City Commission asked that all canopy trees be installed, but was open to larger and smaller varieties of canopy trees.

MKSK reviewed this idea, and have revised the conceptual plans to delete the columnar trees. Zelkova trees are now being recommended, in addition to Honey Locusts.

### 3. Southfield Rd. Intersection

The Commission commented that the southbound lane seems excessively wide. F&V has since studied the intersection in more detail to confirm the required size of the right turn truck turning radius. The design now included in this package has been designed to ensure that a WB62 truck can make the right turn off of Maple Rd. Extra pavement to the right of this turn is being recommended in order to support this movement.

F&V will be collecting traffic counts at this intersection to confirm the number and size of trucks that are making various turning movements currently to verify that the appropriate design is advanced to the City Commission. Pedestrian counts will be taken as well.

### 4. Taper east of Old Woodward Ave.

The Commission commented that the length of the taper from three lanes to two lanes east of Old Woodward Ave. seemed excessive. F&V looked at the design closer, and determined that the taper length could be shortened, and still meet AASHTO requirements. Doing so actually allowed for the installation of two more parking spaces as well, which is now reflected on the plan.

### 5. Maple Rd. east of Park St.

The City Commission had two comments relative to the far easterly block:

- a. The consultant was asked to look at traffic demands closer to determine if one of the five lanes on this section of Maple Rd. can be deleted, which would then allow the sidewalks to be wider.
- b. The installation of an additional marked crosswalk on the east side of the Park St./Peabody St. intersection should be added.

F&V has studied several options for traffic management on this block, labeled as:

Alternative 1 – Elimination of the right westbound lane.

Alternative 2 – Elimination of the right eastbound lane.

Alternative 3 – Five Lane Cross-section, using ten foot wide lanes.

As described in detail in the memo, removal of any of the five lanes on this segment of Maple Rd. is problematic, and not recommended. However, discussions with MDOT staff have been held about narrowing the lanes to 10 ft. wide each. Given the circumstances, it appears likely that a design exception will be approved for this option, therefore, the staff recommendation is to install five 10 ft. wide lanes on this block. Doing so will the installation of 11.5 ft. sidewalks on both sides of the street, a substantial improvement over the existing condition.

Regarding the installation of an east leg crosswalk at the Park St./Peabody St. intersection, F&V notes that the timing of the traffic signal at this intersection is critical for the success of traffic flows in this area. The longer distance that pedestrians would have to walk here would require a red time that is longer than can be fit into the timing sequence. The addition of a crosswalk

here is not recommended. Fortunately, the distance to the crosswalk to the east (at Woodward Ave.) is only 130 ft.

Based on the items noted by the City Commission, and subsequently refined, the following recommendation is provided for the Board.

#### SUGGESTED RECOMMENDATION:

The Multi-Modal Transportation Board makes the following recommendations relative to the Maple Rd. conceptual design from Southfield Rd. to Woodward Ave.:

1. Three ADA accessible parking spaces will be provided in the corridor. The spaces shall be sized the same as the other parking spaces in the project area, and located near an intersection so as to be able to make use of the proposed ramps at the intersection.
2. Columnar trees will be deleted in favor of trees similar to those used on the Phase 1 project.
3. The Southfield Rd. intersection realignment will be refined to permit all truck turning movements, as shown.
4. The taper length east of Old Woodward Ave. will be reduced to the minimum required, thereby allowing the addition of two more parking spaces on the E. Maple Rd. block.
- 5a. The cross-section of Maple Rd. east of Park St. will be reconstructed with five 10 ft. wide lanes, pending approval of a design exception from MDOT.
- 5b. The addition of a Maple Rd. crosswalk on the east leg of the Park St./Peabody St. intersection will not be pursued given that the traffic signal timing scheme will not allow it.

# Maple Road Project

November 1, 2018

**MKSK**

**Team:**

Brad Strader

Haley Wolfe



Justin Rose

**Presentation Prepared by MKSK**

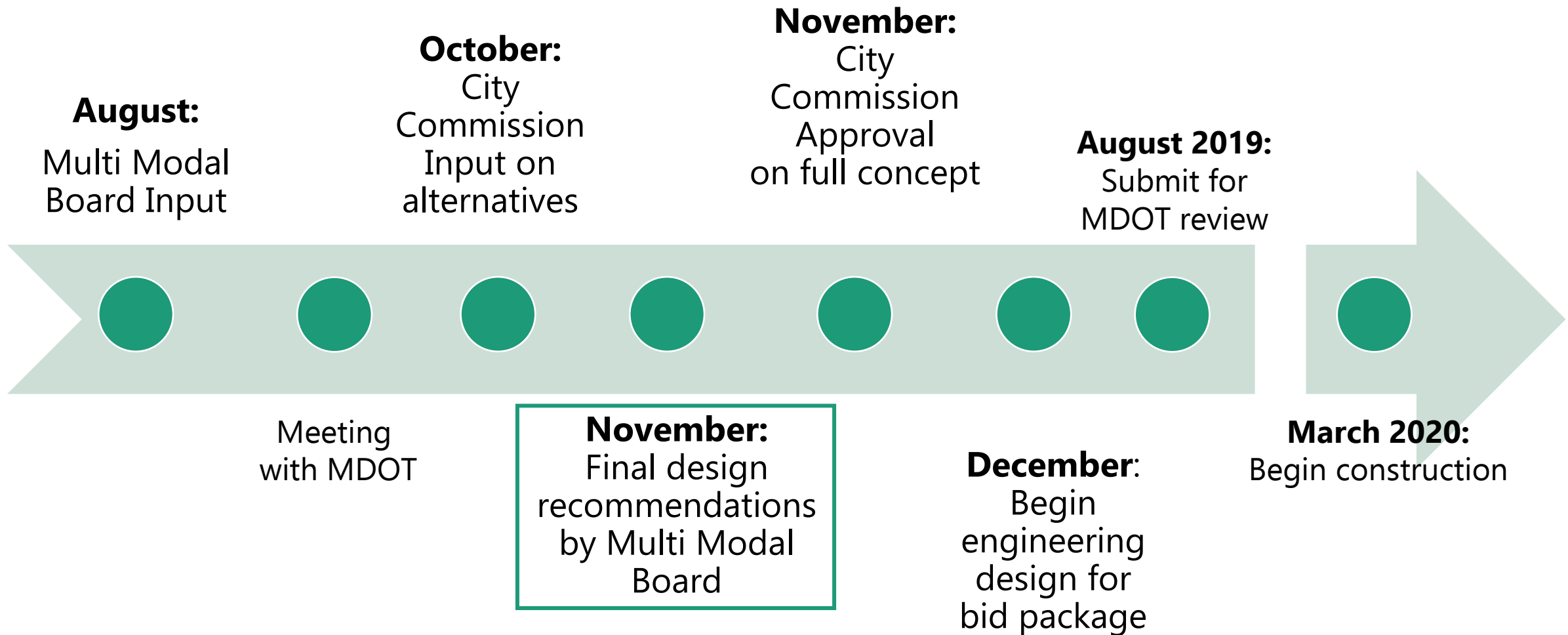
# Purpose of discussion tonight

Direction from the City Commission was provided for the following topics and locations:

1. Parking spaces- overall design and barrier-free
2. Street trees- all canopy
3. Mast-arm signal recommendation endorsed, requested refinements to the intersection design
4. Intersection at Maple & Henrietta
5. Amenities
6. Request for additional options for intersection at Maple/Park/Peabody to meet MMTB goals

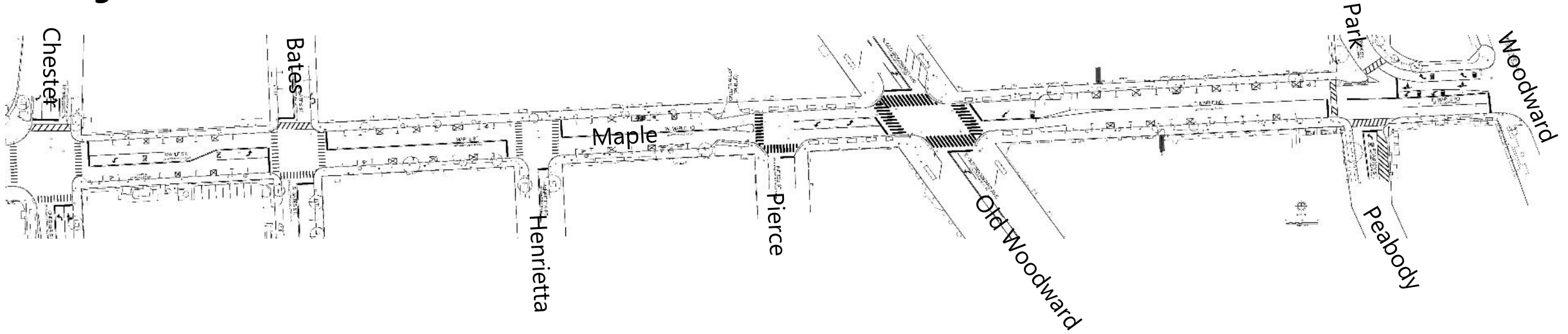


# Project Timeline

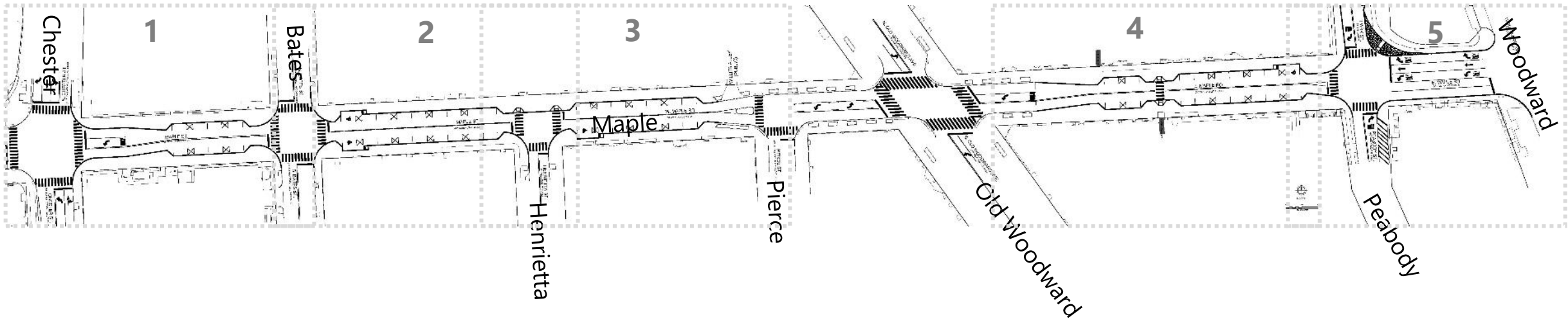


# Project Overview (see handout)

## Existing



## concept



# Preliminary concepts for input

Direction from the City Commission was provided for the following topics and locations:

1. **Parking spaces- overall design and barrier-free**
2. Street trees- all canopy
3. Mast-arm signal recommendation endorsed, requested refinements to the intersection design
4. Intersection at Maple & Henrietta
5. Amenities
6. Request for additional options for intersection at Maple/Park/Peabody to meet MMTB goals

## **Existing-**

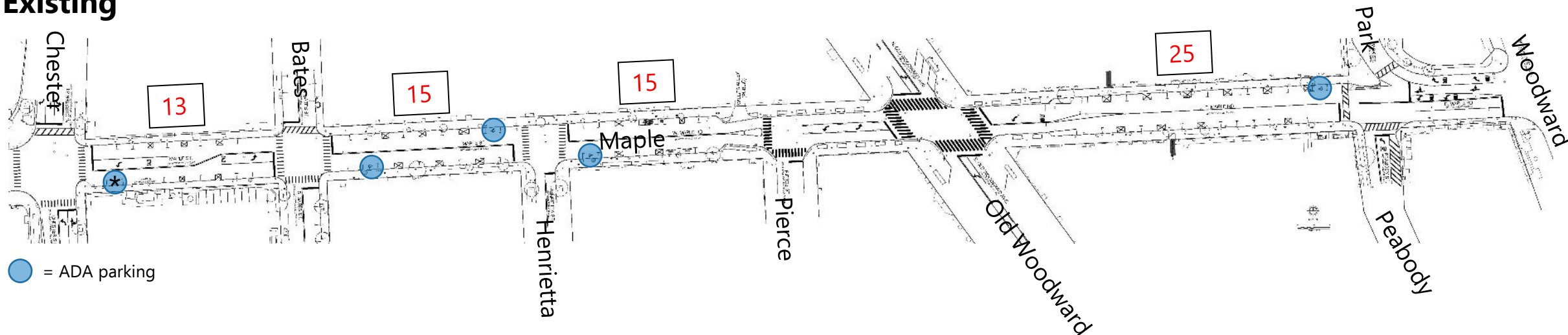
- 20 ft. spaces with 6-10ft. X's
  - Varying spacing from crosswalks
- = 68 total spaces**

## **Concept-**

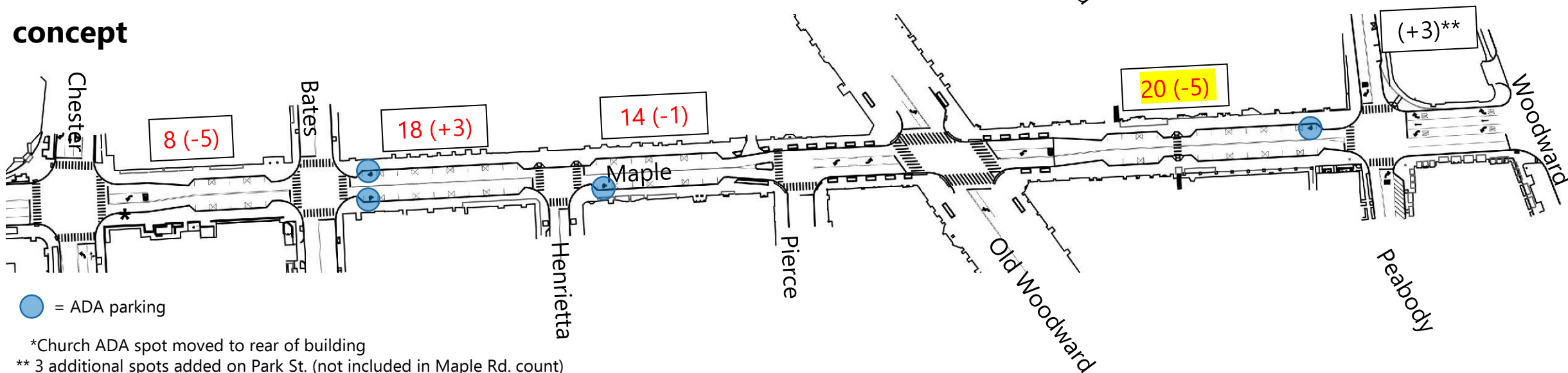
- With changes, **total number of spaces has increased**
  - 18 ft. spaces with 8ft. X's
  - 20 ft. spacing from crosswalks
- = 60 total spaces**  
**+ 3 on Park St.**

# 1. PARKING Space Design: On-Street Parking Counts

## Existing

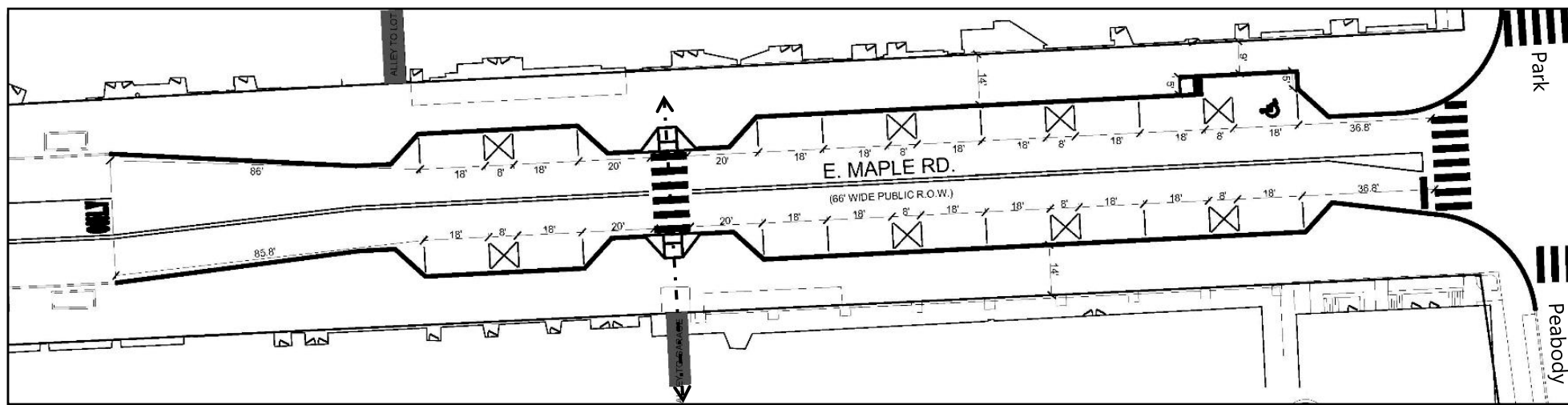


## concept

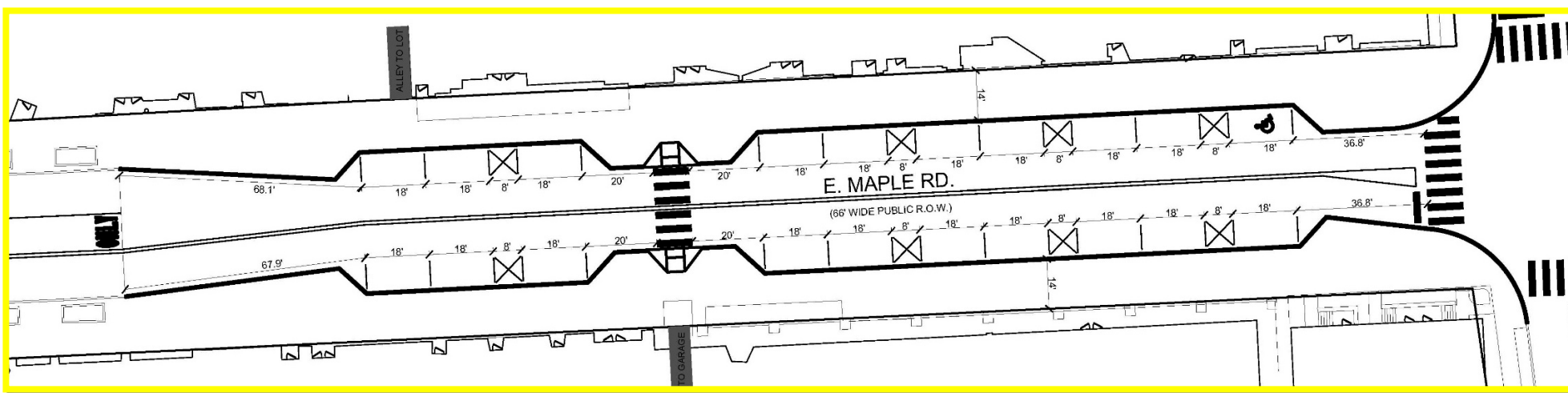


# 1. PARKING Space design: On-street Parking

Previous layout



current layout

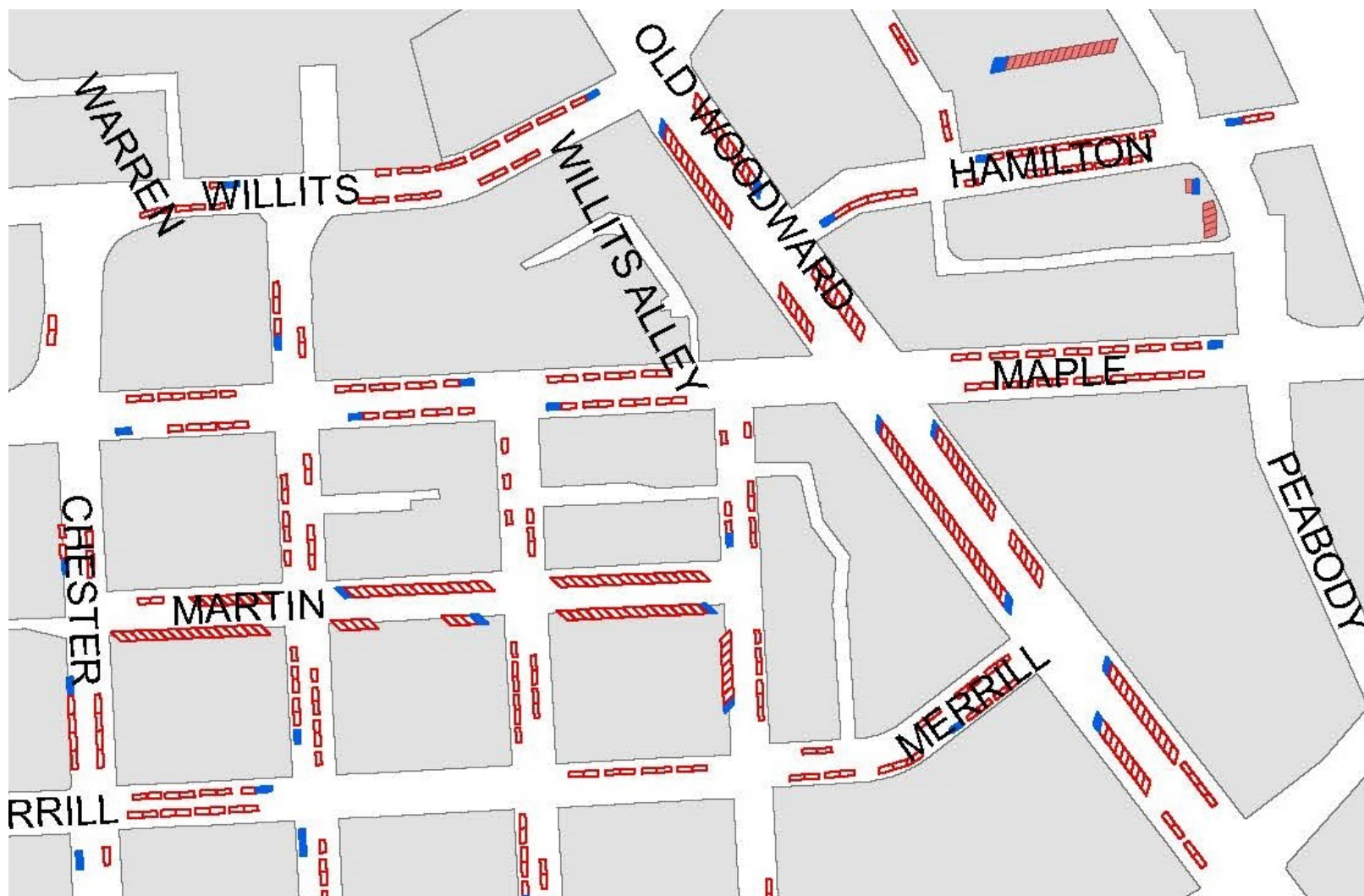


- Previous taper length: **86 ft.**
- Updated taper length: **68 ft.**
- **Gain two parking spots** with taper reduced closer to MDOT minimum length



# 1. PARKING Space Design: ADA On-Street Parking




## Central business district ad a parking plan



## ADA COUNT REQUIREMENT

- 1 space per 25 per block
- Includes counts from other streets that form the blocks

## Metered Parking Spaces

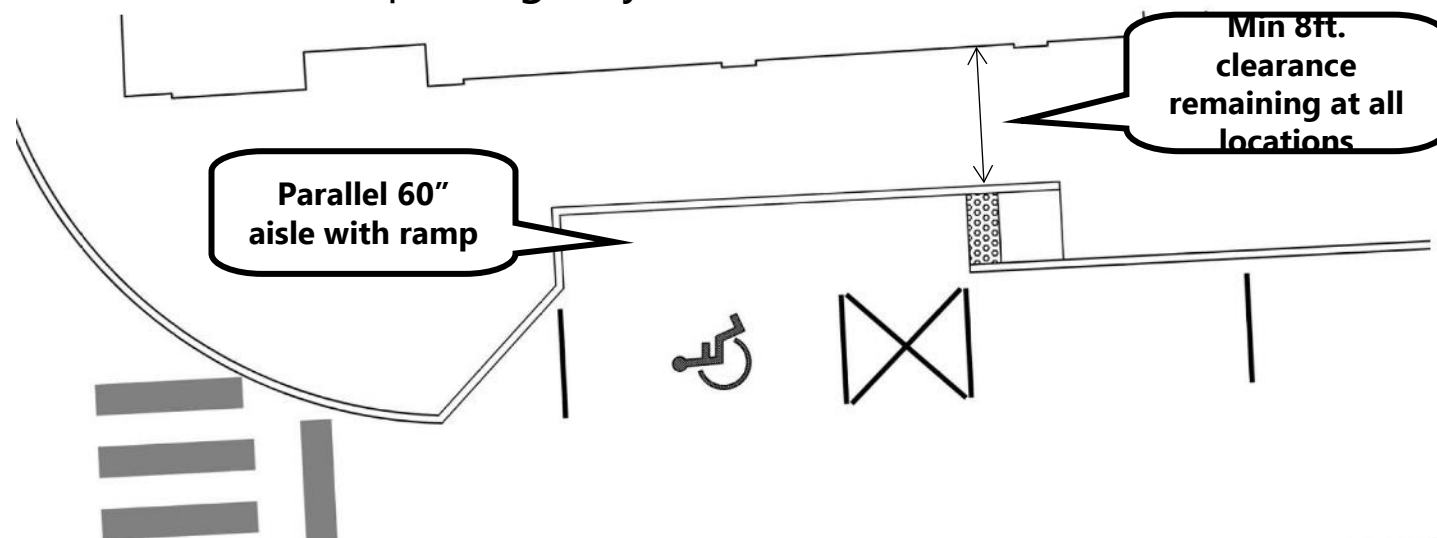
	Standard On Street
	ADA Accessible
	Surface Lot

# 1. PARKING Space Design: ADA On-Street Parking

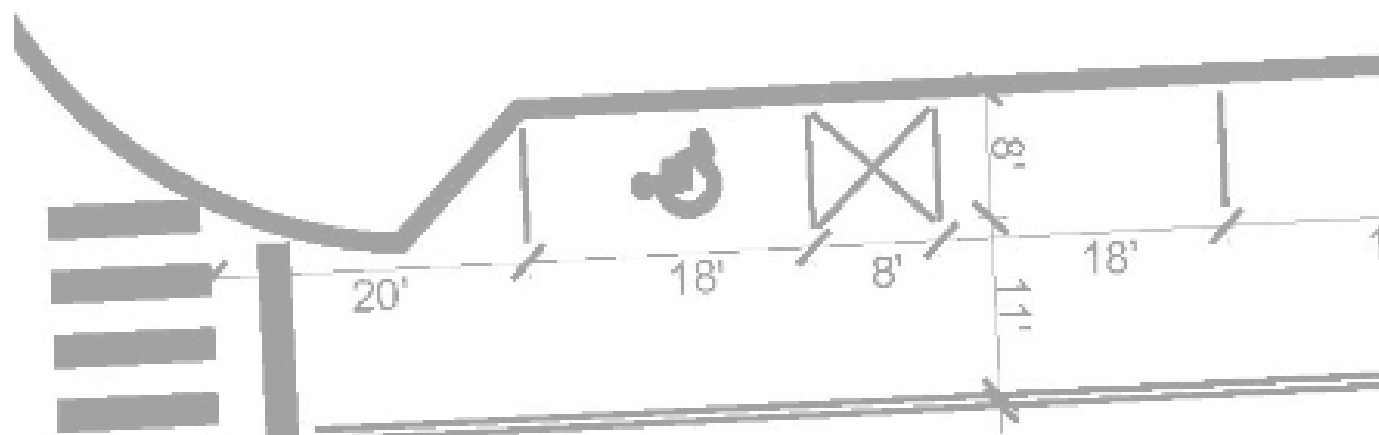
- Current ADA requirements for on-street parking **does NOT require parallel aisles**

- Similar to existing

Previous ADA parking layout:



confirmed ADA parking layout:



# Preliminary concepts for input

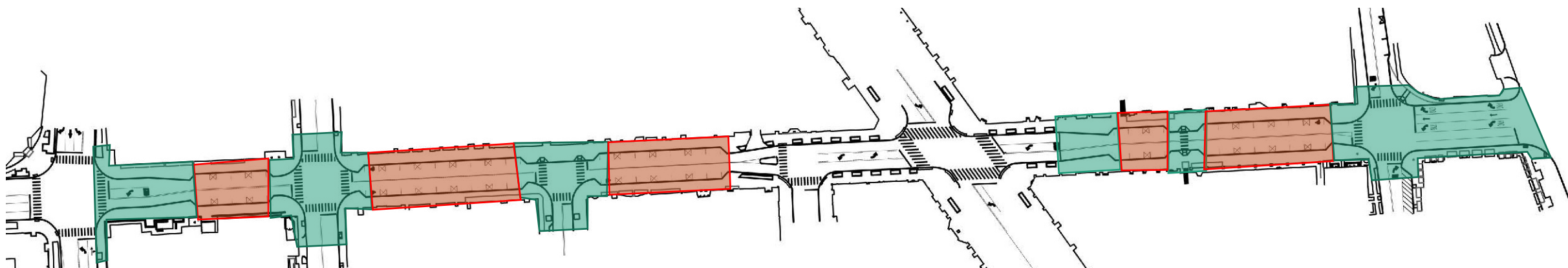
Direction from the City Commission was provided for the following topics and locations:

1. Parking spaces- overall design and barrier-free
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3. Mast-arm signal recommendation endorsed, requested refinements to the intersection design
4. Intersection at Maple & Henrietta
5. Amenities
6. Request for additional options for intersection at Maple/Park/Peabody to meet MMTB goals

- City Commission endorses Flush Tree Grates
- City Commission **prefers all canopy trees, no columnar**

## 2. Recommended Street Trees

### Overall Concept Placement



Sidewalks with  
parking:

Zelkova

Vase-like  
branching habit



Bump-outs,  
intersections, and  
mid-block crossing:

Thornless  
Honey Locust\*

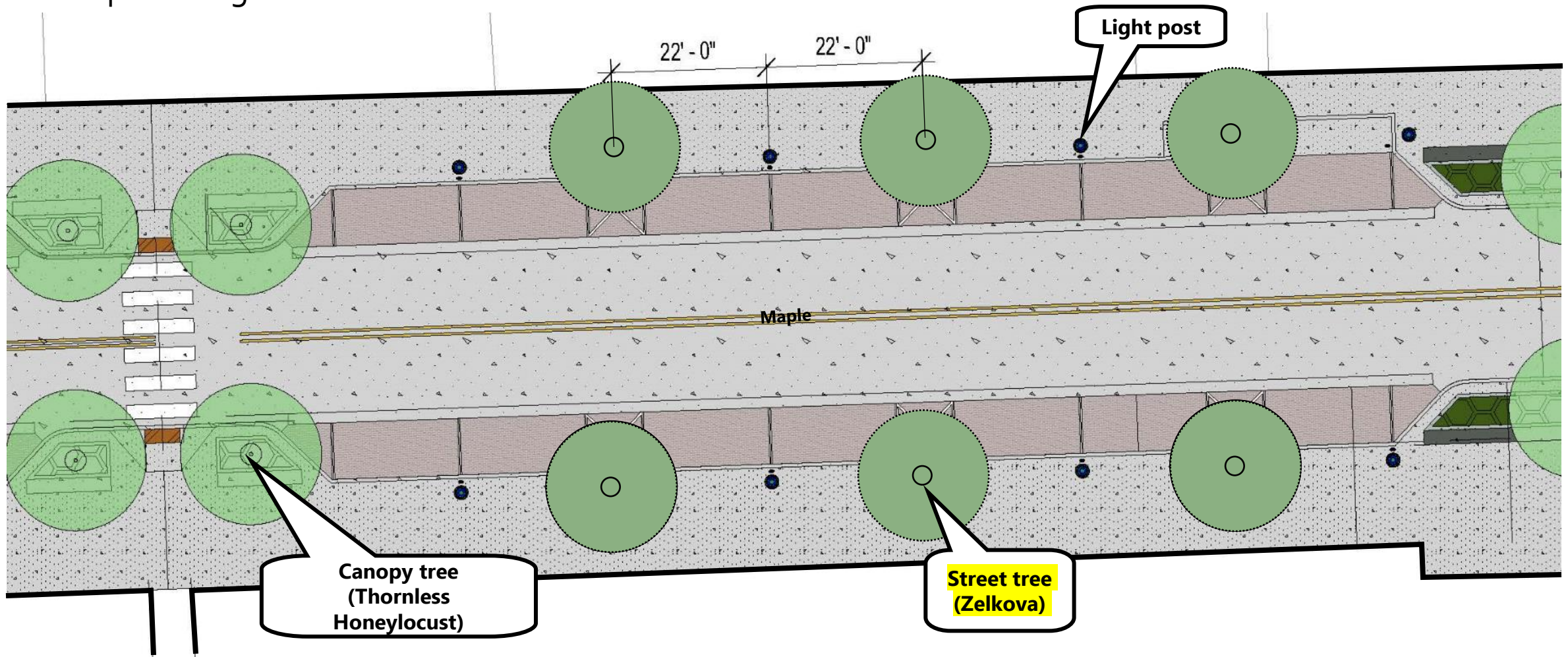
Min 30ft. spread





## 2. Recommended Street Tree Layout

Concept Enlargement





# Preliminary Concepts for Input

Direction from the City Commission was provided for the following topics and locations:

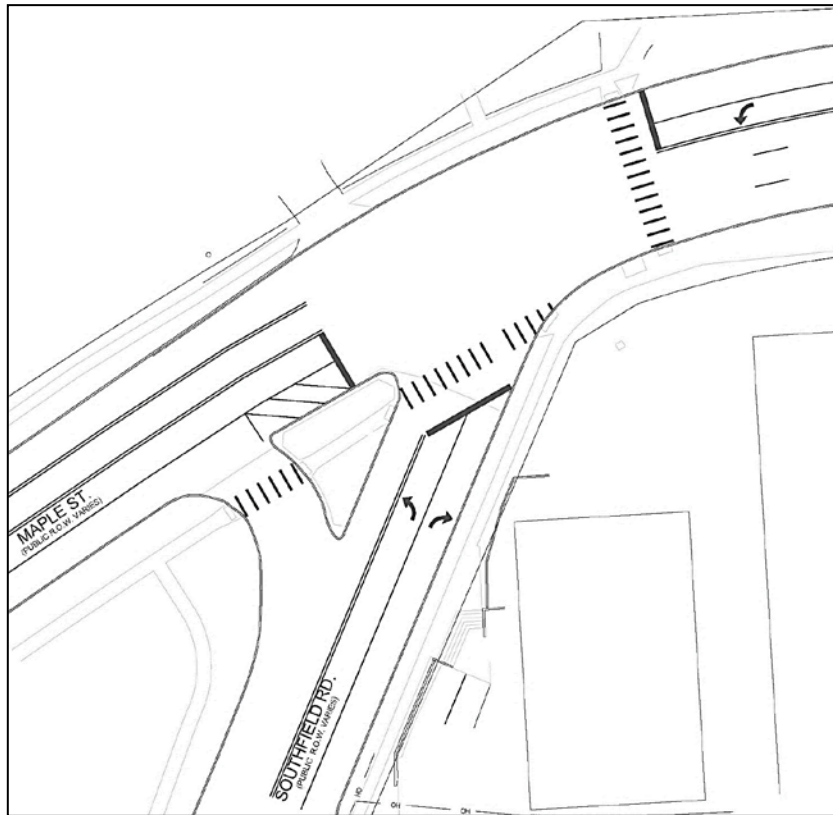
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- City Commission endorsed mast arm
- Requested more design details to **ease pedestrian crossing** but still **accommodate truck turns**

### 3. Mast Arm Signal at Maple & Southfield

- Two posts required
- Daylight views to museum
- Opportunity to add gateway feature relocated street areas
- Mast arm has **higher cost:**  
estimated as \$100,000 more
- Bid alternative not allowed by MDOT

EXISTING enlargement

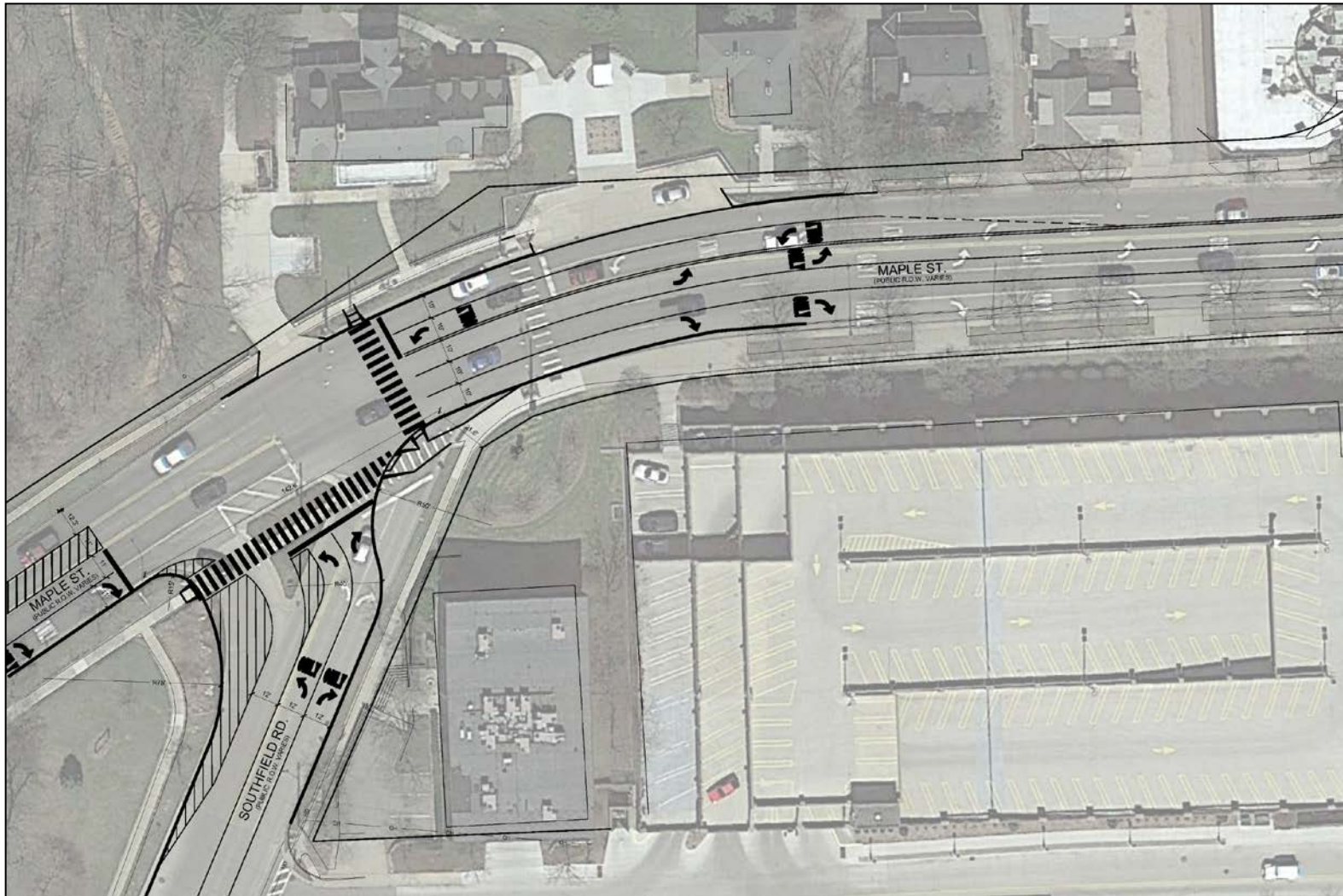


CONCEPT enlargement



### 3. Mast Arm Signal at Maple & Southfield

CONCEPT enlargement



# Preliminary Concepts for Input

Direction from the City Commission was provided for the following topics and locations:

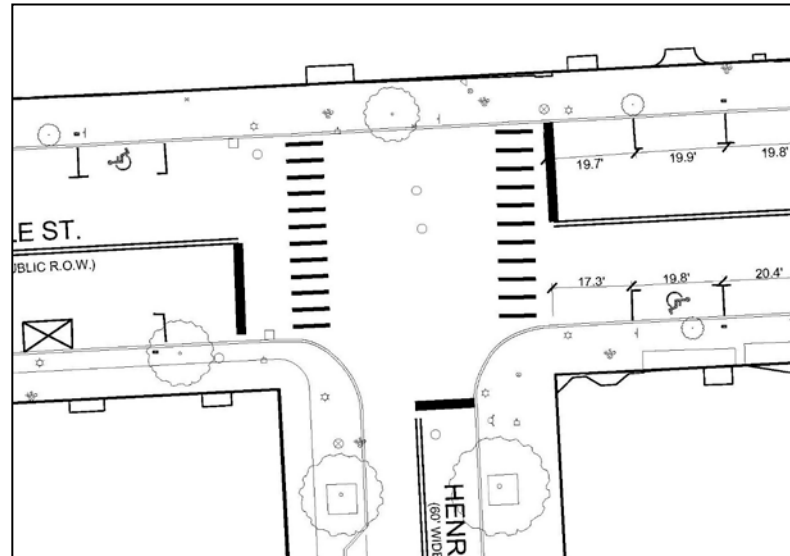
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6. Request for additional options for intersection at Maple/Park/Peabody to meet MMTB goals

- Larger sidewalk area
- Shortened crosswalk length
- "Terminating Vista"

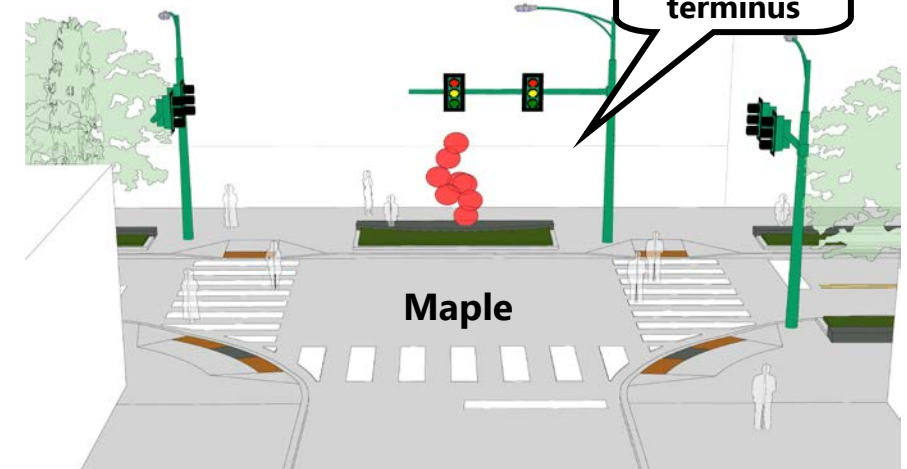
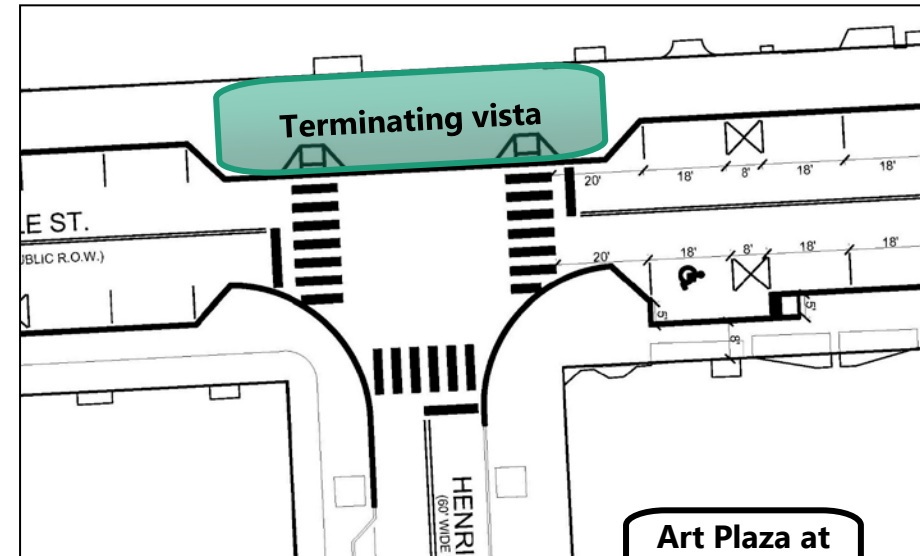
## 4. Intersection at Maple & Henrietta

- Larger landscaped sidewalk area
- Shortened crosswalk lengths
- "Terminating Vista" treatment:
  - Large art sculpture
  - Seating
  - Enhanced landscaping

Existing Enlargement and view:

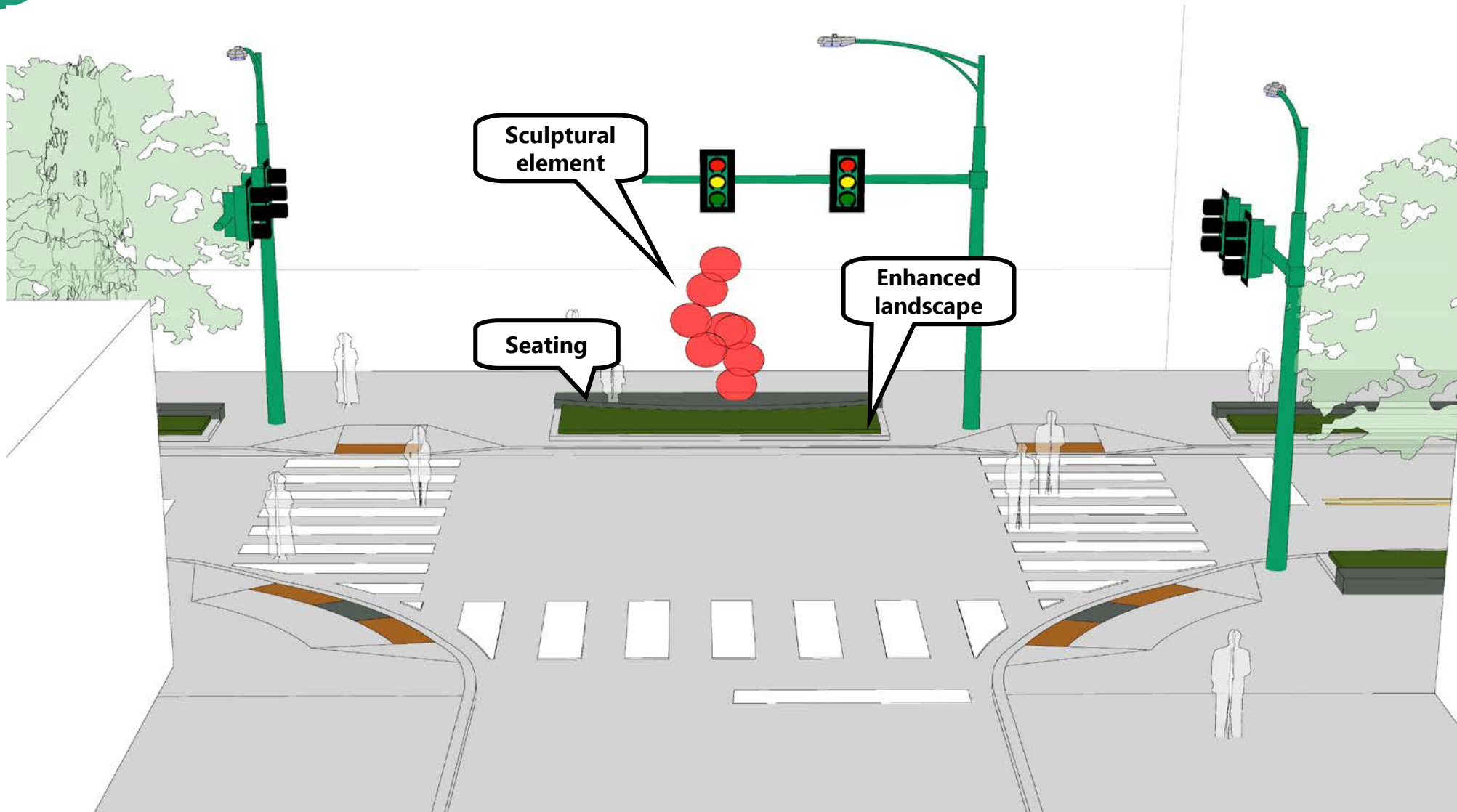


Concept Enlargement and view :





## 4. Intersection at Maple & Henrietta



# Preliminary Concepts for Input

Direction from the City Commission was provided for the following topics and locations:

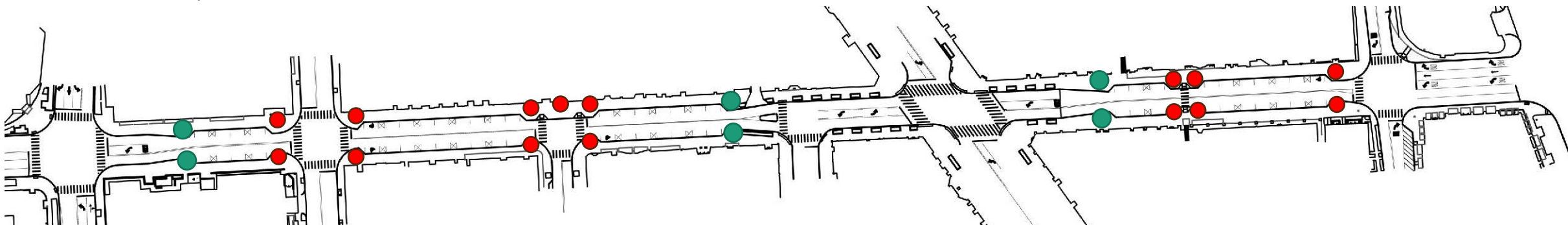
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## 5. amenities: Overview

- Site furnishings to match Old Woodward
- Bike racks near tapered zones
- Benches at intersections, midblock crossings



Locations on maple rd



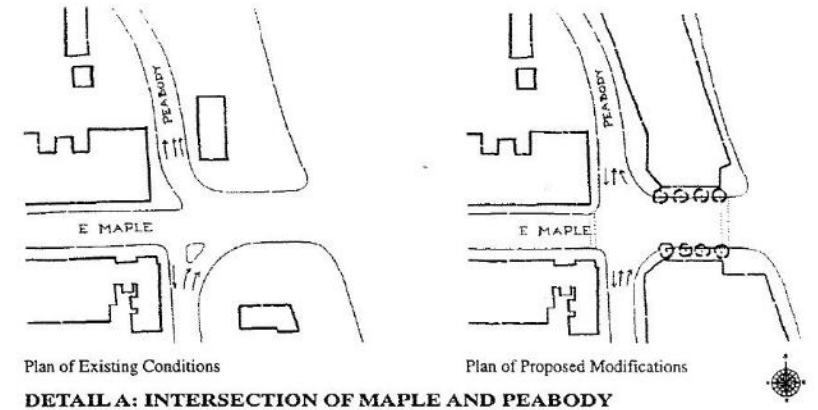
# Preliminary Concepts for Input

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6. Request for additional options for intersection at Maple/Park/Peabody to meet MMTB goals

*Downtown Birmingham 2016*

APPENDIX C-5  
CIRCULATION 1 & 2



- Convert Park to 2 way
- Ease pedestrian crossings
- City Commission requested additional alternatives to reduce lanes or their widths



## 6. Intersection at Maple/Park/Peabody: Existing Conditions

Existing Plan Enlargement:

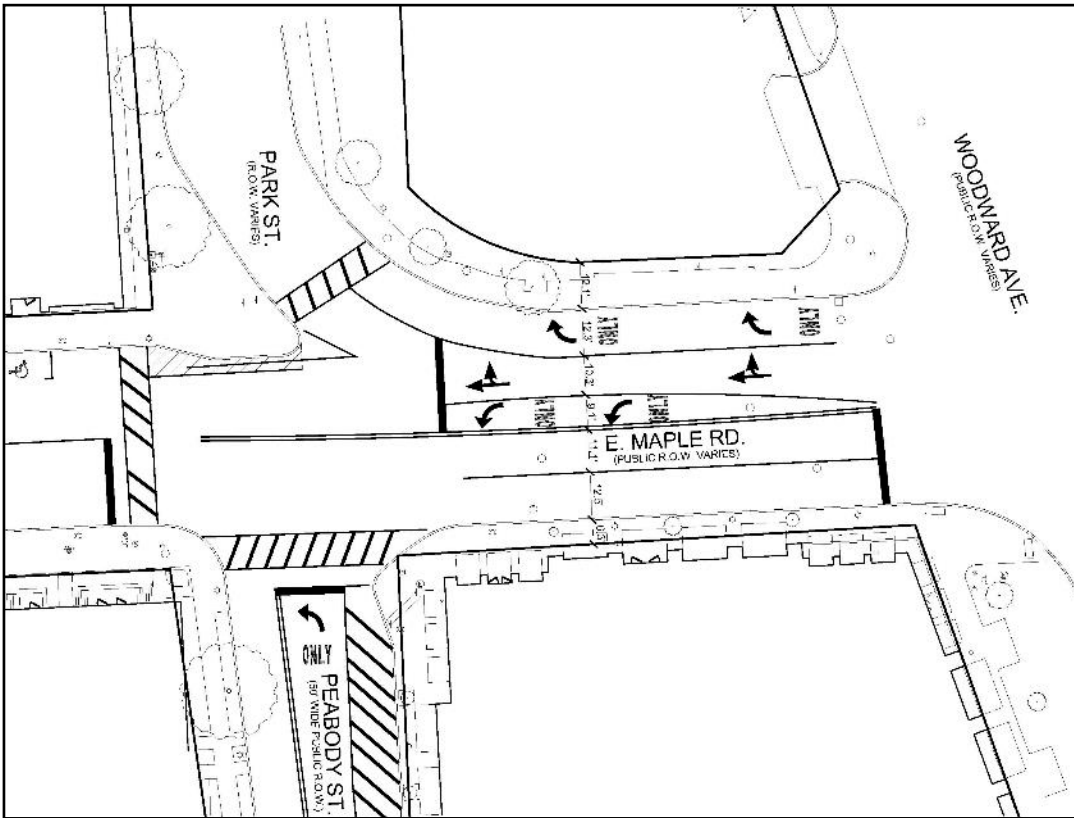
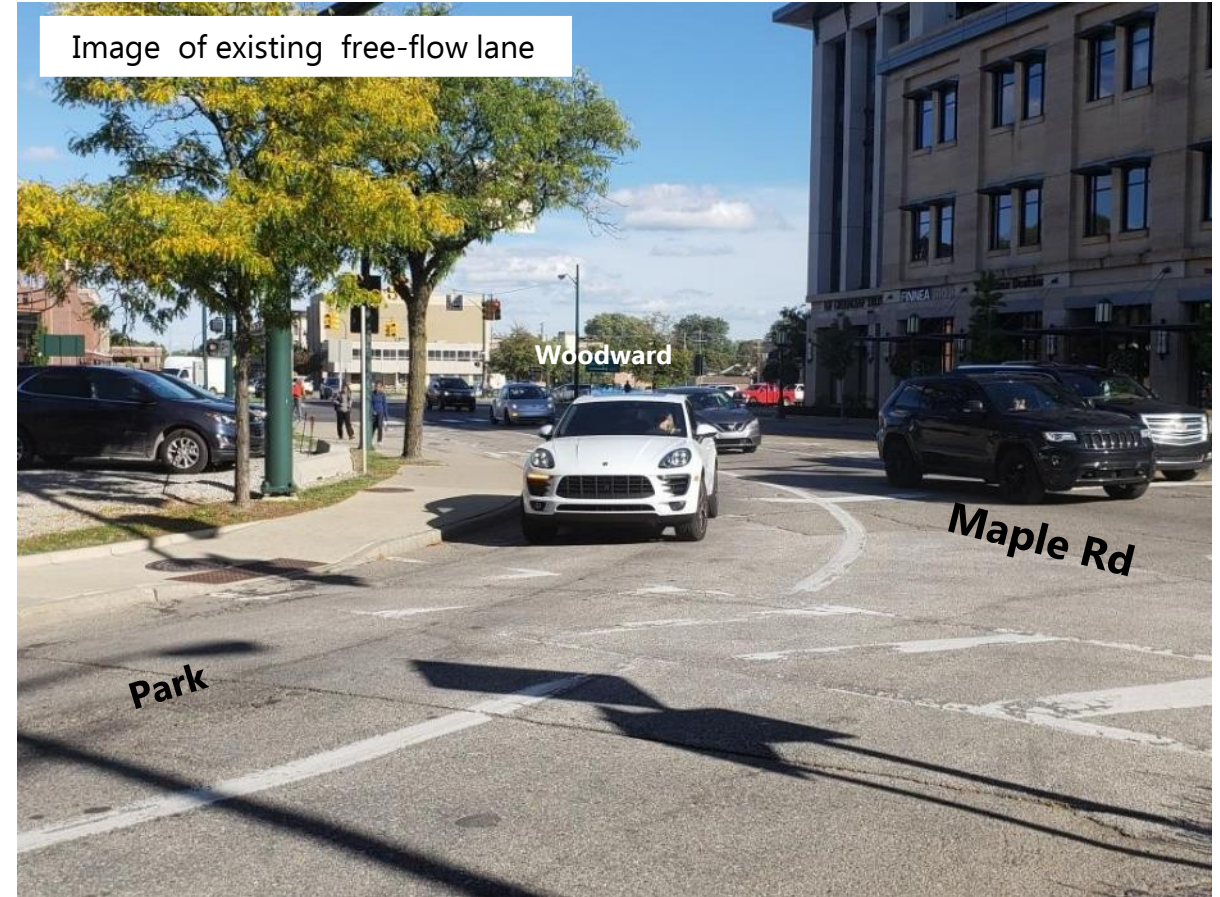


Image of existing free-flow lane

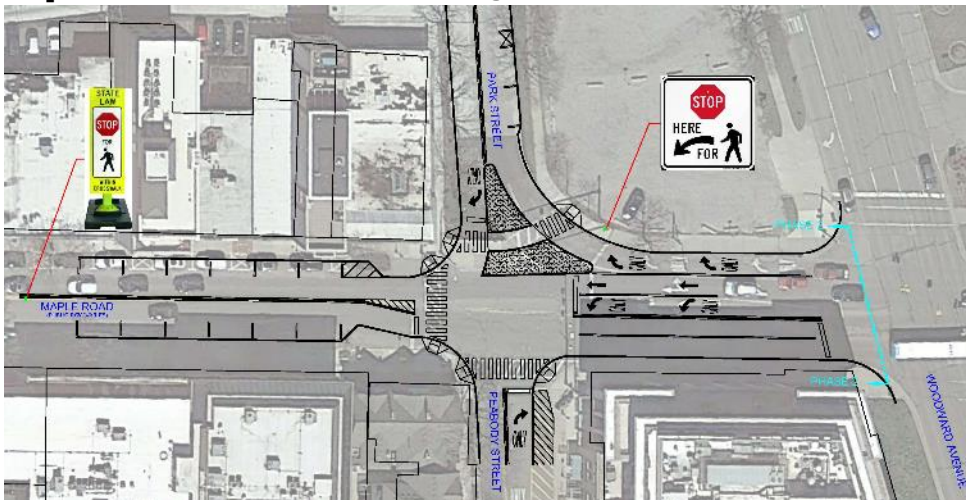




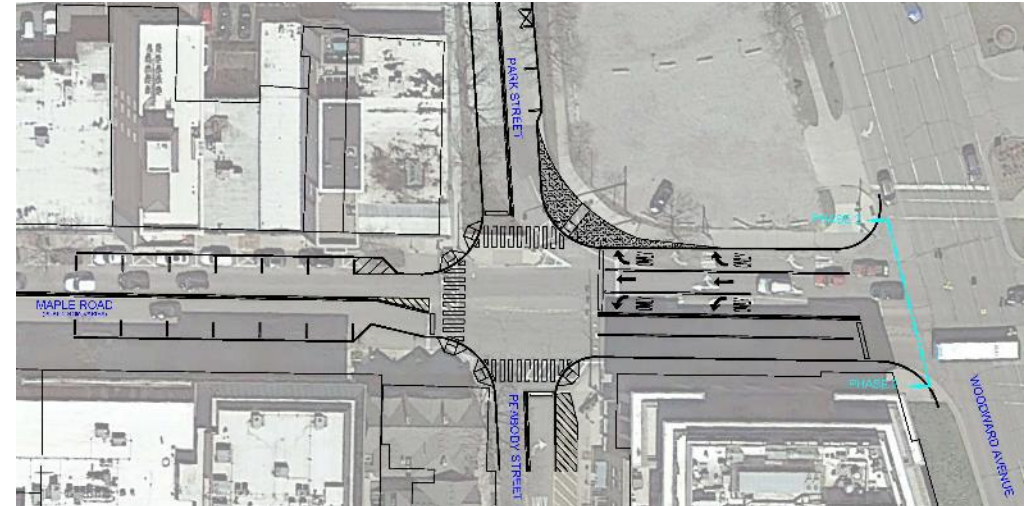
## 6. INTERSECTION at Maple/Park /Peabody: ORIGINAL Alternatives



**Option 1 :** Channelized Right-Turn with Bump-out



**Option 3 :** Channelized Right-Turn with Center Island



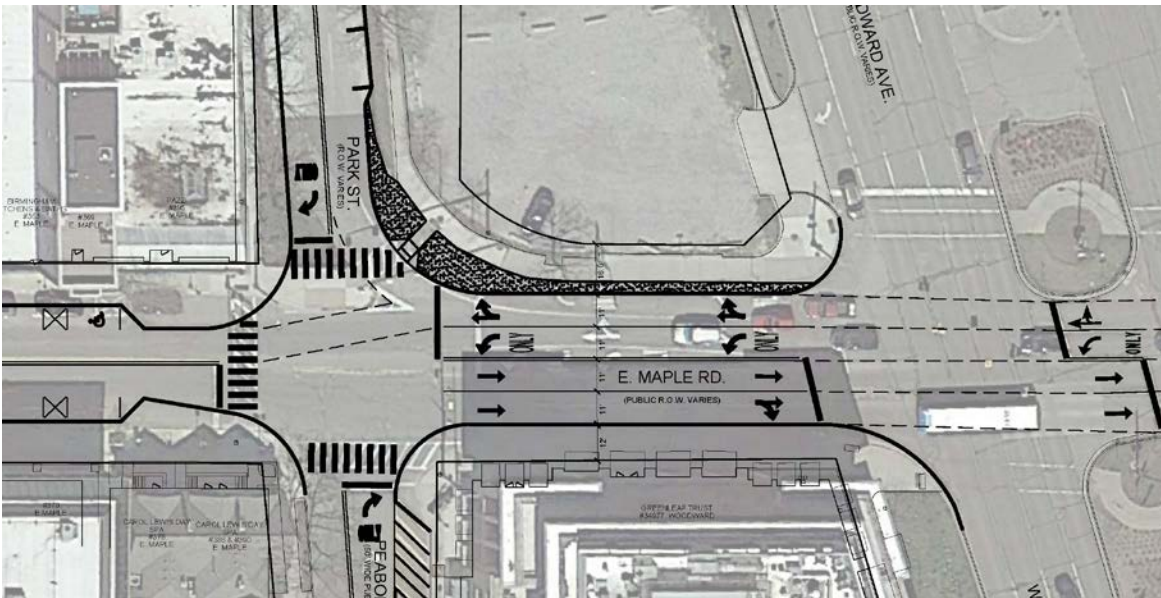
**Option 2:** Full Intersection Operations



**Option 4:** NB and SB Right-turn Only-Signalized E/W Ped Crossings

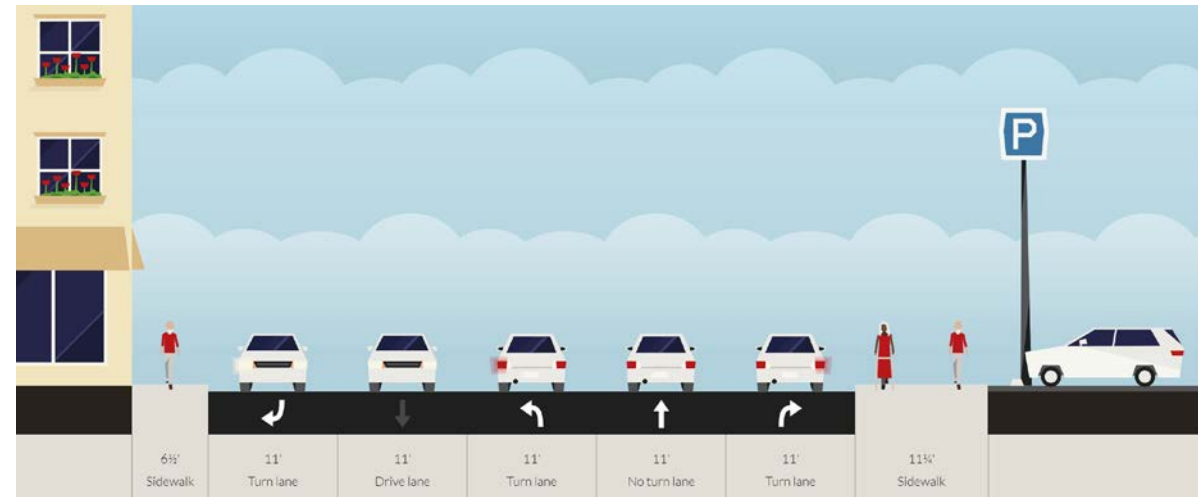
## 6. INTERSECTION at Maple/Park /Peabody: Option J

**Option j:** 4 lanes, no WB right turn lane

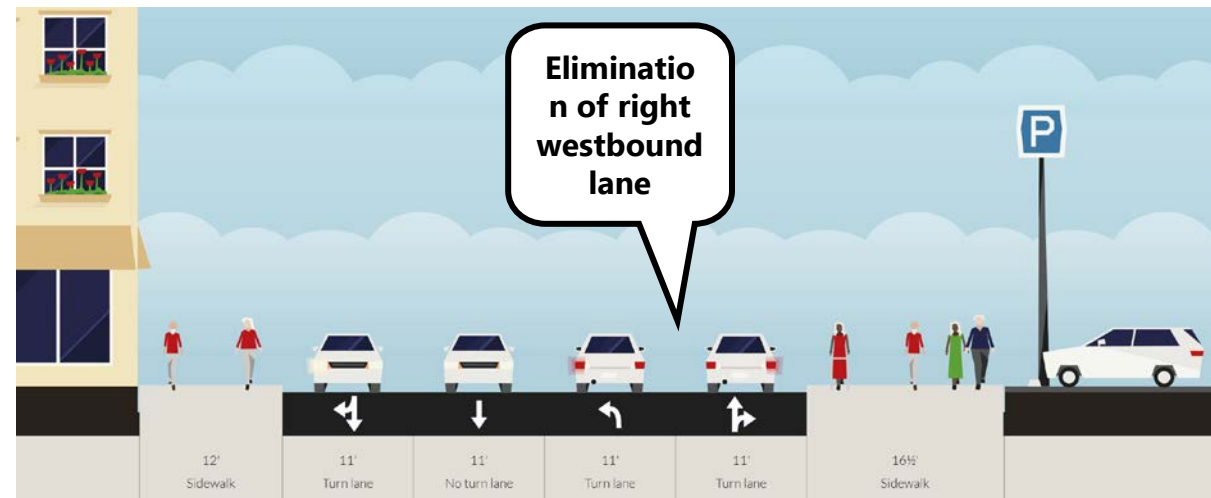


- This alternative will allow for similar eastbound operations through the downtown, however there will be a significant increase in the delay for westbound traffic. **THIS ALTERNATIVE IS NOT RECOMMENDED.**

**Original Option : cross section**



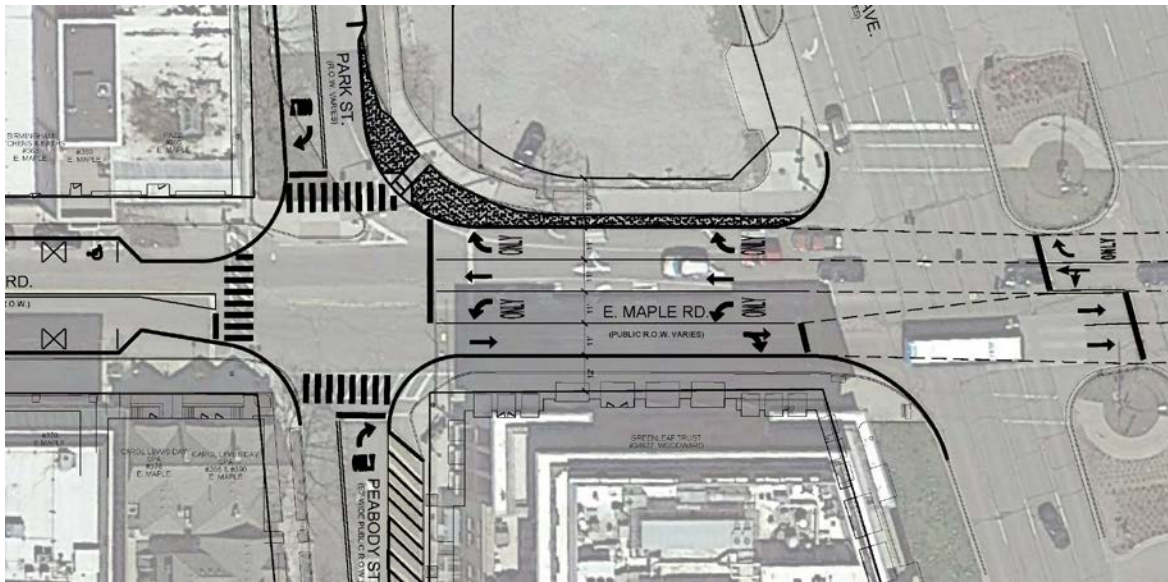
**Option j: cross section**





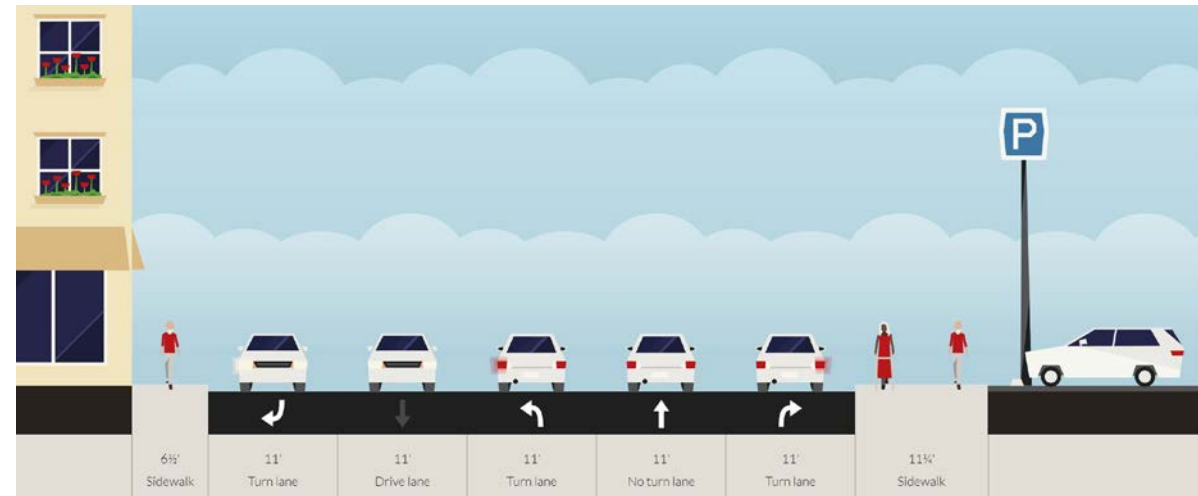
## 6. INTERSECTION at Maple/Park /Peabody: Option k

### Option k: 4 lanes, one EB through lane

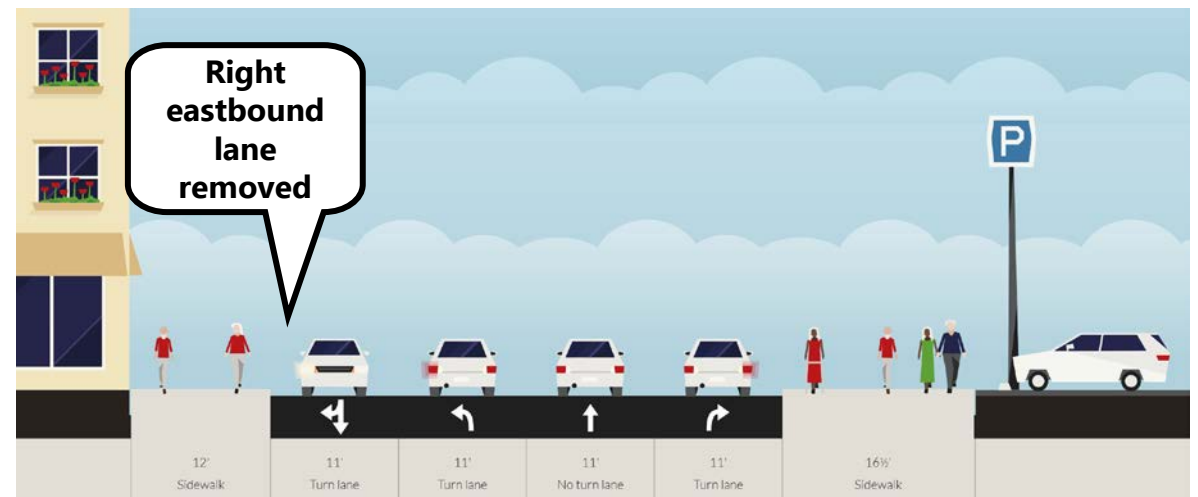


- This alternative will allow for similar westbound operations, however there will be a significant increase in the delay for eastbound traffic with queuing throughout the downtown. **THIS ALTERNATIVE IS NOT RECOMMENDED.**

### Original Option: cross section

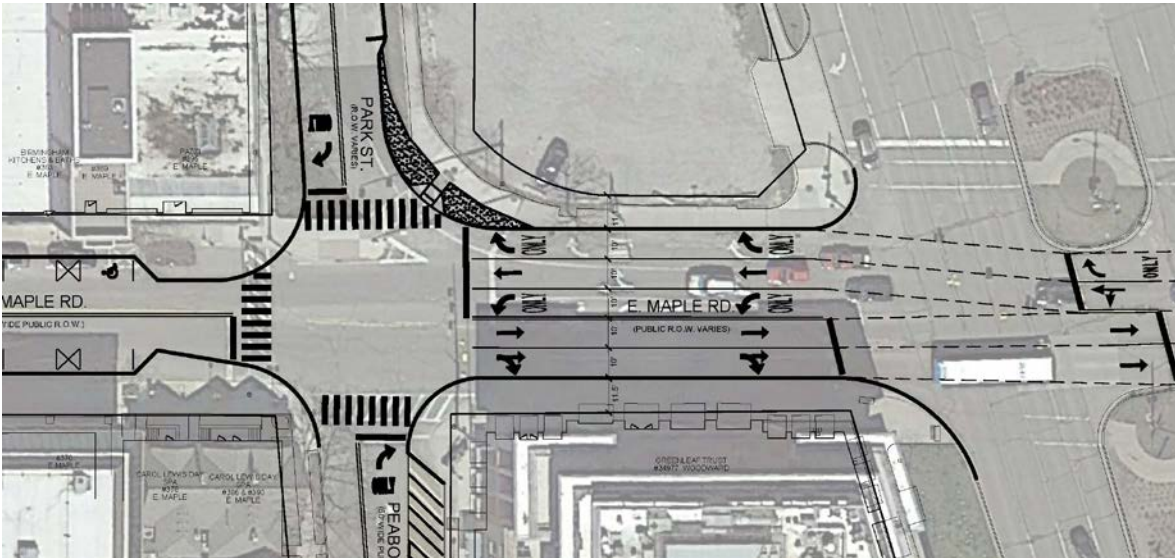


### Option K: cross section



## 6. INTERSECTION at Maple/Park /Peabody: Option I

**Option I:** 5 lanes, design variance to 10ft. lane widths

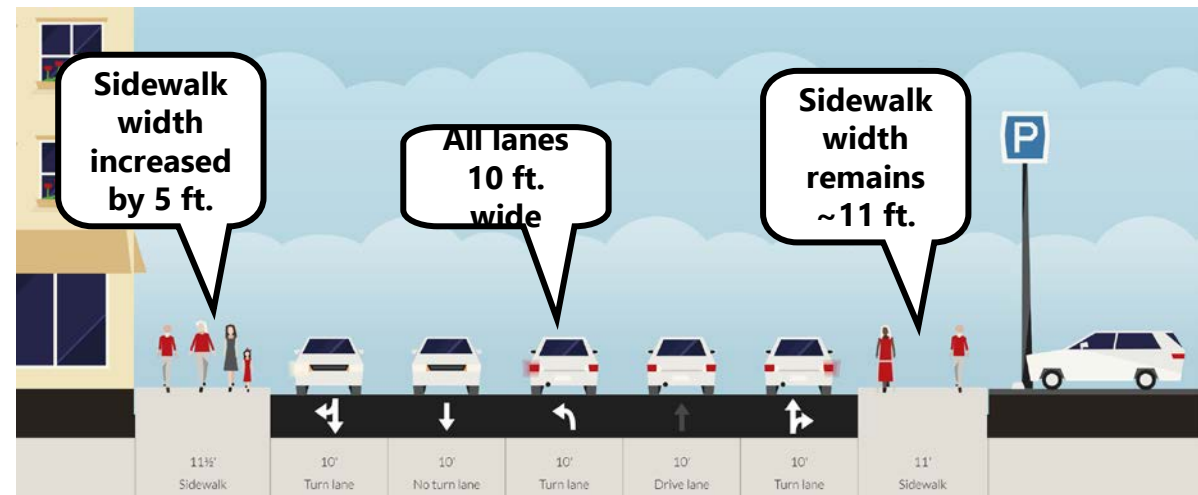


- This alternative will operate in a manner similar to existing conditions while allowing for streetscape elements to be added to this block. **THIS ALTERNATIVE IS RECOMMENDED.**

**Original Option : cross section**



**Option I: cross section**



## 6. INTERSECTION at Maple/Park /Peabody: EAST PED CROSSING

**Option L** : 5 lanes, design variance to 10ft. lane widths



- City Commission asked to review adding a pedestrian crossing on the eastern leg of Maple at Park/Peabody.
- **Maximum** phase time for Park/Peabody of **27 seconds**.
- **Minimum** phase time for east leg pedestrian crossing of **32 seconds**.
- This would **cause queuing** in the block between Park and Woodward to back up into Woodward.
- For this reason, along with the proximity of two other pedestrian crossings, **THIS ALTERNATIVE IS NOT RECOMMENDED.**

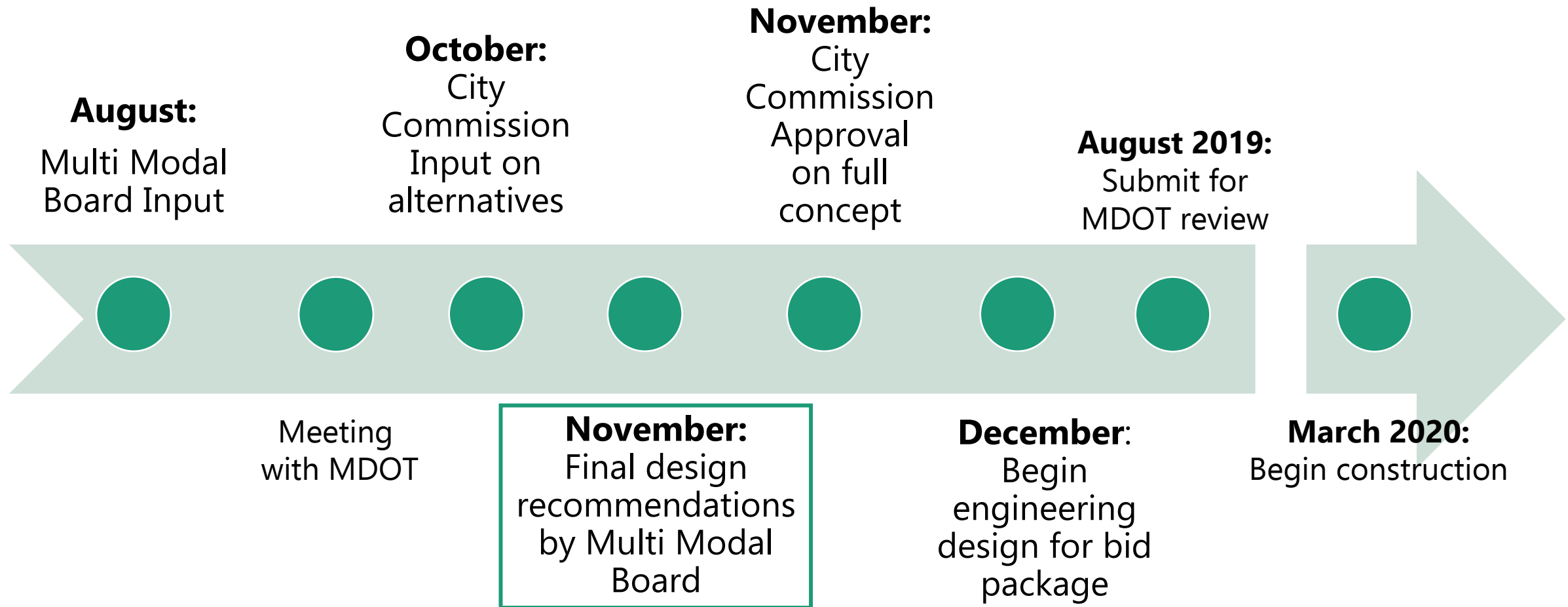


# Preliminary concepts for input

Direction from the City Commission was provided for the following topics and locations:

1. Parking spaces- overall design and barrier-free
2. Street trees- all canopy
3. Mast-arm signal recommendation endorsed, requested refinements to the intersection design
4. Intersection at Maple & Henrietta
5. Amenities
6. Request for additional options for intersection at Maple/Park/Peabody to meet MMTB goals

# Project Timeline



**DATE:** December 6, 2018

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

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

**SUBJECT:** City Logo Advancement Follow up regarding Factory Detroit

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**INTRODUCTION:**

On December 3, 2018, the City Commission reviewed the top five bids received in response to the City's Request for Proposal (RFP) for Logo Branding Services. Based on selection criteria scores, staff recommended the City award the contract to Factory Detroit, however, the Commission requested clarification from Factory Detroit on specifics in their proposal to assist in making a decision on awarding the contract.

**BACKGROUND:**

City staff contacted Mark Lantz, founder of Factory Detroit on December 4, 2018, and requested clarification on the following items in their proposal:

- Timeline
- Three logos designs included in their proposal
- Scope of Work for the project as outlined in the RFP
- Ownership of the newly created logo

Mr. Lantz responded to the City's request for clarification (see attached email, dated Dec. 5, 2018) and addressed all items requested by the Commission. Staff feels Factory Detroit has adequately provided the clarification needed to show how their proposal does in fact satisfy the requirements of the RFP as stated (see RFP and Factory Detroit's proposal attached).

**LEGAL REVIEW:**

This proposal includes a contract with language that has already been reviewed by the city attorney prior to issuing the RFP. No legal action is needed at this time.

**FISCAL IMPACT:**

The city logo branding initiative was initially budgeted for in the 2017-2018 budget year, but more time was needed to complete the project and move it forward. There is \$12,500 budgeted for fiscal year 2018-19 in Account # 101-299.000-729.0000 for this project.

**SUMMARY:**

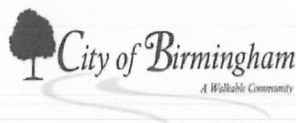
Based on review of the email submitted by Mark Lantz, Factory Detroit, all items requested by the Commission for clarification have been addressed, and the City is confident the proposal submitted meets the requirements of the RFP as intended by the City. Furthermore, staff is recommending awarding the contract to Factory Detroit to begin the city logo initiative, as outlined in the RFP for Logo Branding Services.

ATTACHMENTS:

- The following is a list of attachments related to this report:
  - Email from Mark Lantz, Factory Detroit, dated December 5, 2018
  - Memo: November 30, 2018, City Logo Advancement Process
  - RFP for Logo Branding Services
  - Factory Detroit RFP submitted Sept. 7, 2018

SUGGESTED RESOLUTION:

1. To accept the proposal from Factory Detroit to provide logo branding services in an amount not to exceed \$5,000, charged to Account #101-299.000-729.0000, and further, to authorize the Mayor to sign the agreement on behalf of the City.



Joellen Haines &lt;jhaines@bhamgov.org&gt;

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## Logo branding services project

---

Mark Lantz &lt;ml@factorydetroit.com&gt;

Wed, Dec 5, 2018 at 10:11 AM

To: Joellen Haines &lt;jhaines@bhamgov.org&gt;

Joellen,

Good morning.

Here are some thoughts on the various questions/topics:

### Timeline

As I mentioned during our phone conversation, we'd read the RFP as wanting logo designs as part of our submission. Doing spec work is often a part of advertising and design agency reviews and we don't shy away from it. The 6 week timeline assumed that other agencies would be making the same choice and you all would be selecting a vendor from those choices . . . so the rest of the work would be refinement and versioning of the final design. Which would easily be doable in 6 weeks.

That said, assuming we're selected to move forward, we of course would be opening up the process for further exploration. Our experience has been that for-profit entities generally (though not always) move faster to project completion than do government and other public-related entities . . . usually because of formal process in place for review and the way decision-making works in multi-stakeholder environments.

### The Logos We Provided

As I mentioned above, we approached the RFP as needing spec work. The three logo designs provided were the output of our exploration during the RFP period. There were other designs, but we cut them down to these three. Should we be selected to work with you, we will be doing additional design work. Part of the discussion with the Commission will be a review of the three designs. But we will not end there, by any means. Keep in our mind, it's also in our interests to have this process conclude with the best possible final logo. During an RFP, you do what you can but often the spec work you provide doesn't end up being the final work (though sometimes it does).

### Scope Of Work

What we see as the best way to move forward follows the basic outline of what was in the RFP:

1. Review existing research materials that you can provide on your branding situation
2. Sit down with the Commission and other stakeholders (if needed) to discuss A) Birmingham as a brand, B) needs and expectations of a logo, C) the broader world of detonation branding and other municipalities you all think have done a good job, D) impressions of the logos we submitted. Stuff like that.
3. Do additional design work, bringing back a range of options for the Commission to review. Discuss those options.
4. Do refinement and further design work as needed. Discuss that output. Repeat if necessary.
5. Get to a final design, and version it . . . creating multiple art files (standard, reversed, monochrome, with tagline, without tagline, etc.) in multiple file formats (JPG, PNG, EPS). Also, create a brand guideline document.

We understand this process may not move swiftly on the Commission's end — because sometimes that's the way it works with government entities (we've been working on a brochure for the Flint River Water Trail since spring time that's just now getting final approval). It's just the nature of the beast. But we do have confidence that we can move things forward to a much happier conclusion for all.

### Ownership

In our RFP response document, we included this paragraph:



"Based on what we've read, the original fee for the logo project that started this was \$5,000. So, we propose a fee of \$5,000 should one of our logo concepts be selected for execution. That fee would include attendance at pertinent meetings, potential revisions to the logo concept, versioning of the final logo, preparation of a style guide and, of course, ownership of the final design."

What that means is we acknowledge that when the project is done, the city of Birmingham is the owner of the intellectual property we will have created for it. There are some models of intellectual property wherein the creator retains ownership and the client is basically licenses it. Commercial photography generally works that way. As a rule, we do not (even when we do original commercial photography).

We do find it useful to put into every project agreement a clause that states that the intellectual property remains ours until we get paid. At which point, all our claim to ownership is concluded. Over the years, I've found that a useful means of ensuring that we get paid promptly.

To be totally clear: When the project is finished, Birmingham will own its logo. There would be no value for us in any other model.

\* \* \*

I hope this addresses your needs for context.

If you'd like me to attend the next meeting, I would be happy to. Just let me know when and where.

Thank you so much,.

ml



**Mark Lantz** | Founder + Partner, Executive Creative Director  
ml@factorydetroit.com | 248.667.7808 Office

**Factory Detroit Inc.**  
248.225.9688 Mobile  
[215 S. Center Street Suite 200 | Royal Oak, MI 48067](#)  
[factorydetroit.com](#)



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[Quoted text hidden]

**DATE:** November 30, 2018

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

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

**SUBJECT:** City Logo Advancement Process

---

**INTRODUCTION:**

On July 9, 2018, the City Commission approved a Request For Proposal (RFP) for Logo Branding Services to hire a professional firm which would move the initial city logo project forward to finalize a new city logo. The Commission directed staff to issue the proposed RFP, evaluate the proposals and recommend a firm. The RFP for Logo Branding Services was submitted to MITN (Michigan Inter-Governmental Trade Network) July 12, 2018, with a Sept. 7, 2018 deadline for submissions. The City received 15 bid proposals from 14 firms, and staff have identified the top five design firms, and is recommending the top firm for Commission consideration.

**BACKGROUND:**

The Commission initiated a city logo branding project in October of 2016 by creating an Ad Hoc Birmingham Brand Development Committee (BBDC), which worked with McCann Detroit to evaluate logo designs and provide feedback in the process. The Ad Hoc BBDC made a final logo recommendation to the City Commission on July 9, 2018, and the Commission decided to continue to explore the city logo effort, and later approved a city-wide survey which took place in January of 2018. As a result of the survey findings, and to move the project forward, the Commission approved an RFP for logo branding services in July of 2018 (See attached RFP).

The City received 15 bids from 14 design firms, and the bids were publicly opened Sept. 7, 2018. The names of each company, along with their bid amount are shown below.

	<b>COMPANY NAME</b>	<b>BID AMOUNT</b>
1.	American Graphic Corporation	\$ 2,050.00
2.	BrandFirst	\$ 29,000.00
3.	Digitalliance (Option 1)	\$ 14,800.00
4.	Digitalliance (Option 2)	\$ 22,300.00
5.	Edward White Design	\$ 3,500.00
6.	Factory Detroit, Inc.	\$ 5,000.00
7.	Ideation	\$ 40,000.00
8.	M3 Group	\$ 10,650.00
9.	Motiva Marketing	\$ 41,975.00
10.	Real Integrated	\$ 25,000.00
11.	Robert Dempster Design	\$ 25,000.00
12.	Seeds Marketing & Design	\$ 16,920.00
13.	The Storm Company	\$ 60,000.00
14.	Works Design Group	\$ 47,500.00
15.	Zoyes Creative Group	\$ 25,750.00

All bids were reviewed for compliance with the City's Request for Proposal (RFP). After evaluating all the bids, I found a few of the bidders did not meet the requirements of the Scope of Work outlined in the RFP. All qualified bids were scored based on the qualifications of the firm, understanding of the project requirements, technical capability/capacity to perform, clarity and completeness of proposal, communications and responsiveness, and cost.

The top five bids (alphabetically listed) were determined to be:

- Digitalliance (Option 1) for \$14,800
- Factory Detroit for \$5,000
- M3 Group for \$10,650
- Real Integrated for \$25,000
- Robert Dempster Design for \$25,000

References were checked, and the City received favorable feedback on each of the five firms. While all five design firms had strong qualifications and excellent references, Factory Detroit ranked the highest overall by criteria and cost. It is recommended that the City award the contract to the lowest of the top qualified bidders, Factory Detroit.

The chart below shows the criteria used to evaluate the design firms, and the scoring.

FIRM	Digitalliance Option 1	Factory Detroit	M3 Group	Real Integrated	R. Dempster Design
<b>Qualifications of firm/personnel</b> <i>(background, experience w/sim. projects)</i>					
Ability to provide services as outlined in RFP	4	4	4	4	4
Has experience w/projects of similar scope	4	4	4	4	4
Municipality experience	4	4	4	3	4
Provided professional qualifications	4	4	4	4	4
<b>Understanding of proj. requirements</b>					
Content of proposal	4	4	4	4	4
Technical capability/capacity to perform work <i>(ability to meet proposed schedule, sufficiency)</i>	4	4	3	4	4
Clarity and completeness of proposal <i>(details, deliverables, organized, etc)</i>	3	4	4	4	4
Communications and responsiveness	4	4	4	4	4
<b>Cost: (amount)</b>	<b>\$14,800</b>	<b>\$5,000</b>	<b>\$10,650</b>	<b>\$25,000</b>	<b>\$25,000</b>
Additional cost charge: meeting	\$250	\$500	\$450	\$155	\$750
Additional cost charge: hourly rate	Not Provided	\$200	Not provided	\$155	\$250
Cost: (score)	3	4	4	3	3
<b>Total Score</b>	<b>34</b>	<b>36</b>	<b>35</b>	<b>34</b>	<b>35</b>

## SCORING

Score	Value	Description
0	Not applicable or Unacceptable	The proposal response does not address the requirement or the response does not describe experience related to this requirement, or cannot be understood.
1	Poor	The proposal response minimally addresses the requirement, but one or more major components for this requirement are not addressed. There is a low degree of confidence in the bidder's response.
2	Acceptable	The proposal response addresses the requirement adequately, but minor considerations are not addressed. There is an acceptable degree of confidence in the bidder's response.
3	Good	The proposal response fully addresses the requirement and provides a good quality solution. There is a good degree of confidence in the bidder's response.
4	Very good	The proposal response addresses all considerations of this requirement and includes innovative or cost-saving approaches. There is a high degree of confidence in the bidder's response.

## LEGAL REVIEW:

This proposal includes a contract with language that has already been reviewed by the city attorney prior to issuing the RFP. No legal action is needed at this time.

## FISCAL IMPACT:

The city logo branding initiative was initially budgeted for in the 2017-2018 budget year, but more time was needed to complete the project and move it forward. There is \$12,500 budgeted for fiscal year 2018-19 in Account # 101-299.000-729.0000 for this project.

## SUMMARY:

There are a few options available to proceed. Staff has presented optional recommendations for the Commission's consideration.

## ATTACHMENTS:

- The following is a list of attachments related to this report:
  - RFP
  - Top 5 Logo Branding Services Proposals, alphabetically arranged.

## SUGGESTED RESOLUTION:

1. To accept the proposal from Factory Detroit to provide logo branding services in an amount not to exceed \$5,000, charged to Account #101-299.000-729.0000, and further, to authorize the Mayor to sign the agreement on behalf of the City.

OR,

2. To accept the proposal from \_\_\_\_\_ to provide logo branding services in an amount not to exceed \$\_\_\_\_\_, charged to Account #101-299.000-729.0000, and further, to authorize the Mayor to sign the agreement on behalf of the City.

OR,

3. To establish a review committee of commissioners to evaluate the top five logo bid proposals and make a recommendation for a selected vendor, with the committee consisting of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

OR,

4. To establish a review committee of commissioners to evaluate all bid proposals and make a recommendation for a selected vendor, with the committee consisting of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.





## **REQUEST FOR PROPOSALS**

## **LOGO BRANDING SERVICES**

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**Issued by:**  
City of Birmingham  
151 Martin Street  
P.O. Box 3001  
Birmingham, MI 48012  
(248) 530-1807  
[www.bhamgov.org](http://www.bhamgov.org)



## **REQUEST FOR PROPOSALS FOR LOGO BRANDING SERVICES**

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Sealed proposals endorsed **“LOGO BRANDING SERVICES”**, will be received at the Office of the City Clerk, 151 Martin Street, PO Box 3001, Birmingham, Michigan, 48012; until **Friday, September 7, 2018 at 3:00 p.m.** after which time bids will be publicly opened and read.

The City of Birmingham, Michigan is accepting sealed bid proposals from qualified professional firms for logo branding services. This work must be performed as specified in 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: Joellen Haines

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>	August 3, 2018
<b>Deadline for Submissions:</b>	September 7, 2018 at 3:00 p.m.
<b>Contact Person:</b>	Joellen Haines, Assistant to the City Manager P.O. Box 3001, 151 Martin Street Birmingham, MI 48012-3001 Phone: 248-530-1807 Email: <a href="mailto:jhaines@bhamgov.org">jhaines@bhamgov.org</a>



## REQUEST FOR PROPOSALS FOR LOGO BRANDING SERVICES

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## **INTRODUCTION**

For purposes of this Request for Proposals (RFP) is to solicit professional logo branding services for the City project: Request for Logo Branding Services. The City of Birmingham will hereby be referred to as “City” and the private consulting firm or firms will hereby be referred to as “Contractor.”

## **BACKGROUND AND PROJECT DESCRIPTION**

### **Background**

The City of Birmingham was incorporated from a village into a city in 1933. It is rich in history, and strives to cultivate a safe, healthy and dynamic city which promotes an environment for people of all ages to live, work, shop and play in the community. The approximately 5-square mile City is home to more than 20,000 people and is located approximately 20 miles north of downtown Detroit in the southeastern portion of Oakland County. The City of Birmingham has a historic downtown nestled inside a thriving retail shopping district, all surrounded by beautiful golf courses, quaint parks and convenient parking structures. Birmingham offers a variety of experiences from sports facilities to entertainment and fine dining. The City boasts pedestrian-friendly shopping and an innovative Farmer’s Market, concerts in the park, and outdoor movie nights, available during the summer months. Additionally, Birmingham hosts numerous art fairs, bike race, and year-round events to draw in visitors from all over the country.

The City is committed to engaging in progressive and forward planning that actively recognizes the importance of honoring the City’s past. Birmingham is a close, but welcoming community, and the City strives to maintain its small-town feel while offering the recreational and cultural advantages of a prosperous urban area.

The City of Birmingham as an organization employs about 200 full-time staff members and numerous seasonal workers. Our values center on transparency, communication, environmental leadership, small town character, history, fiscal responsibility, health and inclusion. We are currently striving to embody our ethics and philosophy into a brand identity.

The current logo has been in use for the last 20 years, and began as clip art from a design that was a line drawing of City Hall. While we are looking to update our logo, that could mean either a subtle enhancement or a complete change. Ultimately, we want a visual representation of the City that reflects our values and unique identity as an organization.

**Initial Branding Process:** In July 2016, The City Commission approved the creation of an Ad Hoc Birmingham Brand Development Committee (BBDC) for the purpose of reviewing and making a recommendation to the City Commission for the rebranding of the City logo. The Committee worked with a Birmingham-based design firm which performed extensive research with residents, key stakeholders and community members. From this research, the firm moved into the design phase for logo concepts.

The design firm worked with the BBDC over a period of ten months to narrow the logo designs to the top three, with a recommendation for the top selection to be considered by the City Commission. After considering the designs, the City decided that more input was needed. To move the process forward, the City Commission approved conducting a city-wide survey in January, 2018 to solicit community input on specific design elements based on designs presented by the firm and vetted by the Brand Development Committee. The results of the survey provided key insights on logo and branding in Birmingham.

### **Project Description**

The City is looking to complete the process of moving forward with the logo project, and is requesting, via an RFP, that a design company take the information already gathered to finalize and present a new city logo design acceptable to the City. The proposal will also include a comprehensive style guide. The City is accepting sealed bid proposals from qualified professional design and branding firms who have experience in similar branding services for municipal governments.

### **PROPOSAL REQUIREMENTS**

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

During the 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. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation.

It is anticipated the selection of a firm will be completed by October 16, 2018. An Agreement for services will be required with the selected Contractor. A copy of the Agreement is contained herein as Attachment A. Contract services will commence upon execution of the service agreement by the City.

The purpose of this RFP is to request sealed bid proposals from qualified parties presenting their qualifications, capabilities and costs to provide a comprehensive update and refresh of the city's logo.

### **SCOPE OF WORK**

The selected Contractor will work with the public, City staff, and the City Commission to review and update Birmingham's city logo.

The scope of services is as follows:



1. **Review Existing Data:** The selected firm will review the input gathered by the City for the logo branding project, and advance prior efforts toward a new design, which includes the following:
  - a. Review existing logo for possible enhancements;
  - b. Review prior logo designs considered from prior process;
  - c. Develop an entirely new design logo based on prior efforts and research; and understanding that,
  - d. Prior efforts include Commission and Ad Hoc Birmingham Brand Development Committee minutes, presented materials at the meetings, logo survey data collected, and any other relevant documents and research.

The selected firm will take into consideration all related input in creating a new logo design, and the contractor has the creative license to create a new design, which integrates City input, as they see fit. To clarify further, this means the firm may make a subtle enhancement or a complete change, and would not be limited to using the logo designs already presented or discussed during the initial logo branding process.

2. **Design Development Phase:** The ideal logo should include, but not be limited to, the following design aspects:
  - The selected firm will take into consideration all related input in creating a new logo design, and the contractor has the creative license to create a new design, which integrates City input, as they see fit.
  - Logo concepts should include designs that reflect the City of Birmingham's mission and core values;
  - Have visual impact and high design integrity;
  - Work in a variety of media (print, online, clothing, outdoor signage, etc.);
  - Work well and have ability to be reproduced at various sizes – large and small;
  - Incorporate the tagline “A Walkable City or A Walkable Community” but also can work without a tagline;
  - Use the City's approved color, Green, Pantone 3435;
  - Reproduce well from vector-based files.
3. **Design Preparation and Presentation:** The Contractor will prepare an initial detailed report for review by the City Commission and visual presentation of up to three (3) logo designs to be presented at a City Commission meeting. The Contractor will be prepared to respond to questions and explain details of design ideas and how it relates to data provided by the City from previous City logo branding efforts. The Contractor will be prepared to respond to feedback supplied by the City Commission and make changes as directed from the meeting.

The Contractor will be prepared to present additional revisions or redrafts of the logo designs, at up to eight (8) separate subsequent meetings with the Commission. While eight meetings are scheduled, and are likely to be sufficient, one or more additional meetings may be required to reach consensus and refine proposed logos. Please provide costs for additional Commission meeting presentations if required. The purpose of these meetings is to incorporate suggestions by the Commission, get additional direction and to finalize the process of getting a new logo. The Contractor will work with staff and the City Commission to refine drafts into a final product for approval by the City Commission.

4. **Finalization and Adoption:** A draft of the new logo design will be presented to the City Commission for discussion and a final vote. The Contractor will participate in the required public meeting(s) and prepare a completed final document with all necessary changes.
5. **Style Guide Finalization:** Once a final logo has been approved by the City Commission, the Contractor will provide the City a detailed Style Guide for the new logo, showing specific uses, both in print and in web applications, and will be a reference guide for all city staff on the use of the logo. The guide will identify fonts, colors, logos (b&w, color, positioning of elements in various media, and how to use the logo in existing media outlets).
6. **Project Deliverables:** The Contractor will provide the following items in hardcopy and electronic format:
  - a. **City logo design:** The approved logo will be delivered in high resolution imaging, vector based for web design, and in various formats for print use. The design will be easily integrated for use in all City of Birmingham communication avenues, to include, but not limited to such items as letterhead, envelopes, memorandum, email communication, business cards, community newsletters (hardcopy and electronic), signage, press releases, vehicles, clothing , as well as print or online communication avenues such as FaceBook, Twitter, etc.
  - b. **Birmingham Logo Style Guide:** Creation of a Birmingham Logo Style Guide, to include graphic/brand standards and style guidelines, templates and usage examples for e-marketing, social media, print media, equipment, clothing, signage, letterhead, business cards, etc.

**In addition, the Contractor shall adhere to the following guidelines:**

1. All work completed by the Contractor shall be original, and shall not violate any copyright laws. The selected firm will provide a statement confirming originality of design.
2. All ownership rights to original art files and design concepts shall be transferred to the City of Birmingham upon completion of the project.

3. During the evaluation process, the City of Birmingham reserves the right where it may serve the City of Birmingham's best interest to request additional information or clarification, or to allow corrections of errors or omissions. At the discretion of the City of Birmingham, firms submitting proposals may be requested to make oral presentations as part of the evaluation.

### **TIME SCHEDULE AND COST PROPOSAL**

All proposals must include a proposed time schedule for completion of the project.

The Contractor shall perform all services outlined in this RFP in accordance with the requirements as defined and noted herein.

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

### **INVITATION TO SUBMIT A PROPOSAL**

Proposals shall be submitted no later than **Friday, Sept. 7, 2018 at 3:00 p.m.** to:

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

One (1) electronic copy and five (5) hard copies of the proposal must be submitted. The proposal should be firmly sealed in an envelope, which shall be clearly marked on the outside, **"LOGO BRANDING SERVICES"**. 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.

### **Submission Requirements**

All proposals that wish to be considered must contain the following:

- (1) Cover Letter.
- (2) Describe your approach in detail, with timeline proposal and process for brand development.
- (3) Summarize your branding experience, and include examples that illustrate the process from research to package delivery.
- (4) Profiles of key staff.
- (5) Approach, work plan, and timeline proposal.
- (6) List of three references that have used your professional services for a similar project, and include a contact name, mailing address, email address, and a contact phone number.

- (7) Bidders Agreement (Attachment B);
- (8) Cost Proposal (Attachment C); and
- (9) Iran Sanctions Act Vendor Certification (Attachment D).

## **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: Joellen Haines, Assistant to the City Manager, 151 Martin Street, Birmingham, MI, or via email to [jhaines@bhamgov.org](mailto:jhaines@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. The contract will be awarded by the City of Birmingham to the most responsive and responsible bidder and the contract will require the completion of the work pursuant to these documents.
5. Each respondent shall include in their 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.
6. Each respondent shall include in their proposal the following information: Firm name, address, city, state, zip code, telephone number, and fax 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 City will utilize a qualifications-based selection process in choosing a Contractor for the completion of this work, and the proposals will be evaluated based on, but not limited to, the following criteria:

- Ability to provide services as outlined.

- Experience of the Contractor with similar projects.
- Professional qualification of key employees assigned to the project.
- Content of Proposal.
- Cost of Services.
- References

The City Commission will determine the process for selection of the Contractor, either via Committee or by staff recommendation based on the above criteria.

## **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)
  - b. Cost Proposal (Attachment C)
  - c. Iran Sanctions Act Vendor Certification Form (Attachment D)
  - d. Agreement (Attachment A – **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 written plan detailing the anticipated timeline for completion of the tasks set forth in the Scope of Work.
4. The Contractor will be responsible for any changes necessary for the plans to be approved by the City of Birmingham.
5. Provide a description of the firm, including resumes and professional qualifications of the principals involved in administering the project.
6. Provide a list of sub-contractors and their qualifications, if applicable.
7. 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.
8. 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.

## **CITY RESPONSIBILITY**

The City will provide a designated representative to work with the Contractor to coordinate both the City's and Contractor's efforts and to review and approve 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 abandonment of 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.

### **PROJECT TIMELINE**

Evaluate Respondents	September 2018
Interview Contractors	September 2018
Award Contract	October 2018
Project Kick Off Meeting	October 2018

The Contractor will not exceed the timelines established for the completion of this project.

## **ATTACHMENT A: AGREEMENT FOR LOGO BRANDING SERVICES**

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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 has heretofore advertised for bids for the procurement and performance of services required for logo branding services, 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 complete the city logo branding project.

**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 complete a proposal for logo branding 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. The Contractor agrees that it will require all subcontractors to sign a Non-Disclosure Agreement satisfactory to the City Attorney.

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 **\$1,000,000** 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 \$1,000,000 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. Professional Liability: Professional liability insurance with limits of not less than \$1,000,000 per claim if Contractor will provide services that are customarily subject to this type of coverage.
- F. 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.
- G. 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 Professional Liability Insurance;
  - 5) If so requested, Certified Copies of all policies mentioned above will be furnished.
- H. 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.
- I. 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:

City of Birmingham

CONTRACTOR

Attn: Joellen Haines, Mgrs. Office  
151 Martin Street  
Birmingham, MI 48009  
248-530-1807

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.**

WITNESSES:

**CONTRACTOR**

\_\_\_\_\_

By: \_\_\_\_\_

Its:

**CITY OF BIRMINGHAM**

\_\_\_\_\_

By: \_\_\_\_\_

Andrew Harris

Its: Mayor

\_\_\_\_\_

By: \_\_\_\_\_

Cherilynn Mynsberge

Its: City Clerk

Approved:

\_\_\_\_\_  
Joellen L. Haines  
(Approved as to substance)

\_\_\_\_\_  
Mark Gerber, Director of Finance  
(Approved as to financial obligation)

\_\_\_\_\_  
Timothy J. Currier, City Attorney  
(Approved as to form)

\_\_\_\_\_  
Joseph A. Valentine City Manager  
(Approved as to substance)

**ATTACHMENT B - BIDDER'S AGREEMENT  
FOR LOGO BRANDING SERVICES**

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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.

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**PREPARED BY  
(Print Name)**

---

**DATE**

---

**TITLE**

---

**DATE**

---

**AUTHORIZED SIGNATURE**

---

**E-MAIL ADDRESS**

---

**COMPANY**

---

**ADDRESS**

---

**PHONE**

---

**NAME OF PARENT COMPANY**

---

**PHONE**

---

**ADDRESS**

**ATTACHMENT C - COST PROPOSAL  
FOR LOGO BRANDING SERVICES**

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**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 a lump sum, as follows:

<b>TOTAL AMOUNT</b>	\$
<b>Additional Meeting Charge</b>	\$ per meeting
<b>Additional Services Recommended (if any):</b>	\$ / hour
	\$ / hour
	\$ / hour
	\$ / hour
	\$ / hour
	\$ / hour
	\$ / hour

Firm Name\_\_\_\_\_

Authorized signature\_\_\_\_\_ Date\_\_\_\_\_



**ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM  
FOR LOGO BRANDING SERVICES**

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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.

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**PREPARED BY**  
**(Print Name)**

**DATE**

---

**TITLE**

**DATE**

---

**AUTHORIZED SIGNATURE**

**E-MAIL ADDRESS**

---

**COMPANY**

---

**ADDRESS**

**PHONE**

---

**NAME OF PARENT COMPANY**

**PHONE**

---

**ADDRESS**

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**TAXPAYER I.D.#**



CITY OF BIRMINGHAM  
LOGO BRANDING SERVICES PROPOSAL

FACTORY DETROIT INCORPORATED  
SEPTEMBER 7, 2018

INTRODUCTION

First time I experienced Birmingham was late September of 2002. I was interviewing for a job at a large ad agency in the Detroit area. McCann Erickson. At the time, it was based in Troy. Later it would move to Maple Road between Chester and Bates. In between, I spent a night at the Townsend ahead of my interviewing the next day. My impression was: Nice hotel, nice town.

I was offered and accepted the job of running McCann's strategy group.

Second time I experienced Birmingham was late November of that year, after I'd made the move from San Francisco. I'd been looking for a house in Royal Oak (the websites said it was the closest thing to a San Francisco vibe). I didn't find anything I liked. The realtor suggested I look in Birmingham; we went back to their office to pull listings. My main impression was: Boy, houses cost more in Birmingham than they do in Royal Oak.

That was a Saturday. November 23. That Sunday, I saw six houses. The last one, I bought. A 1919 Craftsman-style bungalow on Hanna Street, also between Chester and Bates. On December 31, I moved in. I've been here nearly 16 years. I love my house, I love my neighborhood and I love being in Birmingham.

The most important thing I did at McCann was play a lead role creating a new tourism campaign for the state of Michigan. And when the folks at Travel Michigan said they didn't want to use the line we'd proposed – Find Your True North – I came up with a two-word slogan that went on to become a rallying cry for the

state: Pure Michigan. That opened a new door of working with destination brands.

In 2009, I left McCann and started doing brand consulting work around Michigan: Flint & Genesee, Les Cheneaux, The Great Waters, The Big 400, Genesee County Parks and more. Any job that lets you make regular drives across the U.P. isn't bad.

In 2013, I found myself with more work than I could do as a consultant. So I started my own agency, naming it Factory, hiring a team and renting office space in . . . well, not in Birmingham, but Royal Oak. Here's why: I already had downtown Birmingham covered (I can walk there in five minutes) and I wanted my own parking space in downtown Royal Oak. Which I now have.

As a McCann alumnus, I've followed the story of Birmingham's quest for a new logo. Rule number one in advertising: Sometimes you crack it, sometimes you don't.

When I saw that a new RFP had been issued, I went to my team and said, "Birmingham's my home. I'd love for us to do this. Are you up for it?" The answer was yes.

So we put together this proposal. It shares our thoughts on branding, destinations, logos and, of course, Birmingham. We have three logo concepts to offer up. We like them, otherwise, we wouldn't share them. But we hope you like them, too.

Mark Lantz  
Founder + Executive Creative Director  
Factory Detroit Incorporated





# 1.0 FACTORY & BRANDING







Occasionally, someone will ask us, “What kind of clients are you looking for?”

In advertising, a lot of ad agencies will have a list of categories – beer, hotel chain, airline, car company, whatever – they want to work in; and in each category they’ll have a couple names they’d like to work for. Usually the coolest, most coveted brands doing the most interesting advertising.

Which strikes us as odd. Those brands are already covered.

When it comes to seeking out new clients and new projects to work on, we have five simple questions that guide us:

- Will it give us a chance to do work we’re proud of?
- Is the brand/product/service one we’d be proud to work on?
- Does the client need our help?
- Will we have fun working on it?
- Will we be able to make some money on the assignment?

Each of those questions is important in its own way. If you add them up, the sweet spot for us as an agency is this: Good products that need better branding. They might be great companies that haven’t figured out how to tell their story. They might have really great products and services, but communication is out-of-date. They might have all the great karma anyone could ever want, but haven’t found the right ad agency to love their brand.



Because that's the bottom line: Ad agencies have to find the thing to love in the brand if they're going to get other people to love the brand.

That search for the thing to love is at the heart of the way we work. When we partner with a client, our job is to help them step back from their day-to-day and better understand what makes someone fall in love with their brand: Why is it important to the customers? What does it mean in their lives? What would be lost if the brand went away? What raises it above other brands in the same space?

How do we get to that insight? Sometimes with some pretty deep consumer research. Sometimes getting out of the marketing department and spending time with the client people who are the feet-on-the-street. Sometimes immersing ourselves in the product. Sometimes a mix of all three. But always, focusing on what strikes that fire in our hearts. Because if we don't love working on a brand, we're never going to create branding that truly speaks to the lives, minds and hearts of the people we're trying to reach.

In working with our clients, we like to remind them how important words like "pride" and "celebration" are.

Pride? We create our communication for the audience – the audience always comes first or you don't have relevant and meaningful advertising – but we want our clients to be proud of the work we create for them. If they aren't we haven't cracked it.

Celebration? That's what brand communication is supposed to do. Celebrate what makes the brand, of all options people might choose, special and valuable and worth paying attention to.

Love. Pride. Celebration.

As you look at some of the work we've done, we hope you see more than a hint of those values in where the work ended up and how we got there.







2.0 RELEVANT  
EXPERIENCE



In our five years and change since we've opened our doors, we've had the good fortune of helping a wide variety of companies and organizations shape and reshape their branding, including:

- Detroit Public Television/One Detroit
- Detroit Regional Chamber/Destination Detroit
- First Citizens Bank
- First Citizens Wealth Management
- Flint Riverfront Restoration Project
- Genesee County Health Department
- Genesee County Parks
- Hayes Barton Baptist Church
- IronPlanet
- Keep Genesee County Beautiful
- Phi Delta Chi
- mParks
- TextbookRush.com

If you'd like to learn more about what we're doing, please visit our website at [factorydetroit.com](http://factorydetroit.com). On the pages to follow are some case studies focused in particular on the essence of brand identity . . . crafting logos.



## 2.1 FIRST CITIZENS BANK





Founded in 1898 as the one-branch Bank of Smithfield in North Carolina, First Citizens Bank is now a \$34 billion financial institution with nearly 600 offices and branches in 21 states. First Citizens has long been a modest brand that focuses much more on helping clients than it does on patting itself on the back. In 2013 – as part of our the first campaign we created as an agency – we gave the brand a bit of a makeover: New television and radio commercials, new billboards, new print and online advertising, new brochures, new point of sale, new everything, down to new business cards. That included a new logo. We started with the fundamentals of the existing logo, which featured an abstract flag icon formed of the letters F and C. From there, we brought in a more dynamic feeling, more weight and substance, more confidence and a new degree of polish. Accompanying all of this was a new brand line that would become the foundation of everything the brand does and a celebration of its commitment to stand by unchanging, customer-facing values that have defined the bank since its earliest days: Forever First.



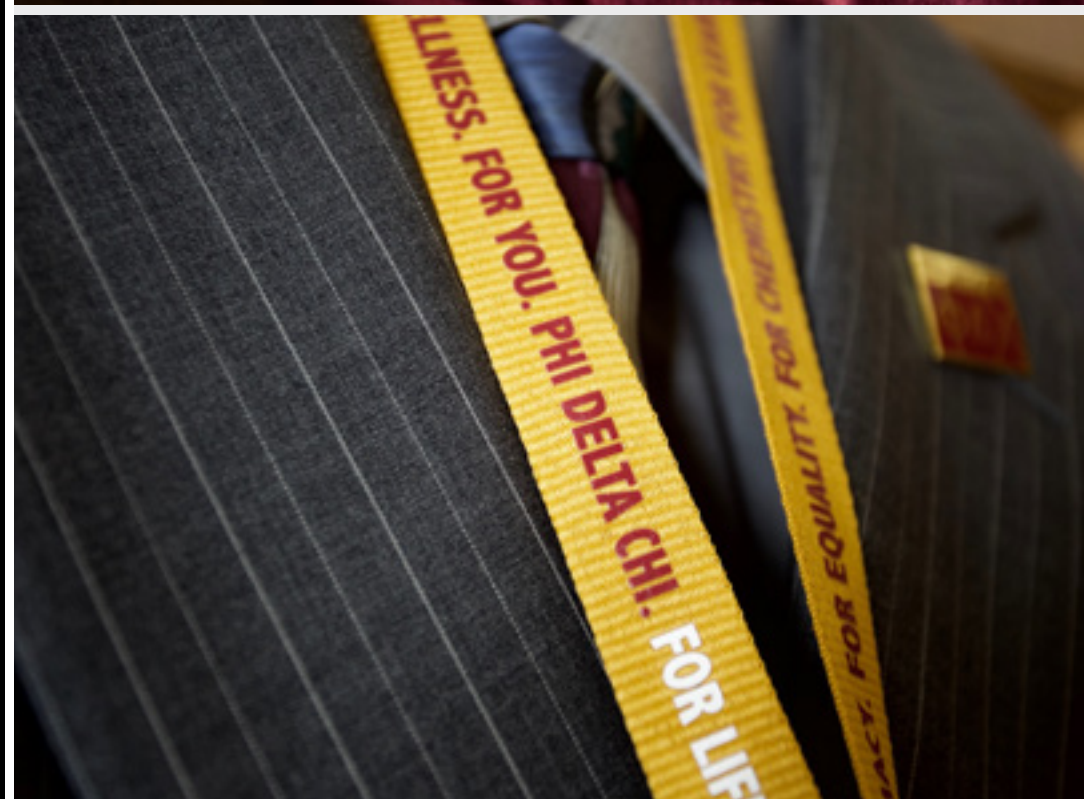


## 2.2 PHI DELTA CHI





One hundred thirty five years ago, the first fraternity for pharmacy students and working pharmacists was founded at the University of Michigan. Today, Phi Delta Chi has chapters across the country, helping shape new generations of professionals. As part of an initiative to help the organization enhance the service it provides across its membership – from new pledges to seasoned pharmacists – Phi Delta Chi hired Factory to take a look at its branding. Our solution: Embrace the 21st century. So many professional fraternities are so steeped in their collegiate history, they can lose relevance to their members after graduation. We created a new, contemporary look, feel and voice for the brand, tying together everything from convention displays to email blasts to logowear. At the heart of it all was the new logo we crafted . . . strong, assertive, celebratory and future-facing.





## 2.3 GENESEE COUNTY PARKS 50TH ANNIVERSARY





Factory's relationship with the 21 (and growing) property Genesee County Parks system goes back to before there was a Factory.

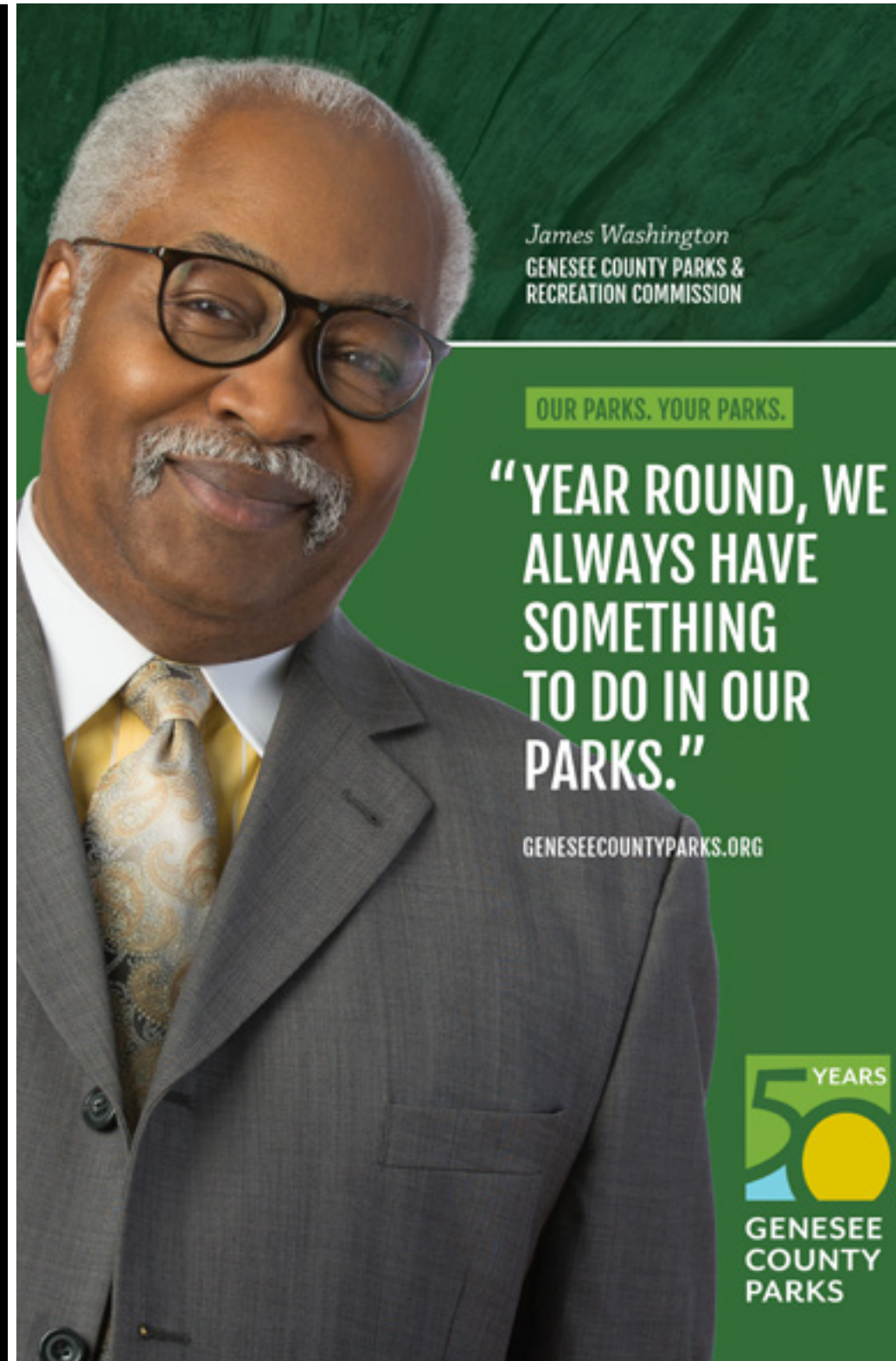
In 2007, Factory founder Mark Lantz, then leading the Pure Michigan team at McCann Erickson (among other duties), worked with Genesee County Parks to bring it and the Flint Convention & Visitors Bureau into Travel Michigan's partnership program. He also led the development of the Parks' Get Away, Right Away branding.

In 2010, he began working with the Parks to overhaul their brand, marketing and communication strategy, refresh the look of all marketing materials (print advertising, collateral, website), create a new radio platform and more.

In 2014, we did our first work as Factory for Genesee County Parks, a radio initiative that supported a millage campaign (it passed!).

Over the next couple years, we once again refreshed the look of the brand . . . with new collateral, a new photo library and a whole new look and architecture for the website.

But the most important thing we've done for the Genesee County Parks is create the campaign to celebrate the Parks' 50th anniversary this year. We created a new timeline (Our Parks. Your Parks.), new print advertising, new online ads, new radio and TV commercials . . . and a reimagination of the Genesee County Parks "sunrise" logo to honor the anniversary.





2.4 mParks



For over 80 years, the Michigan Park and Recreation Association had gone to market under that name. In recent years, however, that name had become cumbersome. In today's digital era, shorter, briefer, more to-the-point names work so much harder.

So we shortened the Association's name. To mParks. Gave it a new logo and visual identity. And even created a theme song, Come Out And Play, the brand (and its member organizations) can use in many ways . . . at events, for online videos, as hold music on phone systems and, of course, as a music bed for the TV and radio PSAs we created.





2.5 DETROIT PUBLIC TV:  
ONE DETROIT



Some years ago, Detroit Public TV moved its offices and production facilities to Wixom. Two years ago, DPTV began looking at a return to Detroit proper . . . not only by opening a new studio within the Detroit Historical Museum but also with a renewed commitment to engaging voices across the community in new content for its broadcast and digital platforms. Our approach in creating a branding property to represent that new initiative was simple but powerful: Shine a light on Detroit Public TV's role as one of the very few entities in Southeast Michigan that can bring together many diverse peoples and communities in this otherwise sprawling and often fragmented region. We called it "One Detroit," framed the initiative as "Four million people. One story." and crafted this logo.







## 3.0 OUR APPROACH TO LOGOS





Here at Factory, we've helped a number of clients either refresh their logos or start from scratch on a visual identity. When we do logo exploration, we like to keep a few important principles in minds:

- Simple is better than more complicated. In today's marketing world – with such low-pixel environments as online banner ads, mobile ads, social media profile pictures and the like – simpler logos do a better job of popping out from the clutter than more elaborate, highly detailed logos.
- Fewer colors is better than more. We try to work with one or two colors at most (unless we're working with an existing logo and color palette). First because it follows the "simple is better" rule above and second because it makes working with those logos – putting them against different colored backgrounds or placing them against photography – much easier. Besides, when you look out in the world, you'll see most of the hardest working logos are one color (like Starbucks) or two (like McDonalds).
- Whatever the colors chosen, it also has to work in monochrome. Because many times the logo has to show up in a black-and-white or grayscale environment. And because when it's time to create logowear and other branded merchandise, sometimes you're limited to one color.
- The logo is created for the audience, not internal stakeholders. Yes, it's important that internal stakeholders like and even love the brand's logo. But the logo is the brand's most important (being the most ubiquitous) marketing tool. Its purpose is to be noticed by the audience the brand needs to reach, to be remembered and to be able to be filled with meaning by repeat impressions over time. Too often, destination brands try to put too much in the logo design to please stakeholder groups: "We have to show some trees. And water. And a canoe. And people. Including kids. And the clock tower (or whatever)." It's the way so many destinations end up with logos that violate the first three rules and look too much like each other.



## 4.0 THINKING ABOUT A LOGO FOR BIRMINGHAM







What makes a strong logo for the city of Birmingham? Three elements:

- First, it needs to look premium. Birmingham's logo needs to suggest, even if it's your first impression from the brand, that Birmingham is a quality product. Birmingham is, after all, one of Michigan's most livable communities. The logo should suggest as much.
- Second, it needs to look sophisticated. There's a visual elegance to Birmingham that's found in the downtown, the housing stock surrounding downtown, Shain Park, Quarton Lake and more. Birmingham's logo must express a similar visual sophistication.
- Third, it needs to feel authentically Birmingham. Within the design should be elements that have special resonance to the brand they represent. Even the typeface selected should display a character that feels at home in Birmingham's downtown and throughout its neighborhoods.

On top of these considerations are the technical needs of logos in today's marketplace. The logo should be simple with minimal extraneous detail, able to work well across media, easily reproduceable in diverse applications (ranging from online advertising and social media to decals and logowear) and work in both black and white and in color.

Birmingham's current logo has served its purpose. But it's time for the brand to refresh its visual icon . . . as other communities have. The new logo should feel true for the Birmingham of the next decade or so and work hard as a marketing communication tool.





## 5.0 LOGO CONCEPTS



Our design exploration resulted in several dozen concepts that we narrowed down to three. On the following pages, each concept is presented and discussed separately.







## 5.1 CONCEPT 1

A fundamental part of our exploration was seeing what we could do with Birmingham's first initial. The letter B obviously lends itself to a strong exploration of typography. This first logo concept features an icon that is built from an adaptation of a serif B . . . with an element of ornament added to provide additional visual uniqueness. The net intent is to look intelligent, sophisticated, premium and substantive . . . suggesting a community built on a strong foundation.

While this feature is not intended to be immediately obvious to any viewer, the design of the ornament on the left side of the B is actually modeled after the interlocking pathways that come together in the heart of Shain Park.



Birmingham  
A Walkable City







## 5.1 CONCEPT 2



Our second logo concept is likewise part of our exploration of the letter B as a design element. However, in this case, the B is executed as an organic brushstroke script. This is another side of Birmingham, the expressive, creative and yet no less discerning side of the brand. After all, Birmingham is home to an artful downtown (featuring shops and galleries) and neighborhoods that display a wide range of architectural styles, from 19th century farmhouses to Craftsman bungalows to midcentury modern to postmodern masterpieces. There's an elegance to Birmingham that this logo concept is intended to reflect.



**BIRMINGHAM**  
A Walkable City





## 5.1 CONCEPT 3

Our third and final concept is from our exploration of the traditional Birmingham tree iconography. A few years ago, we reviewed several hundred destination brand logos (representing cities, towns and regions across the country). Trees turned out to be among the most commonly used design elements in those logos. Because a lot of places have trees . . . and particular trees that have particular meaning as part of the local flora. (Perhaps the only more common design cue is the sun, because everybody has the sun.) So, we wanted to use the tree symbolism differently than it has been used in the past. In this case we abstracted it heavily. Which of course makes it much more easy to execute across media, in low-pixel environments and on items like shirts and caps. But if you look at this design you'll also notice that there's another layer to the iconography: The tree itself is made up of script B's for Birmingham.







## 6.0 TIMELINE FOR EXECUTION





Assuming the process of this RFP is to find and select a logo that best represents the Birmingham brand, the process for execution should be fairly simple . . . involving at most some simple revisions, such as fine-tuning typography and looking at how color is used. Therefore, we see a 6-week timeline from the initiation of the engagement to final delivery of all assets, which include versions in various file formats (jpg, png and eps vector art), sizes (large and small) and colors (green, black and white) with reversed format logos as well.

We'll also deliver a style guide that provides sufficient context for the city or any other vendor to successfully use the logo in diverse applications.



## 6.0 PRICING







Based on what we've read, the original fee for the logo project that started this was \$5,000. So, we propose a fee of \$5,000 should one of our logo concepts be selected for execution. That fee would include attendance at pertinent meetings, potential revisions to the logo concept, versioning of the final logo, preparation of a style guide and, of course, ownership of the final design.





## 7.0 REFERENCES



DANIELLE FULCHER, CTA

Communications, Event and Brand Manager  
Genesee County Parks and Recreation Commission  
5045 Stanley Road  
Flint, MI, 48506  
(810) 736.7100 EXT. 815  
dfulcher@gcparks.org

ANN CONKLIN

Past President  
mParks (formerly Michigan Recreation and Park Association)  
(734) 620-8133  
annlconklin@gmail.com

RICH HOMBERG

President and CEO  
Detroit Public Television  
(248) 640-4169  
rhomberg@dptv.org







215 S. Center Street Suite 200  
Royal Oak MI 48067  
248.667.7808 Office  
248.225.9688 Mobile

ml@factorydetroit.com  
factorydetroit.com





## APPENDIX: THE FACTORY TEAM



# MARK LANTZ

FOUNDER + PARTNER  
EXECUTIVE CREATIVE DIRECTOR

If you're one of the few who hate seeing "Pure Michigan" on billboards, license plates, milk bottles, produce crates, welcome signs and TV commercials, blame Mark Lantz. He's one of the creators of this groundbreaking tourism brand/campaign and the guy who came up with the name, "Pure Michigan." That was when he worked as Chief Strategy Officer at McCann Erickson in Detroit, where he also led all things strategy on Colonial Williamsburg, Children's Hospital Of Michigan, Detroit Medical Center, General Motors, ALDI Food Stores and more. Before McCann, he worked at FCB San Francisco, Ogilvy & Mather Chicago, Rubin Postaer in LA and Wyse Advertising in Cleveland (on such brands as Honda, AT&T Wireless, Taco Bell, ampm minimarts, Suave and a few dozen more). After McCann he worked on his own, helping nonprofits and regional destinations around Michigan with their branding. In 2013, Mark and Greg Sieck founded Factory, opening offices in Royal Oak, Michigan. At Factory, Mark oversees everything related to the work. And does more than a little of the writing. Mark lives a few miles away from the office in Birmingham, where (weather permitting) he can usually be found on his front porch with a glass of some kind of whiskey. And yes, for some reason, he pretty much always wears a black t shirt and jeans. We don't get it either.



# IZABELA SKONIECZKA

DIRECTOR OF DESIGN + PARTNER

Some folks are just born creative. Izabela Skonieczka is surely one of them. A daughter of artists – both of them painters, one an architect, the other a professor of art – Izabela grew up drawing, painting and playing music . . . trumpet, baritone and (much cooler) guitar. She graduated with honors and mad design skills from the College for Creative Studies in Detroit. Subsequently, she spent time at Campbell Ewald, BBDO and Team Detroit, with client experience that includes Ford, Jeep, White Castle, Oakwood Healthcare, Bosch, Carhartt, Compuware and Ohio Art. In early 2014, we tricked her into leaving big agency life behind and joining the team here at Factory, where she is responsible for overseeing all design work. Her mandate: Bringing greater beauty, elegance, style and power to everything we do.





# TOM PARR

---

CREATIVE DIRECTOR | AUDIO/VIDEO

He draws. He paints. He writes music. He plays guitar in various Jersey bar bands. He's a working photographer. He directs, shoots and edits films, videos and commercials. He created the groundbreaking multi-platform celebrity event, Tiger Trap. His name is Tom Parr and he's Creative Director here at Factory. Tom has deep advertising roots, having worked at Ammirati & Puris & BBDO (both in New York) and at McCann Erickson in Detroit. His portfolio includes work for Coca Cola, Skippy Peanut Butter, Bumble Bee, Doritos and ALDI Food. At Factory, Tom takes a lead role in the development and production of client content . . . partnering with Mark Lantz to write Come Out And Play for mParks, creating the sound design in experiential audio for Genesee County Parks and supervising all television, video and photography on First Citizens Bank. Tom lives in Troy, MI with wife Teri, son Hamilton and daughters Morgan and Tess. He's currently working on Barkeep, a collection of original photographs captured at various bars, taverns and watering holes around the Detroit Metro area.





# KELSEY KAPTUR

## ART DIRECTOR

A life-long Michigander (her great grandfather was an engineer who worked on the first Corvette), Kelsey's a writer, cartoonist, photographer, designer, calligrapher and, she says, daydreamer. Though we don't know where she gets the time for the last one. Kelsey complemented her English degree from Michigan State (Go Green!) with a specialization in Graphic Arts. After graduating, she spent a year as a Graphic Designer at Plum Market, a chain of organically-inclined, locavore-friendly gourmet grocery stores in the Detroit and Chicago areas. In 2015, she joined the design team at Factory. We knew when we saw her resume (out of some 60 or so we'd gotten for the position) that she was the one. She brings fresh eyes and her unique voice to our work.



# JASON BARTHLOW

GRAPHIC ARTIST

After a dozen years in printing, Jason Barthlow decided to see what it was like working on the advertising agency side of the business, joining Factory as our in-house guru of all things print production. Which meant a switch from fixing ad agency mistakes to preventing them. He grew up in Michigan, studying Broadcast And Cinema Arts (with a minor in Art) at Central Michigan University and has built up a prolific freelance design practice focused on musicians and music venues . . . creating posters, logos, albums and more. Outside the office, Jason is: Husband of Sarah (a freelance photographer), father of Max (a five-year old), passionate cyclist, vinyl collector and bass player in the Detroit band, The Blue Squares.



# ROBERT JOHNSTON

## ACCOUNT DIRECTOR

Born in Ohio. Raised in Michigan. Lived and worked for over a decade in Chicago. Rob Johnston certainly knows what it means to bring together different perspectives for the greater good. His agency experience includes senior roles on Hyatt Hotels and Porsche Cars North America at Cramer-Krasselt, Kraft Brands at J Walter Thompson and Jim Beam at Y&R. More recently, Rob ran an agency-within-the-agency for Owens Corning at Lowe Campbell Ewald. Along the way, he created his own Cajun pepper sauce company called Mean Devil Woman, winning second prize at the Hot Sauce & Gourmet Food Show in New Orleans. He also helped create two sons, Robby and James. Though we suspect his wife Cindy did more of the work. Rob joined Factory in 2015 to lead our account team. He keeps an eye on a complex work flow and serves as the bridge between the client and agency teams . . . bringing together different perspectives for the greater good.





## **ATTACHMENT A: AGREEMENT FOR LOGO BRANDING SERVICES**

---

This AGREEMENT, made this 7th day of September, 2018, by and between CITY OF BIRMINGHAM, having its principal municipal office at 151 Martin Street, Birmingham, MI (hereinafter sometimes called "City"), and Factory Detroit, Inc., having its principal office at 215 S. Center Street #200, Royal Oak, MI (hereinafter called "Contractor"), provides as follows:

### **WITNESSETH:**

**WHEREAS**, the City has heretofore advertised for bids for the procurement and performance of services required for logo branding services, 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 complete the city logo branding project.

**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 complete a proposal for logo branding services and the Contractor's cost proposal dated September 7, 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 \$5,000.00, as set forth in the Contractor's September 7, 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. The Contractor agrees that it will require all subcontractors to sign a Non-Disclosure Agreement satisfactory to the City Attorney.

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 **\$1,000,000** 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 \$1,000,000 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. Professional Liability: Professional liability insurance with limits of not less than \$1,000,000 per claim if Contractor will provide services that are customarily subject to this type of coverage.
- F. 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.
- G. 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 Professional Liability Insurance;
  - 5) If so requested, Certified Copies of all policies mentioned above will be furnished.
- H. 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.
- I. 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:

City of Birmingham  
Attn: Joellen Haines, Mgrs. Office  
151 Martin Street  
Birmingham, MI 48009  
248-530-1807

CONTRACTOR

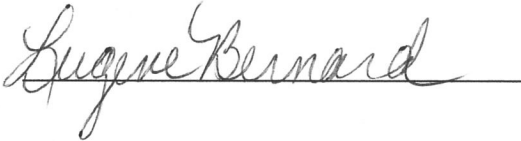
17. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled either by commencement of a suit in Oakland County Circuit Court, the 48th District Court or by arbitration. If both parties elect to have the dispute resolved by arbitration, it shall be 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.**

WITNESSES:

**CONTRACTOR**



By:   
Its: Mark Lantz  
President

**CITY OF BIRMINGHAM**

\_\_\_\_\_

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

\_\_\_\_\_

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

Approved:

\_\_\_\_\_  
Joellen L. Haines  
(Approved as to substance)

\_\_\_\_\_  
Mark Gerber, Director of Finance  
(Approved as to financial obligation)

\_\_\_\_\_  
Timothy J. Currier, City Attorney  
(Approved as to form)

\_\_\_\_\_  
Joseph A. Valentine City Manager  
(Approved as to substance)

**ATTACHMENT B - BIDDER'S AGREEMENT  
FOR LOGO BRANDING SERVICES**

---

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.

<u>Mark Lantz</u>	<u>September 7, 2018</u>
<b>PREPARED BY</b>	<b>DATE</b>
<b>(Print Name)</b>	
<u>President</u>	<u>September 7, 2018</u>
<b>TITLE</b>	<b>DATE</b>
	<u>ml@factorydetroit.com</u>
<b>AUTHORIZED SIGNATURE</b>	<b>E-MAIL ADDRESS</b>
<u>Factory Detroit Inc.</u>	
<b>COMPANY</b>	
<u>215 S. Center Street, Ste. 200, Royal Oak, MI 48067</u>	<u>248-667-7808</u>
<b>ADDRESS</b>	<b>PHONE</b>
<u>N/A</u>	
<b>NAME OF PARENT COMPANY</b>	<b>PHONE</b>
	
<b>ADDRESS</b>	

**ATTACHMENT C - COST PROPOSAL  
FOR LOGO BRANDING SERVICES**

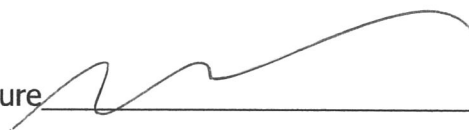
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**In order for the bid to be considered valid, this form must be completed in its entirety.** The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

<b>TOTAL AMOUNT</b>	\$ 5000.00
<b>Additional Meeting Charge</b>	\$ 500.00 per meeting
<b>Additional Services Recommended (if any):</b>	\$ 200.00 / hour
	\$ / hour
	\$ / hour
	\$ / hour
	\$ / hour
	\$ / hour
	\$ / hour

Firm Name Factory Detroit Inc.

Authorized signature



Date September 7, 2018



**ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM  
FOR LOGO BRANDING SERVICES**

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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.

Mark Lantz	September 7, 2018
<b>PREPARED BY</b>	<b>DATE</b>
<b>(Print Name)</b>	

President	September 7, 2018
<b>TITLE</b>	<b>DATE</b>

	ml@factorydetroit.com
<b>AUTHORIZED SIGNATURE</b>	<b>E-MAIL ADDRESS</b>

Factory Detroit, Inc.
<b>COMPANY</b>

215 S. Center Street, Ste. 200, Royal Oak, Mi 48067	248-667-7808
<b>ADDRESS</b>	<b>PHONE</b>

N/A	
<b>NAME OF PARENT COMPANY</b>	<b>PHONE</b>

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

46-2424316
<b>TAXPAYER I.D.#</b>



## **MEMORANDUM**

**City Manager's Office**

**DATE:** December 5, 2018

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

**FROM:** Tiffany J. Gunter, Assistant City Manager

**SUBJECT:** Parking Lot #6 Rehabilitation/Expansion

---

### **INTRODUCTION:**

There continues to be a strong parking demand five days a week from businesses that surround Parking Lot #6 located adjacent to 600 N. Old Woodward. Demand is exceptionally strong on Wednesdays, Thursdays, and Fridays in the early afternoons. Lot#6 is also home to the City's popular Farmer's Market, which is held on the parking lot every Sunday morning from the beginning of May to the end of October. The parking lot is in need of repair due to the wear and tear that results from intense usage and expansion to address the unmet demand.

### **BACKGROUND:**

The expansion and resurfacing of Parking Lot #6 was presented to the City Commission on June 25, 2018, where the preferred concept plan, recommended by the Advisory Parking Committee (APC), that would result in an additional 34 parking spaces was approved for further refinement. Following that meeting, staff worked to further refine the conceptual designs and establish a more detailed cost estimate. At the meeting of November 2, 2018, the APC recommended that the City Commission authorize the restoration of Parking Lot #6, using Concept Plan 1 as shown in the first drawing following this memo.

The project is prepared to be bid in early 2019 with the intent to begin construction in April 2019 and be completed in May 2019 to minimize disruption to the Farmers Market and surrounding businesses.

Both concepts include a bio-retention basin (to improve storm water quality), a river access amenity (to maintain and improve access to the river), tree replacement (the intent is to replace trees lost due to construction 1 for 1), and lighting upgrades (new and additional). It should also be noted that every effort will be made during the design and construction to minimize the elimination of trees and bush in the area between the parking lot and the Rouge River.

The primary differences between the two (2) concepts revolve around meeting the City's parking landscape requirements. Concept #1 does not follow these requirements (other than knee wall screening and tree replacement) in order to maximize the additional parking that can be provided (net gain of 32 additional spaces). Concept #2 conforms to all of the City's parking landscape requirements with a net gain of 17 additional parking spaces. The APC agreed that for the purposes of this project, the goal of maximizing parking where no other parking options exist was necessary.

### **LEGAL REVIEW:**

No legal review is required

**FISCAL IMPACT:**

The project will be funded by the Auto Parking System.

The estimated cost for Option # 1 is \$ 515,000 The estimated cost for Option # 2 is \$ 635,000

**SUMMARY:**

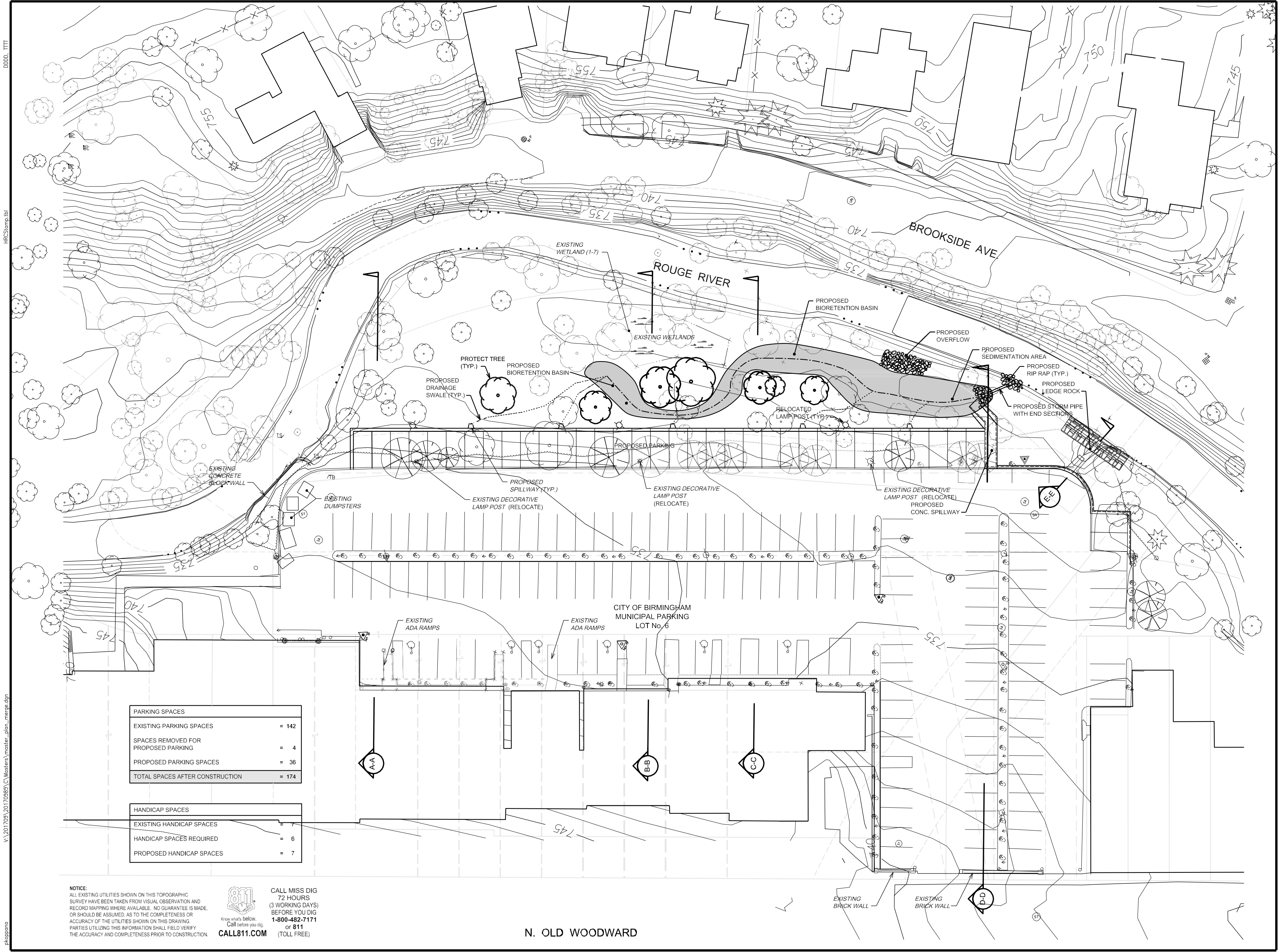
The City Commission is being asked to authorize Staff to proceed with Concept Plan #1 as presented. The engineering design phase will continue with staff for the project overall and with input from the Architectural Review Committee regarding public access to the Rouge River.

**ATTACHMENTS:**

06/25/18 Memo to City Commission – Parking Lot #6 Expansion w/attachments (31 pages)  
11/09/18 DRAFT Meeting Minutes - Architectural Review Committee (2 pages) Preliminary Plan  
Concept 1 – Sheet C-01 (HRC) Preliminary Plan Concept 2 – Sheet C-02 (HRC) Public Access  
Concept Sketches A, B, C & D (HRC)

**SUGGESTED RESOLUTION:**

To authorize City staff to proceed with the final design and bidding of Parking Lot #6 based on Preliminary Concept plan Option #1.



PARKING SPACES	
EXISTING PARKING SPACES	= 142
SPACES REMOVED FOR PROPOSED PARKING	= 4
PROPOSED PARKING SPACES	= 36
TOTAL SPACES AFTER CONSTRUCTION	= 174

HANDICAP SPACES	
EXISTING HANDICAP SPACES	= 4
HANDICAP SPACES REQUIRED	= 6
PROPOSED HANDICAP SPACES	= 7

NOTICE:  
ALL EXISTING UTILITIES SHOWN ON THIS TOPOGRAPHIC SURVEY HAVE BEEN TAKEN FROM VISUAL OBSERVATION AND RECORD MAPPING WHERE AVAILABLE. NO GUARANTEE IS MADE, OR SHOULD BE ASSUMED, AS TO THE COMPLETENESS OR ACCURACY OF THE UTILITIES SHOWN ON THIS DRAWING. PARTIES UTILIZING THIS INFORMATION SHALL FIELD VERIFY THE ACCURACY AND COMPLETENESS PRIOR TO CONSTRUCTION.



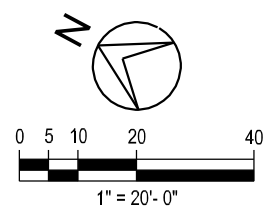
CALL MISS DIG  
72 HOURS  
(3 WORKING DAYS)  
BEFORE YOU DIG  
1-800-482-7171  
OR 811  
(TOLL FREE)

N. OLD WOODWARD



**HRC**  
**HUBBELL, ROTH & CLARK, INC**  
CONSULTING ENGINEERS SINCE 1915  
555 HULET DRIVE P.O. BOX 824  
BLOOMFIELD HILLS, MICH. 48303 - 0824  
PHONE: (248) 454-6300  
FAX (1st Floor): (248) 454-6312  
FAX (2nd Floor): (248) 454-6359  
WEB SITE: <http://www.hrcengr.com>

DATE	ISSUED FOR / ADDITIONS / REVISIONS
DESIGNED	D.J.S. / J.J.S.
DRAWN	J.A.R.
CHECKED	J.J.S.
APPROVED	M.C.M.



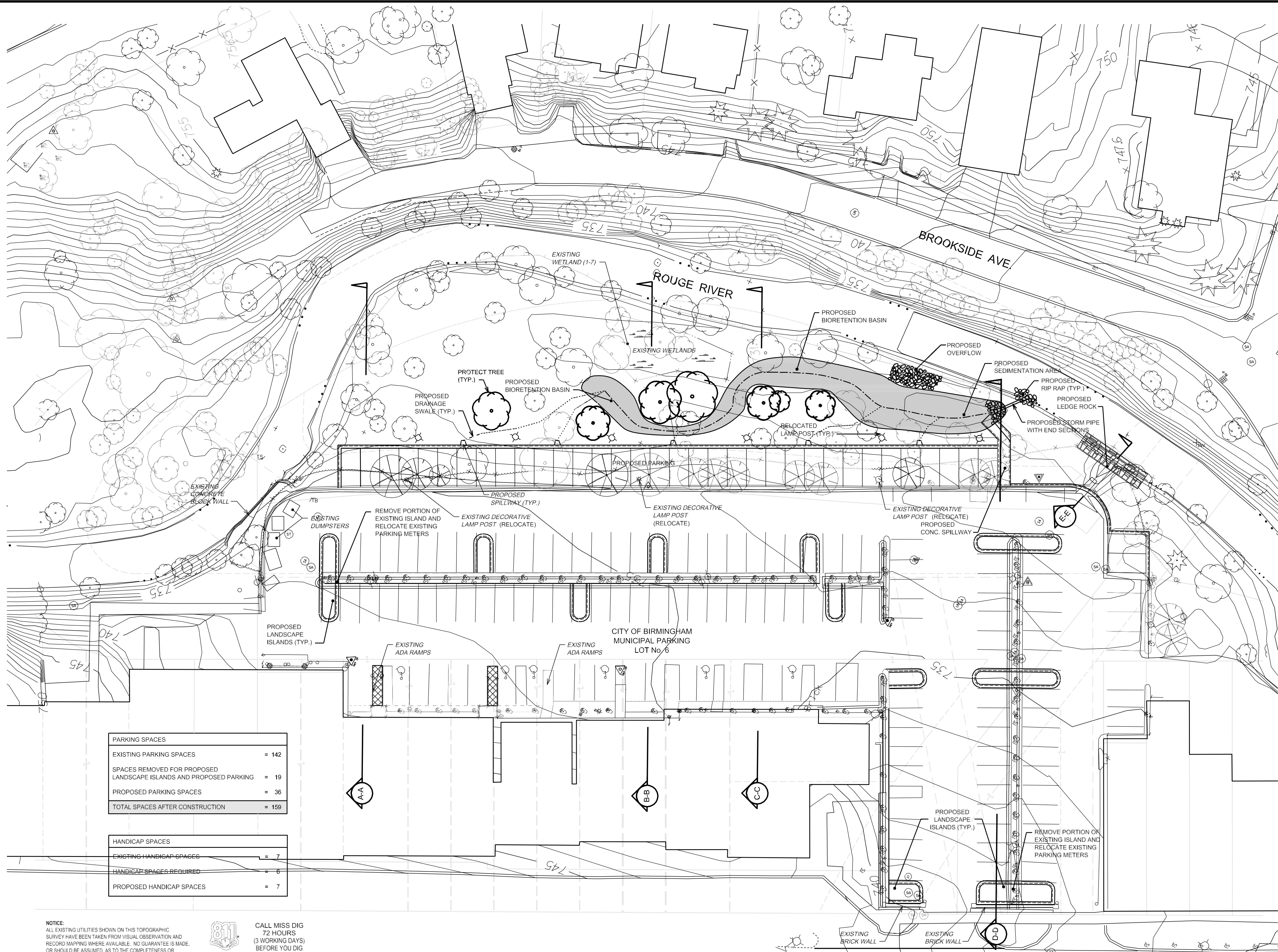
**CITY OF BIRMINGHAM**  
**MUNICIPAL PARKING**  
**LOT No. 6**  
**REHABILITATION**

OAKLAND COUNTY MICHIGAN

**PRELIMINARY PLAN**  
**CONCEPT 1**

HRC JOB NO. 201709898	SCALE 1" = 20'
DATE AUGUST 2018	SHEET NO. C-01 OF



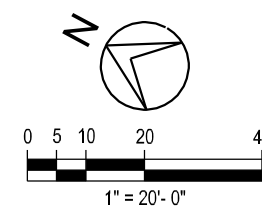


**NOTICE:**  
ALL EXISTING UTILITIES SHOWN ON THIS TOPOGRAPHIC  
SURVEY HAVE BEEN TAKEN FROM VISUAL OBSERVATION AND  
RECORD MAPPING WHERE AVAILABLE. NO GUARANTEE IS MADE,  
OR SHOULD BE ASSUMED, AS TO THE COMPLETENESS OR  
ACCURACY OF THE UTILITIES SHOWN ON THIS DRAWING.  
PARTIES UTILIZING THIS INFORMATION SHALL FIELD VERIFY  
THE ACCURACY AND COMPLETENESS PRIOR TO CONSTRUCTION



CALL MISS DIG  
72 HOURS  
(3 WORKING DAYS)  
BEFORE YOU DIG  
**1-800-482-7171**  
or **811**  
(TOLL FREE)

N. OLD WOODWARD

[illegible]

**CITY OF BIRMINGHAM**

**MUNICIPAL PARKING**

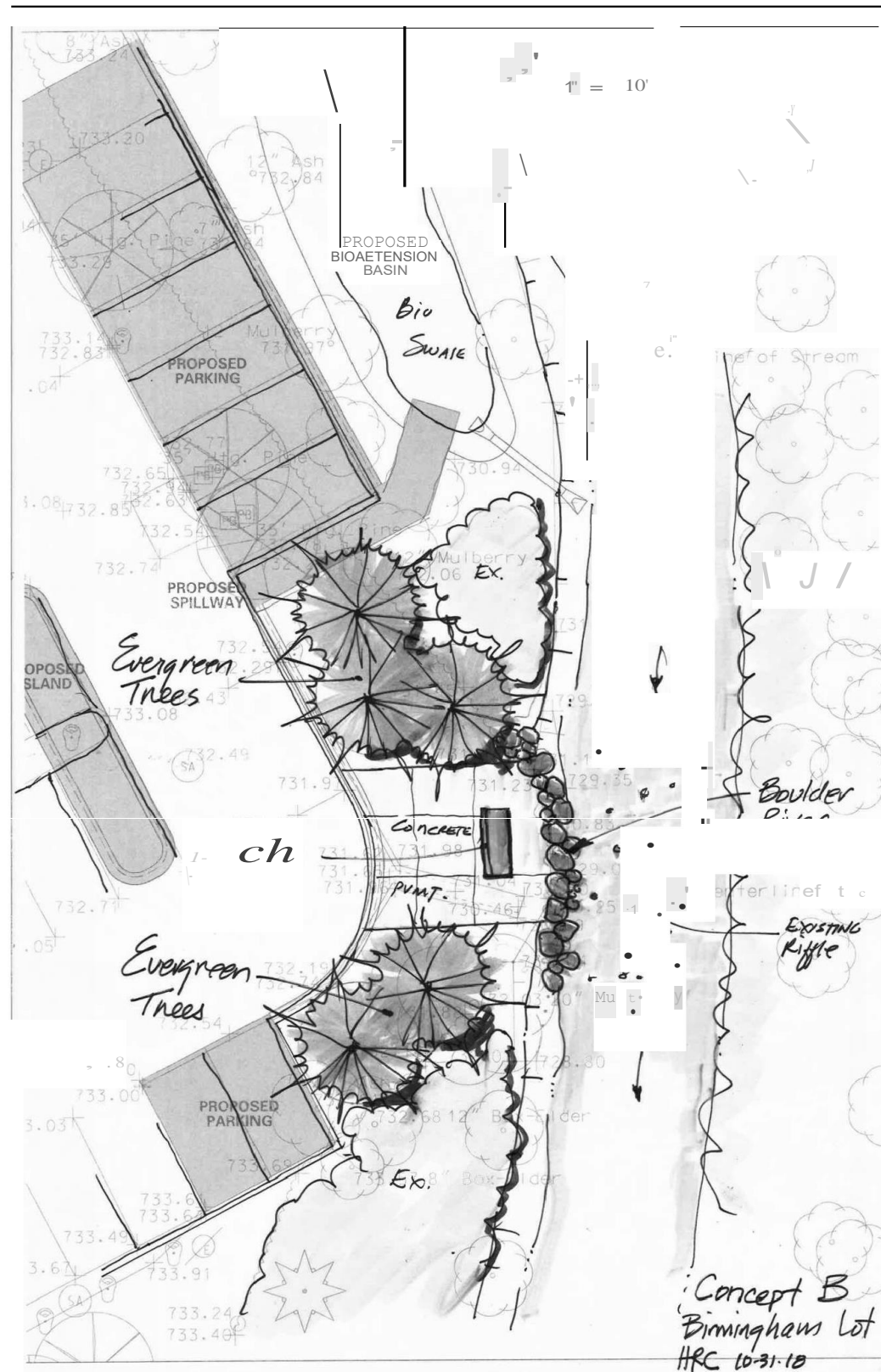
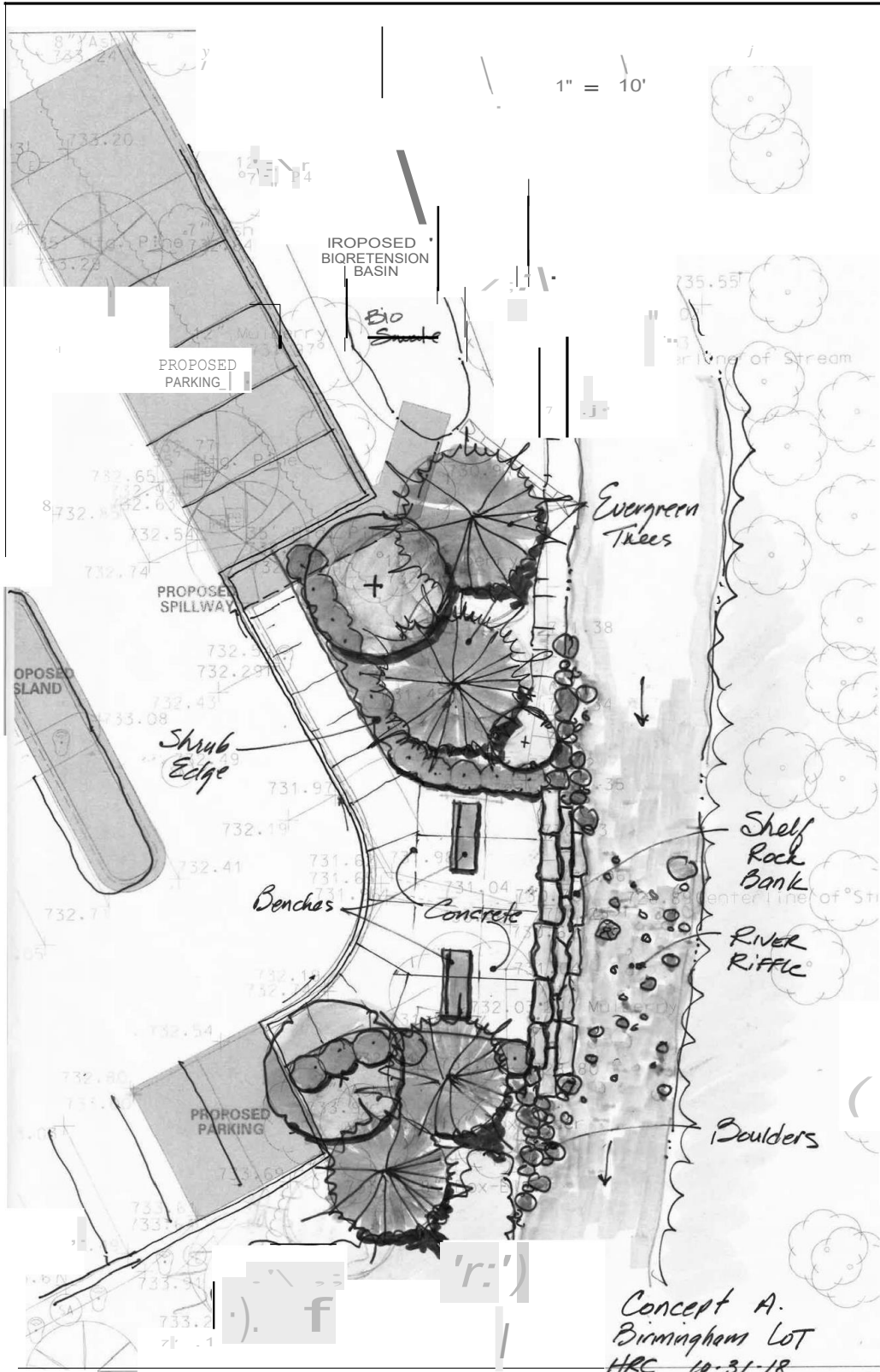
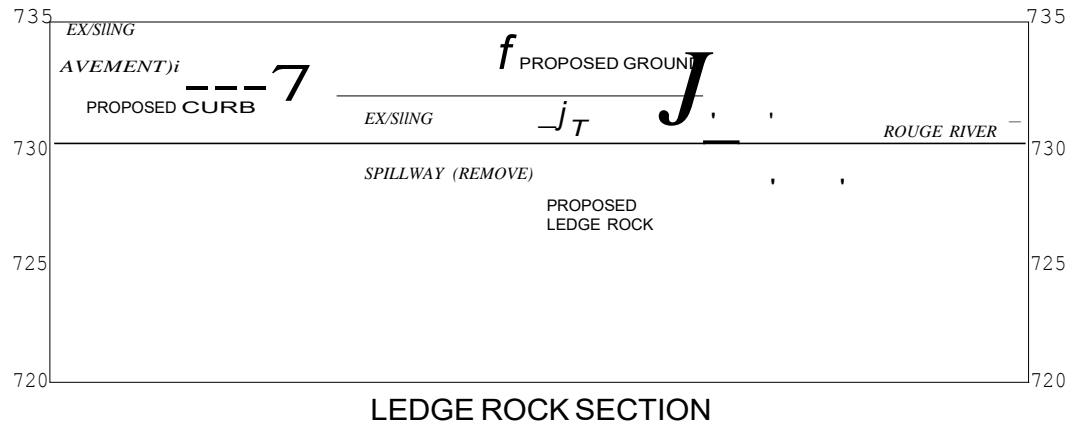
**LOT No. 6**

**REHABILITATION**

OAKLAND COUNTY MICHIGAN

## PRELIMINARY PLAN CONCEPT 2

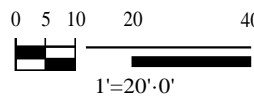
HRC JOB NO. 201709898	SCALE 1" = 20'
DATE AUGUST 2018	SHEET NO. C-02 OF



**HUBBELL, ROTH & CLARK, INC**  
CONSULTING ENGINEERS SINCE 1915  
555 HULET DRIVE P.O. BOX824  
BLOOMFIELD HILLS, MICH. 48303-0824  
PHONE: (248) 454-8300  
FAX (1st Floor): (248) 454-6312  
FAX (2nd Floor): (248) 454-6359  
WEB SITE: [http:// www.hrcengr.com](http://www.hrcengr.com)



08-30-18	ISSUED FOR OWNER REVIEW
DATE	ISSUED FOR ADDITIONS / REVISIONS
DESIGNED	D.J.S./J.J.S.
DRAWN	J.A.R.
CHECKED	J.J.S.
APPROVED	M.C.M.



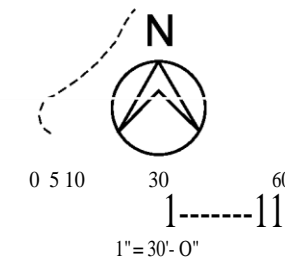
CITY OF BIRMINGHAM  
MUNICIPAL PARKING  
LOT No. 6  
REHABILITATION

OAKLAND COUNTY MICHIGAN

PRELIMINARY  
PLAN LANDSCAPE

HRC JOB NO. 201709898	SCALE 1" = 20'
DATE AUGUST 2018	SHEET NO. L-01





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EXISTING ELECTRICAL  
PHOTOMETRICS

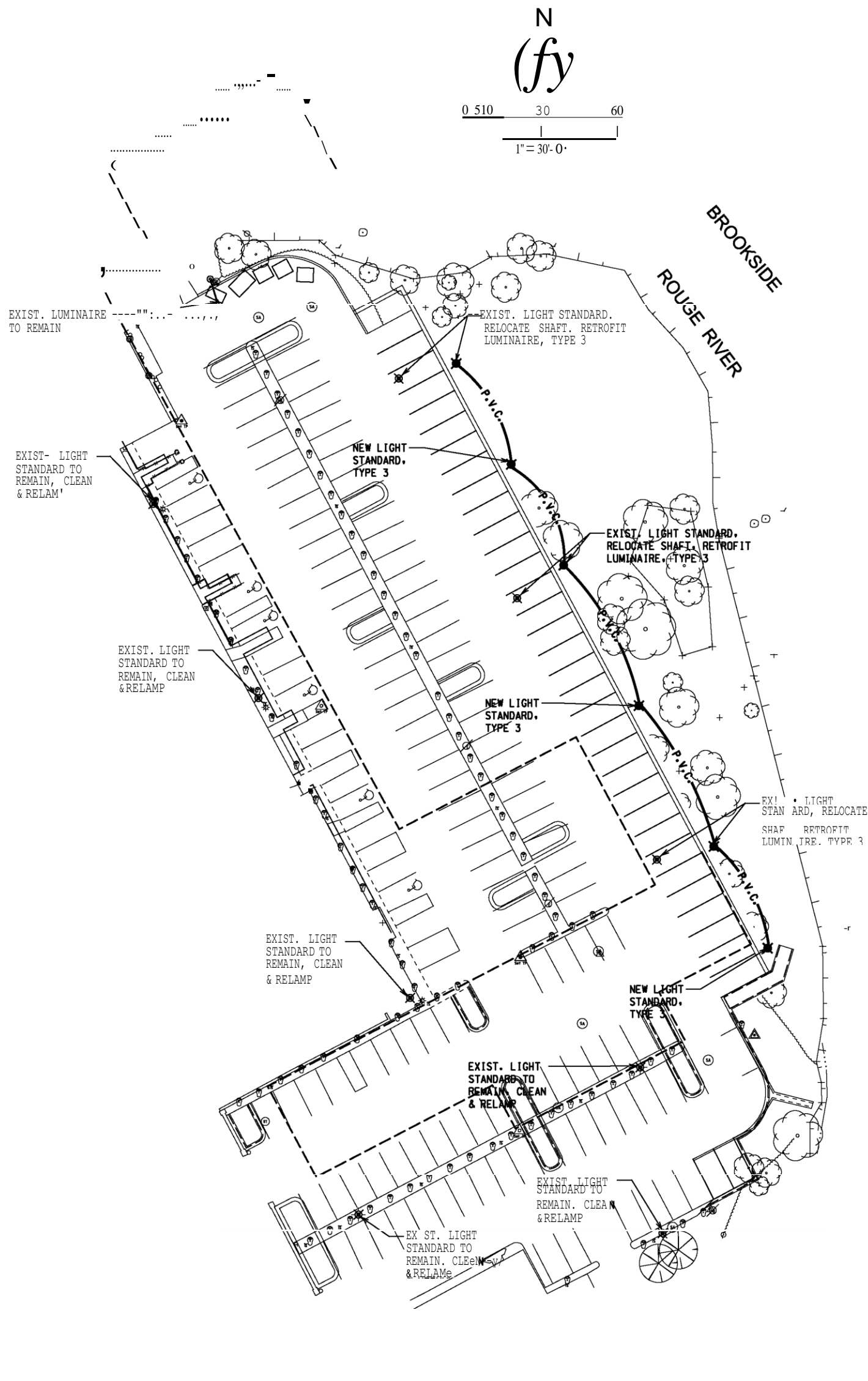
HRC JOB NO. 20170989	SCALE 1" = 30'
DATE AUGUST 2018	EETfc 01 OF





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VAC 1"=30'-0"



SITE PLAN

SCALE: 1"=30'-0"

ELECTRICAL LEGEND

ITEM	DESCRIPTION
-P.v.c.-	DIRECT BURIAL LIGHTING CONDUIT
⋮	PROPOSED LIGHT STANDARD
⊙	PRECAST ROUND HANDHOLE
N.T.S.	NOT TO SCALE
f	EXISTING UTILITY POLE
⊙	EXISTING LIGHT STANDARD
@ =	EXISTING UTILITY LIGHT STANDARD
4" x 4" x 1/2"	EXISTING UNDERGROUND TO BE REMOVED OR ABANDONED

GENERAL ELECTRICAL NOTES:

- THIS CONTRACTOR SHALL FURNISH ALL MATERIALS AND LABOR AS INDICATED ON PLANS AND AS REQUIRED FOR A COMPLETE, REVISED ELECTRICAL SYSTEM.
- OTHER PROJECTS ARE, OR MAY BE, UNDER CONSTRUCTION AT THIS SITE, AND THIS CONTRACTOR SHALL COORDINATE WITH THEM SO AS NOT TO DELAY THEIR SCHEDULES OR IMPEDE THEIR WORK.
- THIS CONTRACTOR SHALL OBTAIN ALL PERMITS AND PAY ALL FEES.
- THE CONTRACTOR SHALL VISIT THE JOB SITE, THOROUGHLY CHECK THE EXISTING FIELD CONDITIONS AND EXISTING ELECTRICAL INSTALLATIONS AND UTILITIES (ELECTRICAL AND TELEPHONE), AND CLARIFY ALL DISCREPANCIES WITH THE ENGINEER BEFORE SUBMITTING A BID, AS NO EXTRAS WILL BE ALLOWED FOR OMITTED WORK DUE TO HIS FAILURE TO INSPECT THE PREMISES.
- ALL ELECTRICAL WORK SHALL COMPLY WITH N.E.C., LOCAL CODES, ORDINANCES AND REGULATIONS INCLUDING THE FEDERAL OCCUPATIONAL SAFETY AND HEALTH ACT.
- ALL MATERIALS SHALL BE NEW AND BEAR THE UL LABEL.
- ALL WIRE SHALL BE RATED AT 600 VOLTS, COPPER, MINIMUM SIZE NO. 12 AWG. INSTALLED IN CONDUIT RIGID GALV. STEEL OR P.V.C. SIZED AS SHOWN ON THE DRAWINGS. MINIMUM SIZE #14 WIRE SHALL BE TYPE "RHW-USE".
- WHEN THE JOB IS COMPLETE, CONTRACTOR SHALL PROVIDE THE OWNER WITH CERTIFICATE OF APPROVAL FROM THE ELECTRICAL INSPECTION AUTHORITY AND SHALL PROVIDE THE OWNER WITH A ONE YEAR WRITTEN GUARANTEE ON ALL NEW MATERIALS AND LABOR.
- ELECTRICAL ENCLOSURES, SUPPORT RACKS, CONDUIT SYSTEMS, ETC., SHALL BE THOROUGHLY GROUNDED IN ACCORDANCE WITH THE N.E.C. AND ALL LOCAL CODES.
- PROVIDE WATERTIGHT HUBS AT CONDUIT ENTRANCES TO ALL WATERTIGHT CINEMA 41 ENCLOSURES.
- PROVIDE A GREEN GROUND CONDUCTOR IN ALL SYSTEMS CONDUITS.
- ALL FUSES SHALL BE U.L. LISTED AS MANUFACTURED BY BUSSMAN MANUFACTURING CO., OR APPROVED EQUAL.
- THE FOLLOWING ITEMS OR EQUIPMENT AND MATERIALS SHALL BE SUBMITTED FOR APPROVAL BY REFERENCE TO MANUFACTURER AND SPECIFIC CATALOG AND MODEL NUMBER:

CONDUIT	HANDHOLE	WIRE
FUSE HOLDERS	FUSES	LFG. FIXTURE
POLE	SPLICE KITS	
- THE CONTRACTOR SHALL RESTORE ALL AREAS OF THE SITE AFFECTED BY HIS INSTALLATION OPERATION TO MATCH CONDITIONS AS THEY WERE PRIOR TO HIS INSTALLATION WORK.
- SPLICING OF CABLES AT 1000 VOLTS OR LESS, SHALL UTILIZE INLINE COMPRESSION, SPLIT BOLT, H OR C TAP CONNECTORS WITH INSULATING AND SEALING MATERIALS FOR POSITIVE WATERTIGHT CONNECTIONS. THE INSULATING AND SEALING MATERIALS SHALL BE WATERTIGHT AND SUITABLE FOR DIRECT BURIAL AND SHALL CONSIST OF MOLDS AND RESINS, 3M "SCOTCHCAST" KITS OR EQUAL; SELF-BONDING RUBBER INSULATING TAPE, 3M "SCOTCH" NO. 130C OR EQUAL; SELF-FUSING VINYL RUBBER INSULATING PADS OR TAPE, 3M "SCOTCH" NO. 2200, NO. 2210 OR EQUAL; OR COLD SHRINK MATERIALS, 3M 8400 SERIES OR EQUAL. NO HEAT SHRINK MATERIALS WILL BE ALLOWED.

- DIRECT BURIAL LIGHTING, CONDUITS SHALL BE INSTALLED 24" BELOW GRADE (MIN.), DIRECT BURIAL SECONDARY CONDUITS SHALL BE INSTALLED 30" BELOW GRADE.
- COORDINATE ALL ELECTRICAL UNDERGROUND WORK WITH NEW AND EXISTING UNDERGROUND UTILITIES BEFORE INSTALLATION.
- HAND DIG WHERE REQUIRED TO LOCATE EXISTING UTILITIES PRIOR TO INSTALLATION OF THE DIRECT BURIAL ROADWAY LIGHTING CONDUIT.
- IN AREAS WITH EXISTING TREES, THE CONTRACTOR SHALL CAREFULLY EXCAVATE THE CONDUIT RUNS SO AS NOT TO DAMAGE MAIN ROOTS OF TREES. DO NOT CUT OR REMOVE MAIN ROOTS OF TREES, BUT RUN CONDUIT AROUND ROOTS AS MAY BE REQUIRED BY FIELD CONDITIONS.
- ALL LIGHTING POLES SHALL BE STORED WITH WOOD BLOCKING SEPARATION AND CARE SHALL BE TAKEN SO AS NOT TO DAMAGE THE FACTORY FINISH OF POLES AND LUMINAIRES. ALL DAMAGE SHALL BE TOUCHED UP WITH FACTORY APPROVED TOUCH-UP PAINT.
- EXTREME CARE SHALL BE EXERCISED DURING POLE BASE & POLE PLACEMENT, SO THAT ANCHOR BOLTS ARE CORRECTLY ALIGNED, POLES ARE PLUMB, LUMINAIRES ARE HORIZONTAL AND ORIENTATED AS SHOWN ON THE PLANS.
- FINAL LOCATIONS OF LIGHT STANDARDS, CONDUIT, HANDHOLES AND LIGHTING AND CONTROL ENCLOSURES SHALL BE FIELD ADJUSTED AS DIRECTED BY THE ENGINEER TO AVOID CONFLICTS THAT MAY BE ENCOUNTERED.
- ALL U/G CONDUITS SHALL BE SCHEDULE 40 p.v.c.
- COMPLETE UNDERGROUND SYSTEM SHALL BE INSPECTED AND CERTIFIED PRIOR TO BACKFILLING, BY THE LOCAL BUILDING DEPARTMENT ELECTRICAL INSPECTOR.
- PROVIDE A COMPLETE UNDERGROUND SYSTEM AS SHOWN INCLUDING ALL EXCAVATION AND BACKFILL. ALL CONDUIT JOINTS SHALL BE MADE
- ALL THREADED ELECTRICAL EQUIPMENT (CONDUIT, COUPLINGS, JUNCTION BOXES, ETC.) INSTALLED OUTDOORS SHALL BE COATED WITH ANTI-SEIZE COMPOUND PRIOR TO INSTALLATION.
- ALL DIRECT BURIAL CONDUITS BELOW ROADWAYS OR PARKING LOT SHALL BE BACKFILLED TO 95% COMPACTION OF MAXIMUM DENSITY OF MOOT GRANULAR MATERIAL, CLASS 2.
- PROPOSED PARKING LOT LIGHTING SYSTEM VOLTAGE SHALL BE VERIFIED IN THE FIELD.
- ADJUST LOCATION OF DIRECT BURIAL CONDUITS IN THE FIELD TO AVOID CONFLICTS. IN GENERAL THE CONDUITS SHALL BE RUN IN A STRAIGHT LINE BETWEEN POLES AND HANDHOLES.
- SAW-CUT EXIST. ASPHALT PAVEMENT TO FULL DEPTH 13" ±1.1'-0" MIN. WIDE FOR CONDUIT TRENCH. REPLACE PAVEMENT TO MATCH EXISTING.
- REMAINING VOID SHALL BE BACKFILLED TO 95% COMPACTION OF MAXIMUM DENSITY OF MDOT GRANULAR MATERIAL, CLASS 2.
- ALL SALVAGED MATERIALS SHALL BE TURNED OVER TO THE OWNER OR DISPOSED OF AS DIRECTED BY THE OWNER.

NOTICE:

ALL EXISTING UTILITIES SHOWN ON THIS TOPOGRAPHIC RECORD MAPPING WHERE AVAILABLE. NO GUARANTEE IS MADE, OR SHOULD BE ASSUMED, AS TO THE COMPLETENESS OR ACCURACY OF THE UTILITIES SHOWN ON THIS DRAWING. PARTIES UTILIZING THIS INFORMATION SHALL FIELD VERIFY THE ACCURACY AND COMPLETENESS PRIOR TO CONSTRUCTION.



CALL MISS DIG 774-4015 (WORKING DAYS) BEFORE YOU DIG 1-800-482-1111 or 811 (TOLLFREE)

HUBBELL, ROTH & CLARK, INC  
CONSULTING ENGINEERS SINCE 1915  
555 HULET DRIVE BLOOMFIELD HILLS, MICH. P.O. BOX824 48303 - 0824  
PHONE: (248) 454-6300 FAX (1st. Floor): (248) 454-6312 FAX (2nd. Floor): (248) 454-6359  
WEB SITE: <http://www.hrcengr.com>

DATE	ADDITIONS AND/OR REVISIONS
DESIGNED	B.B.Hetchler
DRAWN	B.B.Hetchler
CHECKED	RH.Waters
APPROVED	J.J.S.

KEY PLAN

PROJECT TITLE  
CITY OF BIRMINGHAM

PARKING LOT NO. 6  
REHABILITATION

ADDRESS  
CITY  
PART OF THE XX OF SECTION XX, TXX, RXE  
XXX COUNTY MICHIGAN  
SHEET TITLE

ELECTRICAL  
LIGHTING PLAN  
OPTION 1

HRC JOB NO. 20170989	SCALE 1" = 30'
DATE AUGUST 2018	EET E 01 OF



PRINCIPALS  
Daniel W. Mitchell  
Nancy M.D. Faught  
Keith D. McCormack  
Jesse B. VanDeCreek  
Roland N. Alix  
Michael C. MacDonald  
James F. Burton  
Charles E. Hart

SENIOR ASSOCIATES  
Gary J. Tressel  
Kenneth A. Melchior  
Randal L. Ford  
William R. Davis  
Dennis J. Benoit  
Robert F. DeFrain  
Thomas D. LaCross  
Albert P. Mickalich  
Timothy H. Sullivan  
Thomas G. Maxwell

ASSOCIATES  
Marvin A. Olane  
Marshall J. Grazioli  
Donna M. Martin  
Colleen L. Hill-Stramsak  
Bradley W. Shepler  
Karyn M. Stickel  
Jane M. Graham  
Todd J. Sneathen  
Aaron A. Uranga  
Salvatore Conigliario

HUBBELL, ROTH & CLARK, INC.  
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MAILING: PO Box 824  
Bloomfield Hills, MI 48303-0824  
PHONE: 248.454.6300  
FAX: 248.454.6312  
WEBSITE: www.hrc-engr.com  
EMAIL: info@hrc-engr.com

City of Birmingham  
Parking Lot No. 6 Resurfacing and Environmental Enhancements  
Preliminary Estimate  
HRC Job No. 20170989

		Concept 1 - Resurface with Full Lane Expansion and Bioretention (No New Islands, No New Lighting)			Concept 2 - Resurface with Full Lane Expansion and Bioretention (New Islands and Lighting)		
Pay Item	Item Description	Quantity	Unit Price	Total Cost	Quantity	Unit Price	Total Cost
1	Mobilization, Max 5%	1 LS	\$20,200.00	\$20,200.00	1 LS	\$26,300.00	\$26,300.00
2	Cold Milling HMA, Surface 2"	4125 syd	\$6.00	\$24,750.00	4125 syd	\$6.00	\$24,750.00
3	HMA, 5E03, Mod	575 ton	\$110.00	\$63,250.00	520 ton	\$110.00	\$57,200.00
4	Pavement Removal	500 syd	\$10.00	\$5,000.00	500 syd	\$10.00	\$5,000.00
5	21AA Aggregate Base, 12", undercutting	298 cyd	\$20.00	\$5,960.00	298 cyd	\$20.00	\$5,960.00
6	Soil Erosion Control Measures	1 LS	\$10,000.00	\$10,000.00	1 LS	\$10,000.00	\$10,000.00
7	Curb and Gutter	570 lft	\$35.00	\$19,950.00	570 lft	\$35.00	\$19,950.00
8	Curb Removal	525 lft	\$15.00	\$7,875.00	525 lft	\$15.00	\$7,875.00
9	Adjust Structure	3 ea	\$650.00	\$1,950.00	3 ea	\$650.00	\$1,950.00
10	Restoration	1 LS	\$15,000.00	\$15,000.00	1 LS	\$15,000.00	\$15,000.00
11	Maintenance of Traffic	1 LS	\$7,500.00	\$7,500.00	1 LS	\$7,500.00	\$7,500.00
12	MDEQ Permit Fee Allowance	1 LS	\$5,000.00	\$5,000.00	1 LS	\$5,000.00	\$5,000.00
13	Restriping	1 LS	\$3,000.00	\$3,000.00	1 LS	\$3,000.00	\$3,000.00
14	Replace Bollard	1 LS	\$750.00	\$750.00	1 LS	\$750.00	\$750.00
15	Excavation, Earth	2400 cyd	\$15.00	\$36,000.00	2400 cyd	\$15.00	\$36,000.00
16	HMA, 3C	150 ton	\$90.00	\$13,500.00	150 ton	\$90.00	\$13,500.00
17	21AA Aggregate Base, 6", pavement	130 cyd	\$75.00	\$9,750.00	130 cyd	\$75.00	\$9,750.00
18	Decorative Light Pole Relocation	4 ea	\$2,500.00	\$10,000.00	4 ea	\$2,500.00	\$10,000.00
19	Relocate Bench	1 ea	\$500.00	\$500.00	1 ea	\$500.00	\$500.00
20	Parking Meter Removal	2 ea	\$250.00	\$500.00	6 ea	\$250.00	\$1,500.00
21	Parking Meter Installation	34 ea	\$250.00	\$8,500.00	34 ea	\$250.00	\$8,500.00
22	Tree Removal	28 ea	\$1,000.00	\$28,000.00	28 ea	\$1,000.00	\$28,000.00
23	Clearing	1 LS	\$10,000.00	\$10,000.00	1 LS	\$10,000.00	\$10,000.00
24	Tree Plantings	28 ea	\$500.00	\$14,000.00	28 ea	\$500.00	\$14,000.00
25	Peat Fill Material	900 cyd	\$40.00	\$36,000.00	900 cyd	\$40.00	\$36,000.00
26	Sedimentation Fill Material	200 cyd	\$25.00	\$5,000.00	200 cyd	\$25.00	\$5,000.00
27	Plantings	1 LS	\$50,000.00	\$50,000.00	1 LS	\$50,000.00	\$50,000.00
28	Rip Rap at Outlet to River	20 cyd	\$100.00	\$2,000.00	20 cyd	\$100.00	\$2,000.00
29	Geotextile Fabric at Outlet to River	20 syd	\$50.00	\$1,000.00	20 syd	\$50.00	\$1,000.00
30	Concrete and stone spillway	5 ea	\$1,000.00	\$5,000.00	5 ea	\$1,000.00	\$5,000.00
31	Aesthetic Additions	1 LS	\$5,000.00	\$5,000.00	1 LS	\$5,000.00	\$5,000.00
Additional Items for Parking Lot Standard Compliance							
A	Pavement Removal (Extra Islands)				393 syd	\$10.00	\$3,930.00
B	Ground Cover (Extra Islands)				284 syd	\$6.00	\$1,704.00
C	Curb and Gutter (Extra Islands)				655 lft	\$35.00	\$22,925.00
D	Remove and Replace ADA Ramp				1 LS	\$10,000.00	\$10,000.00
E	Additional Lighting	1 LS	\$24,000.00	\$24,000.00	1 LS	\$85,000.00	\$85,000.00
G	Backfill (Extra Islands)				146 cyd	\$20.00	\$2,920.00
ESTIMATED CONSTRUCTION COSTS				\$448,935.00	\$552,464.00		
Construction Contingency (15% of total cost)				\$67,300.00	\$82,800.00		
TOTAL PROJECT COST				\$516,235.00	\$635,264.00		





**PARKING LOT No. 6 SITE PLAN**  
**OPTION 1 - RESURFACING**



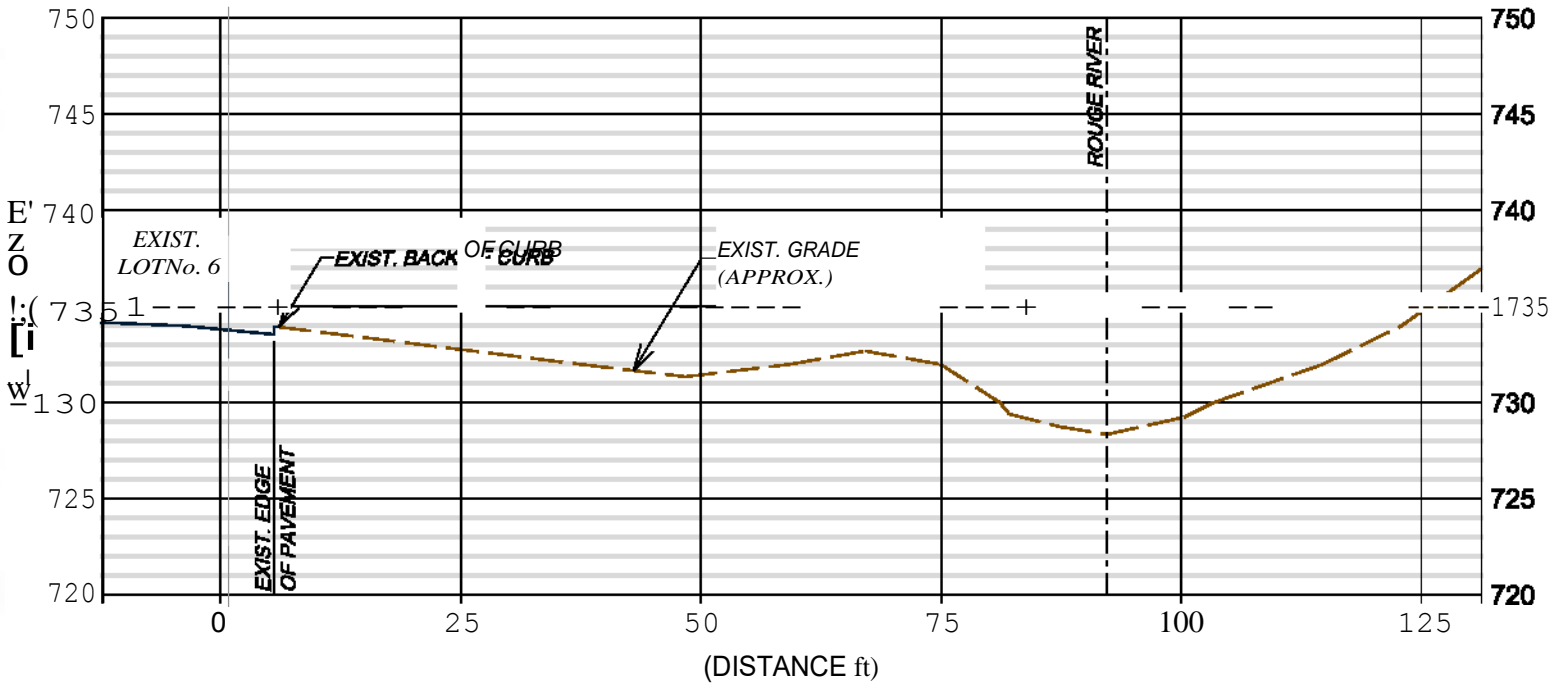
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APPROXIMATE LIMITS  
OPTION 1 RESURFACING

**NOTES:**

- 1. PROTECT EXISTING STAND OF PINE TREES ALONG THE EAST SIDE OF THE PARKING LOT.
- 2. PLANT ARBORVITAE (70 TOTAL @ 4' o.c.) BETWEEN EXISTING PINES FOR ADDITIONAL SCREENING.



**SITE SECTION - A**  
SCALE: 1"= 20' HORIZ.  
1"= 10' VERT.

**CITY OF BIRMINGHAM**  
**PARKING LOT No. 6 REHABILITATION**  
**DESIGN OPTION 1**



JOB NO.  
20170989  
DATE  
NOV.2017

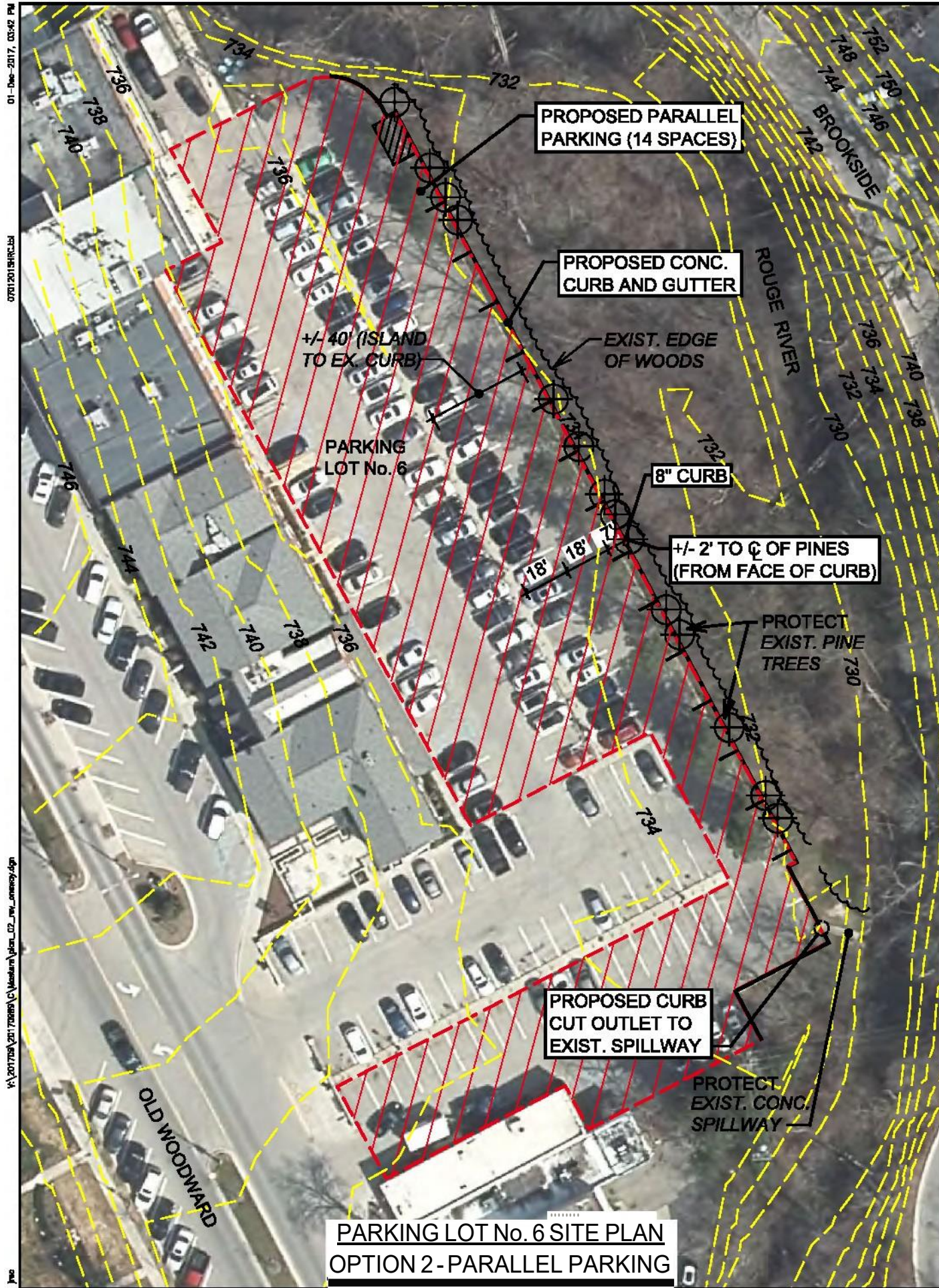
HUBBELL, ROTH & CLARK, INC  
CONSULTING ENGINEERS SINCE 1915

555 HULET DRIVE (248) 464-8500 P.O. BOX 824  
BLOOMFIELD HILLS, MICH. 48306-0824  
PHONE:  
FAX (1st Floor): (248) 454-41312  
FAX (2nd Floor):  
WEB SITE: <http://www.hrc-engineers.com>

FIGURE  
**01**



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APPROXIMATE LIMITS

OPTION 2 RESURFACING

- NOTES:
1. PROTECT EXISTING STAND OF PINE TREES ALONG THE EAST SIDE OF THE PARKING LOT.
  2. EXISTING LIGHT POLES (4 TOTAL) WILL NEED TO BE RELOCATED TO ACCOMMODATE NEW PARALLEL PARKING.
  3. PLANT ARBORVITAE (70 TOTAL @ 4' o.c.) BETWEEN EXISTING PINES FOR ADDITIONAL SCREENING.

CITY OF BIRMINGHAM  
PARKING LOT No. 6 REHABILITATION  
DESIGN OPTION 2

	JOB NO. 20170989 DATE NOV. 2017	 HUBBELL, ROTH & CLARK, INC CONSULTING ENGINEERS SINCE 1915	555 HULET DRIVE BLOOMFIELD HILLS, MICH. 48304-0824 PHONE: (248) 464-8300 FAX (1st Floor): (248) 454-41312 FAX (2nd Floor): WEB SITE: <a href="http://www.hrc.com">http://www.hrc.com</a>	FIGURE 02



**BIORETENTION BASIN EXAMPLES**



**PARKING LOT No. 6 SITE PLAN**

\*\*\*\*\* \*\* 9999

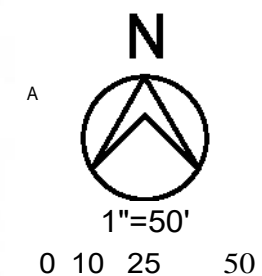
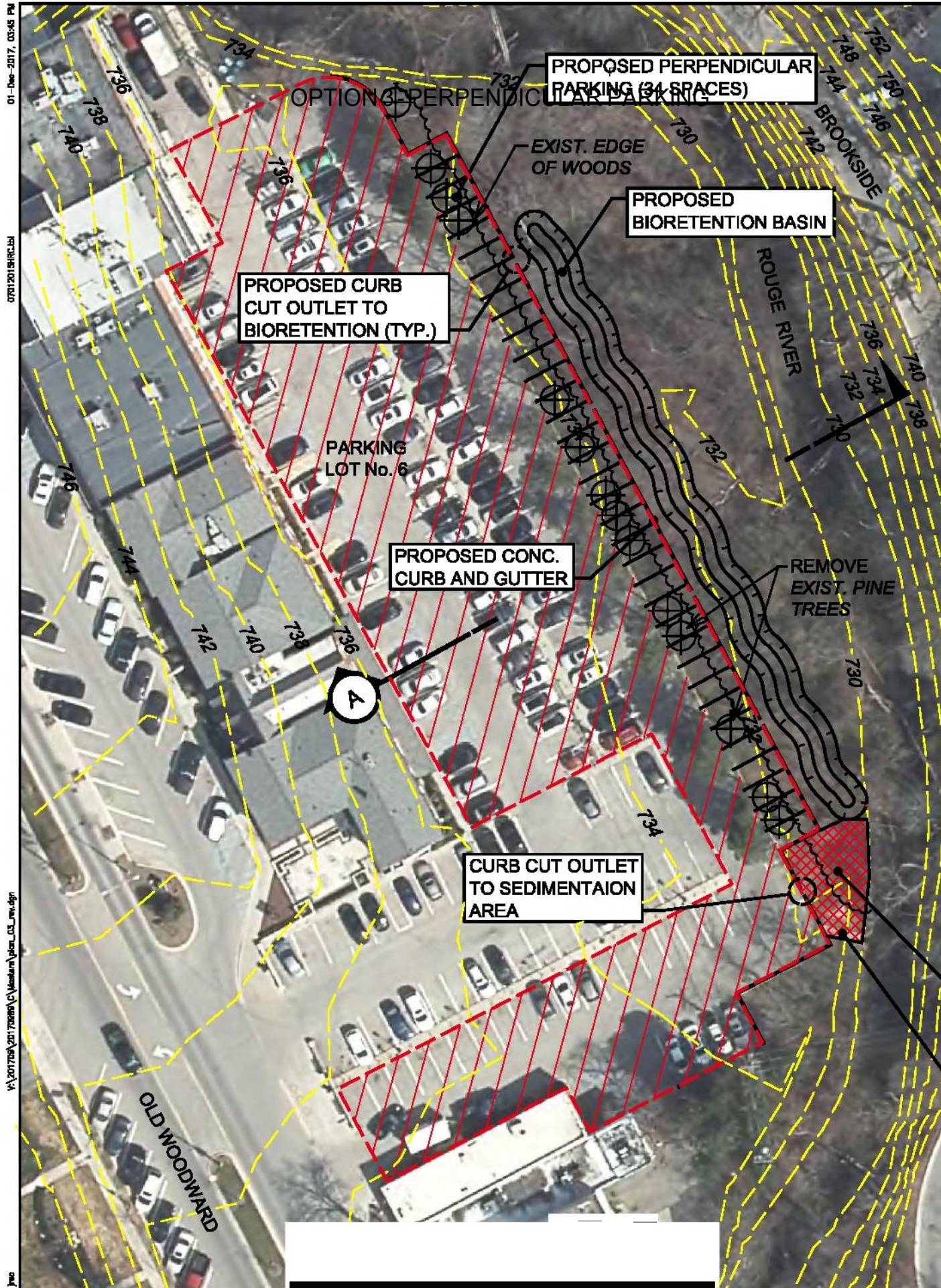


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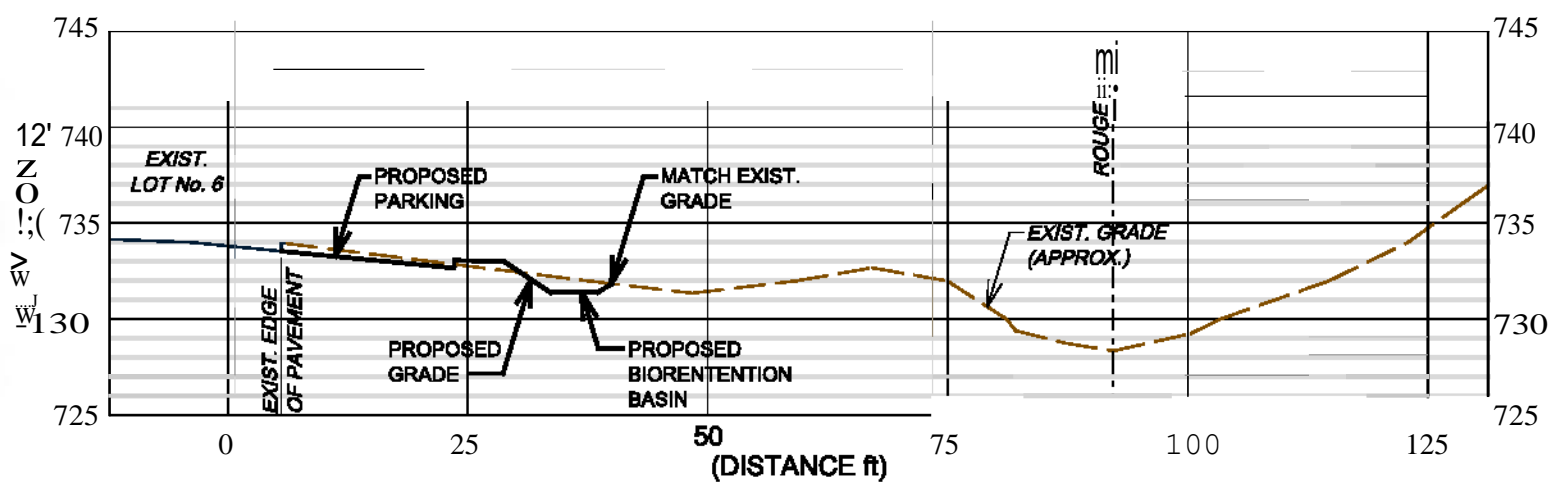
X(181.Floor): (248)454-41312  
WEB SITE: <http://-.tmlngr.CDm>  
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**17..2ZJ** APPROXIMATE LIMITS  
OPTION 3 RESURFACING

PROPOSED  
SEDIMENTATION AREA

NOTE:

1. REMOVE EXISTING STAND OF PINE TREES ALONG EAST SIDE OF PARKING LOT.
2. EXISTING LIGHT POLES (4 TOTAL) WILL NEED TO BE RELOCATED TO ACCOMMODATE NEW PARALLEL PARKING.
3. LIMIT REMOVAL OF EXISTING VEGETATION AND SUPPLEMENT WITH ADDITIONAL SCREENING AS NECESSARY.



PROPOSED  
SEDIMENTATION  
AREA

REMOVE EXIST.  
CONC. SPILLWAY

**SITE SECTION - A**  
SCALE: 1" = 20' HORIZ.  
1" = 10' VERT.

**CITY OF BIRMINGHAM**  
**PARKING LOT No. 6 REHABILITATION**  
**DESIGN OPTION 3**



JOB NO.  
20170989  
DATE  
NOV.2017

HUBBELL, ROTH & CLARK, INC.

PHONE: (248) 464-8300  
BLOOMFIB.D HIU.S. MICH. 4830G •0824  
FAX (2nd. Floor):

FIGURE  
**03**





## MEMORANDUM

Office of the City Manager

**DATE:** June 25, 2018

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

**FROM:** Tiffany J. Gunter, Assistant City Manager

**SUBJECT:** Parking Lot #6 Expansion

---

There is strong parking demand five days a week from businesses that surround Parking Lot #6 located adjacent to 600 N. Old Woodward. Demand is exceptionally strong on Wednesdays, Thursdays, and Fridays in the early afternoons. Lot#6 is also home to the City's popular Farmer's Market, which is held on the parking lot every Sunday morning from the beginning of May to the end of October. The parking lot is in need of repair due to the wear and tear that results from intense usage.

The Advisory Parking Committee has worked extensively with the business owners of this area since 2006, when demand started growing larger than capacity. Approximately eight years ago, a discussion was held about potentially expanding the lot to the east, in order to gain additional capacity. However, negative feedback from homeowners directly east of the Rouge River and the committee elected to table this matter until a later time. Now that maintenance work is clearly needed on the lot, the Committee thought that it was important to entertain options to gain more capacity in the lot again. Staff was directed to prepare various options to consider.

In December, 2017, staff presented three options to the Committee as follows:

**Option #1** – Resurface the existing parking lot, and add a simple landscape buffer of the lot along its east side, at an estimated cost of \$242,000.

**Option #2** – Resurface the lot, while expanding it about four feet to the east (allowing the addition of 14 parallel parking spaces, while maintaining the existing trees), and adding a simple landscape buffer along its east side, at an estimated cost of \$290,000.

**Option #3** - Resurface the lot, while expanding it about twenty feet to the east (allowing the addition of 34 parallel parking spaces, and adding extensive landscape and storm water quality improvements), at an estimated cost of \$497,600.

The Committee voted to support Option #3. Knowing about previous objections, it was important to notify not only the businesses, but the residential community as well. All homeowners (and businesses) north of Ravine Rd. were mailed the attached postcard to advise them of a scheduled public hearing.

At the Advisory Parking Committee meeting of March 7, 2018, the referenced public hearing was held regarding the various offered options on how to potentially rehabilitate, renovate, or potentially expand Parking Lot #6. Those that spoke at the hearing were generally very supportive of Option #3. After taking comments from several attendees, generally representing nearby businesses, the Committee voted 6-0 to recommend that the City Commission authorize



the restoration of Parking Lot #6, using Option #3. Option #3 represented the larger of two expansion options, wherein the lot would be resurfaced, an additional 34 parking spaces would be added to the east side of the lot, and storm water filtering improvements would be implemented for the entire lot.

The total cost of the project is estimated at approximately \$497,600, which can be broken down into three general categories:

- |                                     |           |
|-------------------------------------|-----------|
| a. Resurfacing of the Existing Lot  | \$161,200 |
| b. Expansion of the Parking Area    | \$179,400 |
| c. Storm Water Quality Improvements | \$157,000 |

At a subsequent meeting held on May 2, 2018, the Committee reconvened to explore funding alternatives for Parking Lot #6 expansion. The committee explored the possibility of

- 1) Applying for a grant from MDEQ that could cover up to 80% of the storm water quality improvements (\$157,000), but would delay the project by at least one year and potentially add other requirements
- 2) Activating a special assessment district to cover only the cost of the expansion (\$179,400), or
- 3) Proceed with the project using reserves in the parking enterprise fund.

After a thorough discussion of funding options, the Committee agreed to proceed with the plan to utilize the Parking Enterprise Fund to support the project in its entirety. It was agreed that as a sign of good faith, knowing that the assessment may likely be levied to support the N. Old Woodward garage reconstruction, it is best not to introduce a separate assessment for a relatively small scale project as this time. There was concern that the City is setting a precedent that the parking fund will pay for all minor improvements in the future. They ultimately agreed that the anticipated \$40 million improvement was the impetus for the decision and do not expect these circumstances to exist on an on-going basis.

#### SUGGESTED RESOLUTION:

To authorize the restoration and expansion of Parking Lot #6 located near 600 N. Old Woodward. Further, to waive the option of creating a special assessment district to defray the cost of this work, and proceed to the plan preparation phase, charging all costs to the Auto Parking System.

CITY OF BIRMINGHAM  
ADVISORY PARKING COMMITTEE  
PUBLIC HEARING  
THURSDAY, MARCH 7, 2018 AT 7:30 AM  
ROOM 205, MUNICIPAL BUILDING

**MUNICIPAL PARKING LOT #6**

Funds have been budgeted to resurface Municipal Parking Lot #6, located next to and behind 600 N. Old Woodward Ave. The Parking Committee is considering three different options on how to improve the lot with respect to appearance, storm water quality, and capacity. The Committee would like public input before a final recommendation is made to the City Commission. Please see the Advisory Parking Committee page at [www.bhamgov.org](http://www.bhamgov.org) for more information and illustrations.

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Engineering Department  
City of Birmingham  
151 Martin  
Birmingham, MI 48009

«SIDWELL»  
«NAME»  
«ADDRESS»  
«CITY», «STATE» «ZIP\_CODE»

Engineering Department  
City of Birmingham  
151 Martin  
Birmingham, MI 48009

«Next Record»  
«SIDWELL»  
«NAME»  
«ADDRESS»  
«CITY», «STATE» «ZIP\_CODE»



## MEMORANDUM

Engineering Dept.

**DATE:** March 7, 2018

**TO:** Advisory Parking Committee

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

**SUBJECT:** Parking Lot #6 Rehabilitation/Expansion  
Public Hearing

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At the meeting of December 1, 2018, the Advisory Parking Committee (APC) scheduled a public hearing for the meeting of February 7 regarding the above noted proposal. The public hearing was later postponed to the March 7 meeting so that the parking system consultant interviews could be held during that meeting. Postcards were sent to businesses and homes from the north edge of the assessment district south to Ravine Rd. announcing the public hearing, as well as directing people to the City's website where the three proposals are detailed.

As of today, no calls or comments have been received, other than from Dr. Vaitas, who has commented that he was not notified. With further research, we have identified that the individual suites were not listed in the tenant database, therefore, not all tenants were notified in his building. Staff is looking into this matter.

### TIMING

As you know, this parking lot is in strong demand five days a week from the adjacent business community. In addition, the City's popular Farmer's Market is held on the parking lot every Sunday morning from the beginning of May to the end of October. Since the construction also has to occur during May to October, this leaves Saturdays as the only "low impact" day that the lot being closed would have a minor impact on the area. After reviewing the issue with the BSD, we envision that construction could be conducted as follows:

1. If either Option 2 or 3 is selected, there will be concrete curb and paving work to do first along the east edge of the parking lot, and in the case of Option 3, substantial grading and landscape work. We believe it would be best to complete this work first, so that the final asphalt paving could be installed up to the new curb as the last part of the job. Work of this nature could be done during the week, wherein most of the parking in the lot could be kept open to the public, and the existing easterly access drive would be used both for parking space access, as well as an access for the construction activity. Having this area under construction would not cause much disruption to the Farmer's Market, since the existing asphalt surface would still be as is.
2. Once the curb changes and extra paved area are installed, we recommend that the contract be written such that an asphalt mill be required to complete removal of the existing top surface of asphalt on a Saturday morning. This work could be accomplished in a matter of hours, followed up with an inspection of the remaining asphalt, and then removal and asphalt patching of bad spots. The lot would have to be swept and made



safe for the Farmer's Market the day after, as well as for use by the businesses the following week.

3. The contract would then stipulate that the final asphalt surface course would be installed on the following Saturday morning. Pavement markings could be installed late that afternoon, making the project essentially finished and ready for full use again that same day.

Staff would appreciate your input relative to the suggested timetable.

Given current projects that are already underway for 2018, it is recommended that this project be authorized soon so that it can be designed and bid later this year, and constructed in April and May of 2019.

### FUNDING

Typically, parking system improvements are charged completely to the parking system. That can be the case here as well. However, if Option 3 is elected, there is a significant expenditure proposed that can be categorized as an environmental improvement. Currently, unfiltered storm water that picks up dirt and oils from the lot are directed straight into the adjacent Rouge River. By installing a bioswale and settling basin, the storm water would flow slower through these areas and be filtered before entering the river. Such an improvement would qualify for consideration of a grant.

Two grant opportunities are identified in the attached letter from our engineer, HRC. In general terms, it is estimated that the cost of the environmental improvements totals \$163,000. If the City receives a grant of 75% of this amount, a savings to the parking system of about \$100,000 could be accomplished, considering additional administration costs. Other than the additional administration efforts noted, acquiring the grant would likely result in a delay of an additional year, moving the project to 2020 construction. Delaying the work until 2020 is problematic not only in terms of not bringing any relief to the parking issues in this area, but it also then conflict with the planned Maple Rd. Paving project planned downtown during the same time.

Input from the APC on this matter is also requested.

After conducting a public hearing, the APC should consider moving a recommendation to the City Commission for final adoption, and inclusion in the 2018-19 fiscal year budget.

### SUGGESTED RECOMMENDATION:

The Advisory Parking Committee recommends that City Commission authorize the restoration of Parking Lot #6, using Option \_\_\_\_.

City of Birmingham  
ADVISORY PARKING COMMITTEE  
REGULAR MEETING

Birmingham City Hall Commission Room  
151 Martin, Birmingham, Michigan  
Wednesday, March 7, 2018

**MINUTES**

These are the minutes of the Advisory Parking Committee ("APC") regular meeting held on Wednesday March 7, 2018. The meeting was called to order at 7:30 a.m. by Chairman Al Vaitas.

**Present:** Chairman Al Vaitas  
Vice-Chairperson Gayle Champagne  
Anne Honhart (arrived at 7:36 a.m.)  
Steven Kalczynski  
Lisa Krueger  
Judith Paskiewicz

**Absent:** None

**SP+ Parking:** Catherine Burch  
Sara Burton  
Jay O'Dell

**BSD:** Ingrid Tighe, Executive Director

**Administration:** Austin Fletcher, Asst. City Engineer  
Tiffany Gunter, Asst. City Manager  
Paul O'Meara, City Engineer  
Carole Salutes, Recording Secretary

**RECOGNITION OF GUESTS** (none)

**MINUTES OF REGULAR MEETING OF FEBRUARY 7, 2018**

**Motion by Ms. Champagne**  
**Seconded by Ms. Krueger to accept the Minutes of February 7, 2018 as presented.**

**Motion carried, 5-0.**

VOICE VOTE:

Yeas: Champagne, Krueger, Kalczynski, Paskiewicz, Vaitas

Nays: None

Absent: Honhart

PUBLIC HEARING

PARKING LOT #6 REHABILITATION/EXPANSION

The public hearing opened at 7:35 p.m.

After reviewing the current conditions with an engineering consultant, Hubbell Roth & Clark ("HRC"), the following three options have been prepared in conceptual plan format, with cost estimates attached:

OPTION 1 – RESURFACE EXISTING LOT

The plan shows the areas of the lot that have not been repaved in 20 years. (The remainder of the area was repaved last year as a part of an Oakland County sewer relocation project.) It is envisioned that the top two inches of asphalt would be removed and replaced, with other various base repair work as needed. In order to enhance the area some, arborvitae are proposed to be installed along the east edge of the lot, between the existing mature evergreen trees. Such a project would give the entire lot a new fresh look, but would do nothing to enhance its capacity or storm water quality. The engineer's estimate for this work, including a contingency, is \$242,000.

OPTION 2 – PROVIDE MINOR EXPANSION TO EAST, AND RESURFACE EXISTING LOT

The plan depicts the small 4 ft. wide expansion to the east. The expansion would attempt to save the existing evergreen trees to the east, as well as supplement them with new arborvitae, as in Option 1. The curb relocation would allow for an increase in capacity by 14 parking spaces, or an expansion of 10%. Such a project would give the entire lot a new fresh look. It would do nothing to enhance its storm water quality. The engineer's estimate, including a contingency, is almost \$290,000. During the study of this area, the City's forestry consultant has acknowledged that the existing evergreen trees planted along the east edge of the lot have passed their prime and several have been removed already through the intervening years. Of the ones that remain, several are diseased and in decline, although others are still strong. Undertaking this option would likely

result in damaging the root structure of some of the trees, which may result in further losses in the coming years.

OPTION 3 – PROVIDE GREATER EXPANSION TO THE EAST, PROVIDE STORM WATER QUALITY IMPROVEMENTS, AND RESURFACE EXISTING LOT

Considering the current status of the adjacent evergreen trees, the third plan has proposed their removal, and depicts a 20 ft. expansion to the east, thereby accommodating an expansion of 34 parking spaces. To improve upon the aesthetics and storm water quality of the lot, a bioswale has been proposed behind the east curb edge. The bioswale would be enhanced with plantings that would work as a filter to stop pollutants coming off the lot before they enter the river. The new curb would have several openings to allow storm water to flow into the bioswale. In the lowest area, at the southeast corner, the existing concrete spillway would be removed in favor of a stone lined sedimentation basin. The basin would allow all of the storm water to flow very slowly into the river, allowing pollutants and sediment to drop out of the water before entering the river. Given the close proximity to the river, and the work within the floodplain, the design would have to be approved by the Michigan Dept. of Environmental Quality ("MDEQ"). If done correctly, we assume the MDEQ would endorse this voluntary effort to improve the storm drainage design of an existing parking lot. If this design moves forward, a closer look at the vegetation in the area is recommended. Undesirable or invasive species could be removed and replaced with more desirable plantings that could provide an improved aesthetic and screening effect for the adjacent residential area. Such a project would provide improvements to the lot in many ways, and would also improve the capacity of the lot by 24%. The total cost of this option, including contingency, is estimated at almost \$500,000.

If Option 3 is elected, there is a significant expenditure proposed that can be categorized as an environmental improvement. Currently unfiltered storm water that picks up oil and dirt from the lot is directed straight into the Rouge River. By installing a bioswale and settling basin, the storm water would flow slower and be filtered before entering the river. Such an improvement would qualify for consideration of a grant.

Two grant opportunities are identified by our engineer, HRC. In general terms, it is estimated that the cost of the environmental improvements totals \$163,000. If the City receives a grant of 75% of this amount, a savings to the parking system of about \$100,000 could be accomplished. Acquiring the grant would likely result in a delay of an additional year, moving the project to 2020 construction. Delaying the work until 2020 is problematic not only in terms of not bringing any



relief to the parking issues in this area, but it also would then conflict with the planned Maple Rd. Paving Project planned downtown during the same time.

Responding to Ms. Champagne, Mr. O'Meara said this would be an early 2019 project if they do not attempt to get the grant. There is a nominal cost to apply for the grant. They are looking at gaining about \$160,000 with the grant that would just cover the environmental costs and not the paving. Getting the grant would not be a sure thing. The least disruption to the community would be to build the whole project at once.

Mr. O'Meara went on to describe how construction would proceed with the least disturbance to the public and to the Farmer's Market.

Mr. Jamie Burton, Environmental Engineer from HRC, said they will pick Michigan native plants for the bioswale that will slow the water down and take up the nutrients. The goal will be for long-term low maintenance.

Mr. O'Meara verified for Mr. Kalczynski that a parking space in a structure costs \$25,000 to \$30,000. Chairman Vaitas compared that cost with how much a space would be using Option 3, which is about \$6,500.

Mr. O'Meara responded to Dr. Paskiewicz's question about adding in the picnic tables and seating from the Farmer's Market if Option 3 proceeds. He explained they could curve the swale around so that it leaves green space behind the curb and creates seating areas. It was mentioned that the arborvitae would block headlights from residences to the east.

The Chairman took comments from the audience.

Mr. Joe Finessi, business owner in the area, said the payback on \$6,500 would be about three years or less. Therefore, it makes sense to go through with it.

Haley is a manager for Luigi Bruni at the north end of Old Woodward Ave. They have 32 employees and over half have parking passes for Lot #6, but a majority of the time they have to pay for parking in other spots in addition to paying for their pass. Their 4,000 sq. ft. business is being impacted the most. The lot is in shambles with many potholes and it is not appropriate for either consumers or for their staff to park. She thought it is imperative that the lot gets done sooner rather than later.

Mr. Brian Najor, Najor Companies, 600 N. Old Woodward Ave. said they own 600 through 640 N. Old Woodward Ave. They think the lot is in immediate need of repair with its many potholes and distress cracks. The cost for a space is pretty cheap compared to what a space in a structure costs. The ability to park

on the side streets has been taken away from business owners because of resident complaints. Therefore they need to utilize the opportunity to get about 34 more spots.

Ms. Tonia Schrem spoke to represent one of the businesses in the 600-620 Building. She stated they need to see some urgency from the Parking Committee. They are losing business because their clients cannot find a place to park and end up turning around and leaving.

Mr. Joe Bongiovanni, said he represents three businesses, Market, Luxe Bar and Grille, and Salvatore Scaloppini; but also is a future homeowner at 680 Brookside. The employee parking element of this discussion is vital. As far as they are concerned as business people, all of the spots near their restaurants are expected to be for customers. He thought some form of a shuttle should be set up that would be beneficial to them.

Ms. Tammy Marinella represented 800 N. Old Woodward, Brogan and Partners. They have 27 employees and they spend \$5,800/quarter for parking. They have 19 passes but ten of their employees have to use the meter parking which doubled in price in the last six months. The City will make up the \$6,500/space with just one company's parking pass expense.

Ms. Helen Fratell, the owner of Birmingham Wine, said she is one person with no employees and can't get a parking pass. If she pays for meter parking she can't pay her rent at the end of the month. So any spots would be a huge help.

Ms. Carolyn Butcher said she works for Norm Ziegelman Architects at 800 N. Old Woodward Ave. They are desperate for parking. There are no spots. With the construction next door they have lost five spots. It's not just employees trying to park, now there are construction workers as well.

Mr. Robert Greenstone from Greenstone Jewelers on 430 N. Old Woodward Ave. pointed out that Tuesday through Friday every street metered space is used from 11:30 a.m. to 2:30 p.m. all the way to Euclid and beyond. Wednesday through Friday Lot #6 is completely jammed. With the Brookside Condominium construction along N. Old Woodward Ave. they have lost 16 street spaces on the west side of N. Old Woodward Ave. and at least an equal number on the surface lot connected to the N. Old Woodward Parking Structure. All of the additional spaces that are potentially available would be most welcomed by the patrons of the businesses.

Mr. Marvin Acho from One Source, 600 N. Old Woodward Ave., said he has had his parking pass for about eight years. It has gotten more and more frustrating for him every Wednesday, Thursday, and Friday because it is too tough to find a

parking spot from 11 a.m. to 2:30 p.m. He thought the extra parking spots would help.

Ms. Kay Huberty, Certified Nutritional Consultant in private practice at 600 N. Old Woodward Ave. said her patients cannot get in for their health care appointments because they cannot find parking. She strongly endorsed Option 3 and the possibility of more parking for clients.

Mr. Bongiovanni said their three restaurants will wholeheartedly try to maneuver their employees to off-site shuttle lots if the cost is zero or minimal compared to parking in the garage or on-street.

Ms. Gunter stated that the focus of the parking consultant that they selected concerns the demand and supply issues that have come up today. Internally, even without the consultant's help, they have been looking at lots that could potentially be used to expand parking capacity. As part of their parking study they will be working through the BSD and with the merchants to survey and find out the likelihood of daily parkers taking advantage of that option.

Ms. Honhart noted they have offered this before to companies in Birmingham and the companies have not shown interest. Yet, people still expect the City to keep supplying more and more parking spaces.

Haley made one additional comment. She does not think their business is opposed to the shuttle idea. However it is not convenient for most of their staff who leave and come back at various times of the day. Instead of some of the other things that are going on in the City this parking lot is important and imperative.

**Motion by Ms. Krueger**

**Seconded by Ms. Champagne that the APC recommends that the City Commission authorize the restoration of Parking Lot #6, using Option #3.**

**Motion carried, 6-0.**

ROLLCALL VOTE:

Yeas: Krueger, Champagne, Honhart, Kalczynski, Paskiewicz, Vaitas

Nays: None

Absent: None

298 S. OLD WOODWARD AVE.  
DAXTON HOTEL VALET PARKING PROPOSAL

Mr. O'Meara offered background. A five-story hotel is proposed for the northwest corner of S. Old Woodward Ave. and E. Brown St., the Daxton Hotel. Last July and August, the APC approved a recommendation to remove all of the metered parking in front of the property in order to make space for a valet parking zone.

At their meeting on October 16, 2017, the City Commission did not approve the recommendation. The applicant was asked to study moving the valet to Brown St., and if necessary, reduce the size of the valet on Old Woodward Ave. With the above in mind, the applicant has worked with their traffic engineering team to develop a computer model to demonstrate what would happen if the valet operation was moved to Brown St. Secondly, the applicant is now on record indicating that they can make the valet operation work with two metered parking spaces being installed just south of the proposed Old Woodward Ave. garage exit, with the provision that during times of peak occupancy, the meters could be bagged and taken out of service for additional valet staging area. Since the original proposal called for the removal of eight metered parking spaces, this new proposal is asking for the removal of just six metered parking spaces.

The City Commission has set the new rate per meter at \$5,400/year, which is calculated by using \$18/day for 300 days per year. The number of days per year reflects the fact that parking is not charged on Sundays, nor on legal holidays, which average 13 per year.

Mr. Rick Rattner, Attorney, 380 N. Old Woodward Ave., introduced Mr. Mike Darga, Traffic Engineer from Giffels Webster; Mr. Matt Schwan from Giffels Webster; and Mr. David Berman, 102 Pierce St., representing the ownership group. Mr. Rattner asked that Mr. Kalczynski recuse himself from hearing this matter, but the request was refused by the Chairman.

Mr. Rattner indicated their model studies have shown that if they use Brown St. for valet service it would block the street all the way down to Pierce. The next thing they did was to see if they could cut down on the number of spaces on S. Old Woodward Ave. being used for regular valet parking. Therefore they added a second level of underground parking, which gave them a total of 56 spaces, of which 29 are required because of the residential floor. They would be used as storage space for valet. So they have done everything they can to provide more parking for the City. For special events they would bag two spaces on Brown St. for the valet.

Therefore their current reduced request in the new configuration when S. Old Woodward Ave. is redone is for six angled parking spaces along S. Old Woodward Ave. and the ability to bag two spaces for special events. Mr. Darga gave a presentation showing on the screen proposed traffic circulation patterns in and out of the parking structure during an event. Mr. Rattner hoped the



committee would approve their reduced request for valet. It is the minimal, they think, that they can operate with and not interfere with traffic in the City.

Mr. Kalczynski noted that on Merrill and on Townsend St. there is a lot of congestion even with two or three available spaces for the Townsend valet. So, imagine the amount of congestion that will be caused by having valet on one of the main thoroughfares in town. As a result, he felt there has to be a better solution for S. Old Woodward Ave. He sees the potential for a lot of clogged traffic. Mr. Rattner replied the way valets park cars they can accommodate a total of 76 to 80 vehicles in the Daxton garage. Further, the hotel is providing off-street parking for the retailers in the City. Also, their valet never leaves the garage and blocks S. Old Woodward Ave.

Ms. Honhart inquired where the hotel employees will park. Mr. David Berman believed many of the hotel workers will use public transportation. Secondly, they recently secured 200 spaces in the Birmingham Place parking structure, which they own, where hotel employees can park.

Mr. Kalczynski commented the amount of additional parking spaces, although commendable, that will be in the new boutique hotel doesn't necessarily talk about the issue at hand, which is the clogging of the main artery of the City of Birmingham.

Mr. Berman concluded they have completed the additional work that the City requested, evaluated it, and think that it will not cause any major traffic congestion. Also, looking at the highest and best use for that site, they could have built an office building. That office building would have a zero parking requirement because it is in the Parking Assessment District. The hotel has provided 54 actual spaces, up to 80 with valet, and they are using them at off-peak times from when the office workers do not need them. In conclusion, they have done everything they can, going above and beyond what is required to help solve the City's parking problem.

There were no comments from the public at 8:55 a.m.

**Motion by Ms. Champagne**

**Seconded by Ms. Krueger to recommend to the City Commission the removal of six metered on-street parking spaces at 298 S. Old Woodward Ave. to allow for the operation of a valet service by the adjacent property owner, in exchange for an annual payment of \$32,400 (at \$5,400/meter) to be charged annually.**

**Motion carried, 5-1.**

VOICE VOTE:

Yeas: Champagne, Krueger, Honhart, Paskiewicz, Vaitas

Nays: Kalczynski

Absent: None

PERMIT RULE CHANGE AND  
TRANSIENT PARKING IN STRUCTURES

Ms. Gunter advised that in the third week of March 2018, the City will undergo a major reconstruction of Old Woodward Ave. and will temporarily remove 130 on-street parking spaces. In an effort to mitigate the impact on our transient parkers and ensure full utilization of the available rooftop valet assist. Ms. Gunter summarized the findings of staff and discussed the rationale for the recommendation. Ms. Gunter noted that the goal is to maximize availability of the first level parking spaces within the decks for transient parkers and maximize utilization of the roof-top valet assist. She noted that, if the recommendations were approved that the CBD could realize an increased capacity of 250 parking spaces within the existing structures and eliminate long-term parking in the prime parking spaces, located on the first floors of each structure.

- 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 a.m. and 9 a.m. or 7 a.m. and 10 a.m. and replace those signs with 3 hour maximum parking signs that exclude monthly permit holders from parking in these restricted spaces.
- Part II of the recommendation involves a modification to the existing permit rules that require the use of rooftop valet assist for monthly permit parkers when the structure is full. This change would be rolled out along with the parking signage suggestions and 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).*

Ms. Gunter stated that this recommendation will significantly increase the likelihood that parking spaces are available for transient 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 all parkers.

Ms. Gunter noted that, If approved, staff will begin an intense communication push with our monthly permit holders. 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 would be \$3,112.

Staff will evaluate the performance of the changes over the four month period and Ms. Gunter indicated that this may not be a temporary change. They hope that at the conclusion of the Old Woodward Ave. reconstruction we gain some flexibility in our permitting ability to reduce the wait list.

Mr. O'Dell said to make sure people are only parking for three hours the tires will be tracked electronically by the location of the tire stem. Also they will track license plate numbers through their hand-held system to ensure the monthly parkers are not utilizing those lower spaces. Violators could lose their monthly pass. Transient parkers who ignore the three-hour rule could get a ticket. He noted for Dr. Paskiewicz that the turnaround time for retrieving a car from the valet is only a couple of minutes.

Mr. O'Meara pointed out that after the construction, keeping the valet there would give them the ability to start selling more monthly passes.

Dr. Paskiewicz observed that people who are buying a permit will have full knowledge that they will need to valet park. That may push some people to find a different solution.

**Motion by Ms. Honhart**

**Seconded by Ms. Champagne that 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 rooftop valet assist option with an ongoing enforcement cost of \$3,112 per month.**

**Amended by Ms. Krueger (and accepted by makers of the motion) to include this recommendation through the end of the Old Woodward Ave. construction and have it re-evaluated for a long-term solution.**

**Motion carried, 6-0.**

ROLLCALL VOTE:

Yeas: Honhart, Champagne, Kalczynski, Krueger, Paskiewicz, Vaitas

Nays: None

Absent: None

#### APC SUPPORT FOR CONSTRUCTION MARKETING

Ms. Gunter recalled at the February 7 APC meeting the committee requested additional information from the Birmingham Shopping District ("BSD") to support the request for additional funding to market available parking options during the period that will involve the reconstruction of Old Woodward Ave. The APC requested a specific timeframe for the marketing campaign and details concerning the total media buy. The BSD has provided the requested detail and is seeking a recommendation to approve \$60,000 in funding support.

Ms. Tighe stated the BSD will be running a multi-faceted marketing campaign to promote the downtown shopping, dining and spa experience during the Old Woodward reconstruction project. The BSD will highlight the downtown through TV, radio, magazine, newspaper, and through social media ads promoting the popular "2 Hours Free Parking in the Decks" program and free valet parking available during the construction period from April to August 1.

The BSD has committed a total of \$100,000 for construction related activities. They are requesting the Advisory Parking Committee to approve a \$60,000 commitment from the parking fund to support the marketing campaign.

In addition, wayfinding signs will be printed that show where the valet parking stations are located. Strategic ads will be input into facebook, snap chat and instagram that target consumers in the retail trade area.



**Motion by Dr. Paskiewicz**

**Seconded by Mr. Kalczynski that the Advisory Parking Committee recommends a one-time expenditure of \$60,000 in support of the BSD reconstruction marketing campaign.**

**Motion carried, 6-0.**

**ROLLCALL VOTE:**

Yeas: Paskiewicz, Kalczynski, Champagne, Honhart, Krueger, Vaitas

Nays: None

Absent: None

**MONTHLY FINANCIAL REPORTS**

Mr. O'Dell stated that the financials look good.

**MEETING OPEN FOR MATTERS NOT ON THE AGENDA**

Ms. Gunter provided an update on Staff's first meeting with the Nelson/Nygaard team, the new parking consultant. The purpose of the meeting was to make sure they have a good understanding of the existing conditions and the needs. It is anticipated that next month they will be in front of this committee to report their findings thus far. At the merchant meeting tomorrow a brief survey will be completed so the consultants can get feedback and understand some of the challenges.

Ms. Honhart described experience she has had in the parking structures because the display says "reinsert card" and there is a delay in the gate going up. Mr. O'Dell explained there is a slight delay because the machine encrypts credit card information to keep it safe and then sends the signal to raise the gate. He will check into the message about reinserting the card. They are working through signage to get people to do things in the proper way in order to speed things up.

Further responding to Ms. Honhart, Mr. O'Dell said when someone no longer needs their parking pass it is not allowed for them to give the pass to someone else. .

**NEXT REGULARLY SCHEDULED MEETING**

April 4, 2018

ADJOURNMENT

No further business being evident, the Chairman adjourned the meeting at 9:30 a.m.

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City Engineer Paul O'Meara



## MEMORANDUM

Engineering Dept.

**DATE:** May 2, 2018  
**TO:** Advisory Parking Committee  
**FROM:** Paul T. O'Meara, City Engineer  
**SUBJECT:** Parking Lot #6 Restoration

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At the Advisory Parking Committee meeting of March 7, 2018, a public hearing was held regarding the various offered options on how to potentially renovate and improve Parking Lot #6, located adjacent 600 N. Old Woodward Ave. After taking comments from several attendees, generally representing nearby businesses, the Committee voted 6-0 to recommend that the City Commission authorize the restoration of Parking Lot #6, using Option #3. Option #3 represented the larger of two expansion options, wherein the lot would be resurfaced, an additional 34 parking spaces would be added to the east side of the lot, and storm water filtering improvements would be implemented for the entire lot.

The total cost of the project is estimated at approximately \$497,600, which can be broken down into three general categories:

- |                                     |           |
|-------------------------------------|-----------|
| a. Resurfacing of the Existing Lot  | \$161,200 |
| b. Expansion of the Parking Area    | \$179,400 |
| c. Storm Water Quality Improvements | \$157,000 |

During the meeting in March, the timing of construction was discussed. Since closing the lot has a significant impact on the surrounding businesses, as well as the Farmer's Market, which uses the lot every Sunday from May through October, timing the construction by a means that reduces the closure time to a minimum is important. We envision the lot construction would go in the following phases beginning in 2019:

1. Clearing of vegetation, lights, and curb in conflict with expansion to the east.
2. Construction of new curb and base asphalt for expansion to east.
3. Milling of existing asphalt surface.
4. Restoration of natural area to east, and construction of storm water quality improvements.
5. Installation of new asphalt on both existing and new parking lot areas.

We envision that Phases 1, 2, and 4 could be completed with minor daytime closures, since most of the work would be east of the current east edge of the parking lot. Phases 3 and 5 would require a complete closure of the parking lot. The contract would be written that this work must be accomplished on consecutive Saturdays only, allowing the work to be done with relatively little impact on the surrounding businesses. In order to keep impact on the Farmer's Market reduced, we also envision attempting to get the work completed by the end of May, so

that the work can start potentially in April, when the season has not yet started, and finish in May when traffic is still lower.

Also at the meeting, outside funding sources were discussed to some extent. The involved:

- 1) A Michigan Department of Environmental Quality (MDEQ) grant. A significant amount of funding would be devoted to an improvement of the water quality for the parking lot's drainage discharge, there is a good chance that the project would qualify for a grant of up to 80% of the cost of that work, or about \$125,000. In order to apply for a grant, administered through the MDEQ, plans would have to be prepared and sent to the state agency for review. A waiting period would be involved, likely delaying the work until 2020. Since acquisition of the grant is not a certain thing, the Advisory Parking Committee expressed interest in having this project move forward for 2019 construction.
- 2) Utilizing the Parking Assessment District (PAD) to support the cost of the new parking spaces. Since 34 new parking spaces are proposed, a percentage of the cost of the lot expansion could be spread across the entire PAD. Given that the overall cost of the project is low, and since a potentially significant special assessment may be coming in the future for the reconstruction of the N. Old Woodward Ave. Parking Structure, the Committee may wish to consider the advisability of a smaller special assessment at this time. However, to better understand what the assessment may look like, the following example was prepared for discussion purposes.

**SPECIAL ASSESSMENT RESEARCH FINDINGS:** No special assessment has been levied against the PAD since the completion of the Chester St. Structure in 1989. Historically, a percentage of the construction cost of the project would be applied to the assessment district. Percentages have varied between 15% and 40%, with the most recent one being 15%. The policy on determining how much each property has been assessed has been determined on several factors, including:

1. Distance from the project being built (using a system of concentric circles, properties were split into groups radiating out from the project).
2. Distance from the center of downtown (the intersection of Maple Rd. and Old Woodward Ave.). In the past, it was thought that being closer to the center of the central business district was more valuable, translating to greater benefit for a property owner if parking was improved.
3. Higher charges for square footage on the first floor, as compared to upper commercial floors. In the past, it was felt that the first floor areas were the most valuable, and would have the most to gain from parking improvements.
4. Residential zoned properties would not be assessed, as they were required to provide their own parking.

The City may elect to modify the assessment formula as it sees fit to match changing conditions. If an assessment district were created on Parking Lot #6, staff would recommend something that would use the distance from the project as the primary determining factor for benefit received. With the changing retail environment, we believe it is unclear that properties near the center of the district are any more valuable than others. Further, we also do not see that square footage on the first floor now



brings any stronger demand for parking than other commercial floors, especially given the current method of use in office building space.

The attached map with concentric rings was prepared to illustrate a means to split the district into three areas. Properties closest to Parking Lot #6 would receive the largest benefit. Those properties located between Ravine Rd. and the Willits St./Oakland Blvd. intersection would receive a smaller benefit, while those south of Willits St./Oakland Blvd. would receive the smallest benefit.

Historically, it appears that no more than 40% of the total construction cost has been charged to assessment districts. Since the total cost of the project is low, for discussion purposes, the total of 100% of the expansion cost of \$179,400 could be used as a starting point. As a suggestion, the percentage of the cost to be raised within each of the three circles could be set to best represent the benefit that each area would receive. For example, in section 1, 60% of the value should be raised. In section 2, 30% of the value should be raised. In section 3, 10% of the value should be raised. This would translate to the following costs per square foot:

Section 1 = \$0.777 per sq.ft.

Section 2 = \$0.164 per sq.ft.

Section 3 = \$0.006 per sq.ft.

Using these rates, the following demonstrates the cost per building for a typical small property (1,500 sq.ft.), and a relatively large property (20,000 sq.ft.):

Zone	Estimated Cost, Small Property	Estimated Cost, Large Property
Section 1	\$1,165	\$15,540
Section 2	\$246	\$3,280
Section 3	\$9	\$120

Previously, parking assessment districts have been set to raise substantially larger sums as a part of a parking structure construction project. As such, owners are allowed to break the payments up into ten increments, and pay it off over 10 years. The sample numbers above show that an assessment district on this project would result in charges much lower than is typically done.

There are obviously many variations that could be employed on an assessment district of this sort. Staff welcomes discussion and debate on the matter, as the Committee wishes. If the Committee is so inclined to consider the creation of an assessment district inadvisable at this time, a sample recommendation follows below:

#### SUGGESTED RECOMMENDATION:

The Advisory Parking Committee recommends that the City Commission authorize the restoration of Parking Lot #6, using Option #3. Further, the Committee recommends that the Commission waive the option of creating a special assessment district to defray the cost of this work, and proceed to schedule construction, charging all costs to the Auto Parking System.

City of Birmingham  
ADVISORY PARKING COMMITTEE  
REGULAR MEETING

Birmingham City Hall Commission Room  
151 Martin, Birmingham, Michigan  
Wednesday, May 2, 2018

**MINUTES**

These are the minutes of the Advisory Parking Committee ("APC") regular meeting held on Wednesday May 2, 2018. The meeting was called to order at 7:30 a.m. by Chairman Al Vaitas.

**Present:** Chairman Al Vaitas  
Vice-Chairperson Gayle Champagne  
Anne Honhart  
Steven Kalczynski  
Lisa Krueger  
Judith Paskiewicz

**Absent:** None

**SP+ Parking:** Catherine Burch  
Sara Burton  
Jay O'Dell

**Administration:** Austin Fletcher, Asst. City Engineer  
Tiffany Gunter, Asst. City Manager  
Paul O'Meara, City Engineer  
Carole Salutes, Recording Secretary

RECOGNITION OF GUESTS (none)

MINUTES OF REGULAR APC MEETING OF APRIL 4, 2018

**Motion by Dr. Paskiewicz**  
**Seconded by Mr. Kalczynski to accept the Minutes of April 4, 2018 as presented.**

**Motion carried, 6-0.**

VOICE VOTE:

Yeas: Paskiewicz, Kalczynski, Champagne, Honhart, Krueger, Vaitas

Nays: None

Absent: None

LOT #6 FINANCIAL STRATEGY

Mr. O'Meara offered some history. Each time the City built a parking structure, a part of the construction cost was assessed to the entire Assessment District. With regard to the five parking structures, a formula was set up that considered three main factors:

- Properties closest to the structure were assessed at a higher rate than those further away;
- The square footage of the first floor was assessed at a higher rate than the upper floors, assuming they were commercial;
- Properties closer to the center of town were assessed higher than those further away.

Some of those ideas are out of date now because of the changing business environment. Today, we would recommend that the distance from the improvement to the structure is measured, as well as how big the building is. Upper floors put as much demand on the parking system as those on the first level.

A map with concentric rings was prepared to illustrate a means to split the district into three areas. Properties closest to Parking Lot #6 would receive the largest benefit. Those properties located between Ravine Rd. and the Willits St./Oakland Blvd. intersection would receive a smaller benefit, while those south of Willits St./Oakland Blvd. would receive the smallest benefit. For discussion purposes, the total of 100% of the expansion cost of \$179,400 could be used as a starting point. As a suggestion, the percentage of the cost to be raised within each of the three circles could be set to best represent the benefit that each area would receive. For example, in section 1, 60% of the value should be raised. In section 2, 30% of the value should be raised. In section 3, 10% of the value should be raised.

Using these rates, the following demonstrates the cost per building for a typical small property (1,500 sq. ft.), and a relatively large property (20,000 sq. ft.):

Zone	Estimated Cost, Small Property	Estimated Cost, Large Property
Section 1	\$1,265	\$15,540
Section 2	246	3,280
Section 3	9	120

Because the City is seriously talking about building a new parking structure at N. Old Woodward Ave., a much larger assessment may be coming in the near future. It might set a bad tone if a small assessment is introduced now and then a much larger one is created in a relatively short time period. Therefore it may be better to defer to the parking fund the cost for adding the 34 new parking spaces to Lot #6.

The Ad Hoc Parking Development Committee reached the conclusion that distinguishing between the first and upper floors of a building doesn't make much sense anymore. As well, the Maple Rd./Old Woodward Ave. intersection doesn't have much bearing on the value of the property today.

Mr. O'Meara explained that adding to or modifying or adding to the Assessment District would be difficult. Deciding on the entrance fee would be difficult because the property has not benefited from the past history. Since the City is not is working to address issues with parking demand, he doesn't think the City would want to add additional buildings to the District.

Ms. Honhart did not state whether the City should or should not pay for the expansion - it is not a lot of money. However if the City does pay for it, someone may come back and say that last time the District was not charged.

To that point Ms. Gunter believed the argument for today is that the documentation and proof can be shown of a commitment on the City's part not to continue to go back and assess over and over again when they have something that is smaller and it is known something larger will be coming up. She thought a strong argument can be made to anybody that comes later and says the City didn't assess previously. The City can say the circumstances surrounding the case were different in that they anticipated a \$40 million improvement and wanted to make sure not to put an unnecessary burden on the businesses.

Chairman Vaitas thought that tweaking the formula is following historical trends.

Discussion continued concerning whether the broader use of Lot #6 for the Farmer's Market should contribute in some way to the Parking Assessment District. Mr. O'Meara said the use is being done at a time when the lot is not being used for anything else. The use doesn't damage the Parking System. He noted that at this time the Parking Fund is strong.

Answering Ms. Paskiewicz, Mr. O'Meara explained that the total cost of the entire Lot #6 project is estimated at approximately \$497,600. Of that amount, expansion of the parking area is \$179,400. Using funds from the Parking System forgoes the opportunity for a grant from the Michigan Dept. of Environmental



Quality. However, the Chairman noted that the wait time to receive the grant would be two years and the grant is not a sure thing.

Ms. Gunter summarized that the suggestion is to not assess now in anticipation of a bigger assessment later.

**Motion by Ms. Champagne**

**Seconded by Ms. Krueger that the Advisory Parking Committee recommends that the City Commission authorize the restoration of Parking Lot #6, using Option 3. Further, the committee recommends that the Commission waive the option of creating a special assessment district to defray the cost of this work, and proceed to schedule construction, charging all costs to the Auto Parking System**

**Motion carried, 6-0.**

**VOICE VOTE:**

Yeas: Champagne, Krueger, Honhart, Kalczynski, Paskiewicz, Vaitas

Nays: None

Absent: None

**PARKING UPDATE**

Ms. Gunter said she was happy to see that there is availability in the middle of the day on the first floors of the parking structures since they have instituted the changes on the first levels and on the surface lot at N. Old Woodward Ave. Next month she will be able to show some numbers for the amount of turnover that has increased since the change. The week before last 750 cars were parked by the valet service. That number is anticipated to go up again.

Mr. Kalczynski noted he has heard from retailers that some employees are taking advantage of the valet parking service. Ms. Gunter said it is very difficult to control that because it is a complimentary program. They cannot turn people away.

Ms. Gunter reported the parking study team is working on an engagement session with the merchants. A presentation will be provided to the merchants on May 16 and feedback will be gathered.

Finally, another online opinion survey on Birmingham parking is being developed. It will be distributed more widely than the first survey was.

At the last City Commission meeting, one of the commissioners requested that the utilization reports become more exacting. They want to get a better understanding of what happens throughout the day. She has been working with SP+ to try to develop a dashboard that would show useful information so that trends can be seen more readily than in the larger reports that are provided every month.

Dr. Paskiewicz noted that a person who teaches at the Community House has said that people in her classes are consistently complaining about the lack of parking availability. They are saying that even though the sign says there is parking, there is not necessarily parking. If the sign reads 20 or less they don't even bother going in.

Mr. O'Dell explained those 20 spaces are for the valet parking. There is a large component of people that don't realize the valet is there. Also, some people are afraid there will be a charge for valet and others don't want anyone to touch their car.

#### MONTHLY FINANCIAL REPORTS

Mr. O'Dell announced the Parking Fund is doing well.

#### MEETING OPEN FOR MATTERS NOT ON THE AGENDA

Mr. O'Meara noted the Lot #6 construction will be scheduled to take place in April and May of next year.

Mr. O'Meara said he has gotten the complaint that the spaces in the Chester St. Structure are narrow. Mr. O'Dell explained the spaces there have double stripes that create a buffer. The spaces look narrow but there are actually 6 in. on each side.

Ms. Honhart observed that some people are unhappy that they have to pull out their credit card in order to enter a parking structure. Ms. Gunter said it is the getting in of the card and getting it out is that has become more of a holdup than whether or not people know to use a credit card. Giving the system three seconds and then proceeding usually works with no problem.

Ms. Honhart noticed that the parking area around the 555 Building is pretty full now. Mr. O'Dell answered that area is only full at certain times. There is more pressure on it now because of the construction. It is always busy in the mornings.

Responding to the Chairman about how the construction is going, Mr. O'Meara said they are very happy with their contractor who is extremely serious about getting a lot done every day. The biggest challenge is the water mains. The existing ones are old and brittle and they break. Then construction has to stop to address that.

NEXT REGULARLY SCHEDULED MEETING

June 6, 2018

**ADJOURNMENT**

No further business being evident, the Chairman adjourned the meeting at 8:40 a.m.

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City Engineer Paul O'Meara

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Assistant City Manager Tiffany Gunter



## MEMORANDUM

Engineering Dept.

**DATE:** December 1, 2017

**TO:** Advisory Parking Committee

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

**SUBJECT:** Parking Lot #6  
Resurfacing & Expansion Options

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The City's five-year capital improvement plan has allotted \$200,000 from the Auto Parking Fund to resurface Parking Lot #6 in fiscal year 2018/19. Given the current plan to reconstruct Old Woodward Ave. further south in the spring and summer of 2018, it is anticipated that this project would be scheduled in the spring of 2019. The APC discussed the ongoing shortage of parking that can be found many weekday afternoons in this area, and asked staff to explore ways to consider expanding the capacity of this lot. After reviewing the current conditions with an engineering consultant, the following three options have been prepared in conceptual plan format, with cost estimates attached:

### OPTION 1 – RESURFACE EXISTING LOT

The attached plan shows the areas of the lot that have not been repaved in almost 20 years. (The remainder of the area was repaved last year as a part of a Oakland County sewer relocation project.) It is envisioned that the top two inches of asphalt would be removed and replaced, with other various base repair work as needed. In order to enhance the area some, arborvitae are proposed to be installed along the east edge of the lot, between the existing mature evergreen trees. Such a project would give the entire lot a new fresh look, but would do nothing to enhance its capacity or storm water quality. The engineer's estimate for this work, including a contingency, is \$242,000.

### OPTION 2 – PROVIDE MINOR EXPANSION TO EAST, AND RESURFACE EXISTING LOT

The attached plan depicts the small 4 foot wide expansion to the east that was discussed last month. The expansion would attempt to save the existing evergreen trees to the east, as well as supplement them with new arborvitae, as in Option 1. The curb relocation would allow for an increase in capacity by 14 parking spaces, or an expansion of 10%. Such a project would give the entire lot a new fresh look. It would do nothing to enhance its storm water quality. The engineer's estimate, including a contingency, is almost \$290,000.

During the study of this area, the City's forestry consultant has acknowledged that the existing evergreen trees planted along the east edge of the lot have passed their prime. The trees were planted in 1960 when the lot was first constructed, and it is clear that several have been removed already through the intervening years. Of the ones that remain, several are diseased and in decline, although others are still strong. Undertaking this option would likely result in



damaging the root structure of some of the trees, which may result in further losses in the coming years.

### OPTION 3 – PROVIDE GREATER EXPANSION TO THE EAST, PROVIDE STORM WATER QUALITY IMPROVEMENTS, AND RESURFACE EXISTING LOT

Considering the current status of the adjacent evergreen trees, the attached third plan has proposed their removal, and depicts a 20 foot expansion to the east, thereby accommodating an expansion of 34 parking spaces. To improve upon the aesthetics and storm water quality of the lot, a bioswale has been proposed behind the east curb edge. The bioswale would be enhanced with plantings that would work as a filter to stop pollutants coming off the lot before they enter the river. The new curb would have several openings to allow storm water to flow into the bioswale. In the lowest area, at the southeast corner, the existing concrete spillway would be removed in favor of a stone lined sedimentation basin. The basin would allow all of the storm water to flow very slowly into the river, allowing pollutants and sediment to drop out of the water before entering the river. Given the close proximity to the river, and the work within the floodplain, the design would have to be approved by the Michigan Dept. of Environmental Quality (MDEQ). If done correctly, we assume the MDRQ would endorse this voluntary effort to improve the storm drainage design of an existing parking lot. If this design moves forward, a closer look at the existing vegetation in the area is recommended. Undesirable or invasive species could be removed and replaced with more desirable plantings that could provide an improved aesthetic and screening effect for the adjacent residential area.

Such a project would provide improvements to the lot in many ways, and would also improve the capacity of the lot by 24%. The total cost of this option, including contingency, is estimated at almost \$500,000.

### FARMER'S MARKET

The farmer's market, now considered an important weekly City event, draws a significant number of visitors to the lot every Sunday from the beginning of May to the end of October, which is also the practical time of year to conduct this work. Once an option for this project has been determined, we plan to work with both the Birmingham Shopping District (BSD) and representatives of the business community to determine how to quickly complete this work in a way that is least disruptive to both interests. Given the number of visitors to the lot each week, the Option 3 design would provide a positive image for the City in terms of the environmental investment that could be showcased as a part of the market.

An representative from engineering firm Hubbell, Roth, & Clark will be in attendance for the meeting to help with the discussion, and answer questions. Should the APC agree upon a favored design, a public hearing for both the business community and the adjacent residential community would be appropriate. A suggested resolution is provided below:

### **SUGGESTED RESOLUTION:**

**To endorse Option \_\_\_\_ design for the Parking Lot Number 6 Rehabilitation Project, and to conduct a public hearing for the surrounding business and residential**

**communities at the regularly scheduled meeting of the Advisory Parking Committee, to be held on January 3, 2018, at 7:30 AM.**



## Architectural Review Committee - DRAFT

Conference Room 203  
151 Martin St., Birmingham, MI 248.530.1807  
Friday, November 9, 2018

Meeting called to order at 9:07 a.m.

Present: Larry Bertollini, Chris Longe

1 vacancy:

City Staff: Joe Valentine, City Manager  
Lauren Wood, Director of DPS  
Mike Jurek, Assistant Foreman, Parks and Forestry  
Paul O'Meara, City Engineer  
Austin Fletcher, Assistant City Engineer  
Joellen Haines, Assistant to the City Manager

There was discussion on approving of the May 18, 2018 ARC meeting minutes. Larry Bertollini made a motion to approve the minutes, seconded by Chris Longe. All were in favor.

Joe Valentine advised that because there are plans to increase the parking in Lot 6, there is an opportunity to make some enhancements to the east corner access to the water. Austin Fletcher advised that the plans labelled "Concept A and Concept B" were designed by the HRC for the Engineering Department and provide a starting point for discussion by the ARC.

Bertollini suggested the possibility of a guard rail, and said he does not like to see a lot of concrete where the access is, and hopes the design follows the contour of the river. Longe said he agrees with Larry and likes a more natural, green area instead of a paved area, and suggested looking into tiered rock with a wide face, and use irregular shaped shelf rock or flagstone as paving. Longe said there should be more canopy-type trees, and less evergreen, so you can walk underneath. He likes the benches to offer a less formal environment.

Mike Jurek and Lauren Wood said DPS has recycled benches, both with and without backs available for use. Everyone agreed that two benches are sufficient.

Bertollini agreed with Longe that more natural elements should be added, and talked about ADA accessibility. Longe suggested a smaller entrance area which widens at the river and creates a more gradual decline rather than a drop off.

### Action Items based on ARC comments:

1. Follow the contour of the river with the design
2. Consider placement of a guard rail along the water, if needed
3. Consider pervious material rather than concrete
4. Consider tiering the edge with limestone rather than rocks
5. Consider a smaller entrance which widens at the river

6. Consider Shelf rock for paving or flagstone
7. Consider greening along edge near lot with more trees/vegetation
8. Consider more canopy trees/less evergreens
9. Keep two benches

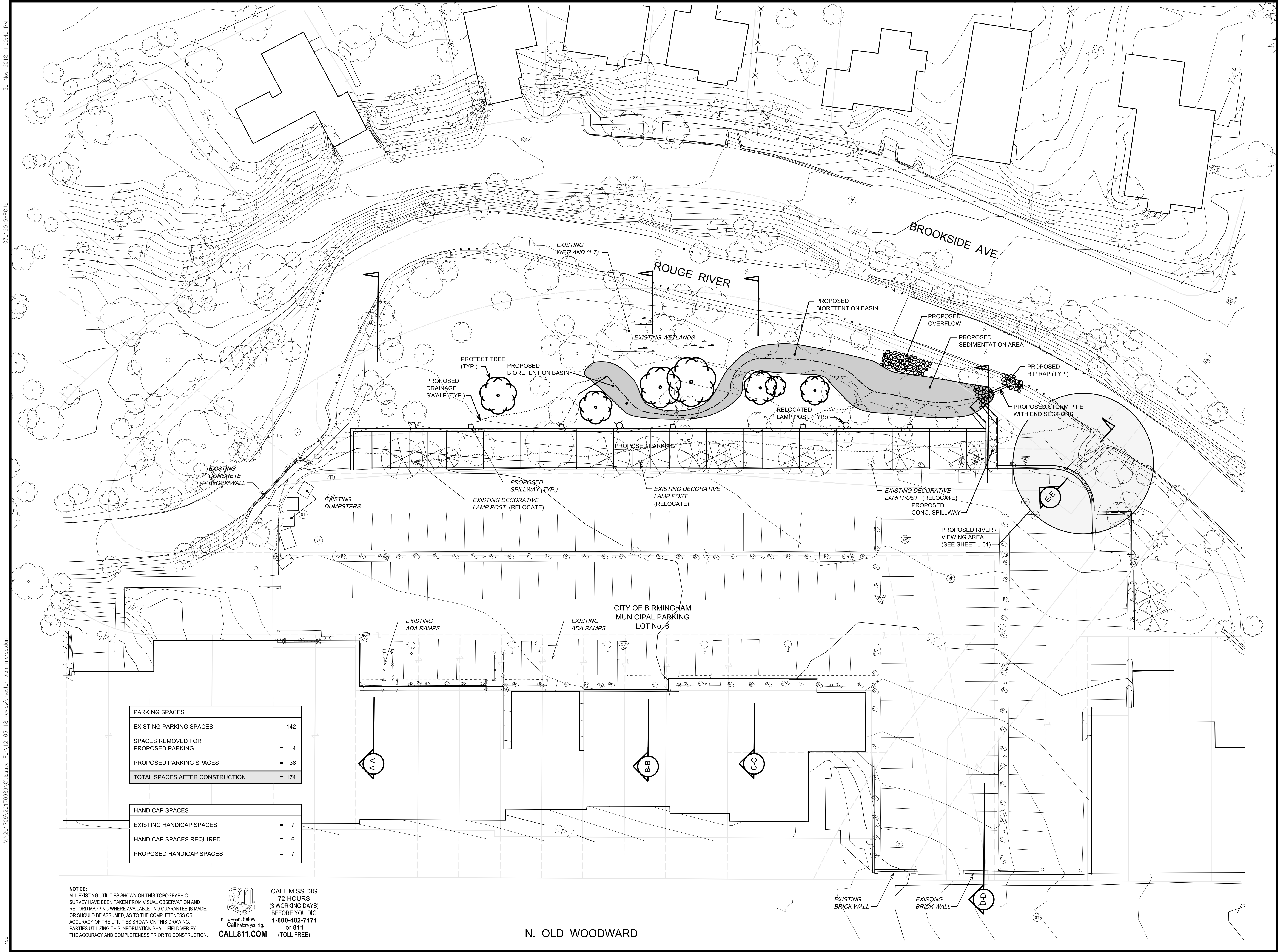
A motion was made by Longe to consider the ARC comments into the revised plans, seconded by Bertollini; 2 yeas, 0 nays.

The meeting was adjourned at 9:40 a.m.

**Manager's Directives Resulting from the Architectural Review Committee Meeting of November 9, 2018:**

1. **To incorporate the action items by the ARC into the revised plan for the Lot 6 water access.**
  - 1) Follow the contour of the river with the design
  - 2) Consider placement of a guard rail along the water, if needed
  - 3) Consider pervious material rather than concrete
  - 4) Consider tiering the edge with limestone rather than rocks
  - 5) Consider a smaller entrance which widens at the river
  - 6) Consider Shelf rock for paving or flagstone
  - 7) Consider greening along edge near lot with more trees/vegetation
  - 8) Consider more canopy trees/less evergreens
  - 9) Keep two benches





PARKING SPACES	
EXISTING PARKING SPACES	= 142
SPACES REMOVED FOR PROPOSED PARKING	= 4
PROPOSED PARKING SPACES	= 36
TOTAL SPACES AFTER CONSTRUCTION	= 174

HANDICAP SPACES	
EXISTING HANDICAP SPACES	= 7
HANDICAP SPACES REQUIRED	= 6
PROPOSED HANDICAP SPACES	= 7

NOTICE:  
ALL EXISTING UTILITIES SHOWN ON THIS TOPOGRAPHIC SURVEY HAVE BEEN TAKEN FROM VISUAL OBSERVATION AND RECORD MAPPING WHERE AVAILABLE. NO GUARANTEE IS MADE, OR SHOULD BE ASSUMED, AS TO THE COMPLETENESS OR ACCURACY OF THE UTILITIES SHOWN ON THIS DRAWING. PARTIES UTILIZING THIS INFORMATION SHALL FIELD VERIFY THE ACCURACY AND COMPLETENESS PRIOR TO CONSTRUCTION.

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HRC

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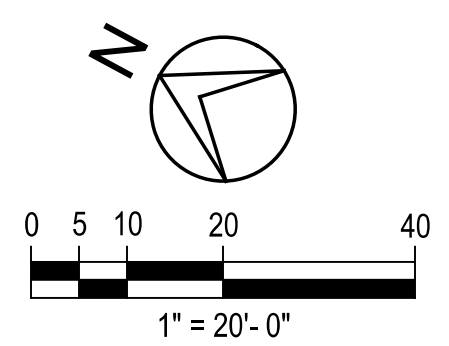
555 HULET DRIVE  
BLOOMFIELD HILLS, MICH.

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48303 - 0824

PHONE: (248) 454-6300  
FAX (1st Floor): (248) 454-6312  
FAX (2nd Floor): (248) 454-6359

WEB SITE: <http://www.hrcengr.com>

12-03-18	ISSUED FOR OWNER REVIEW
08-30-18	ISSUED FOR OWNER REVIEW
DATE	ISSUED FOR / ADDITIONS / REVISIONS
DESIGNED	D.J.S. / J.J.S.
DRAWN	J.A.R.
CHECKED	J.J.S.
APPROVED	M.C.M.



CITY OF BIRMINGHAM

MUNICIPAL PARKING  
LOT No. 6  
REHABILITATION

OAKLAND COUNTY

MICHIGAN

PRELIMINARY PLAN  
CONCEPT 1

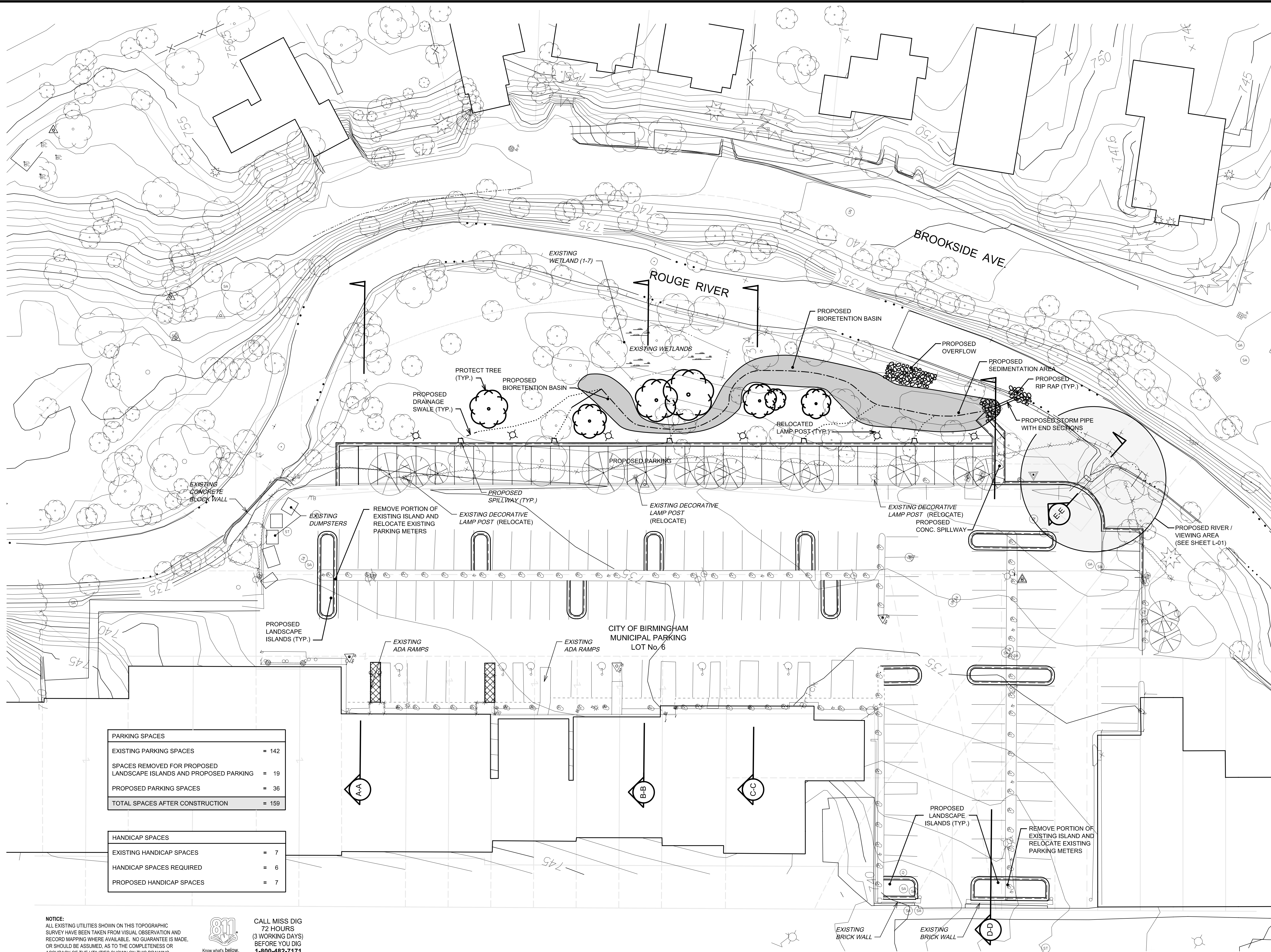
HRC JOB NO.  
201709898

SCALE  
1" = 20'

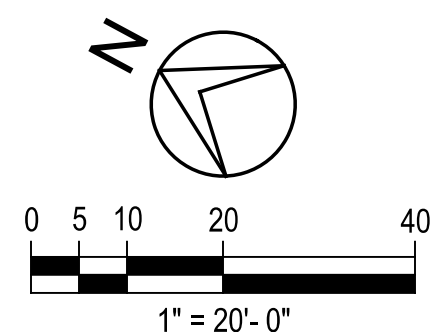
DATE  
AUGUST 2018

SHEET NO.  
C-01  
OF





12-03-18	ISSUED FOR OWNER REVIEW
08-30-18	ISSUED FOR OWNER REVIEW
DATE	ISSUED FOR / ADDITIONS / REVISIONS
DESIGNED	D.J.S. / J.J.S.
DRAWN	J.A.R.
CHECKED	J.J.S.
APPROVED	M.C.M.



**CITY OF BIRMINGHAM**

**MUNICIPAL PARKING LOT No. 6 REHABILITATION**

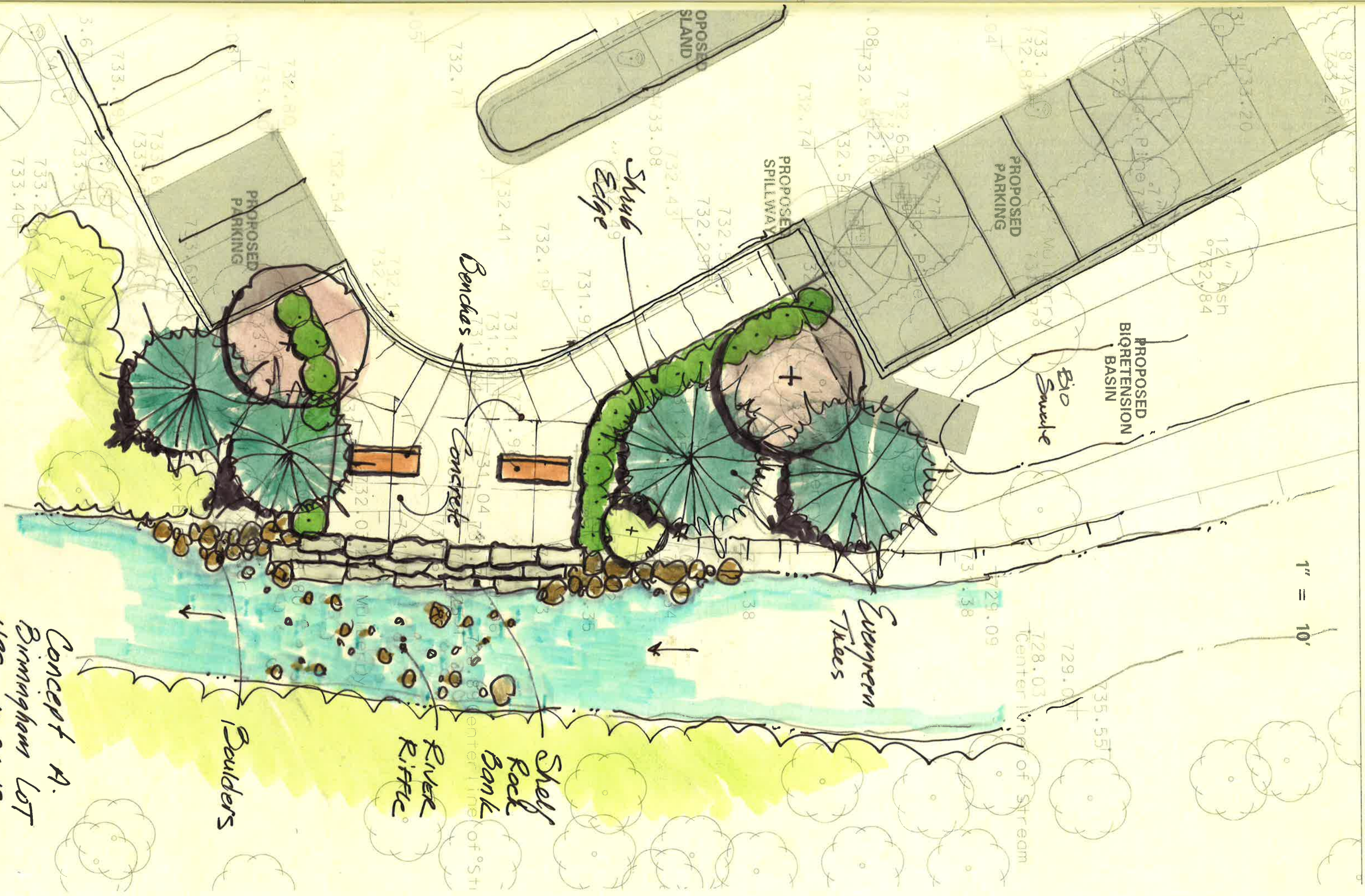
OAKLAND COUNTY MICHIGAN

**PRELIMINARY PLAN CONCEPT 2**

HRC JOB NO. 201709898	SCALE 1" = 20'
DATE AUGUST 2018	SHEET NO. C-02 OF



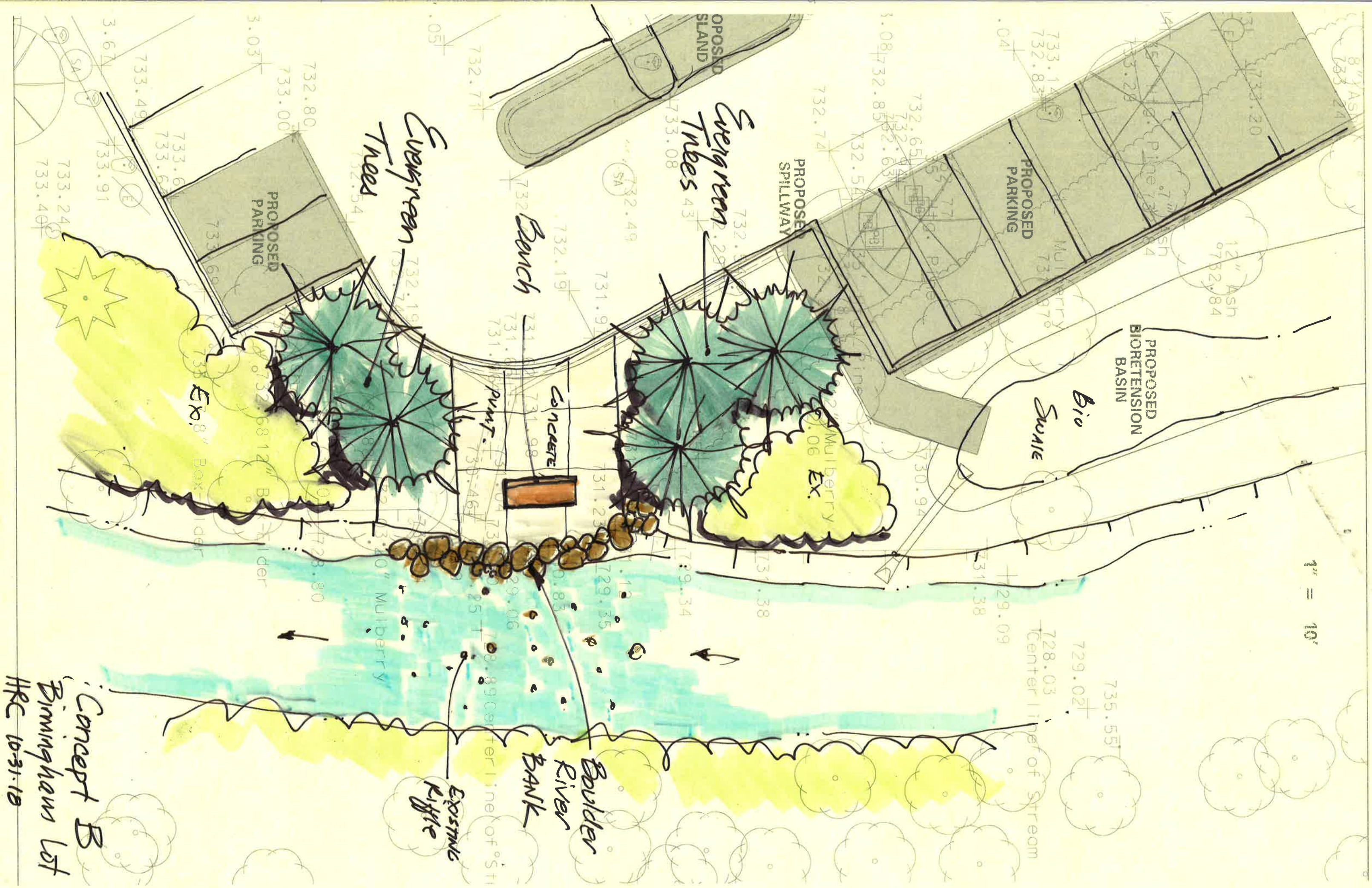
1" = 10'



Concept A.  
Birmingham Lot  
HRC 10-31-18

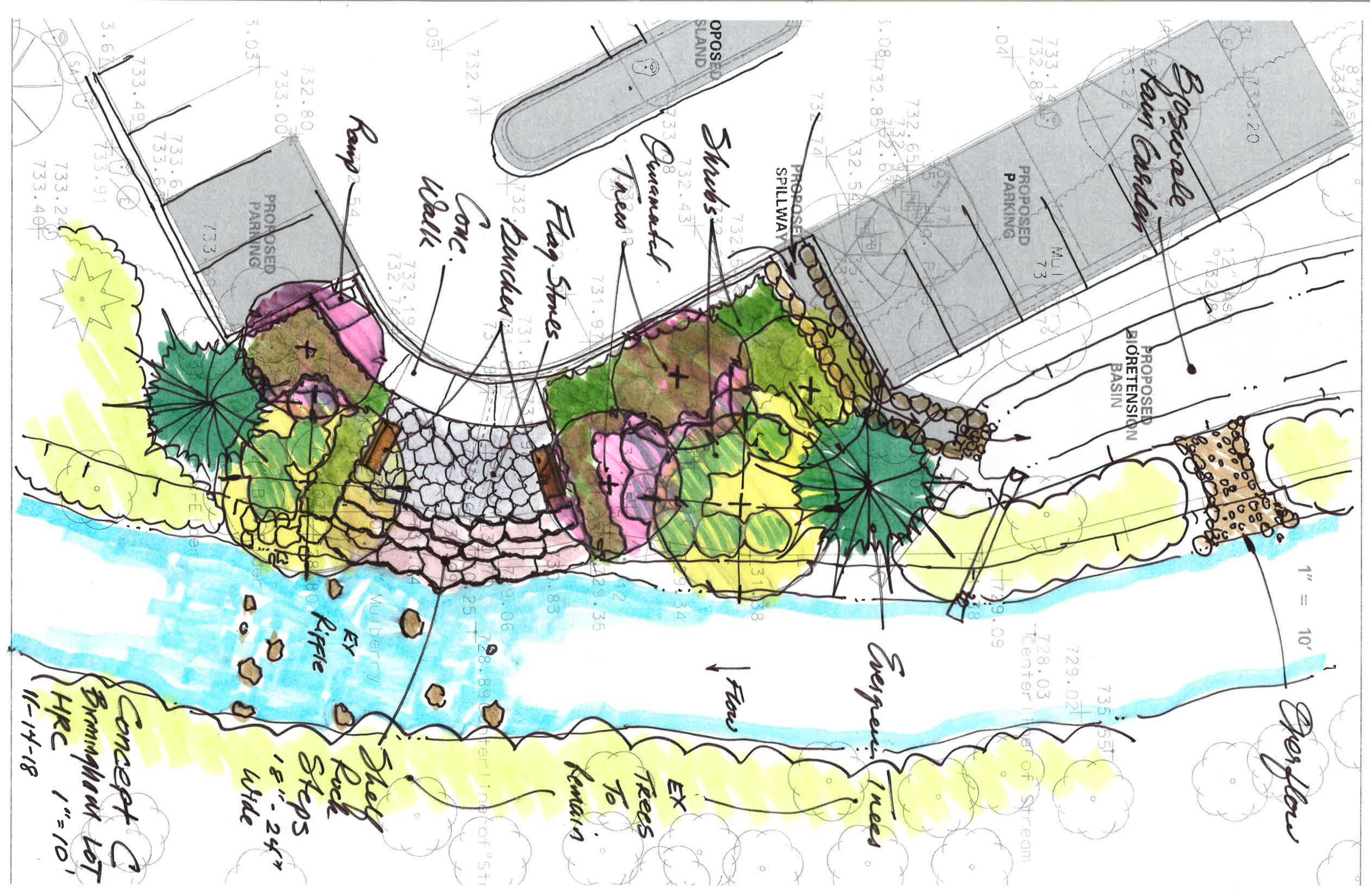


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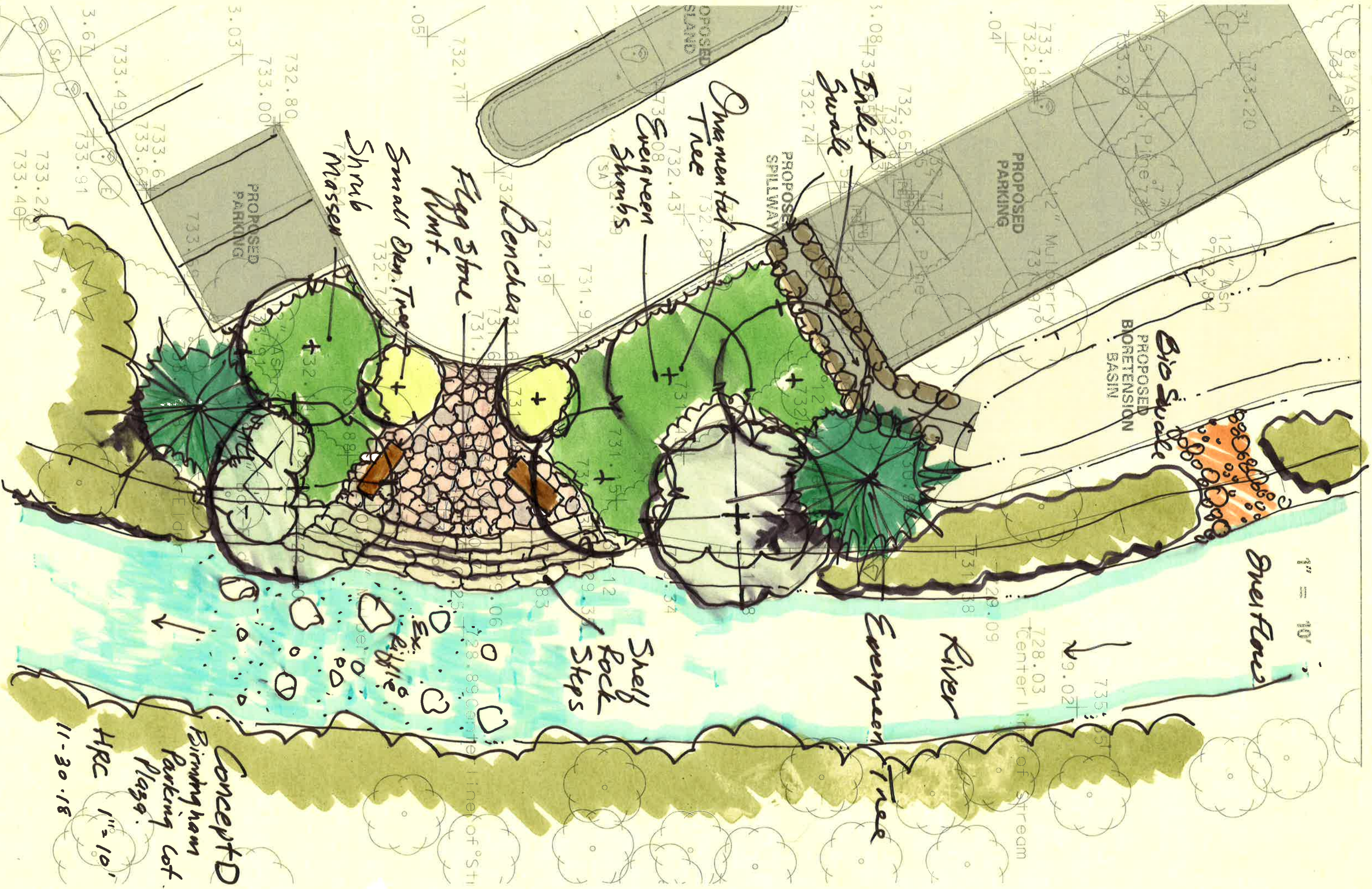


Concept B  
Birmingham lot  
HRC 10-31-10













## **NOTICE OF INTENTION TO APPOINT TO HISTORIC DISTRICT STUDY COMMITTEE**

At the regular meeting of Monday, January 14, 2019, the Birmingham City Commission intends to appoint two regular members to the Historic District Study Committee to serve the remainder of three-year terms to expire June 25, 2021.

The goal of the Historic District Study Committee is to conduct historical research regarding the proposed designation of historic landmarks or districts in the City of Birmingham.

A majority of the members shall have a clearly demonstrated interest in or knowledge of historic preservation, although city residency is not required if an expert on the potential historic district topic is not available among city residents. The committee shall include representation of at least one member appointed from one or more duly organized local historic preservation organizations. The meetings are held by resolution of the City Commission.

Interested parties may submit an application available at the City Clerk's Office on or before noon on Wednesday, January 9, 2019. Applications will appear in the public agenda at which time the commission will discuss recommendations, and may make nominations and vote on appointments.

<b>Criteria/Qualifications of Open Position</b>	<b>Date Applications Due (by noon)</b>	<b>Date of Interview</b>
Members shall have a clearly demonstrated interest in or knowledge of historic preservation.	1/9/2019	1/14/2019

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



## MEMORANDUM

Finance Department

**DATE:** October 19, 2018  
**TO:** Joseph A. Valentine, City Manager  
**FROM:** Mark Gerber, Director of Finance/Treasurer  
**SUBJECT:** Annual Perpetual Care Fund Investment Report

City Ordinance 34-29(f) requires an annual accounting of the perpetual care funds be provided to the City Commission on a fiscal year basis. The perpetual care funds should be administered according to the Perpetual Care Funds Investment Policy adopted by the City Commission on September 12, 2016.

The main objectives of the perpetual care funds are the preservation of principal, provision for consistent income, and market appreciation. To accomplish these objectives, the funds have been invested using an approximate 60%/40% allocation of funds in bond mutual funds and equity mutual funds, respectively.

Perpetual care funds are accounted for in two categories: principal and income. Principal includes funds received from the sale of graves, net gains or losses from the sale of investments, and unrealized market gains or losses. Income represents dividend and interest income received on the investment of the perpetual care funds. Only the income from investments may be used for the care and maintenance of the cemetery.

As the attached report shows, the City received \$94,500 in proceeds from grave sales in the 2017-2018 fiscal year. In addition, the perpetual care funds earned \$11,175.92 in investment income during the year. There were no disbursements of income funds during the year. At June 30, 2018, the Perpetual Care Fund had \$583,291.55 in principal and \$17,376.13 in unspent income funds.

At June 30, 2018, the perpetual care funds were invested in:

	<u>Amount</u>	<u>%</u>
City's Pooled Cash	\$ -0-	0%
Bond Mutual Funds	330,077.63	55%
Equity Mutual Funds	<u>270,590.05</u>	45%
Total	\$ 600,667.68	



CITY OF BIRMINGHAM  
PERPETUAL CARE FUNDS  
INVESTMENT REPORT  
6/30/2018

	PRINCIPAL	INCOME	TOTAL
BEGINNING BALANCE 6/30/2017	\$ 469,993.08	\$ 6,200.21	\$ 476,193.29
SALE OF GRAVES	94,500.00	-	94,500.00
CAPITAL GAINS (LOSSES)	289.45	-	289.45
INTEREST/DIVIDENDS	-	11,175.92	11,175.92
CHANGE IN MARKET VALUE	<u>18,509.02</u>	<u>-</u>	<u>18,509.02</u>
ENDING BALANCE 6/30/2018	<u>\$ 583,291.55</u>	<u>\$ 17,376.13</u>	<u>\$ 600,667.68</u>
<u>INVESTMENTS</u>			
CITY'S POOLED CASH	\$ -		
BOND MUTUAL FUNDS	330,077.63	55.0%	
EQUITY MUTUAL FUNDS	<u>270,590.05</u>	45.0%	
TOTAL	<u>\$ 600,667.68</u>		

CITY OF BIRMINGHAM  
PERPETUAL CARE FUNDS  
ANNUAL INVESTMENT REPORT  
6/30/2018

	PRINCIPAL (NONSPENDABLE)	INCOME (SPENDABLE)	TOTAL
BEGINNING BALANCE 6/30/2017			
Pooled Funds	\$ -	\$ -	\$ -
Bond Mutual Funds	277,227.57	4,135.10	281,362.67
Equity Mutual Funds	<u>192,765.51</u>	<u>2,065.11</u>	<u>194,830.62</u>
	\$ 469,993.08	\$ 6,200.21	\$ 476,193.29
SALE OF PLOTS			
Pooled Fund	\$ 94,500.00		\$ 94,500.00
FUND TRANSFERS			
Pooled Fund	\$ (94,500.00)	\$ -	
Bond Mutual Funds	49,050.00	-	
Equity Mutual Funds	<u>45,450.00</u>	<u>-</u>	
	\$ -	\$ -	\$ -
CAPITAL GAINS (LOSSES)			
Pooled Fund	\$ -		
Bond Mutual Funds	289.45		
Equity Mutual Funds	<u>-</u>		
	\$ 289.45		\$ 289.45
INTEREST/DIVIDENDS			
Pooled Fund		\$ -	
Bond Mutual Funds		7,275.28	
Equity Mutual Funds		<u>3,900.64</u>	
		\$ 11,175.92	\$ 11,175.92
CHANGE IN MARKET VALUE			
Pooled Fund	\$ -		
Bond Mutual Funds	(7,899.77)		
Equity Mutual Funds	<u>26,408.79</u>		
	\$ 18,509.02		\$ 18,509.02
ENDING BALANCE 6/30/2018	<u>\$ 583,291.55</u>	<u>\$ 17,376.13</u>	<u>\$ 600,667.68</u>
<u>INVESTMENTS</u>			
POOLED CASH ACCOUNT	\$ -	\$ -	\$ -
BOND MUTUAL FUNDS	318,667.25	11,410.38	330,077.63
EQUITY MUTUAL FUNDS	<u>264,624.30</u>	<u>5,965.75</u>	<u>270,590.05</u>
TOTAL	<u>\$ 583,291.55</u>	<u>\$ 17,376.13</u>	<u>\$ 600,667.68</u>

**DATE:** October 23, 2018  
**TO:** Joseph A. Valentine, City Manager  
**FROM:** J. Cherilynn Mynsberge, City Clerk  
**SUBJECT:** 2017 Annual Report - Greenwood Cemetery Advisory Board

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## INTRODUCTION

The Greenwood Cemetery Advisory Board (GCAB) was created by Ordinance No. 2146 on October 13, 2014. The ordinance requires the GCAB to submit an annual report to the Commission of the general activities, operation, and condition of the Greenwood Cemetery for the preceding 12 months. The Annual Report of the GCAB for calendar year 2017 is hereby submitted.

## BACKGROUND

The first annual report of the GCAB was for calendar year 2015 and was submitted to the City Commission on July 11, 2016. On that date the City Commission directed the GCAB to develop an action/priority list.

The GCAB adopted an action list on September 2, 2016 and submitted the list to the City Commission on March 17, 2017. The City Commission felt that the GCAB's recommendation to create a master plan for the cemetery was the key component to accomplishing the other items on the list. To that end, the Commission took the following action:

Motion by Commissioner Bordman, seconded by Commissioner DeWeese:

To accept the proposed Greenwood Cemetery Advisory Board's Action List, with the following revisions:

1. Develop a Master Plan for the Cemetery including a map;
2. Revise the Rules and Regulations to remove the restriction of upright monuments in Section F. North

VOTE: Yeas, 6  
Nays, None  
Absent, 1 (Harris)

The Rules and Regulations were revised as directed on May 5, 2017.

The remainder of 2017 was spent largely on the Commission's directive to develop a master plan for the cemetery. To that end a Request for Proposals (RFP) for a master plan consultant was issued on August 17, 2017 through the Michigan Inter-governmental Trade Network (MITN). At least 24 firms reviewed the RFP on-line, but no proposals were submitted. Feedback was solicited from firms which were expected to bid. The comments received centered on the scope of work being too broad. One firm respectfully stated "that the RFP seemed a bit onerous in that a detailed work plan was required". One smaller company noted they would need to partner with another firm to successfully complete all items in the scope of work.

The objectives detailed in the scope of work were:

- To identify how to best meet future needs based on population, interment projections, and existing resources;
- To review and assess the current policies and regulations, operations, and management of the cemetery;
- To evaluate financial strategies to ensure the sustainable management, operation and maintenance of the cemetery;
- To recognize and preserve the historic legacy of the cemetery; and
- To provide a quiet, beautiful resting place for the departed and a place of serenity for visitors.

The GCAB revised the RFP to narrow the scope of work to focus on operational analysis of the cemetery and infrastructure planning, and to remove the financial planning component. In addition, the GCAB noted the project was not for construction and received verification that the bidders need not submit a bid bond, performance bond or payment bond for labor or material. These terms were removed from the revised RFP.

The revised RFP was issued, again through MITN, on January 16, 2018. Bids were received on February 22, 2018 from Fleis & Vandenbrink and Johnson & Anderson. Fleis & Vandenbrink bid \$37,600, with \$700 for meetings in excess of the eight specified in the RFP. Johnson & Anderson bid \$35,597, with \$4,750 for extra meetings. The City Commission budgeted \$20,000 for the master plan project.

Neither bidder demonstrated a clear understanding of the scope of work or of the cemetery itself. Fleis & Vandenbrink's proposal focused on the firm's experience with large scale design and construction. Johnson & Anderson's proposal was centered almost solely on GIS mapping. Neither proposal addressed operational assessment. Requests for clarification were sent to both firms on March 19, 2018 and stressed the primary focus of the master plan project was an assessment of current operations: structure, management, procedures, policies, and practices. The requests also explained that no large scale expansion or major construction was being planned; that what is needed is planning to maintain or improve the current infrastructure, to optimize interment space within the current site, and to preserve and enhance the Cemetery's historic aspects and park-like setting. Both firms responded and expounded on their experience in all aspects of the scope of work.

After careful review of the proposals and the clarifications in April and May, the GCAB agreed neither bid should be accepted due to the costs being exceedingly over budget. Preliminary discussions over the summer suggest the term "master plan" conveys a project much broader in scope than what is intended. At their meeting of September 7, 2018 the GCAB began to reevaluate the goals to be accomplished through the master plan process. Discussions in progress indicate the need to first establish a baseline of the Cemetery property in terms of grave sites that have been sold, sites that are occupied, and sites which remain unsold. The process by which this might be accomplished will be explored in detail in coming months and will be instrumental in defining the scope of work requiring professional assistance.

#### LEGAL REVIEW

*Not applicable.*



#### FISCAL IMPACT

*Not applicable.*

#### SUMMARY

The 2017 Annual Report of the GCAB summarizes for the Commission the Board's progress on the master plan and amendments to the cemetery regulations, details sales of graves resulting in an addition of \$105,750.00 to the Greenwood Cemetery Perpetual Care Fund, and describes three maintenance projects completed.

#### ATTACHMENTS

1. 2017 Annual Report of the Greenwood Cemetery Advisory Board  
Attachment A: Cemetery Rules and Regulations as amended May 5, 2017.
2. Master Plan Process Planning matrix under development by the GCAB

#### SUGGESTED RESOLUTION

To accept the 2017 Annual Report of the Greenwood Cemetery Advisory Board.

GREENWOOD CEMETERY ADVISORY BOARD

# 2017 ANNUAL REPORT

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CITY OF BIRMINGHAM  
151 MARTIN ST.  
BIRMINGHAM MI 48009

# GREENWOOD CEMETERY ADVISORY BOARD

## 2017 ANNUAL REPORT

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### THE BOARD

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Darlene Gehringer, Chairperson

Linda Buchanan, Vice Chairperson

Kevin Desmond

Linda Peterson

Laura Schreiner

George Stern

Margaret Suter

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### INTRODUCTION

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The City Commission established the Greenwood Cemetery Advisory Board (GCAB) on October 13, 2014 by adoption of Ordinance No. 2146. Now codified as Chapter 34, Section 34-30 of the Birmingham Code of Ordinances, the ordinance reads, in part:

- (g) *Powers and duties.* In general, it shall be the duty of the Greenwood Cemetery Advisory Board to provide recommendations to the city commission:
  - (1) *Modifications.* As to modifications of the rules and regulations governing Greenwood Cemetery;
  - (2) *Capital improvements.* As to what capital improvements should be made to the cemetery;
  - (3) *Future demands.* As to how to respond to future demands for cemetery services; and
  - (4) *Day to day administration.* The day to day administration of the cemetery shall be under the direction and control of the city, through the city manager or his/her designee.
- (h) *Reports.* The Greenwood Cemetery Advisory Board shall make and submit to the city commission annually a report of the general activities, operation, and condition of the Greenwood Cemetery for the preceding 12 months. The Greenwood Cemetery advisory board shall, from time to

time, as occasion requires, either in the annual report, or at any time deemed necessary by the Greenwood Cemetery advisory board, advise the city commission in writing on all matters necessary and proper for and pertaining to the proper operation of Greenwood Cemetery and any of its activities or properties.

By ordinance the GCAB is required to meet at least once each calendar quarter. In 2017 the GCAB met a total of ten times, with at least one meeting being held in each quarter.

This annual report covers the calendar year 2017 and is separated into the three statutory sections:

1. General Activities
2. Operation
3. Condition.



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## 1. GENERAL ACTIVITIES

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### MASTER PLAN

On March 17, 2017 the City Commission considered the action list adopted by the GCAB on September 2, 2016. The Commission felt that the GCAB's recommendation to create a master plan for the cemetery was the key component to accomplishing the other items on the list. To that end, the Commission took the following action:

Motion by Commissioner Bordman, seconded by Commissioner DeWeese:  
To accept the proposed Greenwood Cemetery Advisory Board's Action List, with the following revisions:

1. Develop a Master Plan for the Cemetery including a map;
2. Revise the Rules and Regulations to remove the restriction of upright monuments in Section F. North

VOTE: Yeas, 6  
Nays, None  
Absent, 1 (Harris)

A Request for Proposals (RFP) for a master plan consultant was issued on August 17, 2017. No bids were received.

The GCAB revised the RFP to narrow the scope of work to focus on operational analysis of the cemetery and reissued the RFP on January 16, 2018. Bids were received from Fleis & Vandenbrink and Johnson & Anderson. Both bids were close to double the \$20,000 budgeted by the City Commission for the project. Neither bidder demonstrated a clear understanding of the scope of work or of the cemetery itself. Fleis & Vandenbrink's proposal focused on the firm's experience with large scale design and construction. Johnson & Anderson's proposal was centered almost solely on GIS mapping.

After reviewing the proposals, the GCAB agreed neither bid should be accepted. In coming months the GCAB will reevaluate the goals to be accomplished through the master plan process and draft a new RFP. Preliminary discussions suggest the term "master plan" conveys a project much broader in scope than what is intended. Discussions in progress indicate the need to first establish a baseline of the property in terms of sites that are sold, sites that are occupied, and sites which remain unsold. The process by which this might be accomplished will be explored in order to more narrowly define the scope of work requiring professional assistance.

### RULES AND REGULATIONS

#### A. MONUMENTS

On March 17, 2017 the City Commission directed the GCAB to revise the Cemetery Rules and Regulations to permit upright monuments in Section F North of Greenwood Cemetery. All conditions as to the erection of monuments in Section VI, Monuments, Grave Markers, and Foundations shall continue to apply.

The GCAB took the necessary action to amend the Cemetery Rules and Regulations on May 5, 2017. The revised Rules are appended to this report as Attachment A.

## B. PAYMENT PLANS

Installment payment plans for the purchase of cemetery plots are an option currently offered by the Cemetery's management services contractor, Elmwood Historic Cemetery (Contractor), but Cemetery Regulations are silent on the issue. The GCAB recommends a written, City policy be enacted to regulate payment plans.

The GCAB studied the current practice and drafted a policy which maintains the general structure while changing several economic factors:

1. Reduction of maximum period for payment plan agreements to 24-months.
2. Increase of down payment from 10% to 20%.
3. For payment plan agreements initiated after the date on which this Policy is approved, failure to pay off the contract on or before the final payment due date will result in forfeiture of the unpaid plot(s) and all funds paid to date. Based on input from the City Commission and City Attorney, a cure period of 90 days has been added.
4. For plots under the Payment Plan 75% of each payment made shall be remitted to the Greenwood Cemetery Perpetual Care Fund at the end of each calendar quarter.

The recommended policy also clarifies operational procedures:

5. Payments will be made in equal monthly installments, and if multiple plots are included in the Payment Agreement, each monthly payment shall be equally allocated to each plot. Once allocated to one plot, the funds are not transferable to a different plot.
6. Installment plans will be interest free.
7. A plot must be paid in full before interment takes place.

Taking into consideration the comments of the City Commission on September 17, the City Attorney drafted a revision of the Policy. The GCAB finalized the policy at their meeting of October 5, 2018, and plans to present a recommendation for adoption of the policy to the City Commission on October 29, 2018.

## 2. OPERATION

### FINANCIAL REPORT

#### A. CEMETERY

##### Cumulative Sales Totals for 2017

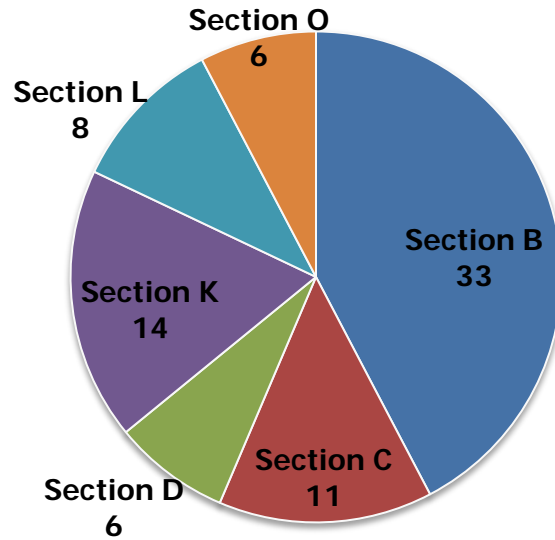
Graves Sold	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	TOTAL SOLD	75% of sale paid to City	25% of sale to Contractor
Resident	2	8	1	5	16	\$36,000.	\$12,000.
Non-Resident	12	9	4	6	31	\$69,750.	\$23,250.
<b>TOTAL</b>	<b>14</b>	<b>17</b>	<b>5</b>	<b>11</b>	<b>47</b>	<b>\$105,750.00</b>	<b>\$35,250.00</b>

##### Sales Totals for Newly Identified Grave Spaces

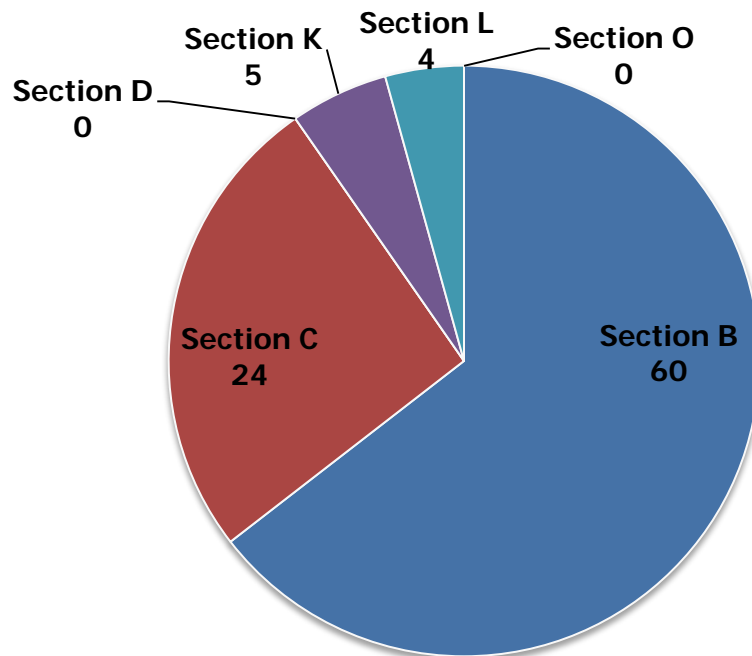
In 2015 the Contractor identified 530 potential grave spaces in Sections B, C, D, K, L, and O. In August, 2015 the City Commission released the plots for sale, limiting the sale of newly identified graves in Sections B and C to 240, and directing the GCAB to provide a recommendation after 200 were sold as to whether or not additional grave spaces should be released for sale. As of the end of 2017, 169 of the grave spaces have been sold in Sections B and C.

Section	2015 Total	2016 Total	1 Qtr 2017	2 Qtr 2017	3 Qtr 2017	4 Qtr 2017	2017 Total	TOTAL Sold 2015 through 2017	Number of Graves Remaining
B	33	60	14	14	2	6	36	129	279
C	11	24	0	1	2	2	5	40	32
<b>Total sold in Sections B &amp; C:</b>								<b>169</b>	
D	6	0	0	0	0	0	0	6	6
K	14	5	0	0	0	0	0	19	0
L	8	4	0	0	0	0	0	12	4
O	6	0	0	0	0	0	0	6	4
<b>TOTAL</b>	<b>78</b>	<b>93</b>	<b>14</b>	<b>15</b>	<b>4</b>	<b>8</b>	<b>41</b>	<b>212</b>	<b>325</b>

## 2015 SALES OF NEWLY IDENTIFIED GRAVE SPACES - 78

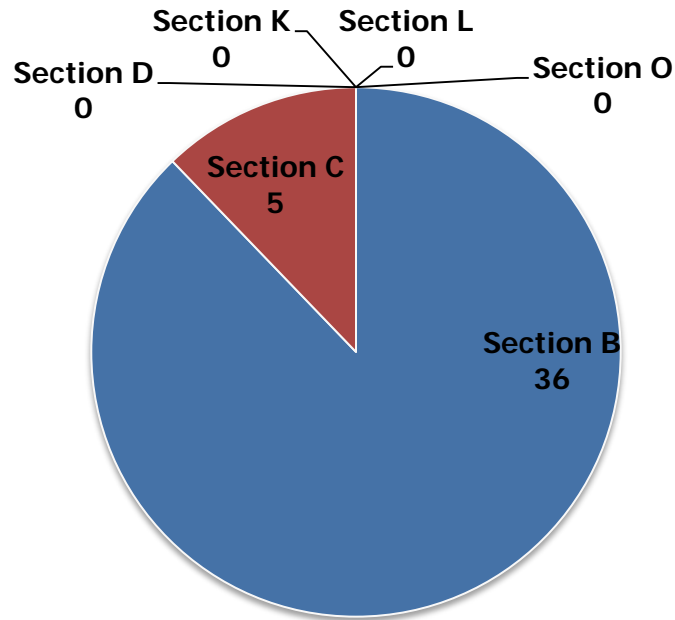


## 2016 SALES OF NEWLY IDENTIFIED GRAVE SPACES - 93





## 2017 SALES OF NEWLY IDENTIFIED GRAVE SPACES - 41



Plots Under Contract (Payment Plan) in Sections B, C, K, L & O  
*Current through March 31, 2018*

Section	Lot	Grave Nos.	Date of Agreement	Term of Agreement	NUMBER OF PLOTS
B	1-A	24	06/21/2018	24 months	1
B	4-A	19, 20	10/23/2017	24 months	2
B	5-C	19, 20	10/23/2017	24 months	2
B	10-A	3, 4	11/16/2015	36 months	2
B	11-A	23	06/26/2018	24 months	1
B	12-A	9, 10	07/15/2016	24 months	2
B	12-A	11, 12	09/15/2016	24 months	2
C	16-C	5	06/13/2018	24 months	1
C	16-C	6	06/13/2018	24 months	1
C	17-C	23, 24	10/26/2016	60 months	2
C	18-A	9, 10	11/04/2016	36 months	2
C	19-A	5, 6	09/21/2017	24 months	2
K	12-A	5, 6	08/26/2015	60 months	2
L	16-A	9, 10	12/03/2015	60 months	2
O	20-A	7, 8	08/26/2015	60 months	2
O	20-B	5,6,7,8	04/22/2016	60 months	4
<b>TOTAL:</b>					<b>30</b>

B. PERPETUAL CARE FUND

DESCRIPTION	BUDGET 2017-2018	PROJECTED 2017-2018
<u>REVENUES</u>		
CHARGES FOR SERVICES	200,000	80,000
INTEREST AND RENT	11,600	10,290
TRANSFERS IN	20,000	20,000
REVENUES	231,600	110,290
<u>EXPENDITURES</u>		
OTHER CHARGES	20,000	20,000
EXPENDITURES	20,000	20,000
REVENUES OVER (UNDER) EXPENDITURES	211,600	90,290
BEGINNING FUND BALANCE	514,443	514,443
ENDING FUND BALANCE	726,043	604,733

Charges for Services - represents proceeds from grave sales.

Interest and Rent - represents income from investments.

Transfers In - represents money transferred from the general fund for the master plan.

Other Charges - represent money spent on the master plan.

Fund Balance - represents the accumulation of assets. Some of it is unspendable (principal) and some is spendable (earnings on investments).

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### **3. CONDITION**

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#### **EAST GATE**

Early in the year the GCAB reported the east gate of the Cemetery was in need of repair. The Department of Public Works (DPS) removed the gate and obtained estimates for the necessary welding and masonry work. On November 22, 2017 Parks & Recreation Manager Laird reported the repair had been completed.

#### **WHITE OAK TREES PLANTED**

At the request of the GCAB, the Cemetery was included in the DPS's 2017 Spring Tree Purchase and Planting Project. Six white oak trees were planted along Oak Street between the Cemetery fence and the street curb. The trees are under a two-year warranty program.

#### **ROADS**

In 2017 the Contractor reported the roads on the east side of the property had reached a point where coning was making the roads difficult for use by vehicles and were in poor condition. The roads were included in the DPS's 2018-2019 budget for the cape seal program. In June capeseal crews conducted the pulverizing process on the east side of the cemetery. Seal coating was applied to all Cemetery roads in September, and the project is now complete.

**CITY OF BIRMINGHAM  
GREENWOOD CEMETERY OPERATIONAL PROCEDURES,  
CONDITIONS AND REGULATIONS**

**I. DEFINITIONS:**

The following words and phrases, for the purposes of these sections, have the meanings respectively ascribed to them, except in those instances where the context clearly indicates a different meaning.

- a. "Cemetery" shall mean Greenwood Cemetery.
- b. "Superintendent" shall mean the City Manager or his/her designee.
- c. "Marker" shall mean a stone or object denoting the location of a grave and which does not exceed eighteen (18) inches in height, sixteen (16) inches in width, and twenty-four (24) inches in length.
- d. "Monument" shall denote a memorial stone or object of a size in excess of that of a marker.
- e. "Permanent outside container" shall be a container which encloses a casket. The following are considered permanent outside containers: concrete boxes, concrete, copper or steel burial vaults.
- f. "Department" shall mean the Department of Public Services.
- g. "Memorial" shall mean monuments or markers.

**II. CONDUCT OF PERSONS**

Every person entering the cemetery shall be responsible for any damage caused by such person while within the cemetery. No person under eighteen years of age shall enter the cemetery grounds unless accompanied by an adult responsible for his/her conduct, or unless permission has been granted by the Superintendent.

No person shall:

- a. Enter the cemetery except through an established gate, and only during the hours from 8:00 A.M. to sundown.
- b. Deposit or leave rubbish and debris on any part of the cemetery grounds.
- c. Pick, mutilate, remove, or destroy any living plants or parts thereof, whether wild or domestic, on the cemetery grounds, except in the work of maintenance by City employees or its designated contractor.



- d. Break, injure, remove, or deface any monument or marker on the cemetery grounds.
- e. Bring any dog or animal into the cemetery grounds, unless in compliance with applicable leash law.
- f. Bring or discharge any firearm on the cemetery grounds, except in the conduct of military funerals.
- g. Carry intoxicants into the cemetery grounds, or consume such while in the cemetery.
- h. Advertise on cemetery grounds unless permitted by the City.
- i. Conduct her/himself in any other than a quiet and respectful manner while on the cemetery grounds.

### **III. TRAFFIC REGULATIONS**

All traffic laws of the City of Birmingham that are applicable to the operation of vehicles in cemeteries shall be strictly observed. Every person driving a vehicle into the cemetery shall be responsible for any damage caused by such vehicle.

No person shall:

- a. Drive a vehicle within the cemetery at a speed in excess of ten (10) miles per hour.
- b. Drive or park a vehicle on other than established driveways except for the purpose of maintenance or construction.
- c. Turn a vehicle around within the cemetery except by following established driveways.
- d. Use a cemetery driveway as a public thoroughfare.

### **IV. MAINTENANCE AND PERPETUAL CARE**

The City and/or its designated Contractor shall be responsible for the maintenance and repair of the driveways, buildings, water system, drainage and fences. The City and/or its designated Contractor shall also cut and maintain the grass areas, remove the leaves, trim and remove trees and shrubs, apply fertilizer as necessary, and in general maintain the cemetery as a place of natural beauty devoted to the burial of the dead.

The City and/or its designated Contractor shall not be responsible for any special care of any particular section, lot or burial space or for the maintenance or repair of any monument, marker or planting placed by the owner. Further, the City and/or its

designated Contractor shall not contract or agree to give special care to any section, lot or burial space except as above provided. The City shall maintain the integrity of damaged historical markers, prior to January 1, 1875, through the perpetual care fund.

## **V. OPERATIONAL REGULATIONS**

The following operational regulations shall apply to all areas within the cemetery:

- a. Corners of all lots will be marked by the City, or its designated contractor, with permanent markers set flush with the ground surface, and these shall not be disturbed.
- b. The erection of any fence, railing, wall, coping, curbing, trellis, or embankment, or the planting of any hedge, on any lot or grave is prohibited. No cutting of paths shall be permitted.
- c. The City, or its designated contractor, shall have the right to remove from any lot any objects, including trees and shrubs and flower pots that are not in keeping with the appearance of the cemetery.
- d. Ironwork, seats, vases, and planters shall be allowed on lots, providing that the same shall be kept in good repair and well painted. If not kept in good repair and painted, the Superintendent shall have power and authority to remove same from cemetery, and shall not be liable for any such removal.
- e. Planters of iron or granite for the planting of flowers will be removed from lots and put in storage if not filled by July 1<sup>st</sup>. Planters so removed will be sold for cartage and storage charges, or destroyed, if not claimed within a period of one year.
- f. No person shall plant, cut down, remove, or trim any tree, shrub, or plant within the cemetery except by permission of the Superintendent, or a person authorized by him/her to act in his/her stead in matters pertaining to the cemetery.
- g. The planting of flowers on any lot, or otherwise disturbing the sod, shall release the City or its designated contractor from all obligation to resod without extra charge therefore. The planting of spirea, rose bushes, peonies, or shrubs that grow over three feet in height, will not be permitted.
- h. As soon as flowers, floral pieces, potted plants, flags, emblems, etc., used at funerals or placed on grave at other times, become unsightly or faded, they will be removed, and no responsibility for their protection will be assumed, except for special groups upon notification to the City or its designated contractor.
- i. The Superintendent reserves the right to remove from beds, graves, vases, planters, or other containers, all flowers, potted plants, or other decorations, that are set out and then not kept properly watered, trimmed and free from weeds, and to do so as soon as they become objectionable.

## **VI. MONUMENTS, GRAVE MARKERS AND FOUNDATIONS**

### **MONUMENTS**

Monuments will be permitted only on two adjoining side by side graves under one ownership. No more than one monument shall be erected on any lot.

The erection of all monuments shall be subject to the following conditions:

- a. Each monument shall be supported on a concrete foundation not smaller than the base of the monument it supports. Such foundation shall be constructed only by the City or its designated contractor after payment therefore has been made. Foundations will be installed April to November, weather dependent, as determined by the Superintendent. Requests received after November 1<sup>st</sup> will be held until conditions allow for installation.
- b. Designs for monuments must be submitted to the Superintendent or to a person designated by him/her to act in his/her stead, when application is made for construction of foundations. A form with the size, material and design must be submitted to the City or its designated contractor for approval and all installation fees must be paid in full prior to delivery of the memorial.
- c. No monument of artificial stone, sandstone, limestone, or soapstone will be permitted.
- d. All contractors and workers engaged in setting monuments shall be under the supervision of the Superintendent or a person designated by him/her, and they will be held responsible for any damage resulting from their negligence or carelessness. No work of setting monuments shall be started that cannot be completed by the end of the day following the start of such work.
- e. No monuments shall be allowed in the flush sections.

### **MARKERS**

- a. Markers shall not exceed 1 ½ feet in height and shall have a minimum horizontal dimension at the base of not less than half of the height. All markers shall be in one piece, and shall be dressed on the bottom at right angles to the vertical axis. These measurements do not apply to government issue markers.
- b. Individual markers can be sod set without a concrete foundation.
- c. A form with the size, material and design must be submitted to the City or its designated contractor for approval and all installation fees must be paid in full prior to delivery of the memorial. Installation will not occur between November 1<sup>st</sup> and March 31<sup>st</sup> unless weather permits.

## **FLUSH MEMORIAL SECTION – AREAS PLOTTED AFTER JANUARY 1, 2015**

- a. On grave spaces in Sections B, C, D, K, L, and O, all memorials on new lots plotted after January 1, 2015, must be installed at lawn level. Memorials can be individual markers measuring 24" x 12" x 4" or 16" x 24" x 4" or companion memorials over two (2) graves measuring 48" x 12" x 4".
- b. The memorials must be made of acceptable bronze or granite material and set at lawn level.
- c. A form with the size, material and design must be submitted to the City or its designated contractor for approval and all installation fees must be paid in full prior to delivery of the memorial. Installation will not occur between November 1<sup>st</sup> and March 31<sup>st</sup> unless weather permits.

## **VII. FUNERALS, INTERMENTS AND DISINTERMENTS**

### **INTERMENTS**

No lot or burial space shall be used for any purpose other than the interment of human remains and the erection of appropriate memorials to the dead.

No interment shall be made in Greenwood Cemetery until a proper burial permit has been issued, and until all other legally required permits have been issued by, and filed with, the proper authorities.

City personnel, or its designated contractor, will provide opening and closing of grave, initial and periodic maintenance only, and will not be responsible for handling and lowering vaults or caskets. Tents, lowering devices and other materials shall be furnished by the funeral director or vault company.

No grave shall be dug closer than six (6) inches from the line of any lot.

In all full burial interments, the casket shall be enclosed in a permanent outside container. Such outside container shall be installed by the funeral director, vault company, or the City's designated contractor.

In all interments of cremated remains, the container shall be installed by the City, its designated contractor, funeral director or vault company. The size of the container must be submitted with the request for burial.

All funerals within the cemetery shall be under the supervision of the City or its designated contractor. No burials are to be made on Sunday or legal holidays, except by permission of the Superintendent. Overtime charges will apply.

The City must be notified through the City Clerk or its designated contractor, of the time and exact location of proposed interments in time to allow not less than ten (10) hours



of daylight to prepare the grave. If notification occurs less than 10 hours of daylight prior to burial, overtime charges will apply.

Interments that involve preparation or follow-up work during other than regular working hours will be done at an additional charge for the overtime portion of the time required. The maximum charge shall not exceed the normal charges plus the weekend/holiday fee. This fee is in addition to the normal interment or disinterment fee charged during regular working hours.

Interments of the remains of any persons other than the owner or an immediate member of his/her family will be permitted only after the written consent of the owner or the owner's authorized agent has been filed with the City Clerk or the City's designated contractor. In case of a minor being the owner, the guardian may give consent upon proof of this authority to act.

Only one (1) interment in any one grave space shall be permitted, except in the case of a parent and infant child, two (2) children dying at about the same time, or in such other unusual cases as it shall seem to the Superintendent to be proper under the circumstances. Such interments shall adhere to Section VIII Burial Rights Policy.

Up to two cremated remains may be placed in the same space if the owner of the grave space or his/her heirs purchase the right to such inurnments. Should the owner permit the burial of such cremated remains, only one additional memorial shall be permitted on the grave space and such memorial shall not be larger than 24 x 12 x 4 inches and installed at lawn level. Up to three (3) cremated remains (only) may be placed on a single grave space.

## **DISINTERMENTS**

Disinterment of a burial shall be facilitated by a Michigan licensed funeral director. Said funeral director shall obtain a permit for such removal from the local health officer of Oakland County. Said funeral director shall complete the removal form as required by the City or its designated contractor. Disinterment shall not commence until after issuance of the Oakland County permit is presented to the City or its designated contractor, approval for removal is granted by the City or its designated contractor, and all applicable fees are paid. Such disinterments shall only be scheduled between June 15<sup>th</sup> and October 15<sup>th</sup> each year unless approved by the City. The grave space where the disinterment occurred shall immediately be returned to a safe condition.

## **VIII. BURIAL RIGHTS POLICY**

Lots purchased from the City after October 1, 2014:

Full grave

One casketed remains and two cremated remains

- or -

Up to three cremated remains

Cremation grave

3 x 2 feet      one cremated remains

3 x 4 feet      two cremated remains

Lots purchased prior to October 1, 2014:

Full grave

One burial right per grave (To add a burial right for cremated remains, must purchase each additional right of burial in the grave. Up to two cremated remains.)

- or -

One cremated remains (To add a burial right for cremated remains, must purchase each additional right of burial in the grave. Up to two cremated remains.)

## **IX. LOT RESALE POLICY**

All graves sold by the City after October 1, 2014 can only be returned to the City. Such graves cannot be transferred from the original purchaser to an unrelated third party. Graves can only be transferred to family according to the Rules of Consanguinity with supporting genealogical documentation.

All graves returned to the City shall receive 50% of the original purchase price from the Greenwood Cemetery Perpetual Care Fund. Upon return of the graves, the City may resell the graves.

(For the purpose this policy, immediate family shall mean the immediate family of the purchaser(s) – spouse, children, grandchildren, parents, siblings, nieces/nephews, grandparents, aunts/uncles, step-children.)

## **X. SCHEDULE OF FEES AND CHARGES**

Fees and other charges are as set forth in the Schedule of Fees, Charges, Bonds and Insurance.

## **XI. REVISIONS**

The obligations of the City as herein set forth may, from time to time, be modified by the Birmingham City Commission.

- October 18, 1971 Resolution No. 1434-71
- February 13, 1984 Resolution No. 02-97-84
- February 23, 2009 Resolution No. 02-52-09
- December 17, 2012 Resolution No. 12-356-12
- August 10, 2015 Resolution No. 08-174-15
- March 27, 2017 Resolution No. 03-82-17 (and confirmed by Greenwood Cemetery Advisory Board on May 5, 2017).

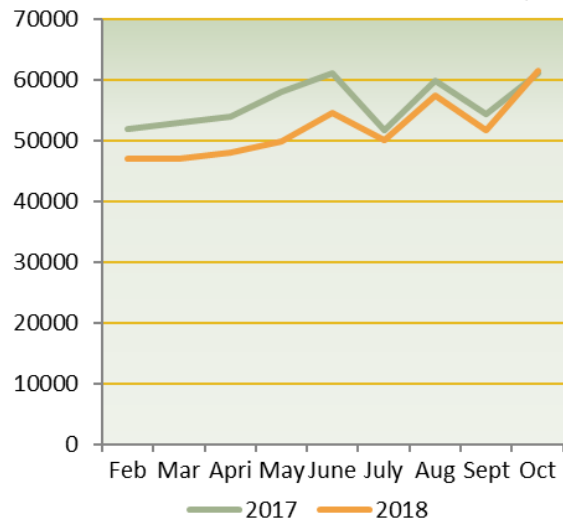
## GREENWOOD CEMETERY ADVISORY BOARD

### MASTER PLAN PROCESS PLANNING

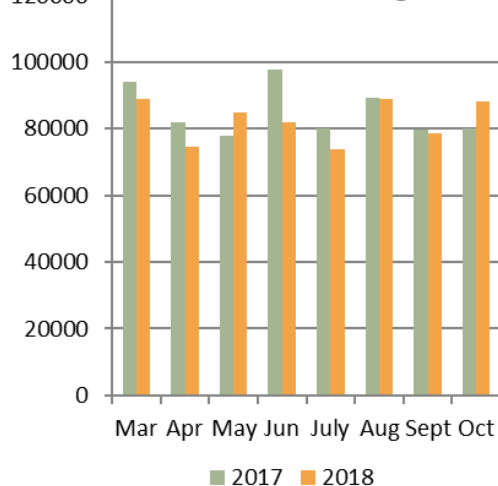
FUNCTION	SOURCE	ESTIMATED COST	TIMELINE
Definitive location of Potters Field	Possibly Historic District Study Committee (HDSC)	n/a	3-9 months
Establish baseline of plots sold and unsold	Board, Clerk, Contractor	Labor for city staff	3-9 months
Ground Penetrating Radar to verify records	Contracted professional	Bids need to be obtained	Unknown
Comprehensive data processing plan	to be researched		
Digitized records			
Match records with headstones and collect biographical information for electronic map	Possibly HDSC	n/a	3-9 months
Interactive web site-GIS-with phone app			
Historic headstone inventory of needed repairs.	Possibly HDSC, and/or Friends of the Museum	Unknown costs for actual repairs	Unknown
Donor programs			
Friends of the Cemetery			
Benches			
Selling bricks			
Columbaria			
Long term financial requirements			
Review Cemetery Management Agreement			

# City of Birmingham Parking Utilization Dashboard – November 2018

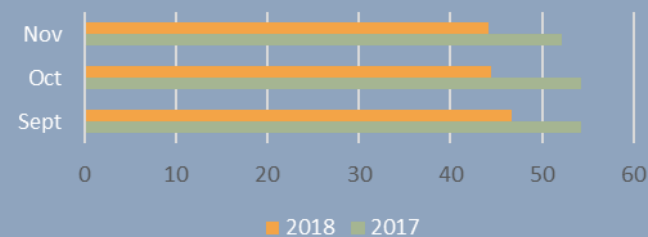
## Monthly Permit Parking



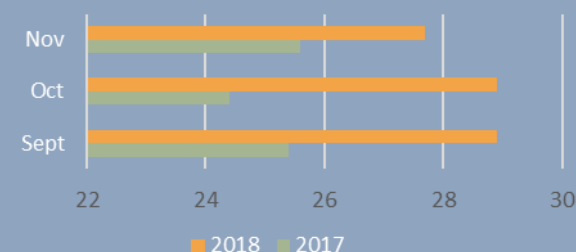
## Transient Parking



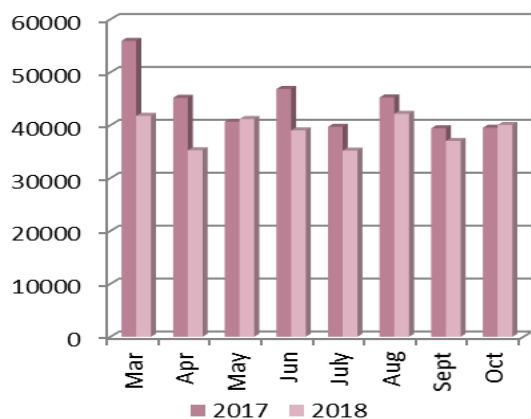
## Coin



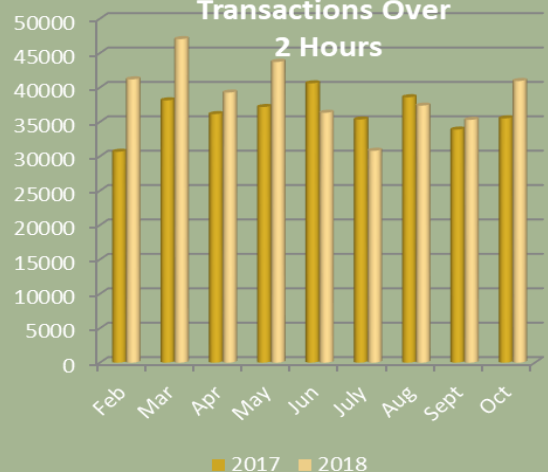
## Credit



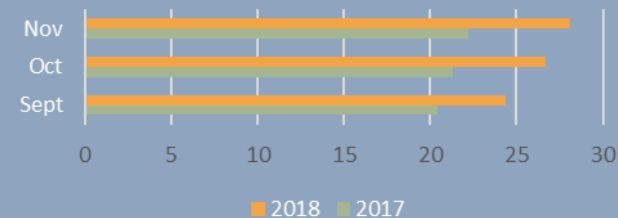
## Transactions Under 2 Hours



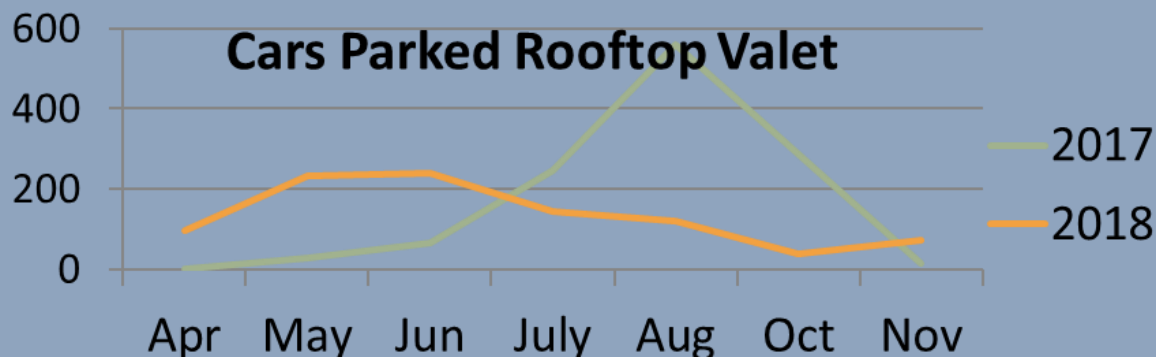
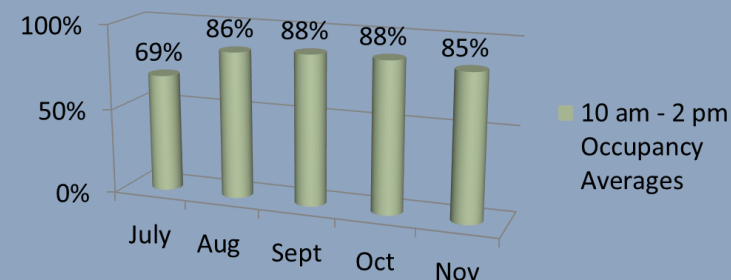
## Transactions Over 2 Hours



## ParkMobile



## 10 am - 2 pm Parking Garage Occupancy Average



\*2017 Rooftop valet utilization increased Jul—Oct 2017 due to the Park Street Paving Project

R10E3



## MONTHLY PARKING PERMIT REPORT

For the month of: October 2018

Date Compiled: November 19, 2018

	Pierce	Park	Peabody	N.Old Wooc	Chester	Lot #6/\$210	Lot #6/\$150	South Side	Lot B	35001 Woodward	Lot 12	Total
1. Total Spaces	706	811	437	745	880	174	79	8	40	40	150	4070
2. Daily Spaces	370	348	224	359	425	N/A	N/A	N/A	N/A	N/A	N/A	1726
3. Monthly Spaces	336	463	213	386	560	174	79	8	30	40	150	2439
4. Monthly Permits Authorized	550	750	400	800	1140	150	40	8	30	50	150	4068
5. Permits - end of previous month	550	750	400	800	1140	150	40	8	30	50	150	4068
6. Permits - end of month	550	750	400	800	1140	150	40	8	30	50	150	4068
7. Permits - available at end of month	0	0	0	0	0	0	0	0	0	0		0
8. Permits issued in month includes permits effective 1st of month	4	3	3	4	4	0	0	0	0	0	0	18
9. Permits given up in month	4	3	3	4	4	0	0	0	0	0	0	18
10. Net Change	0	0	0	0	0	0	0	0	0	0	0	0
11. On List - end of month*	1104	1010	1050	1374	977	0	0	0	0	0	0	5515
**On List-Unique Individuals												3417
12. Added to list in month	13	15	11	16	13	0	0	0	0	0	0	68
13. Withdrawn from list in month (w/o permit)	0	0	0	0	0	0	0	0	0	0	0	0
14. Average # of weeks on list for permits issued in month	143	82	141	126	57	0	0	0	0	0	0	109.8
15. Transient parker occupied	175	134	103	147	68	N/A	N/A	N/A	N/A	N/A	N/A	627
16. Monthly parker occupied	469	622	297	501	764	N/A	N/A	N/A	N/A	N/A	N/A	2653
17. Total parker occupied	644	756	400	648	832	N/A	N/A	N/A	N/A	N/A	N/A	3280
18. Total spaces available at 1pm on Wednesday 10/10	62	55	37	97	48	N/A	N/A	N/A	N/A	N/A	N/A	299
19. "All Day" parkers paying 5 hrs. or more												
A: Weekday average.	239	212	127	135	130	N/A	N/A	N/A	N/A	N/A	N/A	843
B: Maximum day	N/A*	N/A*	N/A*	N/A*	N/A*	N/A	N/A	N/A	N/A	N/A	N/A	0
20. Utilization by long term parkers	N/A*	N/A*	N/A*	N/A*	N/A*	N/A	N/A	N/A	N/A	N/A	N/A	#DIV/0!

(1) Lot #6 does not have gate control, therefore no transient count available

(2) (Permits/Oversell Factor + Weekday Avg.) / Total Spaces

\* Average Maximum day not available currently in Skidata

\*\* Unique individuals represent the actual number of unique people on the wait list regardless of how many structures they have requested.

**Birmingham Parking System  
Transient & Free Parking Analysis  
Months of October 2017 & October 2018**

**October 2017**

<b>GARAGE</b>	<b>TOTAL CARS</b>	<b>FREE CARS</b>	<b>CASH REVENUE</b>	<b>% FREE</b>
PEABODY	16,291	9,409	\$40,499.00	58%
PARK	16,804	7,808	\$40,100.00	46%
CHESTER	6,767	2,277	\$33,966.00	34%
WOODWARD	14,130	7,268	\$42,238.00	51%
PIERCE	26,007	12,754	\$67,800.00	49%
<b>TOTALS</b>	79,999	39,516	\$ 224,603.00	49%

**October 2018**

<b>GARAGE</b>	<b>TOTAL CARS</b>	<b>FREE CARS</b>	<b>CASH REVENUE</b>	<b>% FREE</b>
PEABODY	19,315	10,543	\$ 40,987.00	55%
PARK	20,164	7,921	\$ 50,590.00	39%
CHESTER	8,139	2,376	\$ 50,529.00	29%
WOODWARD	13,492	7,036	\$ 38,743.00	52%
PIERCE	27,046	12,155	\$ 78,305.00	45%
<b>TOTALS</b>	88,156	40,031	\$ 259,154.00	45%

<b>BREAKDOWN:</b>	TOTAL CARS	+10%
	FREE CARS	+1%
	CASH REVENUE	+15%

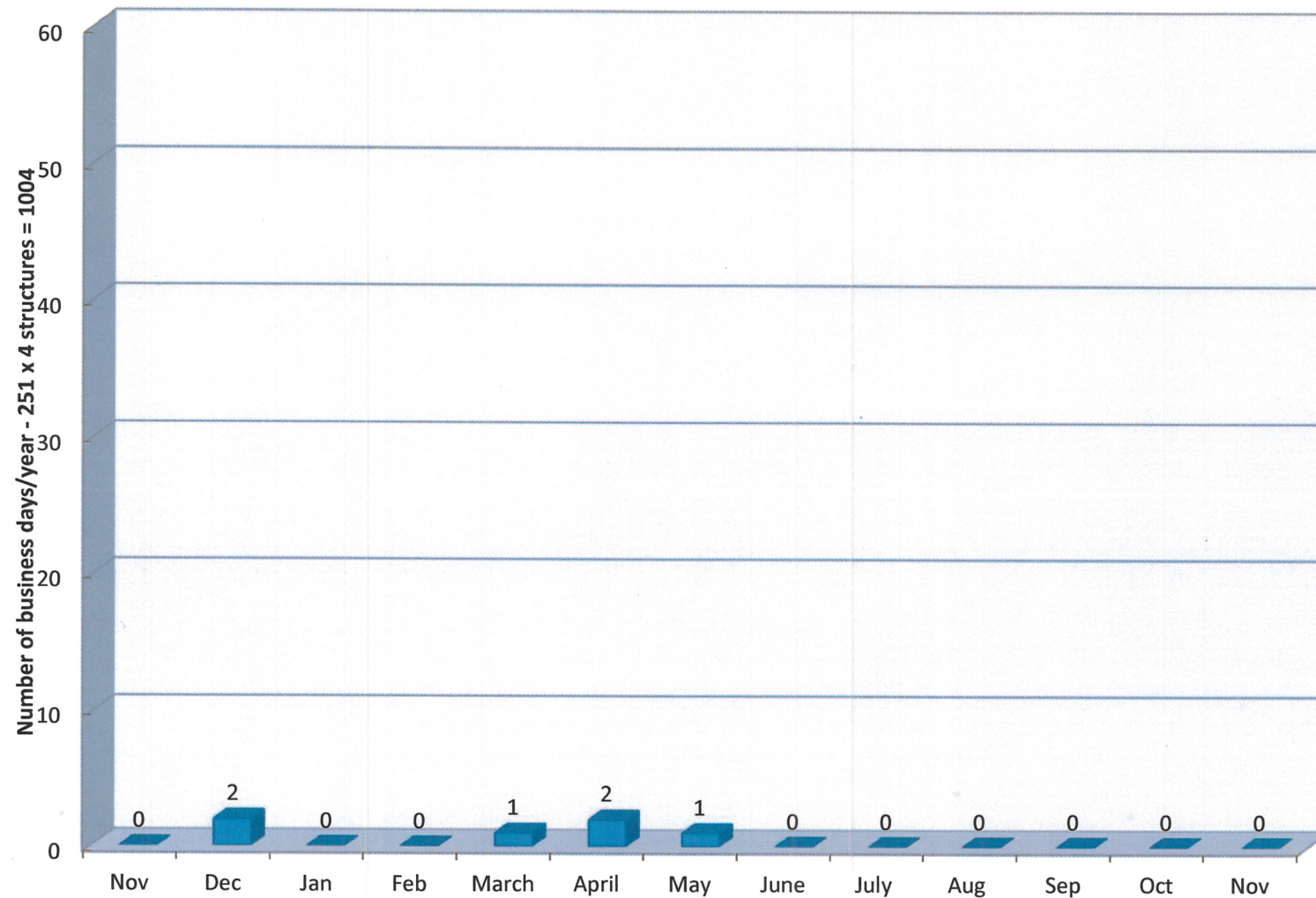
## Structure Occupancy at 1pm Tuesday-Thursday

Available Spaces

# NOVEMBER 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Chester-57 N.O.W.-55 Park-42 Peabody-66 Pierce-173	2	3
4	5	6 Chester-75 N.O.W.-66 Park-10 Peabody-5 Pierce-37	7 Chester-33 N.O.W.-24 Park-12 Peabody-29 Pierce-48	8 Chester-43 N.O.W.-28 Park-24 Peabody-51 Pierce-67	9	10
11	12	13 Chester-44 N.O.W.-87 Park-35 Peabody-8 Pierce-67	14 Chester-39 N.O.W.-50 Park-5 Peabody-43 Pierce-71	15 Chester-109 N.O.W.-126 Park-44 Peabody-46 Pierce-120	16	17
18	19	20 Chester-133 N.O.W.-241 Park-18 Peabody-26 Pierce-98	21 Chester-486 N.O.W.-432 Park-141 Peabody-82 Pierce-119	22 Thanksgiving Closed	23	24
25	26	27 Chester-42 N.O.W.-67 Park-20 Peabody-26 Pierce-88	28 Chester-10 N.O.W.-36 Park-29 Peabody-8 Pierce-28	29 Chester-82 N.O.W.-82 Park-10 Peabody-13 Pierce-74	30	
		Notes:				

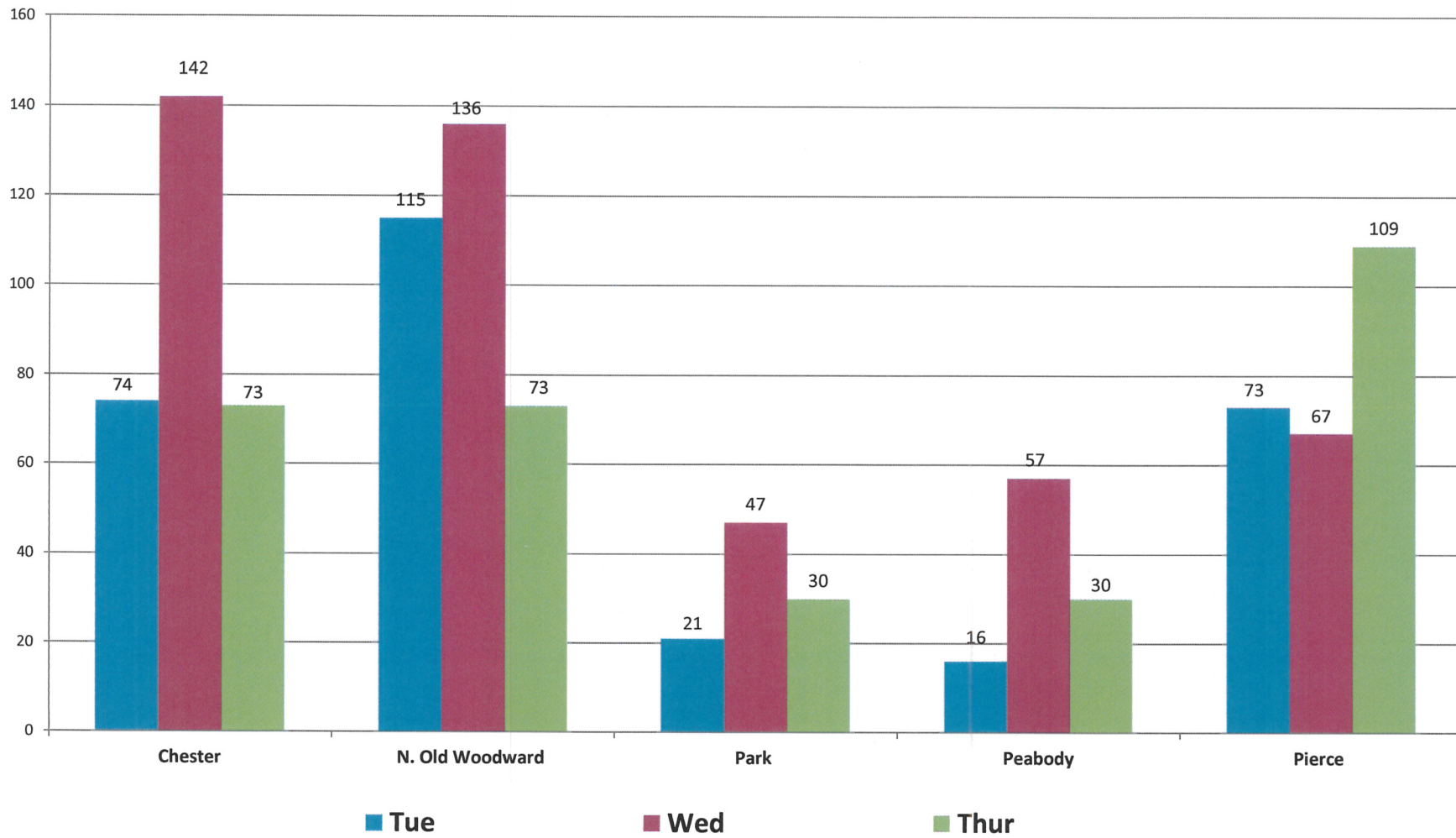
## 2017-18 Combined Parking Structure Full Status



■ Total monthly occurrences of Chester, Park, Peabody and Pierce structures being full (1-4 hrs.)

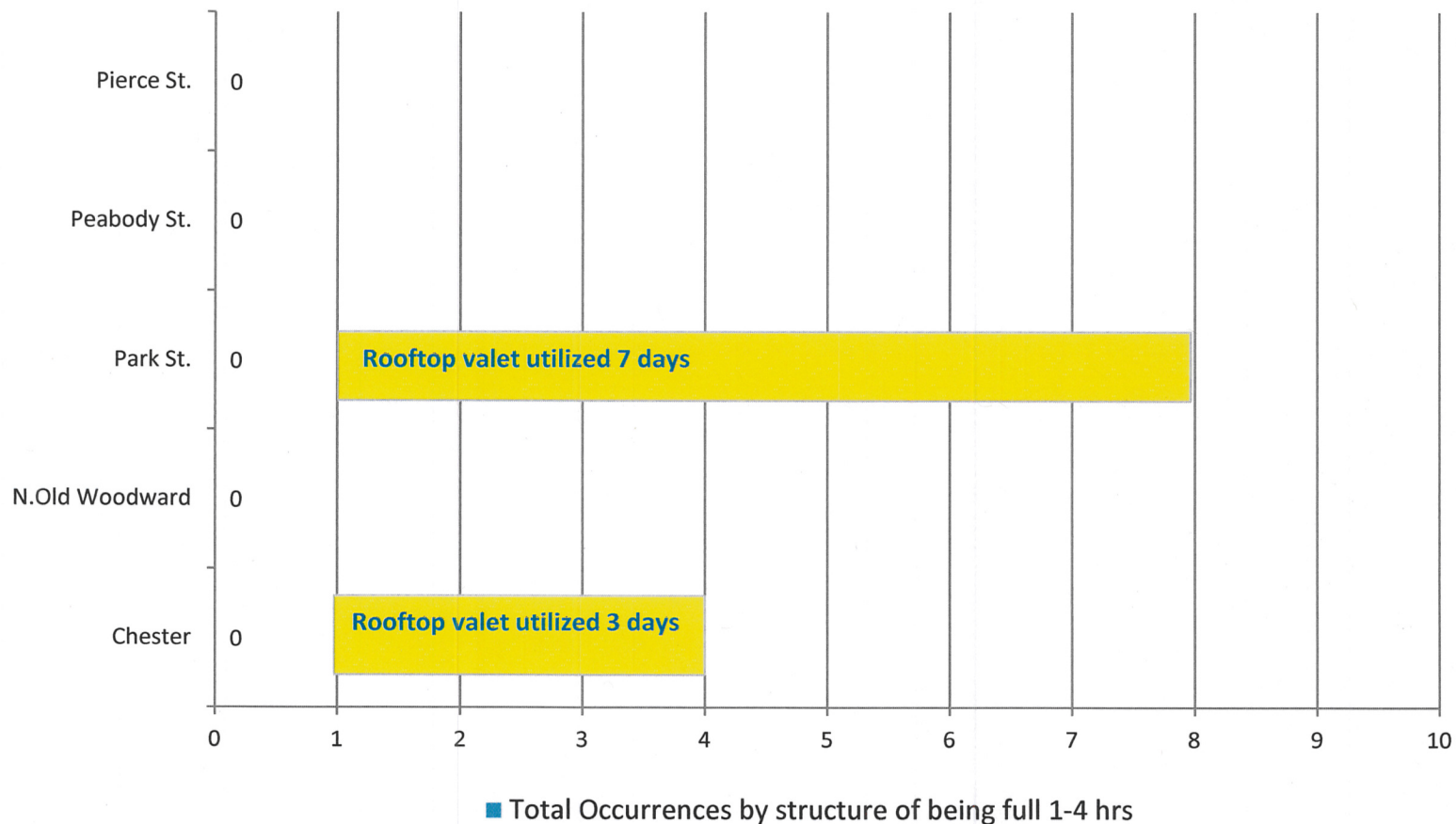


## Structure Occupancy at 1 pm Tuesday-Thursday Average Available Spaces - November 2018

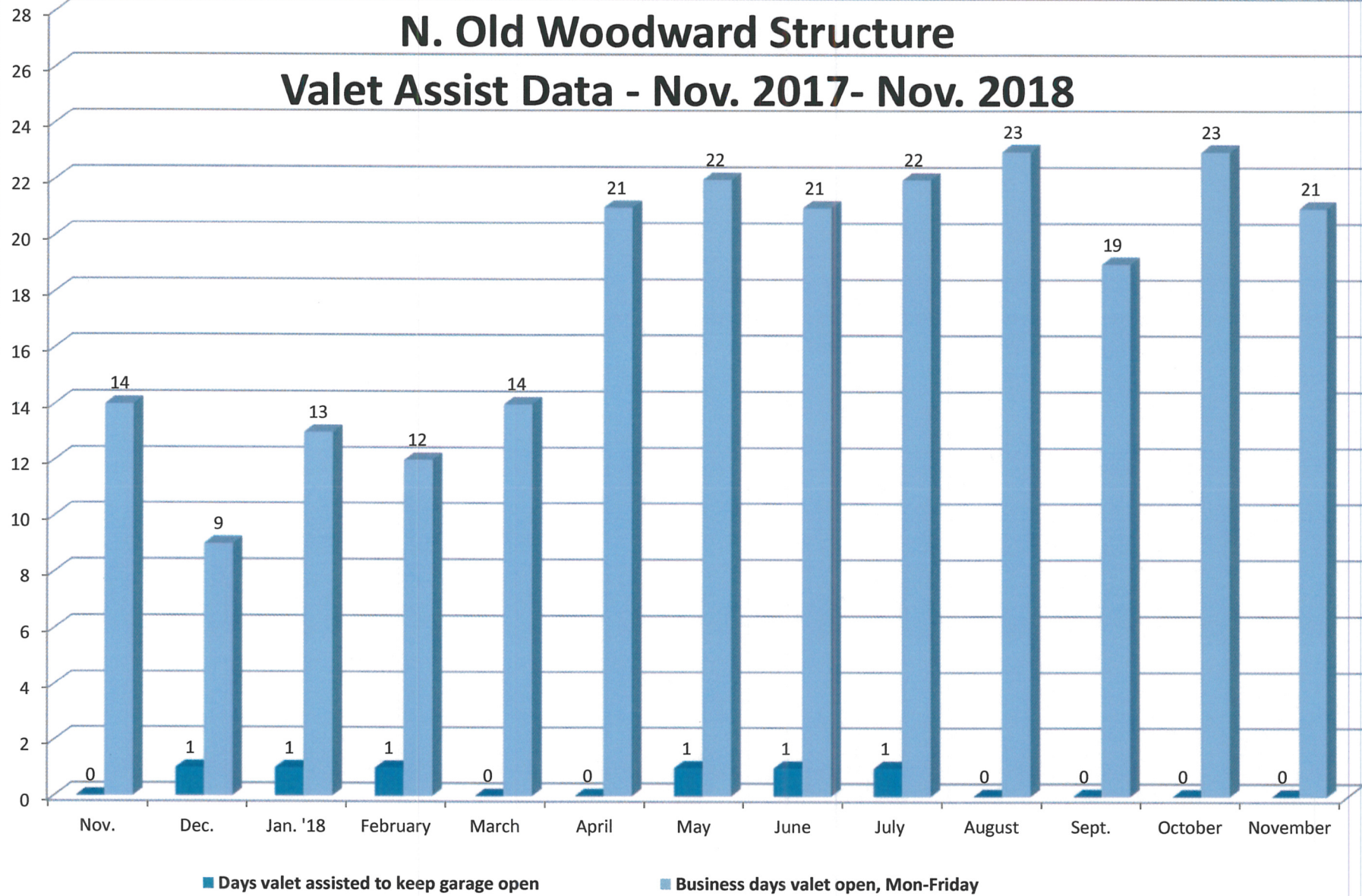


# Parking Full Status by Structure

November 2018 Business Days Only (M-Friday)



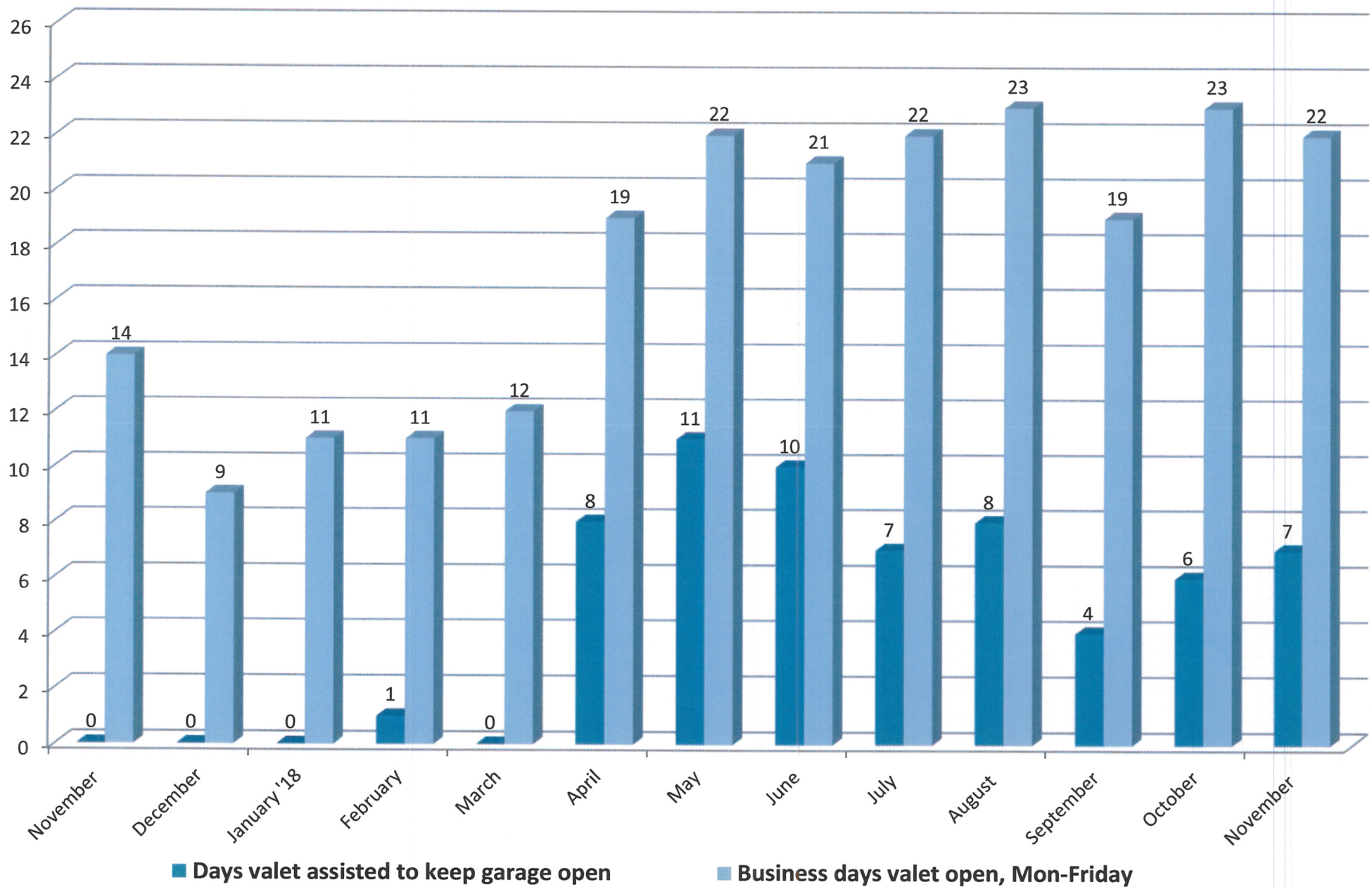
## N. Old Woodward Structure Valet Assist Data - Nov. 2017- Nov. 2018





# Park Street Structure

## Valet Assist Data - Nov. 2017 - Nov. 2018





### Occupancy 10a-2p(Weekday Analysis)

11/1/2018	10am	11am	12pm	1pm	2pm
Chester(880)	802	823	834	828	824
N.O.W.(745)	664	690	695	696	687
Park(811)	753	769	780	786	784
Peabody(437)	359	371	384	378	431
Pierce(706)	508	533	544	573	552

11/2/2018	10am	11am	12pm	1pm	2pm
Chester(880)	759	774	768	762	760
N.O.W.(745)	611	633	667	676	688
Park(811)	752	756	769	777	762
Peabody(437)	366	382	396	402	393
Pierce(706)	515	532	568	562	606

11/5/2018	10am	11am	12pm	1pm	2pm
Chester(880)	861	859	857	855	852
N.O.W.(745)	561	633	657	652	645
Park(811)	760	756	746	738	720
Peabody(437)	394	401	414	434	418
Pierce(706)	496	517	554	562	557

11/6/2018	10am	11am	12pm	1pm	2pm
Chester(880)	773	818	805	815	824
N.O.W.(745)	615	694	679	678	670
Park(811)	701	756	808	806	801
Peabody(437)	358	408	432	427	418
Pierce(706)	489	577	669	647	623

11/7/2018	10am	11am	12pm	1pm	2pm
Chester(880)	842	870	873	847	846
N.O.W.(745)	699	723	731	721	707
Park(811)	754	767	795	799	768
Peabody(437)	376	381	409	408	418
Pierce(706)	595	638	667	658	638

11/8/2018	10am	11am	12pm	1pm	2pm
Chester(880)	792	816	802	837	854
N.O.W.(745)	653	689	707	717	704
Park(811)	728	750	747	787	770
Peabody(437)	366	385	375	386	397
Pierce(706)	478	592	526	639	631

11/9/2018	10am	11am	12pm	1pm	2pm
Chester(880)	784	805	788	731	719
N.O.W.(745)	534	633	631	615	617
Park(811)	657	741	778	801	775
Peabody(437)	322	377	403	406	391
Pierce(706)	515	594	624	640	615

11/12/2018	10am	11am	12pm	1pm	2pm
Chester(880)	819	846	826	813	823
N.O.W.(745)	560	664	670	661	645
Park(811)	782	685	703	710	682
Peabody(437)	363	380	383	395	402
Pierce(706)	401	456	476	499	489

11/13/2018	10am	11am	12pm	1pm	2pm
Chester(880)	820	828	840	836	824
N.O.W.(745)	637	653	681	658	654
Park(811)	770	782	790	776	773
Peabody(437)	349	396	415	429	419
Pierce(706)	530	604	636	639	644

11/14/2018	10am	11am	12pm	1pm	2pm
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### Occupancy 10a-2p(Weekday Analysis)

11/1/2018	10am	11am	12pm	1pm	2pm
Chester(880)	91%	94%	95%	94%	94%
N.O.W.(745)	89%	93%	93%	93%	92%
Park(811)	93%	95%	96%	97%	97%
Peabody(437)	82%	85%	88%	86%	99%
Pierce(706)	72%	75%	77%	81%	78%

11/2/2018	10am	11am	12pm	1pm	2pm
Chester(880)	86%	88%	87%	87%	86%
N.O.W.(745)	82%	85%	90%	91%	92%
Park(811)	93%	93%	95%	96%	94%
Peabody(437)	84%	87%	91%	92%	90%
Pierce(706)	73%	75%	80%	80%	86%

11/5/2018	10am	11am	12pm	1pm	2pm
Chester(880)	98%	98%	97%	97%	97%
N.O.W.(745)	75%	85%	88%	88%	87%
Park(811)	94%	93%	92%	91%	89%
Peabody(437)	90%	92%	95%	99%	96%
Pierce(706)	70%	73%	78%	80%	79%

11/6/2018	10am	11am	12pm	1pm	2pm
Chester(880)	88%	93%	91%	93%	94%
N.O.W.(745)	83%	93%	91%	91%	90%
Park(811)	86%	93%	100%	99%	99%
Peabody(437)	82%	93%	99%	98%	96%
Pierce(706)	69%	82%	95%	92%	88%

11/7/2018	10am	11am	12pm	1pm	2pm
Chester(880)	96%	99%	99%	96%	96%
N.O.W.(745)	94%	97%	98%	97%	95%
Park(811)	93%	95%	98%	99%	95%
Peabody(437)	86%	87%	94%	93%	96%
Pierce(706)	84%	90%	94%	93%	90%

11/8/2018	10am	11am	12pm	1pm	2pm
Chester(880)	90%	93%	91%	95%	97%
N.O.W.(745)	88%	92%	95%	96%	94%
Park(811)	90%	92%	92%	97%	95%
Peabody(437)	84%	88%	86%	88%	91%
Pierce(706)	68%	84%	75%	91%	89%

11/9/2018	10am	11am	12pm	1pm	2pm
Chester(880)	89%	91%	90%	83%	82%
N.O.W.(745)	72%	85%	85%	83%	83%
Park(811)	81%	91%	96%	99%	96%
Peabody(437)	74%	86%	92%	93%	89%
Pierce(706)	73%	84%	88%	91%	87%

11/12/2018	10am	11am	12pm	1pm	2pm
Chester(880)	93%	96%	94%	92%	94%
N.O.W.(745)	75%	89%	90%	89%	87%
Park(811)	96%	84%	87%	88%	84%
Peabody(437)	83%	87%	88%	90%	92%
Pierce(706)	57%	65%	67%	71%	69%

11/13/2018	10am	11am	12pm	1pm	2pm
Chester(880)	93%	94%	95%	95%	94%
N.O.W.(745)	86%	88%	91%	88%	88%
Park(811)	95%	96%	97%	96%	95%
Peabody(437)	80%	91%	95%	98%	96%
Pierce(706)	75%	86%	90%	91%	91%

11/14/2018	10am	11am	12pm	1pm	2pm
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Chester(880)	830	865	860	841	859
N.O.W.(745)	620	697	697	695	695
Park(811)	713	781	804	806	807
Peabody(437)	421	421	420	394	401
Pierce(706)	475	544	592	635	640

11/15/2018	10am	11am	12pm	1pm	2pm
Chester(880)	785	798	795	782	771
N.O.W.(745)	571	609	622	617	619
Park(811)	703	753	791	775	767
Peabody(437)	338	368	378	397	391
Pierce(706)	478	548	588	596	586

11/16/2018	10am	11am	12pm	1pm	2pm
Chester(880)	725	787	781	729	708
N.O.W.(745)	524	600	607	610	596
Park(811)	691	732	751	778	743
Peabody(437)	361	380	391	386	401
Pierce(706)	506	579	611	626	600

11/19/2018	10am	11am	12pm	1pm	2pm
Chester(880)	729	785	784	789	783
N.O.W.(745)	486	536	625	610	599
Park(811)	661	664	771	744	771
Peabody(437)	361	414	413	427	410
Pierce(706)	435	443	456	472	471

11/20/2018	10am	11am	12pm	1pm	2pm
Chester(880)	673	743	749	747	746
N.O.W.(745)	556	516	509	504	498
Park(811)	741	792	785	793	795
Peabody(437)	314	370	394	411	423
Pierce(706)	415	551	575	608	620

11/21/2018	10am	11am	12pm	1pm	2pm
Chester(880)	466	463	443	394	341
N.O.W.(745)	393	370	354	313	248
Park(811)	575	583	645	670	618
Peabody(437)	315	329	364	355	355
Pierce(706)	500	511	560	587	580

11/22/2018	10am	11am	12pm	1pm	2pm
Chester(880)					
N.O.W.(745)					
Park(811)					
Peabody(437)					
Pierce(706)					

11/23/2018	10am	11am	12pm	1pm	2pm
Chester(880)	154	166	180	188	194
N.O.W.(745)	243	227	229	243	234
Park(811)	333	352	401	419	409
Peabody(437)	201	222	232	228	221
Pierce(706)	424	448	496	490	495

11/26/2018	10am	11am	12pm	1pm	2pm
Chester(880)	747	777	774	770	762
N.O.W.(745)	353	648	648	651	649
Park(811)	726	728	730	733	751
Peabody(437)	409	374	373	391	397
Pierce(706)	533	489	506	515	498

11/27/2018	10am	11am	12pm	1pm	2pm
Chester(880)	797	801	851	838	824
N.O.W.(745)	694	701	695	678	666
Park(811)	769	772	794	791	789

Chester(880)	94%	98%	98%	96%	98%
N.O.W.(745)	83%	94%	94%	93%	93%
Park(811)	88%	96%	99%	99%	100%
Peabody(437)	96%	96%	96%	90%	92%
Pierce(706)	67%	77%	84%	90%	91%

11/15/2018	10am	11am	12pm	1pm	2pm
Chester(880)	89%	91%	90%	89%	88%
N.O.W.(745)	77%	82%	83%	83%	83%
Park(811)	87%	93%	98%	96%	95%
Peabody(437)	77%	84%	86%	91%	89%
Pierce(706)	68%	78%	83%	84%	83%

11/16/2018	10am	11am	12pm	1pm	2pm
Chester(880)	82%	89%	89%	83%	80%
N.O.W.(745)	70%	81%	81%	82%	80%
Park(811)	85%	90%	93%	96%	92%
Peabody(437)	83%	87%	89%	88%	92%
Pierce(706)	72%	82%	87%	89%	85%

11/19/2018	10am	11am	12pm	1pm	2pm
Chester(880)	83%	89%	89%	90%	89%
N.O.W.(745)	65%	72%	84%	82%	80%
Park(811)	82%	82%	95%	92%	95%
Peabody(437)	83%	95%	95%	98%	94%
Pierce(706)	62%	63%	65%	67%	67%

11/20/2018	10am	11am	12pm	1pm	2pm
Chester(880)	76%	84%	85%	85%	85%
N.O.W.(745)	75%	69%	68%	68%	67%
Park(811)	91%	98%	97%	98%	98%
Peabody(437)	72%	85%	90%	94%	97%
Pierce(706)	59%	78%	81%	86%	88%

11/21/2018	10am	11am	12pm	1pm	2pm
Chester(880)	53%	53%	50%	45%	39%
N.O.W.(745)	53%	50%	48%	42%	33%
Park(811)	71%	72%	80%	83%	76%
Peabody(437)	72%	75%	83%	81%	81%
Pierce(706)	71%	72%	79%	83%	82%

11/22/2018	10am	11am	12pm	1pm	2pm
Chester(880)					
N.O.W.(745)					
Park(811)					
Peabody(437)					
Pierce(706)					

11/23/2018	10am	11am	12pm	1pm	2pm
Chester(880)	18%	19%	20%	21%	22%
N.O.W.(745)	33%	30%	31%	33%	31%
Park(811)	41%	43%	49%	52%	50%
Peabody(437)	46%	51%	53%	52%	51%
Pierce(706)	60%	63%	70%	69%	70%

11/26/2018	10am	11am	12pm	1pm	2pm
Chester(880)	85%	88%	88%	88%	87%
N.O.W.(745)	47%	87%	87%	87%	87%
Park(811)	90%	90%	90%	90%	93%
Peabody(437)	94%	86%	85%	89%	91%
Pierce(706)	75%	69%	72%	73%	71%

11/27/2018	10am	11am	12pm	1pm	2pm
Chester(880)	91%	91%	97%	95%	94%
N.O.W.(745)	93%	94%	93%	91%	89%
Park(811)	95%	95%	98%	98%	97%

Thanksgiving

Peabody(437)	354	366	418	411	405
Pierce(706)	505	517	611	618	607

11/28/2018	10am	11am	12pm	1pm	2pm
Chester(880)	869	811	865	870	878
N.O.W.(745)	640	720	717	709	711
Park(811)	749	792	784	782	778
Peabody(437)	397	433	426	429	431
Pierce(706)	659	687	685	678	674

11/29/2018	10am	11am	12pm	1pm	2pm
Chester(880)	752	797	797	798	798
N.O.W.(745)	602	643	658	663	661
Park(811)	751	785	798	735	722
Peabody(437)	372	404	420	424	402
Pierce(706)	489	590	629	363	357

11/30/2018	10am	11am	12pm	1pm	2pm
Chester(880)	767	828	803	765	748
N.O.W.(745)	528	595	656	665	649
Park(811)	701	743	770	785	762
Peabody(437)	364	382	412	422	676
Pierce(706)	539	613	652	677	648

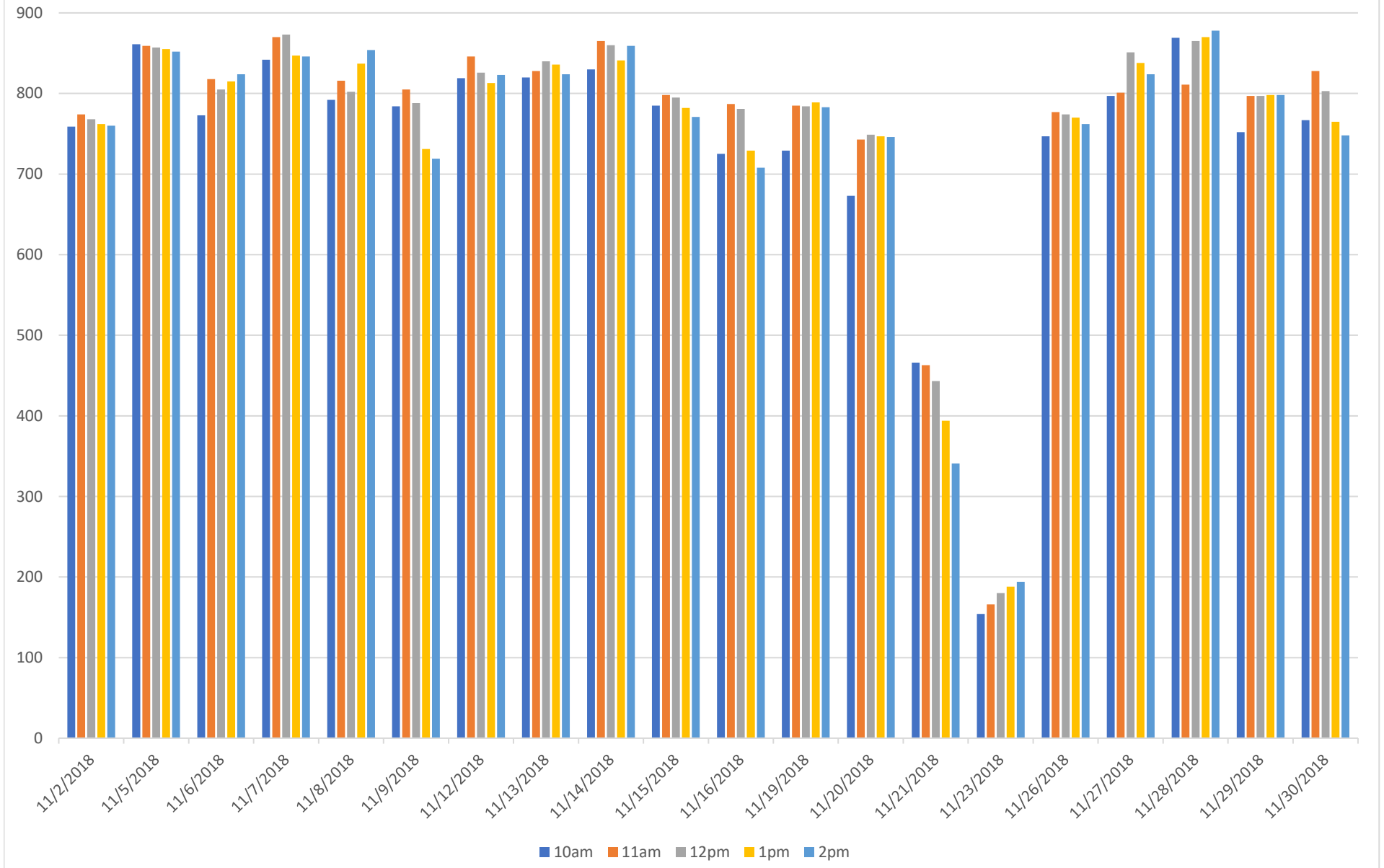
Peabody(437)	81%	84%	96%	94%	93%
Pierce(706)	72%	73%	87%	88%	86%

11/28/2018	10am	11am	12pm	1pm	2pm
Chester(880)	99%	92%	98%	99%	100%
N.O.W.(745)	86%	97%	96%	95%	95%
Park(811)	92%	98%	97%	96%	96%
Peabody(437)	91%	99%	97%	98%	99%
Pierce(706)	93%	97%	97%	96%	95%

11/29/2018	10am	11am	12pm	1pm	2pm
Chester(880)	85%	91%	91%	91%	91%
N.O.W.(745)	81%	86%	88%	89%	89%
Park(811)	93%	97%	98%	91%	89%
Peabody(437)	85%	92%	96%	97%	92%
Pierce(706)	69%	84%	89%	51%	51%

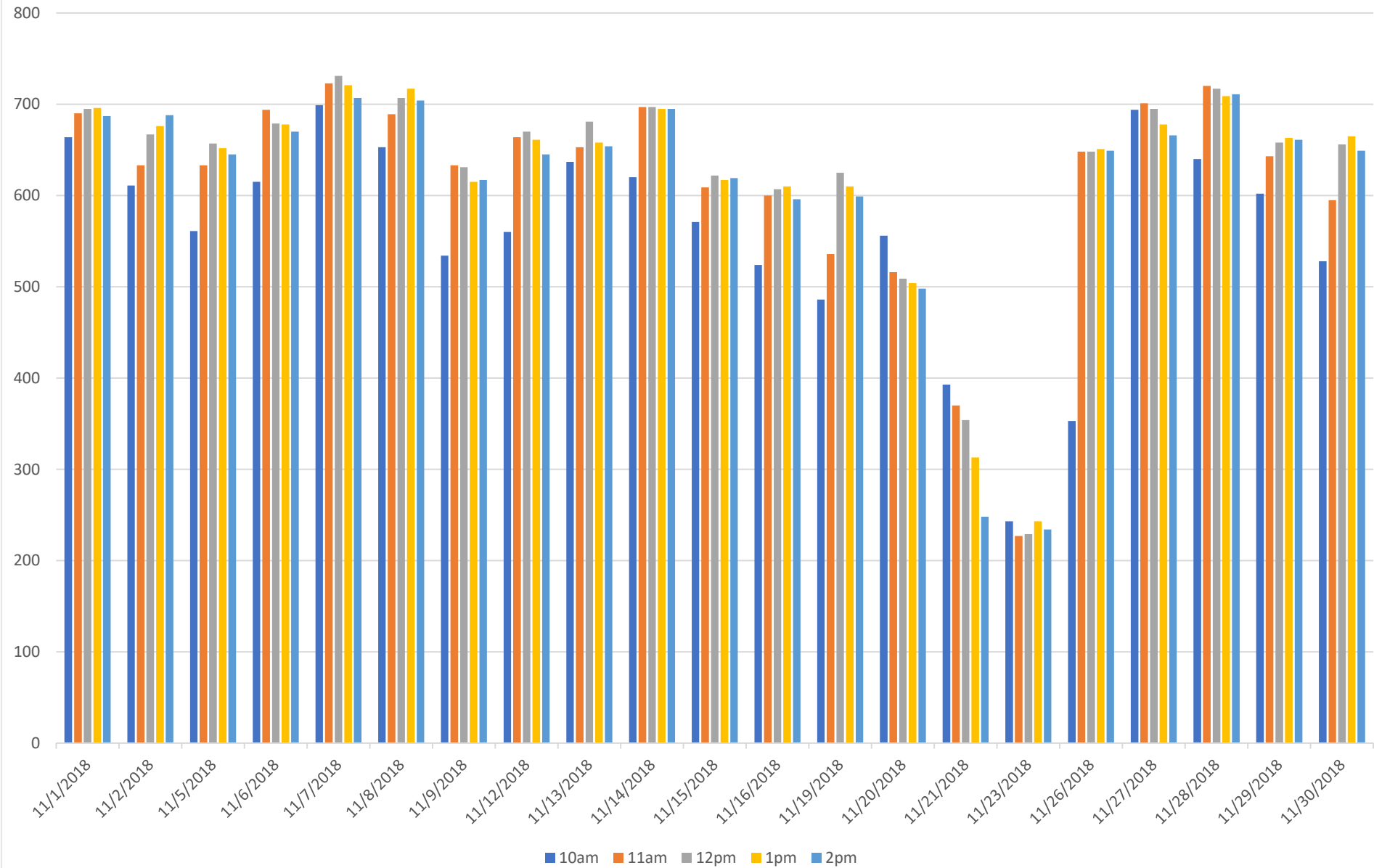
11/30/2018	10am	11am	12pm	1pm	2pm
Chester(880)	87%	94%	91%	87%	85%
N.O.W.(745)	71%	80%	88%	89%	87%
Park(811)	86%	92%	95%	97%	94%
Peabody(437)	83%	87%	94%	97%	155%
Pierce(706)	76%	87%	92%	96%	92%

Chester Occupancy-880 Spaces

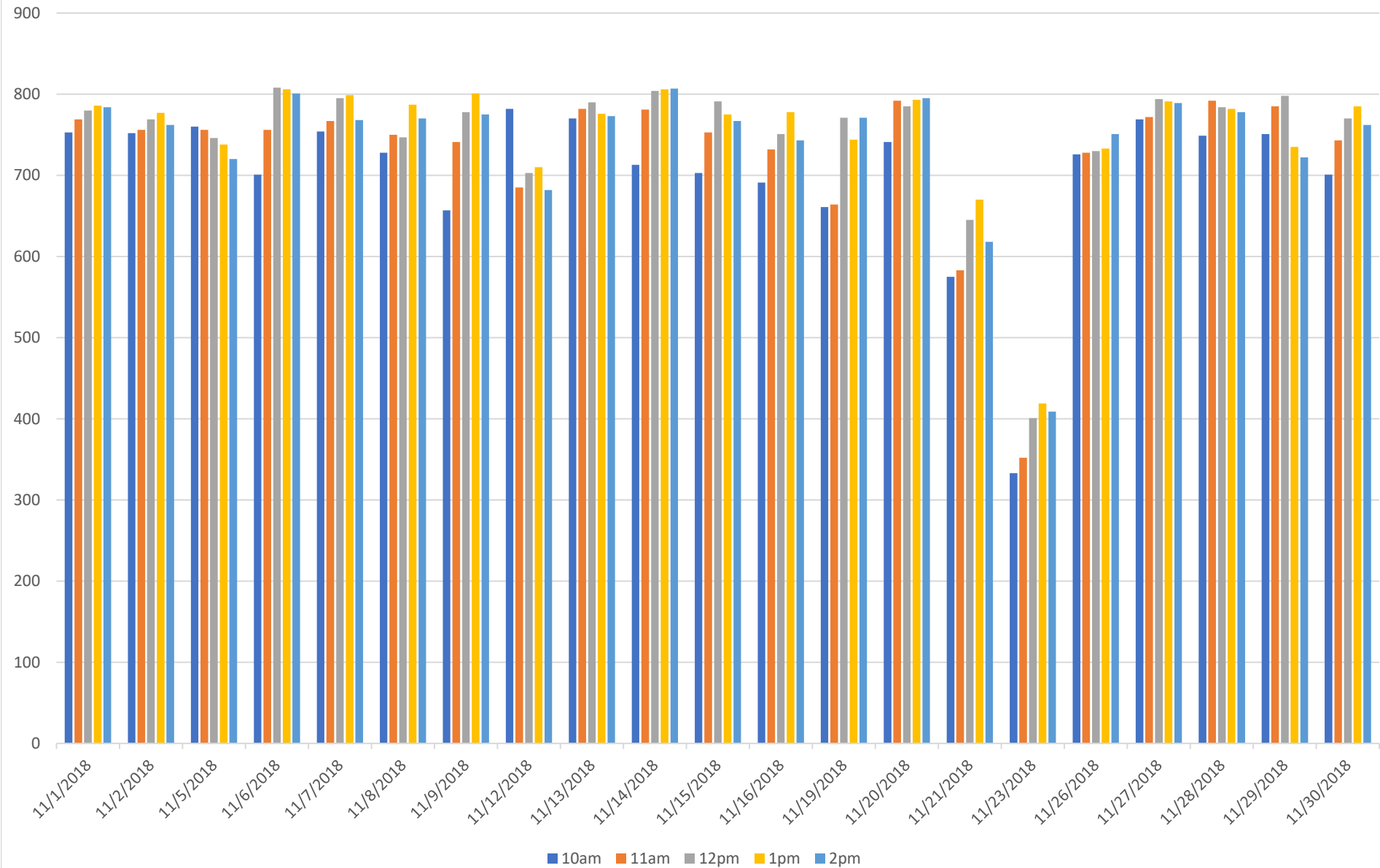




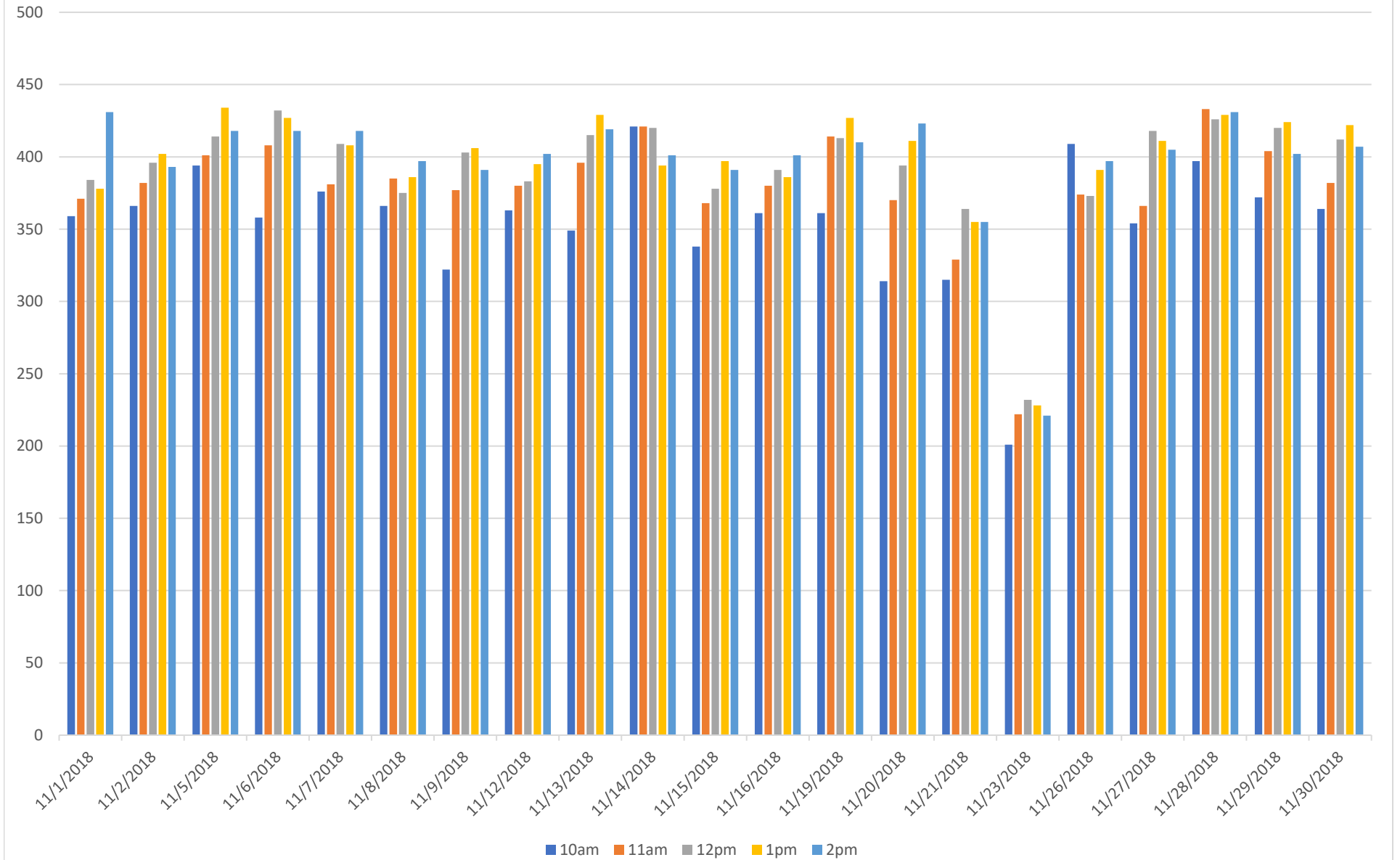
N.O.W. Occupancy-745 Spaces



Park Occupancy-811 Spaces



Peabody Occupancy-437 Spaces



Pierce Occupancy-706 Spaces

