

Oak Park

City Council Agenda

May 18, 2015





AGENDA
REGULAR CITY COUNCIL MEETING
35th CITY COUNCIL
OAK PARK, MICHIGAN
May 18, 2015
7:00 PM

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **CONSENT AGENDA**

The following routine items are presented for City Council approval without discussion, as a single agenda item. Should any Council Member wish to discuss or disapprove any item it must be dropped from the blanket motion of approval and considered as a separate item.

 - A. Regular Council Meeting Minutes of May 4, 2015
 - B. Request to cancel the May 26, 2015 regularly scheduled meeting of the Zoning Board of Appeals
 - C. Planning Commission Meeting Minutes of March 9, 2015 and April 20, 2015
 - D. Request to advertise for bids for the 2015 Shepherd Park Parking Lot Reconstruction Project, M-608
 - E. Request approval for payment of invoices to Orchard, Hiltz & McCliment for Water Reservoir Pumping Station Improvements and Traffic Signal Design in the total amount of \$19,458.50
 - F. Payment Applications No. 4 & 5 to CSM Mechanical for the 2014 Water Reservoir Pumping Station Improvements, M-614 in the total amount of \$73,680.30
 - G. Resolution designating Kevin J. Yee as the agent for the City of Oak Park in regards to the Oakland County West Nile Virus Reimbursement Program
 - H. Licenses - New and Renewals as submitted for May 18, 2015
6. **RECOGNITION OF VISITING ELECTED OFFICIALS:**
7. **SPECIAL RECOGNITION/PRESENTATIONS:**
 - A. Tribute and moment of silence in memory of Oak Park Public Safety Officer Henry Wolf who was shot and killed in the line of Duty on May 21, 1973
 - B. Recognition and moment of silence in memory of Rachel Jacobs who lost her life on May 12, 2015 in the Amtrak train crash near Philadelphia, PA
8. **PUBLIC HEARINGS:**
 - A. Public Hearing continued from May 4, 2015 to create a Corridor Improvement Authority and designate a Proposed Development Area
 - B. Public Hearing for the purpose of discussing and considering formal adoption of the Fiscal Year 2015-2016 Budget
9. **COMMUNICATIONS:** None
10. **SPECIAL LICENSES:**
 - A. Request for a Special Event License and waiver of fee as submitted by the Oak Park Arts and Cultural Commission for an event to be held in Shepherd Park on June 12, 2015

11. **ACCOUNTING REPORTS:**
 - A. Approval for payment of an invoice submitted by Garan, Lucow, Miller, P.C. for legal services in the total amount of \$11,667.90
12. **BIDS:** None
13. **ORDINANCES:**
 - A. First Reading of an ordinance to amend Section 1001, Permitted Uses, of article X, Office Building District, Appendix A, Zoning, of the Code of Ordinances of the City of Oak Park, Michigan
14. **CITY ATTORNEY:**
 - A. Request for authorization for the City Attorney to file an appearance on behalf of the City in the Tax Tribunal matter for Lincoln Center v. City of Oak Park, MTT Docket No. 15-000767
 - B. Request for approval of Consent Judgment in the Tax Tribunal matter of C& N Building, LLC v. City of Oak Park, MTT Docket No. 14-001527
15. **CITY MANAGER:**
 - Department of Public Works**
 - A. Authorization for the Public Works Department to participate in the Oakland County Purchasing bid for the purchase of 250 Neptune R900 water meter remote radio reading devices at \$82.89 each (\$20,722.50) in the current budget year and 750 of the same in budget year 2015-2016 (\$62,167.50)
 - Community and Economic Development**
 - B. Technical Assistance Grant Update
 - C. Request to approve the Facade Improvement Program application and approval process
 - Finance Department**
 - D. Request approval of the Fiscal Year 2015-2016 Fee Schedule
 - E. Receive and approve recommendations as submitted regarding Special Assessment District No. 641, Unpaid False Alarm Invoices
 - F. Receive and approve recommendations as submitted regarding Special Assessment District No. 642, Unpaid Weed Mowing Invoices
 - G. Receive and approve recommendations as submitted regarding Special Assessment District No. 643, Unpaid Sidewalk Invoices
 - H. Receive and approve recommendations as submitted regarding Special Assessment District No. 644, Unpaid Water Invoices
 - I. Receive and approve recommendations as submitted regarding Special Assessment District No. 645, Unpaid Special Pick-Up Invoices
 - J. Receive and approve recommendations as submitted regarding Special Assessment District No. 646, Unpaid Snow Removal Invoices
 - Public Safety Department**
 - K. Request to adopt the updated Oak Park Emergency Operations Plan
 - L. Tentative Agreement with the Police Officers Association of Michigan - PSO

16. CALL TO THE AUDIENCE

Each speaker's remarks are a matter of public record; and the speaker, alone, is responsible for his or her comments; the City of Oak Park does not, by permitting such remarks, support, endorse or accept the content, thereof, as being true or accurate. "Any person while being heard at a City Council Meeting may be called to order by the Chair, or any Council Member, failure to be germane to the business of the City, for vulgarity, or personal attacks on persons or institutions." There is a three minute time limit per speaker.

17. CALL TO THE COUNCIL

18. ADJOURNMENT

The City of Oak Park will comply with the spirit and intent of the American with Disabilities Act. We will provide support and make reasonable accommodations to assist people with disabilities to access and participate in our programs, facilities and services. Accommodations to participate at a Council Meeting will be made with 7-day prior notice.



**CITY OF OAK PARK, MICHIGAN
REGULAR COUNCIL MEETING OF THE
35th OAK PARK CITY COUNCIL
May 4, 2015
7:00 PM**

MINUTES

The meeting was called to order at 7:00 PM by Mayor McClellan in the Council Chambers of City Hall located at 14000 Oak Park Boulevard, Oak Park, MI 48237.

PRESENT: Mayor McClellan, Council Member Burns, Mayor Pro Tem Levine, Council Member Speech, Council Member Seligson

ABSENT: None

OTHERS

PRESENT: City Manager Tungate, City Clerk Norris, City Attorney Duff

APPROVAL OF AGENDA:

CM-05-170-15 (AGENDA ITEM #4) ADOPTION OF THE AGENDA WITH THE OMISSION OF ITEM #14B – APPROVED

Motion by Seligson, seconded by Burns, CARRIED UNANIMOUSLY, to approve the agenda with the omission of Item #14B,

Voice Vote:	Yes:	McClellan, Burns, Levine, Speech, Seligson
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

City Attorney Duff requested that Item #14B, request for approval of Consent Judgment in the Tax Tribunal matter of C& N Building, LLC V. City of Oak Park, MTT Docket No. 14-001527, be considered at a later date.

CONSENT AGENDA:

CM-05-171-15 (AGENDA ITEM #5A-I) CONSENT AGENDA - APPROVED

Motion by Levine, seconded by Seligson, CARRIED UNANIMOUSLY, to approve the Consent Agenda consisting of the following items:

- A. Regular Council Meeting Minutes of April 20, 2015 **CM-05-172-15**
- B. Emergency Services Meeting Minutes of March 9, 2015 **CM-05-173-15**
- C. Communications Commission Meeting Minutes of March 18, 2015 **CM-05-174-15**
- D. Employees' Retirement System – Public Safety Retirement System Meeting Minutes of February 23, 2015 **CM-05-175-15**

- E. Request to rescind the contract award to Pavex Corporation and re-advertise for bids the 2015 Catch Basin Line Replacement and Sewer Lateral Repair Project, M-606 **CM-05-176-15**
- F. Request approval for payment of invoices to Orchard, Hiltz & McCliment for Water Reservoir Pumping Station Improvements and Traffic Signal Design in the total amount of \$9,074.75 **CM-05-177-15**
- G. Request approval of Payment Application No. 3 to Doetsch Environmental Services for the 2014 Sewer & Catch Basin Cleaning and Televising Project, M-605 in the total amount of \$53,113.00 **CM-05-178-15**
- H. Request approval for payment of invoices to Great Lakes Multimedia Supply, Inc. for City Hall/Public Safety Building Audio/Visual Equipment in the total amount of \$51,237.32 **CM-05-179-15**
- I. Licenses - New and Renewals as submitted for May 4, 2015 **CM-05-179A-15**

(Subject to all Departmental Approvals)	ADDRESS	FEE
MERCHANT (NEW) May 4, 2015		
DIAMOND TOWING	13001 CAPITAL	150.00
DEEZERS, LLC	13211 CLOVERDALE	150.00
MERCHANT (RENEWALS) May 4, 2015		
DIAMOND TOWING	13001 CAPITAL	150.00
DEEZERS, LLC	13211 CLOVERDALE	150.00
DIAMOND TOWING	13001 CAPITAL	150.00
MECHANICAL AMUSEMENT DEVICES		
LOGAN'S CLOSEOUTS 6 Machines	22106 COOLIDGE HWY	\$900.00

Voice Vote: Yes: McClellan, Burns, Levine, Speech, Seligson
 No: None
 Absent: None

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS:

County Commissioner Helaine Zack presented information pertaining to activities in Oakland County.

Oak Park School Board President Maxine Gutfreund reported activities pertaining to the School District.

SPECIAL RECOGNITION/PRESENTATIONS:

PUBLIC HEARINGS:

(AGENDA ITEM #8A) Public Hearing to create a Corridor Improvement Authority and designate a Proposed Development Area. Mayor McClellan opened the Public Hearing at 7:13 PM and called upon Community and Economic Development Manager Kimberly Marone to speak about the program. Business owner Deborah Hecht provided comments as part of the Public Hearing. Mayor McClellan then announced that the Public Hearing would continue at the next Council Meeting on May 18, 2015 in order that all interested parties would have the opportunity to speak.

COMMUNICATIONS: None

SPECIAL LICENSES:

**CM-05-180-15 (AGENDA ITEM #10A) SPECIAL EVENT REQUEST –
CRICKET WIRELESS - APPROVED**

Motion by Burns, seconded by Seligson, CARRIED UNANIMOUSLY, to approve the following Special Event request subject to all departmental approvals:

Name	Address	Event	Fee
Cricket Wireless	23035 Coolidge Hwy Oak Park, MI 48237	Grand Opening May 16, 2015	100.00

Voice Vote: Yes: McClellan, Seligson, Speech , Burns, Levine
 No: None
 Absent: None

MOTION DECLARED ADOPTED

**CM-05-181-15 (AGENDA ITEM #10B) SPECIAL EVENT REQUEST –
EAST OAK PARK BLOCK CLUB NEIGHBORHOOD ASSOCIATION
- APPROVED**

Motion by Levine, seconded by Burns, CARRIED UNANIMOUSLY, to approve the following Special Event request subject to all departmental approvals:

Name	Address	Event	Fee
East Oak Park Block Club Neighborhood Association	Jonathan Nachman Oak Park, MI 48237	Annual Picnic June 20, 2015 Rain Date: June 21, 2015	100.00

Voice Vote: Yes: McClellan, Seligson, Speech , Burns, Levine
 No: None
 Absent: None

MOTION DECLARED ADOPTED

ACCOUNTING REPORTS: None

BIDS:

**CM-05-182-15 (AGENDA ITEM #12A) BID AWARD FOR THE 2013 PROGRAM
YEAR YARD SERVICES CONTRACT, M-628, TO OAKLAND
LIVINGSTON HUMAN SERVICE AGENCY OF PONTIAC, MI -
APPROVED**

Motion by Levine, Seconded by Seligson, CARRIED UNANIMOUSLY, to approve the bid award for the 2013 Program Year Yard Services Contract, M-628, to Oakland Livingston Human Service Agency of Pontiac, MI.

Roll Call Vote: Yes: McClellan, Burns, Levine, Seligson, Speech
 No: None
 Absent: None

MOTION DECLARED ADOPTED

CM-05-183-15 (AGENDA ITEM #12B) BID AWARD FOR THE 2015 LANDSCAPE MAINTENANCE CONTRACT, M-632 TO J.E. JORDAN OF DETROIT, MI FOR THE TOTAL AMOUNT OF \$29,400.00 - APPROVED

Motion by Speech, Seconded by Burns, CARRIED UNANIMOUSLY, to approve the bid award for the 2015 Landscape Maintenance Contract, M-632 to J.E. Jordan of Detroit, MI for the total amount of \$29,400.00.

Roll Call Vote: Yes: McClellan, Burns, Levine, Seligson, Speech
 No: None
 Absent: None

MOTION DECLARED ADOPTED

ORDINANCES: None

CITY ATTORNEY REPORT:

CM-05-184-15 (AGENDA ITEM #14A) AUTHORIZATION FOR THE CITY ATTORNEY TO FILE AN APPEARANCE ON BEHALF OF THE CITY IN THE TAX TRIBUNAL MATTER OF LINCOLN CENTER V. CITY OF OAK PARK, MTT DOCKET NO. 15-000584 - APPROVED

Motion by Speech, Seconded by Levine, CARRIED UNANIMOUSLY, to authorize the City Attorney to file an appearance on behalf of the City in the Tax Tribunal matter of Lincoln Center V. City of Oak Park, MTT Docket No. 15-000584.

Roll Call Vote: Yes: McClellan, Burns, Levine, Seligson, Speech
 No: None
 Absent: None

MOTION DECLARED ADOPTED

(AGENDA ITEM #14B) Request for approval of Consent Judgment in the Tax Tribunal matter of C&N Building, LLC V. City of Oak Park, MTT Docket No. 14-001527 (Removed from the Agenda)

CM-05-185-15 (AGENDA ITEM #14C) SETTLEMENT APPROVAL PER THE STIPULATION FOR ENTRY OF CONSENT JUDGEMENT FOR MICHIGAN TAX TRIBUNAL CASE NO 14-001722 REGARDING GAPPARK REALTY LLC V. CITY OF OAK PARK – APPROVED

Motion by Seligson, Seconded by Speech, CARRIED UNANIMOUSLY, to approve the settlement per the following Stipulation for Entry of Consent Judgment for Tax Tribunal Case No. 14-001722 regarding Gappark Realty LLC V. City of Oak Park and to authorize the City Attorney to sign on behalf of the City:

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
MICHIGAN ADMINISTRATIVE HEARING SYSTEM
MICHIGAN TAX TRIBUNAL

Gappark Realty LLC,
Petitioner,

v

MTT Docket No. 14-001722

City of Oak Park,
Respondent.

STIPULATION FOR ENTRY OF CONSENT JUDGMENT

1. The case is pending in the Entire Tribunal.
2. Property Parcel No: 52-25-32-326-017
3. The values for the property identified above as established by Respondent's Board of Review are:

Tax Year	Parcel Number	True Cash Value	Assessed Value	Taxable Value
2014	52-25-32-326-017	\$918,400.00	\$459,200.00	\$459,200.00
2015	52-25-32-326-017	\$920,000.00	\$460,000.00	\$460,000.00

4. The values for the property identified above as stipulated by the parties for settlement purposes are:

Tax Year	Parcel Number	True Cash Value	State Equalized Value	Taxable Value
2014	52-25-32-326-017	\$825,000.00	\$412,500.00	\$412,500.00
2015	52-25-32-326-017	\$825,000.00	\$412,500.00	\$412,500.00

5. The Parties agree by Stipulation to add the 2015 tax year to this proceeding by the filing of a stipulation prior to the May 31, 2015 deadline for filing a motion to amend.
6. List separately any special terms or conditions being proposed by the parties that would affect the execution of this Consent Judgment including, but not limited to, the joint payment of the refund, the waiver of interest, etc.
 - a. The parties agree to waive all interest and penalties applicable to any refunds issued as a result of entry of consent judgement under this stipulation.
 - b. The parties agree that the stipulation regarding the subject property's assessed and taxable values is strictly for settlement purposed only.

- c. This stipulation constitutes the entry agreement between the parties, written or otherwise, as to the property's assessment(s) for the tax year(s) at issue or any other tax year(s).
- d. Pay refund jointly to "Gappark Realty, LLC, c/o Joshua T. Shillair, Esq."
- e. Refund check must be sent to: 1-800-LAW-FIRM, PLLC, 26700 Lahser Rd., Suite400, Southfield, MI 48033.

Roll Call Vote:	Yes:	Burns, Levine, McClellan, Speech, Seligson
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

CITY MANAGER:

Department of Public Works

CM-05-186-15 (AGENDA ITEM #15A) PROPOSAL FROM ORCHARD, HILTZ & MCCLIMENT, INC. TO PERFORM THE TRAFFIC SIGNAL OPTIMIZATION OF 35 TRAFFIC SIGNALS ON 9 MILE ROAD AND COOLIDGE HIGHWAY FOR A TOTAL AMOUNT OF \$184,662.88 - APPROVED

Motion by Seligson, Seconded by Levine, CARRIED UNANIMOUSLY, to approve the proposal from Orchard, Hiltz & McCliment, Inc. to perform the traffic signal optimization of 35 traffic signals on 9 Mile Road and Coolidge Highway for a total amount of \$184,662.88.

Roll Call Vote:	Yes:	McClellan, Burns, Levine, Seligson, Speech
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

Assistant City Manager Yee reported that the City's Engineering Division went through the Quality Based Selection Process to select an Engineering firm to perform professional services for the traffic signal optimization on 9 Mile Road and Coolidge Highway in the Cities of Oak Park, Southfield, and Ferndale. Engineers from Oak Park and Southfield participated in the rating. Proposals for qualification were sent to nine engineering firms that are MDOT prequalified to design and time traffic signals. Five submissions were received and rated. The highest rated proposal was submitted from Orchard, Hiltz & McCliment, Inc.

Mr. Yee reviewed the proposal from OHM to perform the traffic signal optimization on 35 signals. This project has received Federal funding that pays for the signal construction, construction engineering, engineering of the signal timing, and any ADA ramp improvements needed at the intersections. The Michigan Department of Transportation will reimburse the City of Oak Park for the entire amount of this contract. The grant funding totals \$1,385,500.

CM-05-187-15 (AGENDA ITEM #15B) CHANGE ORDER NO. 1 FOR THE 2015 MISCELLANEOUS CONCRETE PROJECT, M-603 TO MATTIOLI

**CEMENT COMPANY, LLC FOR THE TOTAL AMOUNT OF
\$61,090.00 - APPROVED**

Motion by Seligson, Seconded by Burns, CARRIED UNANIMOUSLY, to approve Change Order No. 1 for the 2015 Miscellaneous Concrete Project, M-603 to Mattioli Cement Company, LLC for the total amount of \$61,090.00.

Roll Call Vote:	Yes:	McClellan, Burns, Levine, Seligson, Speech
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

Mr. Yee summarized proposed Change Order No. 1 for the 2015 Miscellaneous Concrete Project, M-603 that replaces sections of concrete throughout the City, including roads, sidewalks, and drive approaches. He explained the Proposed Change Order is to replace a section of Tyler Street between Lincoln and Manhattan. This section was added based on the bid prices being lower than anticipated and is within the budgeted amount.

Technical and Planning

**CM-05-188-15 (AGENDA ITEM #15C) FOLLOWING RESOLUTION ORDERING
SIDEWALK CONSTRUCTION FOR PROPERTIES IDENTIFIED IN
THE COMMERCIAL SIDEWALK GAP PROGRAM - APPROVED**

Motion by Speech, Seconded by Burns, CARRIED UNANIMOUSLY, to approve the following resolution ordering Sidewalk Construction for properties identified in the Commercial Sidewalk Gap Program:

CITY OF OAK PARK

OAKLAND COUNTY, MICHIGAN

RESOLUTION ORDERING SIDEWALK CONSTRUCTION

At a Regular Meeting of the City Council of the City of Oak Park, Oakland County, Michigan, held at Oak Park City Hall located at 14000 Oak Park Boulevard on Monday, May 4, 2015 at 7:00 p.m.

WHEREAS, the City of Oak Park, Michigan Code of Ordinances at Section 66-114 et seq, as amended, (the "Code") authorizes the Oak Park City Council, by resolution, to require the owners of lots and premises to build sidewalks in the public streets adjacent to and abutting upon such lots and premises; and

WHEREAS, the City has caused to be prepared a Commercial Sidewalk Gap Map which identifies lots and premises in the City of Oak Park that do not have sidewalks (or have sidewalks that are in need of maintenance and/or repair), which is attached as **Exhibit A** ; and

WHEREAS, the City wishes to resolve its intention to require the owners of the lots and premises identified in the Commercial Sidewalk Gap Map to build sidewalks in the public streets adjacent to and abutting upon the lots or premises.

NOW, THEREFORE, the City Council of the City of Oak Park, Oakland County, Michigan resolves as follows:

1. The City finds that it is necessary and in the best interest of the public pursuant to Code Section 66-114 to require the owners of the lots or premises identified in Exhibit A - Commercial Sidewalk Gap Map, to build sidewalks in the public streets adjacent to and abutting upon such lots and premises.

2. The City Clerk shall give notice, in accordance with Section 1-24 of the Code, to the owners of the lots or premises identified in Exhibit A, requiring them to construct or rebuild the sidewalk within 20 days from the date of such notice.

3. In accordance with the Code at Section, 66-115, if the owner of any lot or premises shall fail to build any particular sidewalk when notified to do so as described in the notice, and within the time and in the manner required thereby, the Director of Public Works is hereby authorized and required, immediately after the expiration of the time limited for the construction or rebuilding by the owner, to cause such sidewalk to be constructed. The expense thereof shall be charged to such premises and the owner thereof, and collected as provided in Section 12.14 of the City Charter.

4. Any and all resolutions that are in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

Roll Call Vote:	Yes:	McClellan, Burns, Levine, Seligson, Speech
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

Information Technology

CM-05-189-15 (AGENDA ITEM #15C) REQUEST TO USE THE MIDEAL CONTRACT TO REPLACE THREE XEROX COPIERS IN THE PUBLIC SAFETY DEPARTMENT - APPROVED

Motion by Burns, Seconded by Seligson, CARRIED UNANIMOUSLY, to approve the use the MIDeal contract to replace three Xerox copiers in the Public Safety Department.

Roll Call Vote:	Yes:	McClellan, Burns, Levine, Seligson, Speech
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

Finance Department

CM-05-190-15 (AGENDA ITEM #15E) REQUEST TO SCHEDULE A PUBLIC HEARING ON THE FY 2015-2016 ANNUAL BUDGET FOR MONDAY, MAY 18, 2015 AT 7:00 PM OR AS SOON THEREAFTER AS CAN BE HELD - APPROVED

Motion by Burns, Seconded by Seligson, CARRIED UNANIMOUSLY, to Schedule a Public Hearing on the FY 2015-2016 Annual Budget for Monday, May 18, 2015 at 7:00 pm or as soon thereafter as can be held.

Roll Call Vote: Yes: McClellan, Burns, Levine, Seligson, Speech
 No: None
 Absent: None

MOTION DECLARED ADOPTED

CALL TO THE AUDIENCE:

Lana Sherman, 14071 Manhattan, thanked those who organized the Town Hall Meetings and encouraged everyone to vote.

Cheryl Weiss, 24101 Norwood, expressed concerns about people walking their dog without a leash.

Joyce Bannon, 10611 Troy, expressed concerns about the 35 traffic signal project on 9 Mile Rd. and Coolidge Hwy.

Zena Attisha, reported that Sahara Restaurant was part of the Detroit Business Economic Development Summit.

CALL TO THE COUNCIL:

Mayor ProTem Levine asked everyone to please keep positive about the City and encouraged everyone to support the many local restaurants in Oak Park.

Council Member Speech thanked everyone who supported World Dance Day and announced that May is National Foster Care Awareness Month and also Commuter Awareness Month. Please be sure to vote.

Council Member Burns thanked everyone for coming out to the meeting and reminded everyone to dress appropriately as the weather becomes better. She offered congratulations to Council Member Seligson on the birth of his 30th grandchild.

Council Member Seligson wished everyone a good night.

Mayor McClellan reminded everyone to vote and wished everyone a Happy Mother's Day.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 7:50 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: May 18, 2015

AGENDA #

SUBJECT: Request to cancel the May 26, 2015 Zoning Board of Appeals meeting.

DEPARTMENT: Community & Economic Development, Planning Division

SUMMARY: The Chairperson of the Zoning Board of Appeals is requesting the May 26, 2015 Zoning Board of Appeals meeting be cancelled. There is no business scheduled before the Zoning Board of Appeals.

RECOMMENDED ACTION: The City Council consider accepting the request of the Chairperson of the Zoning Board of Appeals and cancel the May 26, 2015, regularly scheduled meeting.

APPROVALS:

City Manager: _____

Director: _____

Finance Director: _____

EXHIBITS:

**CITY OF OAK PARK PLANNING COMMISSION
MARCH 9, 2015
MINUTES**

5C

Meeting called to order at 7:30 PM, in the City Council Chambers, Oak Park City Hall, 14000 Oak Park Boulevard, Oak Park, Michigan, by Chairperson Torgow and roll call was made.

PRESENT
Chairperson Torgow
Vice Chairperson Brown
Commissioner Eizelman
Commissioner McClellan
Commissioner Seligson
Commissioner Tkatch
Commissioner Tungate
Commissioner Walters-Gill

ABSENT: Commissioner Hawkins

OTHERS PRESENT: Recording Secretary, Stephanie Sumner
City Planner, Kevin Rulkowski
Community & Economic Development Manager, Kimberly Marrone

APPROVAL OF AGENDA OF MARCH 9, 2015

The Planning Commission approved by consensus vote the Agenda for the meeting of March 9, 2015

MOTION CARRIED 8-0

APPROVAL OF MINUTES OF FEBRUARY 9, 2015 - APPROVED

MOTION by BROWN, SECONDED by MCCLELLAN, CARRIED UNANIMOUSLY: to approve the Planning Commission Meeting Minutes of February 9, 2015

MOTION CARRIED 8-0

COMMUNICATIONS/CORRESPONDENCE: None

PUBLIC HEARINGS:

- A. Public Hearing to consider a request submitted by Schostak Brothers to review and approve Conceptual PUD Development Plan for Armory Park (Eight Mile Road) / Northland Plaza (Greenfield Road).**

Chairperson Torgow opened the Public Hearing at 7:33 P.M. and asked the City Planner to provide a brief description of the item for the members of the audience, and advised the audience that anyone wishing to speak or ask questions may do so at this time.

City Planner Rulkowski advised the Commission that the Planning Division has received a Conceptual PUD Development Plan from Schostak Brothers & Company for Armory Park (the former National Guard Armory - Eight Mile Road). The most recent Conceptual PUD Development Plan for this area was approved by the Planning Commission in 2007 and has since expired due to lack of progress. The PUD Development approval process involves two Phases, the Preliminary Phase (Conceptual PUD Development Plan) and Final Phase (Site Plan).

At the February meeting the Planning Commission scheduled a Public Hearing to review the Conceptual PUD Development Plan for Armory Park at the meeting in March. The Planning Commission conducts a Public Hearing on the Conceptual PUD Development Plan and makes a recommendation to the City Council. In the future, the developer will present a detailed Site Plan for areas identified on the approved Conceptual PUD Development Plan.

OVERVIEW:

Section 1400, PUD, Planned Unit Development Districts outlines the process for review of a Conceptual PUD Development Plan. Based upon the following standards, the City Council, acting upon the recommendation of the Planning Commission, may approve, approve with conditions, or deny approval of the Conceptual PUD Development Plan:

- 1) The uses proposed will have a beneficial effect, in terms of public health, safety, welfare or convenience or any combination thereof, on present and potential surrounding land uses.
- 2) The uses proposed will not adversely affect the public utility and circulation systems, surrounding properties or the environment.
- 3) The uses proposed shall be of such location, size and character that they will be in harmony with the appropriate and orderly development of the surrounding area and neighborhoods.
- 4) The uses proposed shall be of such location, size intensity, site layout and periods of operation to eliminate possible nuisances emanating therefrom which might be noxious to the occupants of any other nearby permitted uses whether by reason of dust, noise, fumes, vibration, smoke or lights.
- 5) The uses proposed shall not cause substantial injury to the value of other property in the area or neighborhoods in which it is to be located and will not be detrimental to existing and/or other permitted land uses in the area or neighborhoods in which it is to be located.
- 6) The uses proposed shall be consistent with the land use plans adopted by the city.
- 7) Appropriate consideration shall be given to the preservation of significant historical and architectural features and natural resources.

Based on the criteria for review above, the presented Conceptual PUD Development Plan satisfactorily meets standards 1, 2, 6, and 7. From the information presented in the Conceptual Development Plan an industrial facility would generally have a beneficial effect on the welfare of the City by creating additional jobs. The proposed layout of the traffic circulation system directs traffic onto two major road corridors and should have little or no effect on these systems. The Conceptual Development Plan is consistent with the City's adopted Master Plan and Economic Development Study. The property is vacant with no significant natural resources.

The Zoning Ordinance contains many regulations that serve to address standards 3, 4, and 5 and provide protections through setbacks, screening and landscaping to adjacent properties. Location specific site plans as part of the Conceptual Development Plan will be presented and each will be evaluated according to these Zoning Ordinance requirements. The information provided on the Conceptual Development Plan is consistent and satisfactory in addressing these site specific development protections.

The purpose of the Conceptual PUD Development Plan is to present the City with a general proposal of how the property could be developed. At this point, the proposed roads and uses are the developer's most likely scenario for future use of the property. The presented Conceptual PUD Development Plan shows a good traffic circulation pattern throughout the development and logical connections to other uses adjacent to the development. In addition, the proposed uses and their locations are generally consistent with preliminary plans the developer has presented to the City over the last few years. Commercial development on the front portion of the property coupled with industrial uses on the back half of the property appears to be an appropriate layout for such a large parcel given its location in Oak Park and on a major regional traffic corridor.

It should be noted that depending on a variety of factors, the approved Conceptual PUD Development Plan may require further modification and review in the future, if conditions warrant a new development scheme for the property. Significant changes to any approved Conceptual PUD Development Plan would require additional review and approval by the Planning Commission and City Council.

City Planner Rulkowski advised that the recommendation of the Planning Division is that the Planning Commission recommend to City Council approval of the presented Preliminary Phase Conceptual PUD Development Plan.

Steve Duczynski II, Project Manager and Tenant Coordinator for Schostak Brothers, 17800 Laurel Park Drive, presented a brief overview of the Conceptual Plan as displayed and indicated to the Commission that there are parties currently interested are considering an industrial use for the site, and offered to answer any questions.

Commissioner Eizelman asked what type of industrial uses were being considered, Mr. Duczynski advised that the interested party is considering a warehouse/packing facility.

Charles Mann, 21621 Whitmore, stated that he was concerned about the plans for the current fence that is on the property. He stated that as a resident he would like to see the fence remain or something sturdier be installed as it currently serves to keep people from walking across the residents properties from the 8 Mile Road area.

Bernard Barnes, 20811 Kenosha, stated that he has been an Oak Park resident for 40 years and plans to stay in Oak Park. His property is located right next to the proposed industrial portion of the Conceptual Plan and he would not like to see anything that is going to generate noises, (i.e. shifting, manufacturing, heavy industrial equipment, packaging noises) in that area.

Chairperson Torgow thanked the residents for sharing their concerns and stated that the Commission has discussed similar concerns with the team members from the City and Schostak Brothers. He further wanted to assure the residents that any future development or tenant would have to comply with the City's noise ordinance and the Commission will insure that the resident's concerns are addressed.

City Planner Rulkowski stated that as this is the Conceptual Plan those items are not addressed at this time but would be addressed at the next phase when there is a proposed tenant or developer who will present a more detailed site plan that will address the sound, and visual aspects such as the fence at that time.

Public Hearing was closed at 7:45 P.M.

PUBLIC COMMENTS None

ADJOURNMENT

Chairperson Torgow announced that there was no further business for the Commission and adjourned the meeting.

Meeting adjourned at 7:57 PM

Gary Torgow, Chairperson

Stephanie Sumner, Recording Secretary

**CITY OF OAK PARK PLANNING COMMISSION
APRIL 13, 2015
MINUTES**

Meeting called to order at 7:30 PM, in the City Council Chambers, Oak Park City Hall, 14000 Oak Park Boulevard, Oak Park, Michigan, by Vice Chairperson Brown and roll call was made.

PRES
Vice Chairperson Brown
Commissioner Eizelman
Commissioner McClellan
Commissioner Seligson
Commissioner Tkatch
Commissioner Tungate
Commissioner Walters-Gill
Commissioner Hawkins

ABSENT: Chairperson Torgow

OTHERS PRESENT: Recording Secretary, Ed Norris
City Planner, Kevin Rulkowski
Community & Economic Development Manager, Kimberly Marrone

APPROVAL OF AGENDA OF APRIL 13, 2015

The Planning Commission approved by consensus vote the Agenda for the meeting of April 13, 2015

MOTION CARRIED 8-0

APPROVAL OF MINUTES OF MARCH 9, 2015 - APPROVED

MOTION by EIZELMAN, **SECONDED** by MCCLELLAN, **CARRIED UNANIMOUSLY**, to approve the Planning Commission Meeting Minutes of March 9, 2015

MOTION CARRIED 8-0

COMMUNICATIONS/CORRESPONDENCE: None

PUBLIC HEARINGS: None

CONSENT AGENDA: No Items Eligible this Month

OLD BUSIENSS: None

NEW BUSINESS:

1. Final Site Plan Review – Scannell Properties, 21200 Greenfield

City Planner Rulkowski reported that Scannell Properties has submitted a site plan to develop a large portion of the former National Guard Armory site (73.16 acres) and a portion of the former Northland Plaza Shopping Center (20.72 acres) into a package distribution facility. The proposed area of development will encompass 54 acres of the available 93.88 acre total of both properties. The Site Plan shows the construction of three buildings: a 288,646 square foot distribution building; a 3,070 square foot security building; and a 5,100 square foot vehicle

maintenance building. In addition three storm water detention areas are identified on the Site Plan.

The properties proposed for the development of this facility have two zoning designations. The Armory portion of the property is zoned PUD, Planned Unit Development District and warehousing and distribution uses are specifically permitted in this district. The Northland Plaza portion of the property will be used for employee parking and is zoned B-2, General Business District which permits large parking areas. The proposed locations of all the identified buildings exceed the minimum front, rear and side yard setback requirements of 75 feet. All buildings are less than the maximum building height requirement of 50 feet.

Based on the total square footage of all proposed buildings on the Site Plan (296,816 square feet) the Zoning Ordinance requires a minimum of 180 parking spaces. Sheet L1 (Landscape Plan) shows an employee parking area of 525 parking spaces. As noted in the Zoning Ordinance, a parking area of this size is required to have a number of landscaped islands to improve the appearance of such a large area of continuous asphalt. The Site Plan shows the required number of landscaped islands and they are populated with Red Maple and London Plane trees. Around the perimeter of the parking lot additional landscaping consisting of a combination of shrubs (Burning Bush and Forsythia) and Skyline Locust trees will also greatly improve the visual quality of the parking area.

Due the late evening hours during which the majority of the activity on the proposed site will be greatest, a significant focus of the City's review has been on the mitigation of the sound that will be generated from the development. Many iterations of sound studies have been performed to reduce the level of noise generated to acceptable levels. Using a combination of setbacks, sound walls, vegetation and earthen berms, the level of sound generated from the proposed facility will meet the Zoning Ordinance requirements.

A photometrics plan has been included with the Site Plan submission to demonstrate compliance with the Zoning Ordinance provisions regarding on-site lighting. The Zoning Ordinance requires no more than one foot candle power of light can cross a lot line five feet above the ground in a residential district. Although the photometric plan can be difficult to read because the numbers are so small, the plan does demonstrate that on the perimeter of the development, on the property line, the minimum Zoning Ordinance requirements are met. In fact, with the exception of one very small area where the foot candle reading is half of one foot candle, the rest of the proposed development adjacent to residential areas, is zero foot candle power of light.

Overall the Site Plan shows great effort in using landscape treatments to reduce the visual impact of the facility and the height of the necessary sound walls (25 feet). Wherever residential uses are adjacent to the site, a combination of existing mature tree stands (most notably on the northern portion of the site), earthen berms and new landscaping (shrubs and trees) are utilized to soften the impact of the development. In many cases the use of the existing vegetation, the addition of new landscaping and berms, and larger setbacks will make the existence of the sound walls and the facility itself much less noticeable.

The primary access to the employee parking lot and truck traffic heading into the facility will be off Greenfield Road to the west of the proposed facility. The traffic engineers for the developer worked with the Road Commission for Oakland County (RCOC) to create a new intersection signalization and improvement plan (Sheet C9) for access to Greenfield Road. The new design will allow truck traffic to make a direct left into the site heading southbound on Greenfield Road as well as to directly exit the site into the southbound lanes of Greenfield Road. A new traffic signal and timing pattern will facilitate these movements. All Greenfield Road traffic signals will

be re-timed to accommodate the new signal at a cost to the developer of approximately \$40,000. The greatest amount of traffic generation to and from the proposed site will generally occur during non-peak traffic periods on Greenfield Road.

There is a considerable amount of new hard surface areas that will require storm water management. Engineers for the developer have been working with the City engineers to develop the storm water management plan for the proposed facility. As part of the storm water management plan, three storm water detention areas have been identified to the north, south and west. A storm water detention area or pond is designed to temporarily hold water during a rain event. The water in the storm water detention ponds then slowly enters the City storm water system so that the larger storm water system is not overburdened. The storm water detention ponds will be dry the majority of the time. Final plans for the proposed storm water management system will be reviewed and approved by the Engineering Division as part of a Land Improvement permit.

Although there are no dumpsters identified on the Site Plan, there is a trash compactor identified on Sheet C2. Developer has indicated recyclables will be baled internally and picked up via a loading dock door.

There is no indication on the elevation or Site Plan of any proposed rooftop or ground equipment. Any new ground or rooftop equipment will need to be screened as required by the Zoning Ordinance.

No new signs are indicated on the Site Plan and therefore no signs are approved as part of the Site Plan review.

Based on the above considerations, the Planning Division recommends approval of the Final Site Plan, with the following conditions:

- 1) Plans for the proposed storm water management system will need to be reviewed and approved by the Engineering Division as part of a Land Improvement permit.
- 2) All proposed roof top or ground level mechanical equipment must be screened as required by the Zoning Ordinance.
- 3) No signs are approved as part of the Site Plan Review. A separate permit must be requested for the inclusion of any signs at this site.

Representatives from Scannell Properties were on hand to present the proposed site plan and reviewed renderings of the project. Commissioners discussed issues related to lighting, water retention, traffic, boundaries and noise levels. A sound expert was also present to provide specific details regarding the City's minimum sound generation requirements.

MOTION by EIZELMAN, SECONDED by TUNGATE, CARRIED UNANIMOUSLY, to approve the Final Site Plan for Scannell Properties, 21200 Greenfield, with noted conditions and to request this item be placed on the next City Council Agenda for consideration.

MOTION by MCCLELLAN, SECONDED by SELIGSON, CARRIED UNANIMOUSLY, to schedule a Public Hearing for May 11, 2015 to hear comments on proposed text amendments to the city's Zoning Ordinance that would expand the permitted uses for single-use office buildings.

Roll Call Vote:	Yes:	Brown, Eizelman, Hawkins, McClellan, Seligson, Tkatch, Tungate, Walters-Gill
	No:	None
	Absent:	Torgow

MOTION CARRIED 8-0

PUBLIC COMMENTS None

ADJOURNMENT

Vice Chairperson Brown announced that there was no further business for the Commission and adjourned the meeting.

Meeting adjourned at 8:30 PM

Joe Brown, Vice Chairperson

T. Edwin Norris, Recording Secretary



5D

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: May 18, 2015

AGENDA #

SUBJECT: Request authorization to bid the 2015 Shepherd Park Parking Lot Reconstruction Project, M-608.

DEPARTMENT: DPW/Technical & Planning – Engineering *KJY*

SUMMARY: Plans and specifications are complete for the 2015 Shepherd Park Parking Lot Reconstruction Project, M-608. This project will replace the parking lot off Northfield Avenue adjacent to Shepherd Park as shown on the attached map.

FINANCIAL STATEMENT: There is \$270,000 budgeted in the FY 2014-15 budget for this expenditure.

RECOMMENDED ACTION: It is recommended that the request to advertise for bids for the 2015 Shepherd Park Parking Lot Reconstruction Project, M-608, be approved. Funding is available in the Road Construction fund for this expenditure.

APPROVALS:

City Manager: _____

Chris T...

Department Director: _____

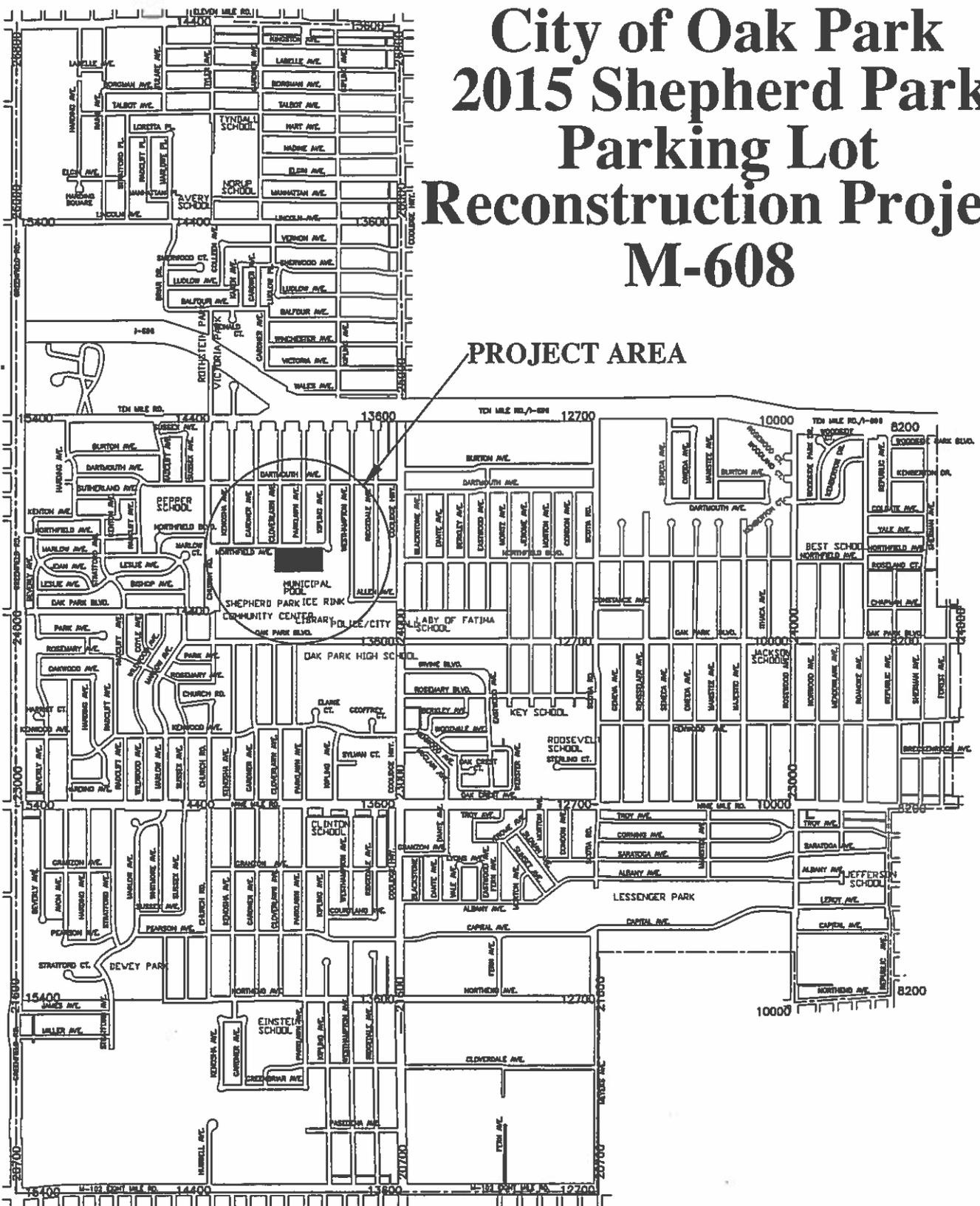
KJY

Finance Director: _____

EXHIBITS: map

City of Oak Park 2015 Shepherd Park Parking Lot Reconstruction Project M-608

PROJECT AREA



**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** May 18, 2015**AGENDA #****SUBJECT:** Payment request from Orchard, Hiltz, & McCliment for Engineering Consulting Services.**DEPARTMENT:** DPW/Technical & Planning – Engineering *KJY***SUMMARY:** Attached are invoices from Orchard, Hiltz & McCliment for the project listed below:

Project	This Period	Prior Billings	To Date	Current Contract	Account Number
CE – Water Reservoir Pumping Station Improvements	\$2,332.50	\$18,699.75	\$21,032.25	\$30,000.00	592-18-540-80
PE – Traffic Signal Design	\$17,126.00	\$38,531.00	\$55,657.00	\$114,060.00	202-18-474-80
Totals	\$19,458.50	\$57,230.75	\$76,689.25	\$144,060.00	

RECOMMENDED ACTION: It is recommended that the invoices from OHM for the above listed projects be approved for the total amount of \$19,458.50. Funding is available in the above listed account.

APPROVALS:City Manager: *Chris Tu*Department Director: *KJY*

Finance Director: _____

EXHIBITS: Invoices



ARCHITECTS. ENGINEERS. PLANNERS.

CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
13700 OAK PARK BLVD.
OAK PARK, MI 48237

Invoice Date: 05/06/2015
Invoice #: 170919
Project: 0037-14-0021

Project Name: Design of Eight Traffic Signals

For Professional Services Rendered through: 4/25/2015

<i>Description</i>	<i>Fee</i>	<i>Prior Billed</i>	<i>Total Available</i>	<i>Current Billing</i>
Professional Services	114,060.00	38,531.00	75,529.00	17,126.00
		Amount Due This Invoice **		17,126.00

REMIT TO:

OHM Advisors
34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512

T 734.522.6711
F 734.522.6427

OHM-Advisors.com

ARCHITECTS. ENGINEERS. PLANNERS.



CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
13700 OAK PARK BLVD.
OAK PARK, MI 48237

Invoice Date: 05/06/2015
Invoice #: 170919
Project: 0037-14-0021

Professional Services

Fixed Rates Labor

<i>Classification</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Associate	12.00	160.0000	1,920.00
Professional Engineer/Architect I	1.50	112.0000	168.00
Professional Engineer/Architect II	62.50	125.0000	7,812.50
Professional Engineer/Architect III	1.00	135.0000	135.00
Technician II	81.50	87.0000	7,090.50
			<hr/>
	Fixed Rates Labor subtotal	158.50	17,126.00
	Total Professional Services		<hr/> 17,126.00

Total Project: 0037140021 - Design of Eight Traffic Signals

17,126.00

REMIT TO:

OHM Advisors
34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512

T 734.522.6711
F 734.522.6427

OHM-Advisors.com



ARCHITECTS. ENGINEERS. PLANNERS.

CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
13700 OAK PARK BLVD.
OAK PARK, MI 48237

Invoice Date: 05/06/2015
Invoice #: 170918
Project: 0037-13-0023

Project Name: Construction Services – Oak Park Reservoir Pump Sta & Fill Control Valve

For Professional Services Rendered through: 4/25/2015

<i>Description</i>	<i>Fee</i>	<i>Prior Billed</i>	<i>Total Available</i>	<i>Current Billing</i>
Professional Services	30,000.00	18,699.75	11,300.25	2,332.50
			Amount Due This Invoice **	2,332.50

REMIT TO:

OHM Advisors
34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512

T 734.522.6711
F 734.522.6427

OHM-Advisors.com

ARCHITECTS. ENGINEERS. PLANNERS.



CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
13700 OAK PARK BLVD.
OAK PARK, MI 48237

Invoice Date: 05/06/2015
Invoice #: 170918
Project: 0037-13-0023

Professional Services

Fixed Rates Labor

<i>Classification</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Associate	1.50	160.0000	240.00
Professional Engineer/Architect IV	13.50	155.0000	2,092.50
			<hr/>
	Fixed Rates Labor subtotal	15.00	2,332.50
	Total Professional Services		<hr/> 2,332.50

Total Project: 0037130023 - Construction Services – Oak Park **2,332.50**

REMIT TO:

OHM Advisors
34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512

T 734.522.6711
F 734.522.6427

OHM-Advisors.com



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: May 18, 2015

AGENDA #

SUBJECT: Payment Applications no. 4 & 5 for the 2014 Water Reservoir Pumping Station Improvements, M-614.

DEPARTMENT: DPW/Technical & Planning – Engineering *KJY*

SUMMARY: Attached are Payment Applications no. 4 & 5 for the 2014 Water Reservoir Pumping Station Improvements, M-614. This project replaced two pumps and several valves at the City's reservoir pump station. To date, the project is approximately 99% complete.

<u>FINANCIAL STATEMENT:</u>	Original Contract Amount:	\$212,840.00
	Change Orders no. 1 & 2:	<u>\$ 34,476.43</u>
	Current Contract Amount:	\$247,316.43
	Total Completed to Date:	\$245,866.43
	Less Retainage:	\$ 24,586.64
	Net Earned:	\$221,279.79
	Payments to Date:	<u>\$147,599.49</u>
	Amount Due CSM Mechanical:	\$ 73,680.30

RECOMMENDED ACTION: It is recommended that Payment Applications no. 4 & 5 to CSM Mechanical for the 2014 Water Reservoir Pumping Station Improvements, M-614 be approved for the total amount of \$73,680.30. Funding is available in the Water and Sewer Fund No. 592-18-540-930 for this expenditure.

APPROVALS:

City Manager: *[Signature]*

Department Director: *[Signature]*

Finance Director: _____

EXHIBITS: Payment Applications no. 4 & 5

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

To Owner: City of Oak Park
 14000 Oak Park Boulevard
 Oak Park, MI 48327
 Attn: Mr. Rocco Fortura
 CSM Mechanical, LLC
 7400 Hickory Valley Drive
 Fenton, Michigan 48430

Project: Reservoir Pumping Station and Reservoir Fill Control Vault Improvements

Architect: OHM Advisors

Application No.: Four (4)
 Period To: 04.13.15
 Project No.: 2014-0416
 Contract Date: 10.22.14

Distribution
 Owner
 Architect
 Contractor

From Contractor:

Contract For: Mechanical Scope of Work

CONTRACTORS APPLICATION FOR PAYMENT
 Application is made for payment as shown below, in connection with the Contract Continuation sheet Document G703 is attached.

1. Original Contract Sum \$212,840.00
2. Net change by Change Orders \$34,476.43
3. Contract Sum To Date (line 1 +2) \$247,316.43
4. Total Completed and Stored To Date (Column G on G703) \$216,695.43
5. Retainage:
 - a. 10% of Completed Work \$21,669.54
 (Columns D+E on G703)
 - b. 10% of Stored Material \$0.00
 (Column F on G703)
6. Total Earned Less Retainage (line 5a +5b) \$195,025.89
7. Less Previous Certificates For Payment (Line 4 less Line 5 Total) \$147,599.49
8. Current Payment Due (Line 6 From Prior Certificate) \$47,426.40
9. Balance To Finish, Including Retainage (Line 3 Less Line 6) \$52,290.54

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work by the Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the contractor for work for which previous Certificates for Payment were issued and payments received from the Owner and that current payment is now due.

Contractor: CSM Mechanical, LLC
 By: [Signature] Date: April 15, 2015
 State of: Michigan
 County of: Livingston
 Subscribed and sworn to before me this 15th day of April, 2015

Notary Public: [Signature]
 My Commission expires: May 3, 2017

ARCHITECTS CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architects knowledge information and belief the Work has progressed as indicated, the quality of the work is in accordance with Contract Documents, and the Contractor is entitled to the payment of the Amount Certified. \$47,426.40

AMOUNT CERTIFIED:
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: OHM Advisors
 By: [Signature] Date: 5/7/2015

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this contract.

Change Order Summary	Additions	Deductions
Total Changes Approved In Previous months By Owner	\$18,234.43	\$0.00
Total Approved This Month	\$16,242.00	\$0.00
Totals	\$34,476.43	\$0.00
NET Changes By Change Order	\$34,476.43	\$0.00

OWNER: City of Oak Park
 Approved by: [Signature] Date 05-11-15

AIA DOCUMENT G703

APPLICATION NUMBER: Four (4)

APPLICATION DATE: 10-Apr-15

PERIOD FROM: 10-Mar-15

PERIOD TO: 13-Apr-15

ARCHITECTS PROJECT NO: 0037-13-0021

CONTINUATION SHEET
AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed Certification is attached.
In tabulation below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

A ITEM No.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D		E WORK COMPLETED		F This Application Stored Materials (not In D or E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH C - G	I RETAINAGE
			Previous Applications	Work in Place	Work in Place	% G / C				
1	General Conditions	\$4,510.00	\$3,480.00	\$630.00	\$630.00	\$4,310.00	96.57%	\$200.00	\$431.00	
2	Permitting, Submittals & O & M manuals	\$3,675.00	\$3,075.00	\$400.00	\$400.00	\$3,475.00	94.56%	\$200.00	\$347.50	
3	Mobilization	\$3,400.00	\$3,400.00	\$0.00	\$0.00	\$7,800.00	100.00%	\$0.00	\$340.00	
4	Supervision and/or Coordination	\$6,300.00	\$6,100.00	\$1,700.00	\$1,700.00	\$7,800.00	93.98%	\$500.00	\$780.00	
5	Process Pump Removals and Replacements	\$67,945.00	\$52,080.00	\$15,865.00	\$15,865.00	\$67,945.00	100.00%	\$0.00	\$6,794.50	
6	Process Valving Procurements & Installation	\$45,960.00	\$40,300.00	\$5,660.00	\$5,660.00	\$45,960.00	100.00%	\$0.00	\$4,596.00	
7	Electrical scope of work	\$89,800.00	\$34,700.00	\$17,000.00	\$17,000.00	\$51,700.00	74.07%	\$18,100.00	\$5,170.00	
8	Project clean-up	\$3,630.00	\$2,630.00	\$1,000.00	\$1,000.00	\$3,630.00	100.00%	\$0.00	\$363.00	
9	Check, test and start-up procedures	\$2,900.00	\$0.00	\$1,100.00	\$1,100.00	\$1,100.00	37.93%	\$1,800.00	\$110.00	
10	Project warranty and demobilization	\$2,720.00	\$0.00	\$1,020.00	\$1,020.00	\$1,020.00	37.50%	\$1,700.00	\$102.00	
BULL 1	Control Vault modifications	\$18,234.43	\$18,234.43	\$0.00	\$0.00	\$18,234.43	100.00%	\$0.00	\$1,823.44	
CO 2	Extend pump suction & new wiring	\$16,242.00	\$0.00	\$8,121.00	\$8,121.00	\$8,121.00	50.00%	\$8,121.00	\$812.10	
TOTALS		\$247,316.43	\$163,999.43	\$62,696.00	\$62,696.00	\$216,695.43	87.62%	\$30,621.00	\$21,569.54	

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

To Owner: City of Oak Park
 14000 Oak Park Boulevard
 Oak Park, MI 48327
 Attn: Mr. Rocco Fortuna
 CSM Mechanical, LLC
 7400 Hickory Valley Drive
 Fenton, Michigan 48430

Project: Reservoir Pumping Station and Reservoir Fill Control Vault Improvements
Reservoir Pumping Station and Reservoir Fill Control Vault Improvements
Application No.: Five (5)
Period To: 05.05.15
Project No.: 2014-0416
Contract Date: 10.22.14

Distribution
 Owner
 Architect
 Contractor

From Contractor: CSM Mechanical, LLC
 7400 Hickory Valley Drive
 Fenton, Michigan 48430
Architect: OHM Advisors

Contract For: Mechanical Scope of Work
CONTRACTORS APPLICATION FOR PAYMENT

Application is made for payment as shown below, in accordance with the Contract Continuation sheet Document G703 is attached.

- 1. Original Contract Sum \$212,840.00
- 2. Net change by Change Orders \$34,476.43
- 3. Contract Sum To Date (line 1 +2) \$247,316.43
- 4. Total Completed and Stored To Date (Column G on G703) \$245,866.43

- 5. Retainage:
 - a. 10% of Completed Work (Columns D+E on G703) \$24,586.64
 - b. 10% of Stored Material (Column F on G703) \$0.00
- 6. Total Earned Less Retainage (Line 4 less Line 5 Total) \$221,279.79
- 7. Less Previous Certificates For Payment (Line 6 From Prior Certificate) \$195,025.89
- 8. Current Payment Due \$26,253.90
- 9. Balance To Finish, Including Retainage (Line 3 Less Line 6) \$26,036.64

Change Order Summary	Additions	Deductions
Total Changes Approved In		
Previous months By Owner	\$34,476.43	\$0.00
Total Approved This Month	\$0.00	\$0.00
Totals	\$34,476.43	\$0.00
NET Changes By Change Order	\$34,476.43	\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work by the Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the contractor for work for which previous Certificates for Payment were issued and payments received from the Owner and that current payment is now due.

Contractor: CSM Mechanical, LLC
By: *[Signature]* Date: May 5, 2015
 State of: Michigan
 County of: Livingston

Subscribed and sworn to before me this 5th day of May, 2015
Notary Public: *[Signature]*
 My Commission expires: May 3, 2019

ARCHITECTS CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architects knowledge information and belief the Work has progressed as indicated, the quality of the work is in accordance with Contract Documents, and the Contractor is entitled to the payment of the Amount Certified.

AMOUNT CERTIFIED: \$26,253.90

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: OHM ADVISORS
By: *[Signature]* Date: 5/7/2015

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this contract.

OWNER: City of Oak Park
 Approved by *[Signature]* Date 05-11-15

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 1 OF 1 PAGES

APPLICATION NUMBER:
Five (5)
APPLICATION DATE:
5-May-15
13-Apr-15
PERIOD FROM:
5-May-15
PERIOD TO:
ARCHITECT'S PROJECT NO:
0037-13-0021

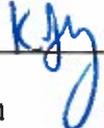
AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulation below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM No.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D		E WORK COMPLETED This Application		F Stored Materials (not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH C - G	I RETAINAGE
			Applications	Work in Place	Work in Place	% G/C				
1	General Conditions	\$4,310.00	\$4,310.00	\$200.00	\$200.00	\$4,510.00	100.00%	\$0.00	\$451.00	
2	Permitting, Submittals & O & M manuals	\$3,675.00	\$3,475.00	\$200.00	\$200.00	\$3,675.00	100.00%	\$0.00	\$367.50	
3	Mobilization	\$3,400.00	\$3,400.00	\$0.00	\$0.00	\$3,400.00	100.00%	\$0.00	\$340.00	
4	Supervision and/or Coordination	\$8,300.00	\$7,800.00	\$500.00	\$500.00	\$8,300.00	100.00%	\$0.00	\$830.00	
5	Process Pump Removals and Replacements	\$67,945.00	\$67,945.00	\$0.00	\$0.00	\$67,945.00	100.00%	\$0.00	\$6,794.50	
6	Process Valving Procurements & Installation	\$45,960.00	\$45,960.00	\$0.00	\$0.00	\$45,960.00	100.00%	\$0.00	\$4,596.00	
7	Electrical scope of work	\$69,800.00	\$51,700.00	\$18,100.00	\$18,100.00	\$69,800.00	100.00%	\$0.00	\$6,980.00	
8	Project clean-up	\$3,630.00	\$3,630.00	\$0.00	\$0.00	\$3,630.00	100.00%	\$0.00	\$363.00	
9	Check, test and start-up procedures	\$2,900.00	\$1,100.00	\$1,050.00	\$1,050.00	\$2,150.00	74.14%	\$750.00	\$215.00	
10	Project warranty and demobilization	\$2,720.00	\$1,020.00	\$1,000.00	\$1,000.00	\$2,020.00	74.26%	\$700.00	\$202.00	
BULL 1	Control Vault modifications	\$18,234.43	\$18,234.43	\$0.00	\$0.00	\$18,234.43	100.00%	\$0.00	\$1,823.44	
CO 2	Extend pump suction & new wiring	\$16,242.00	\$8,121.00	\$8,121.00	\$8,121.00	\$16,242.00	100.00%	\$0.00	\$1,624.20	
TOTALS		\$247,316.43	\$216,695.43	\$29,171.00	\$29,171.00	\$245,866.43	99.41%	\$1,450.00	\$24,586.64	

AIA DOCUMENT G702 • CONTINUATION SHEET • APRIL 1978 EDITION • AIA® • © 1978
THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, D.C. 20006

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** May 18, 2015 **AGENDA #****SUBJECT:** Request authorization to enter into the West Nile Virus Fund Expense Reimbursement Program available from Oakland County.**DEPARTMENT:** Public Works**SUMMARY:** The Public Works Department requests that Director Kevin J. Yee be designated as agent for the Oakland County West Nile Virus Reimbursement Program.**FINANCIAL STATEMENT:** The reimbursement program proposes to reimburse Oak Park \$3,765.88 for our expenses on combating the West Nile Virus.**RECOMMENDED ACTION:** It is recommended that City Council approve the attached resolution designating Kevin J. Yee as the agent for the City of Oak Park in regards to the Oakland County West Nile Virus Reimbursement Program.**APPROVALS:**City Manager: Department Director: **EXHIBITS:** Resolution

RESOLUTION

**REQUEST AUTHORIZATION TO ENTER INTO THE WEST NILE VIRUS FUND
EXPENSE REIMBURSEMENT PROGRAM AVAILABLE FROM OAKLAND
COUNTY**

Motion by, _____ seconded by, _____ CARRIED
UNANIMOUSLY: To adopt the following resolution:

WHEREAS, upon the recommendation of the Oakland County Executive, the Oakland County Board of Commissioners has established a West Nile Virus Fund Program to assist Oakland County cities, villages and townships in addressing mosquito control activities; and

WHEREAS, Oakland County's West Nile Virus Fund Program authorizes Oakland County cities, villages and townships to apply for reimbursement for eligible expenses incurred in connection with personal mosquito protection measures/activity, mosquito habitat eradication, mosquito larvaciding or focused adult mosquito insecticide spraying in designated community green areas; and

WHEREAS, the City of Oak Park, Oakland County, Michigan has incurred expenses in connection with mosquito control activities believed to be eligible for reimbursement under Oakland County's West Nile Virus Fund Program.

NOW, THEREFORE, BE IT RESOLVED that this council authorizes and directs the Director of DPW, as agent for the city of Oak Park, in the manner and to the extent provided under Oakland County Board of Commissioner Miscellaneous Resolution, to request reimbursement of eligible mosquito control activity under Oakland County's West Nile Virus Fund Program.

Roll Call Vote: Yes,
 No,
 Absent,

I, T. Edwin Norris, duly certified City Clerk of the City of Oak Park, Michigan, do hereby certify that the above resolution is a true copy of a resolution adopted by the Oak Park City Council, at a Regular Meeting, held on May 18, 2015.

T. Edwin Norris, City Clerk

MERCHANT'S LICENSES – MAY 18, 2015**(Subject to All Departmental Approvals)**

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>
PREMIER TUXEDO	25234 GREENFIELD	150.00
QUALITY RESTAURANT EQUIPMENT	8700 CAPITAL	150.00
<u>RENEWALS –</u>		
STUDIO NOVA	22153 COOLIDGE	225.00
LITTLE CAESARS PIZZA	24756 COOLIDGE	225.00
TAMOU'S ELECTRICAL SERVICE	21380 COOLIDGE	225.00
EL MAR'S SUBURBAN SHOP	13661 ELEVEN MILE	225.00
THERMOCORP SYSTEMS	13000 CAPITAL	225.00



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: May 4, 2015

AGENDA #

SUBJECT: Public Hearing to create a Corridor Improvement Authority

SUMMARY: The city of Oak Park finds that it is in the best interest of the public to redevelop its commercial corridors and to promote economic growth. It is recommended that the city of Oak Park establish a Corridor Improvement Authority (CIA). Under PA 280 of 2005, MCL 125.2871-125.2899, authorizes a city, village or township to create one or more Corridor Improvement Authorities. The Act is a tax increment financing (TIF) tool to promote economic development. The CIA is designed to assist economic development and redevelopment in established commercial districts. It allows communities to combine tax dollars from a variety of sources to leverage economic development dollars within the Corridor Improvement District.

The district must be adjacent to a road classified as an arterial or collector road by the Federal Highway Administration, contain at least 10 contiguous parcels or five contiguous acres with more than ½ of the existing ground floor square footage classified as commercial property under the General Property Tax Act. In addition, residential commercial or industrial use must have been allowed under the zoning ordinance for the immediately preceding 30 years, the area must be presently served by municipal water and sewer and the area must be zoned for mixed use including high density residential.

A resolution of intent to Create a CIA was passed by city council at the March 16, 2015 city council meeting. The notice of intent was published twice in the Daily Tribune, notices were mailed to all property owners within the CIA, and 20 copies were posted in conspicuous places within the proposed district.

RECOMMENDED ACTION: The city council conduct the public hearing for the Resolution of Intent to establish a Corridor Improvement Authority in the City of Oak Park.

APPROVALS:

City Manager: _____

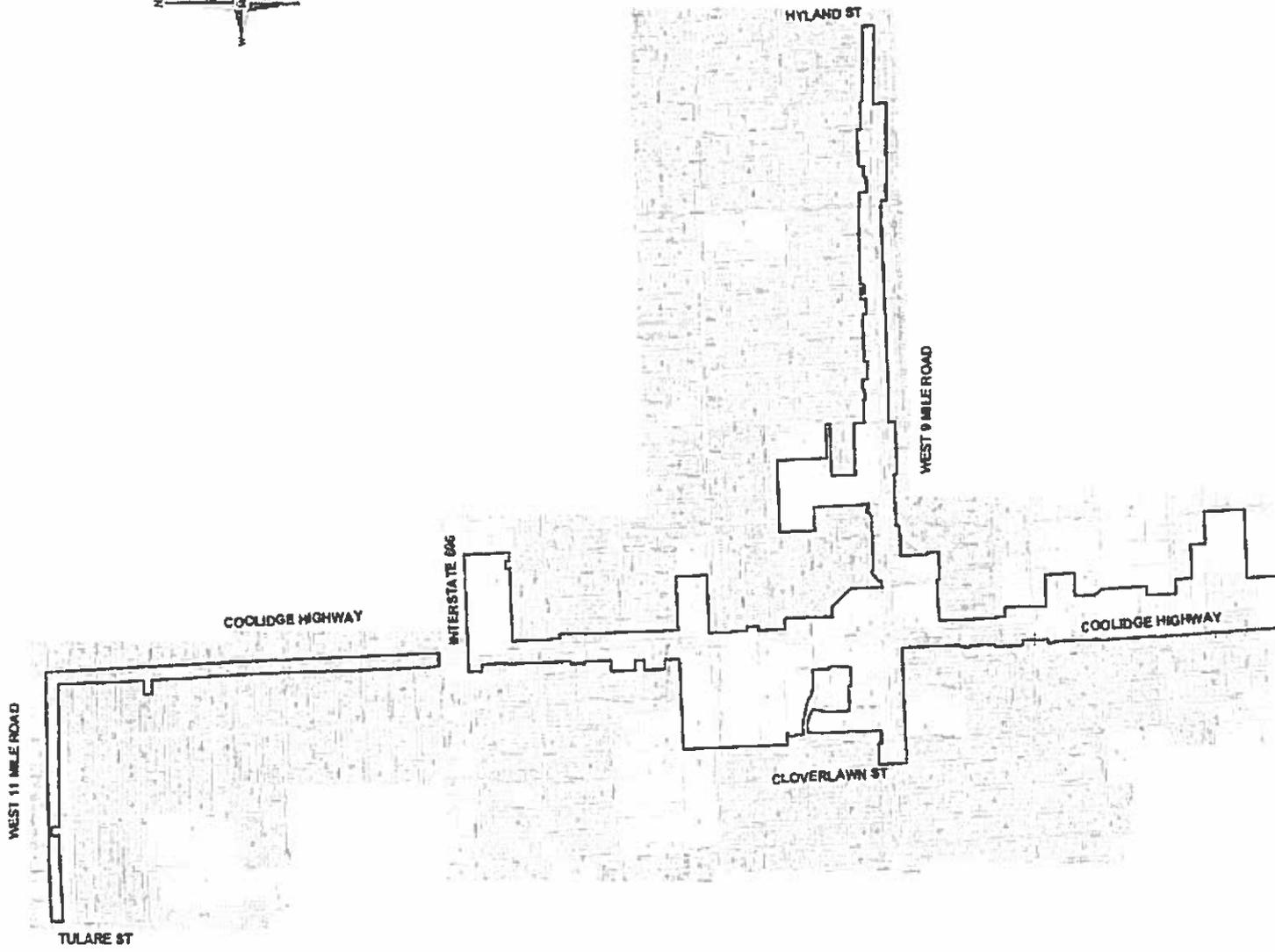
Director: _____

Finance Director: _____

EXHIBITS: Map and legal description of properties

Subdivision" and the north right-of-way line of Dartmouth Avenue (60 feet wide); thence southerly approximately 60 feet to a point 3 feet east of the northeast corner of Lot 77 of said "Huntington Farms Subdivision" and the south right-of-way line of said Dartmouth Avenue (60 feet wide); thence southerly 100 feet and easterly 55 feet to the northeast corner of Lot 78 of said "Huntington Farms Subdivision"; thence southerly approximately 307 feet along the east line of Lots 78-83 to the southeast corner of Lot 83 of said "Huntington Farms Subdivision" and east line of a 20 foot wide alley within "Northfield Boulevard Subdivision" of part of the Southwest 1/4 of the Northwest 1/4 of Section 29, T1N-R11E, Royal Oak Township, now the City of Oak Park, Oakland County, Michigan as recorded in Liber 35 of Plats, Page 19, Oakland County Records; thence westerly 10 feet to the centerline of said alley; thence southerly along the centerline of said alley approximately 1,163 feet to the north line of "Vincent Park Subdivision" of part of Northeast 1/4 of Southwest 1/4 of Section 29, T1N-R11E, Royal Oak Township, now the City of Oak Park, Oakland County, Michigan as recorded in Liber 31 of Plats, Page 49, Oakland County Records; thence the following four courses within said "Vincent Park Subdivision": 1) easterly along the north line of said "Vincent Park Subdivision" approximately 676 feet; 2) southerly approximately 394 feet to the north right-of-way line of Oak Park Boulevard (80 feet wide); 3) westerly along said north right-of-way line approximately 730 feet; 4) southerly 80 feet to the south right-of-way line of said Oak Park Boulevard (80 feet wide) and northeast corner of Lot 1 of "Louis Home Builders Subdivision" of part of Section 29, T1N-R11E, City of Oak Park, Oakland County, Michigan as recorded in Liber 63 of Plats, Page 23, Oakland County Records; thence southerly approximately 199 feet to the southeast corner of said Lot 1 and north line of "Burt Homes Manor Subdivision" being part of Section 29, T1N-R11E, City of Oak Park, Oakland County, Michigan as recorded in Liber 60 of Plats, Page 43, Oakland County Records; thence easterly approximately 9 feet and southerly 199 feet to the south right-of-way line of Irvine Boulevard (60 feet wide); thence easterly along said south right-of-way line 50 feet to the northeast corner of Lot 86 of said "Burt Homes Manor Subdivision"; thence southerly 139 feet along the east line of said Lot 86 to the northeast corner of Lot 85 of said "Burt Homes Manor Subdivision"; thence westerly 50 feet along the north line of said Lot 85; thence southerly approximately 339 feet to a point on the north line of Outlot C of "McClain Subdivision" of part of the Southwest 1/4 of Section 29, T1N-R11E, City of Oak Park, Oakland County, Michigan as recorded in Liber 69 of Plats, Page 22, Oakland County Records; thence easterly 137 feet to the northeast corner of said Outlot C; thence southerly along the east line of Outlot C and Outlot B approximately 599 feet to a point on the south right-of-way line of McClain Drive (60 feet wide); thence easterly along said south right-of-way line approximately 115 feet; thence southeasterly along said south right-of-way line approximately 334 feet; thence southerly along west right-of-way line of said McClain Drive (60 feet wide) approximately 397 feet to the north right-of-way line of West Nine Mile Road (width varies); thence easterly approximately 80 feet to the southwest corner of Lot 26 of said "McClain Subdivision"; thence easterly along the south line of Lots 26-37 approximately 954 feet to the southeast corner of Lot 37 and east line of said "McClain Subdivision"; thence northerly along said east line approximately 808 feet to the northeast corner of Lot 47 and north line of said "McClain Subdivision"; thence westerly along said north line approximately 293 feet to the northwest corner of Lot 49 and east line of said "McClain

approximately 181 feet; 2) southerly approximately 200 feet; 3) easterly approximately 421 feet; 4) southerly approximately 182 feet; 5) easterly approximately 403 feet to the centerline of Fern Street (60 feet wide); thence southerly along said centerline approximately 498 feet; thence the following four courses: 1) westerly approximately 858 feet; 2) southerly approximately 485 feet; 3) westerly approximately 226 feet; 4) southerly approximately 233 feet to the north right-of-way line of West Eight Mile Road (M-102) (151 feet wide); thence westerly along said north right-of-way line approximately 401 feet to the southwest corner of Lot 108 and east line of a 20 foot wide alley of "Assessors Eight Mile Superhighway Subdivision No. 1" a resubdivision of lots 1357 to 1375 inclusive, 1452 to 1488 inclusive, 1545 to 1561 inclusive, 1638 to 1653 inclusive, and vacated alleys of "Kenwood Park subdivision No. 4", in the village of Oak Park, now the City of Oak Park, Oakland County, Michigan as recorded in Liber 49 of Plats, Page 14, Oakland County Records; thence northerly along alley east line and west line of Lots 108-103 of said "Assessors Eight Mile Superhighway Subdivision No. 1" approximately 125 feet and westerly approximately 20 feet to a point on the north line of alley and of said "Assessors Eight Mile Superhighway Subdivision No. 1" and south line of Lot 93 of "Schaefer Highway Estates Subdivision" being part of the East 1/2 of the Southeast 1/4 of Section 31, T1N-R11E, Village of Oak Park, now the City of Oak Park, Oakland County, Michigan as recorded in Liber 28 of Plats, Page 51, Oakland County Records; thence northerly approximately 1,725 feet to the north line of said "Schaefer Highway Estates Subdivision" and the southeast corner of Lot 682 and west line of a 20 foot wide alley of "Division Heights Manor Subdivision No. 2" being part of the Northeast 1/4 of the Southeast 1/4 of Section 31, T1N-R11E, Royal Oak Township, now the City of Oak Park, Oakland County, Michigan as recorded in Liber 42 of Plats, Page 31, Oakland County Records; thence easterly approximately 10 feet to centerline of said alley and west line of Oakland County Condominium Plan No. 1907 "Park Place of Oak Park" as recorded in Liber 38460, Page 773, Oakland County Records; thence northerly along said centerline and west line approximately 641 feet to the south right-of-way line of Northend Avenue (86 feet wide); thence northerly approximately 86 feet to the southwest corner of Lot 1115 and east line of a 20 foot wide alley of "Division Heights Manor Subdivision No. 4" being part of the Southeast 1/4 of the Northeast 1/4 of Section 31, T1N-R11E, Royal Oak Township, now the City of Oak Park, Oakland County, Michigan as recorded in Liber 43 of Plats, Page 11, Oakland County Records; thence northerly along alley east line and west line of Lots 1115-1102 approximately 287 feet to the northwest corner of Lot 1102 and north line of said "Division Heights Manor Subdivision No. 4"; thence the following three courses: 1) northerly along east line of alley approximately 240 feet; 2) westerly 20 feet to the west line of said alley; 3) northerly approximately 80 feet to the south line of Lot 70 and "Green Manor Subdivision" part of the Northeast 1/4 of Section 31, T1N-R11E, City of Oak Park, Oakland County, Michigan as recorded in Liber 66 of Plats, Page 25, Oakland County Records; thence easterly along said south line approximately 50 feet to the southwest corner of Lot 69 of said "Green Manor Subdivision"; thence northerly approximately 305 feet to the northwest corner of Lot 62 of said "Green Manor Subdivision"; thence westerly approximately 64 feet to the southwest corner of Lot 63 of said "Green Manor Subdivision"; thence northerly along the west line of Lots 63-68 of said "Green Manor Subdivision" approximately 356 feet to the south line Lot 476 and south line of "Pleasant





CITY OF OAK PARK

OFFICE OF THE CITY CLERK

Agenda Item Request

BUSINESS OF THE CITY COUNCIL CITY OF OAK PARK, MICHIGAN

AGENDA OF: May 18, 2015

SUBJECT: Proposed Fiscal Year 2015-2016 Budget

DEPARTMENT: Finance

SUMMARY: The proposed Fiscal Year 2015-2016 Budget was presented to City Council on April 20, 2015. At its May 4, 2015 meeting, City Council scheduled a public hearing for May 18, 2015 to hear comments from the public on the 2015-2016 Budget. The notice was published on May 7, 2015.

FINANCIAL STATEMENT:

RECOMMENDED ACTION: It is recommended that City Council adopt the 2015-2016 Budget Resolution.

APPROVALS:

CITY MANAGER:

FINANCE DIRECTOR:

EXHIBITS: Resolution

CITY OF OAK PARK 2015-16 ADOPTED BUDGET

CITY OF OAK PARK FISCAL YEAR 2015-2016 GENERAL AND SPECIAL FUND BUDGET BUDGET RESOLUTION

GENERAL APPROPRIATIONS ACT RESOLUTION: 2015/2016 GENERAL FUND AND SPECIAL FUND BUDGETS:

Motion by _____, seconded by _____, CARRIED UNANIMOUSLY:

To approve the following General Appropriations Act Resolution outlining anticipated revenues and expenditures for the fiscal year beginning July 1, 2015, in accordance with Section 9.5 of the City Charter and State Act 621:

WHEREAS, the City Manager heretofore submitted to this Council annual budgets for the ensuing year, as required by the City Charter of this City, and Michigan Public Act 621 of 1978 the Uniform Budgeting and Accounting Act, and

WHEREAS, the general appropriations act requires that City Council shall set forth the total number of mills of ad valorem property taxes to be levied and the purposes for which that millage is to be levied; and

WHEREAS, a Public Hearing was held on the said budget after publication of notice thereof; and

WHEREAS, the Council has carefully considered each and every item of the budget separately; and

WHEREAS, the amount of revenue required to be raised by taxes for General Fund Operating purposes is \$12,365,337

NOW, THEREFORE, BE IT RESOLVED that this Council does hereby determine and appropriate the several amounts required from the several funds of the City of Oak Park for the fiscal year beginning July 1, 2015 and ending June 30, 2016 as follows:

	ACTUAL 2013-14	ESTIMATED 2014-15	ADOPTED 2015-16
GENERAL FUND - 101			
<u>REVENUES:</u>			
TAXES AND TAX RELATED	11,915,343	12,000,734	12,365,337
LICENSE AND PERMITS	363,301	421,500	563,250
INTERGOVERNMENTAL	3,140,652	3,394,743	3,316,394
CHARGE FOR SERVICES	560,058	524,941	819,902
FINES	1,532,940	1,694,495	1,788,404
INTEREST	1,892	1,249	1,249
OTHER REVENUE	975,816	1,422,374	965,024
TRANSFERS IN	565,000	634,000	634,000
TOTAL REVENUE	19,055,002	20,094,036	20,453,560

CITY OF OAK PARK 2015-16 ADOPTED BUDGET

CITY OF OAK PARK FISCAL YEAR 2015-2016 GENERAL AND SPECIAL FUND BUDGET BUDGET RESOLUTION

	ACTUAL 2013-14	ESTIMATED 2014-15	ADOPTED 2015-16
EXPENDITURES:			
LEGISLATIVE	63,320	60,212	91,519
ADMINISTRATIVE	386,153	503,548	421,273
COMMUNITY & ECONOMIC DEVELOPMENT	215,977	179,919	190,803
CITY CLERK - ADMINISTRATION AND RECORDS	167,843	162,442	166,071
CITY CLERK ELECTIONS	354,537	363,921	225,369
FINANCE	824,581	925,467	948,910
CITY ATTORNEYS - CIVIL AND LABOR	306,429	248,000	233,000
PROSECUTING ATTORNEY	63,927	59,400	62,400
PUBLIC SAFETY	5,547,088	8,321,621	8,313,052
TECHNICAL AND PLANNING	1,002,861	1,093,171	1,351,933
RECREATION	591,912	648,766	645,688
PUBLIC WORKS	675,927	782,755	744,545
INFORMATION TECHNOLOGY	177,609	307,458	346,509
PUBLIC INFORMATION	217,070	156,345	151,041
NON-DEPARTMENTAL	2,223,880	1,499,266	1,649,233
TRANSFER OUTS	5,107,289	5,464,889	5,715,010
GENERAL FUND TOTAL EXPENDITURES	<u>17,926,403</u>	<u>20,777,180</u>	<u>21,256,356</u>
TOTAL REVENUES AND TRANSFERS IN	19,055,002	20,094,036	20,453,560
NET CHANGE IN FUND BALANCE EXCESS/DEFICIT	1,128,599	(683,144)	(802,796)
BEGINNING FUND BALANCE	2,105,538	3,234,137	2,550,993
ENDING FUND BALANCE	<u>3,234,137</u>	<u>2,550,993</u>	<u>1,748,197</u>

BROWNFIELD REDEVELOPMENT AUTHORITY - 112

RESOURCES:

TAXES AND TAX RELATED	97,160	97,175	97,175
INTEREST	15	10	10
TOTAL RESOURCES	<u>97,175</u>	<u>97,185</u>	<u>97,185</u>

EXPENDITURES:

TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>
BEGINNING FUND BALANCE	70,517	167,692	264,877
CHANGE IN FUND BALANCE	97,175	97,185	97,185
ENDING FUND BALANCE	<u>167,692</u>	<u>264,877</u>	<u>362,062</u>

CITY OF OAK PARK 2015-16 ADOPTED BUDGET

CITY OF OAK PARK FISCAL YEAR 2015-2016 GENERAL AND SPECIAL FUND BUDGET BUDGET RESOLUTION

	ACTUAL 2013-14	ESTIMATED 2014-15	ADOPTED 2015-16
LIBRARY AUTHORITY - 111			
<u>RESOURCES:</u>			
TAXES AND TAX RELATED	644,817	644,604	650,735
INTERGOVERNMENTAL	51,062	59,100	59,100
CHARGES FOR SERVICES	18,553	17,000	13,500
INTEREST	298	197	197
OTHER REVENUE	125,573	1,000	1,000
TRANSFER IN GENERAL FUND	172,241	108,546	100,000
TOTAL RESOURCES	1,012,544	830,447	824,532
<u>EXPENDITURES:</u>			
SALARIES	320,009	357,488	347,141
FRINGES	154,493	170,185	171,263
RETIREES HEALTH CARE	95,661	62,943	69,264
SUPPLIES, MAINT. AND REPAIR	53,951	73,000	58,000
STAFF DEVELOPMENT	-	30	1,437
OPERATIONS	103,675	104,973	125,473
REFUNDS AND REBATES	4,561	10,000	10,000
CAPITAL	-	-	12,046
TRANSFER OUT - DEBT SERVICE	50,000	50,000	50,000
TOTAL EXPENDITURES	782,350	828,619	844,624
BEGINNING FUND BALANCE	(104,231)	125,965	127,340
FUND BALANCE ADJUSTMENTS	-	(453)	-
CHANGE IN FUND BALANCE	230,194	1,828	(20,092)
ENDING FUND BALANCE	125,963	127,340	107,248
ECONOMIC DEVELOPMENT CORPORATION - 110			
<u>RESOURCES:</u>			
CHARGES FOR SERVICES	-	-	-
TOTAL RESOURCES	-	-	-
<u>EXPENDITURES:</u>			
EXPENDITURES	-	-	-
TOTAL EXPENDITURES	-	-	-
BEGINNING FUND BALANCE	11,801	11,801	11,801
CHANGE IN FUND BALANCE	-	-	-
ENDING FUND BALANCE	11,801	11,801	11,801

CITY OF OAK PARK 2015-16 ADOPTED BUDGET

CITY OF OAK PARK FISCAL YEAR 2015-2016 GENERAL AND SPECIAL FUND BUDGET BUDGET RESOLUTION

	ACTUAL 2013-14	ESTIMATED 2014-15	ADOPTED 2015-16
MUNICIPAL BUILDING AUTHORITY - 113			
<u>RESOURCES:</u>			
INTEREST	38	25	25
TOTAL RESOURCES	38	25	25
<u>EXPENDITURES:</u>			
EXPENDITURES	-	-	-
TOTAL EXPENDITURES	-	-	-
BEGINNING FUND BALANCE	10,161	10,199	10,224
CHANGE IN FUND BALANCE	38	25	25
ENDING FUND BALANCE	10,199	10,224	10,249
MAJOR STREETS - 202			
<u>RESOURCES:</u>			
INTERGOVERNMENTAL	1,275,546	1,295,123	1,236,048
INTEREST INCOME	703	464	464
SPECIAL ASSESSMENTS	251,972	68,555	68,555
TOTAL RESOURCES	1,528,221	1,364,142	1,305,067
<u>EXPENDITURES:</u>			
MAINTENANCE	1,170,023	1,289,886	1,634,173
TRANSFER OUT - GENERAL FUND	80,000	118,000	118,000
TRANSFER OUT - LOCAL STREETS	270,000	270,000	270,000
TOTAL EXPENDITURES	1,520,023	1,677,886	2,022,173
BEGINNING FUND BALANCE	1,200,051	1,208,249	894,505
CHANGE IN FUND BALANCE	8,198	(313,744)	(717,106)
ENDING FUND BALANCE	1,208,249	894,505	177,399
LOCAL STREETS - 203			
<u>RESOURCES:</u>			
INTERGOVERNMENTAL	459,562	462,068	467,545
INTEREST INCOME	375	247	247
TRANSFER IN - MAJOR STREETS	270,000	270,000	270,000
TOTAL RESOURCES	729,937	732,315	737,792
<u>EXPENDITURES:</u>			
MAINTENANCE	458,691	812,093	838,632
TRANSFERS OUT - GENERAL FUND	45,000	46,000	46,000
TOTAL EXPENDITURES	503,691	858,093	884,632
BEGINNING FUND BALANCE	777,006	1,003,252	877,474
CHANGE IN FUND BALANCE	226,246	(125,778)	(146,840)
ENDING FUND BALANCE	1,003,252	877,474	730,634

CITY OF OAK PARK 2015-16 ADOPTED BUDGET

CITY OF OAK PARK FISCAL YEAR 2015-2016 GENERAL AND SPECIAL FUND BUDGET BUDGET RESOLUTION

	ACTUAL 2013-14	ESTIMATED 2014-15	ADOPTED 2015-16
SOLID WASTE - 226			
<u>RESOURCES:</u>			
TAXES AND TAX RELATED	1,279,851	1,276,372	1,288,512
INTERGOVERNMENTAL	-	525,010	-
INTEREST	2,467	1,628	1,628
OTHER REVENUE	1,149,094	1,144,140	1,251,200
TOTAL RESOURCES	2,431,412	2,947,150	2,541,340
<u>EXPENDITURES:</u>			
EXPENDITURES	1,946,381	2,726,829	2,457,874
TRANSFERS OUT - GENERAL FUND	260,000	280,000	280,000
TRANSFERS OUT - WATER & SEWER	50,000	50,000	50,000
TOTAL EXPENDITURES	2,256,381	3,056,829	2,787,874
BEGINNING FUND BALANCE	634,626	809,657	699,979
CHANGE IN FUND BALANCE	175,031	(109,679)	(246,534)
ENDING FUND BALANCE	809,657	699,979	453,445
NARCOTICS FORFEITURE FUND - 253			
<u>RESOURCES:</u>			
MISCELLANEOUS	-	505	1,000
INTEREST	27	18	18
TOTAL RESOURCES	27	523	1,018
<u>EXPENDITURES:</u>			
PUBLIC SAFETY NARCOTICS FORFEITURE			
SUPPLIES, MAINT. AND REPAIRS	7,192	11,440	5,000
TOTAL EXPENDITURES	7,192	11,440	5,000
BEGINNING FUND BALANCE	84,682	77,517	66,600
CHANGE IN FUND BALANCE	(7,165)	(10,917)	(3,982)
ENDING FUND BALANCE	77,517	66,600	62,618
CRIMINAL JUSTICE TRAINING - 254			
<u>RESOURCES:</u>			
INTERGOVERNMENTAL	8,622	8,000	8,000
INTEREST	3	-	-
TOTAL RESOURCES	8,625	8,000	8,000
<u>EXPENDITURES:</u>			
STAFF DEVELOPMENT	3,113	8,000	8,000
TOTAL EXPENDITURES:	3,113	8,000	8,000
BEGINNING FUND BALANCE	4,046	9,558	9,558
CHANGE IN FUND BALANCE	5,512	-	-
ENDING FUND BALANCE	9,558	9,558	9,558

CITY OF OAK PARK 2015-16 ADOPTED BUDGET

CITY OF OAK PARK FISCAL YEAR 2015-2016 GENERAL AND SPECIAL FUND BUDGET BUDGET RESOLUTION

	ACTUAL 2013-14	ESTIMATED 2014-15	ADOPTED 2015-16
DISASTER CONTINGENCY - 255			
<u>RESOURCES:</u>			
INTEREST	1	-	-
TOTAL RESOURCES	1	-	-
<u>EXPENDITURES:</u>			
TOTAL EXPENDITURES:	-	-	-
BEGINNING FUND BALANCE	3,591	3,592	3,592
CHANGE IN FUND BALANCE	1	-	-
ENDING FUND BALANCE	3,592	3,592	3,592
CASE FLOW ASSISTANCE FUND - 256			
<u>RESOURCES:</u>			
INTERGOVERNMENTAL	19,730	23,000	20,000
INTEREST	36	24	24
TOTAL RESOURCES	19,766	23,024	20,024
<u>EXPENDITURES:</u>			
OPERATIONS	13,165	7,538	7,538
TOTAL EXPENDITURES:	13,165	7,538	7,538
BEGINNING FUND BALANCE	161,480	168,081	183,567
CHANGE IN FUND BALANCE	6,601	15,486	12,486
ENDING FUND BALANCE	168,081	183,567	196,053
COMMUNITY DEVELOPMENT BLOCK GRANT - 275			
<u>RESOURCES:</u>			
INTERGOVERNMENTAL	112,642	116,423	128,961
TOTAL RESOURCES	112,642	116,423	128,961
<u>EXPENDITURES:</u>			
SALARIES	55,181	51,330	52,666
FRINGES	40,635	48,093	49,771
OPERATIONS	16,826	17,000	26,524
TOTAL EXPENDITURES	112,642	116,423	128,961
BEGINNING FUND BALANCE	-	-	-
CHANGE IN FUND BALANCE	-	-	-
ENDING FUND BALANCE	-	-	-

CITY OF OAK PARK 2015-16 ADOPTED BUDGET

CITY OF OAK PARK FISCAL YEAR 2015-2016 GENERAL AND SPECIAL FUND BUDGET BUDGET RESOLUTION

	ACTUAL 2013-14	ESTIMATED 2014-15	ADOPTED 2015-16
COMMUNITY ORIENTED POLICING SERVICES GRANT - 281			
<u>RESOURCES:</u>			
INTERGOVERNMENTAL	172,627	140,103	186,483
TRANSFER FROM GENERAL FUND	65,125	46,701	62,161
TOTAL RESOURCES	237,752	186,804	248,644
<u>EXPENDITURES:</u>			
SALARIES	158,705	159,036	215,377
FRINGES	79,046	27,768	33,267
TOTAL EXPENDITURES	237,751	186,804	248,644
BEGINNING FUND BALANCE	-	-	-
CHANGE IN FUND BALANCE	-	-	-
ENDING FUND BALANCE	-	-	-
45th DISTRICT COURT - 276			
<u>RESOURCES:</u>			
INTERGOVERNMENTAL	91,448	91,448	91,448
INTEREST	1,325	874	-
OTHER REVENUE	148,221	166,189	171,044
TRANSFER-IN - OAK PARK GENRAL FUND	1,694,770	1,694,495	1,788,404
TOTAL RESOURCES	1,935,764	1,953,006	2,050,896
<u>EXPENDITURES:</u>			
SALARIES	1,074,765	1,127,055	1,217,904
FRINGES	356,996	427,586	395,760
OPERATIONS	370,214	262,552	278,135
CAPITAL	14,541	-	-
TRANSFERS OUT - RETIREES HEALTH CARE	32,798	135,813	159,097
FINES DISTRIBUTED IN EXCESS OF RECEIPTS	66,789	-	-
TOTAL EXPENDITURES	1,916,103	1,953,006	2,050,896
BEGINNING FUND BALANCE	12,477	32,138	32,138
CHANGE IN FUND BALANCE	19,661	-	-
ENDING FUND BALANCE	32,138	32,138	32,138

CITY OF OAK PARK 2015-16 ADOPTED BUDGET

CITY OF OAK PARK FISCAL YEAR 2015-2016 GENERAL AND SPECIAL FUND BUDGET BUDGET RESOLUTION

	ACTUAL 2013-14	ESTIMATED 2014-15	ADOPTED 2015-16
<u>VETERANS TREATMENT GRANT (45th DISTRICT COURT) - 284</u>			
<u>RESOURCES:</u>			
INTERGOVERNMENTAL	9,081	41,767	30,301
TOTAL RESOURCES	9,081	41,767	30,301
<u>EXPENDITURES:</u>			
SALARIES	11,125	12,968	12,968
FRINGES	1,613	1,325	1,325
SUPPLIES, MAINT. AND REPAIRS	1,706	3,460	3,500
OPERATIONS	1,001	15,065	10,508
STAFF DEVELOPMENT	1,505	1,080	2,000
TOTAL EXPENDITURES	16,950	33,898	30,301
BEGINNING FUND BALANCE	-	(7,869)	-
CHANGE IN FUND BALANCE	(7,869)	7,869	-
ENDING FUND BALANCE	(7,869)	-	-
DEBT SERVICE FUND - 300			
<u>RESOURCES:</u>			
TAXES AND TAX RELATED	2,582,411	2,699,130	2,712,673
ISSUANCE OF DEBT	-	-	-
INTEREST EARNINGS	2,533	1,659	1,659
TRANSFER IN - LIBRARY AUTHORITY	50,000	50,000	50,000
TRANSFER IN - GENERAL FUND	102,873	101,423	99,673
TRANSFER FROM 2006 AND 2010 DEBT	24,165	-	-
TOTAL RESOURCES	2,761,982	2,852,212	2,864,005
<u>EXPENDITURES:</u>			
PRINCIPAL	1,360,000	1,400,000	1,435,000
INTEREST PAYMENT	1,211,729	1,173,519	1,109,156
PAYING AGENT FEES	1,127	1,877	1,877
PRIOR YEAR REFUNDS	21,142	251,765	317,910
COST OF ISSUANCE	(1,292)	-	-
DEBT DEFEASANCE TRANSFER	-	-	-
TRANSFER OUT	2,485	-	-
TOTAL EXPENDITURES	2,595,191	2,827,161	2,863,943
BEGINNING FUND BALANCE	39,12520	5,918	230,969
CHANGE IN FUND BALANCE	166,791	25,051	62
ENDING FUND BALANCE	205,916	230,969	231,031

CITY OF OAK PARK 2015-16 ADOPTED BUDGET

CITY OF OAK PARK FISCAL YEAR 2015-2016 GENERAL AND SPECIAL FUND BUDGET BUDGET RESOLUTION

	ACTUAL 2013-14	ESTIMATED 2014-15	ADOPTED 2015-16
WATER AND SEWER - 592			
<u>RESOURCES:</u>			
CHARGES FOR SERVICES	11,562,943	10,939,301	11,547,045
OTHER REVENUE	764	-	-
INTEREST	4,056	2,677	2,677
TRANSFER IN - SOLID WASTE	50,000	50,000	50,000
TOTAL RESOURCES	11,617,763	10,991,978	11,599,722
<u>EXPENDITURES:</u>			
OTHER	9,031,859	10,956,439	10,747,934
CAPITAL	1,000	461,064	490,400
PRINCIPAL	-	883,699	900,323
INTEREST	285,304	267,753	243,777
PAYING AGENT FEES	37	1,000	1,000
TRANSFERS OUT - GENERAL FUND	180,000	190,000	190,000
TOTAL EXPENDITURES	9,498,200	12,759,955	12,573,434
BEGINNING FUND BALANCE	17,950,776	20,070,342	18,302,365
CHANGE IN FUND BALANCE	2,119,563	(1,767,977)	(973,712)
ENDING FUND BALANCE	20,070,339	18,302,365	17,328,653
RISK MANAGEMENT - 677			
<u>RESOURCES:</u>			
MISCELLANEOUS FEES	67,922	61,228	126,446
INTEREST	144	95	95
CHARGES TO OTHER FUNDS	172,994	182,207	190,174
TRANSFER IN - GENERAL FUND	-	30,000	30,000
TOTAL RESOURCES	241,060	273,530	346,715
<u>EXPENDITURES:</u>			
INSURANCE - WORKERS COMPENSATION	54,548	65,253	65,000
INSURANCE - PUBLIC LIABILITY	392,577	284,387	304,295
TOTAL EXPENDITURES	447,125	349,640	369,295
BEGINNING FUND BALANCE	436,931	230,866	154,756
CHANGE IN FUND BALANCE	(206,065)	(76,110)	(22,580)
ENDING FUND BALANCE	230,866	154,756	132,176

CITY OF OAK PARK 2015-16 ADOPTED BUDGET

CITY OF OAK PARK FISCAL YEAR 2015-2016 GENERAL AND SPECIAL FUND BUDGET BUDGET RESOLUTION

	ACTUAL 2013-14	ESTIMATED 2014-15	ADOPTED 2015-16
RETIREES HEALTH CARE - 45th DISTRICT COURT - 678			
<u>RESOURCES:</u>			
FINES	120,295	135,101	135,101
INTEREST	60	39	39
TRANSFER IN - 45th DISTRICT COURT	32,798	135,813	159,097
TOTAL RESOURCES	153,153	270,953	294,237
<u>EXPENDITURES:</u>			
RETIREES HEALTH CARE	144,293	260,670	283,914
RETIREES DENTAL	147	150	150
RETIREES LIFE INSURANCE	20,156	10,134	10,134
TOTAL EXPENDITURES:	164,596	270,954	294,198
BEGINNING FUND BALANCE	11,770	325	324
CHANGE IN FUND BALANCE	(11,443)	(1)	39
ENDING FUND BALANCE	327	324	363

RETIREES HEALTH CARE - CITY OF OAK PARK RETIREES - 680

RESOURCES:

NET APPRECIATION IN FMV OF INVESTMENTS	111,833	65,000	65,000
INTEREST	14	10	10
NET INVESTMENT EARNINGS	111,847	65,010	65,010

EXPENDITURES:

PROFESSIONAL SERVICES	-	-	-
LOSS ON INVESTMENTS	-	5,000	5,000
TOTAL DEDUCTIONS:	-	5,000	5,000
BEGINNING FUND BALANCE	522,525	634,373	694,383
CHANGE IN FUND BALANCE	111,847	60,010	60,010
ENDING FUND BALANCE	634,372	694,383	754,393

CITY OF OAK PARK 2015-16 ADOPTED BUDGET

CITY OF OAK PARK FISCAL YEAR 2015-2016 GENERAL AND SPECIAL FUND BUDGET BUDGET RESOLUTION

	ACTUAL 2013-14	ESTIMATED 2014-15	ADOPTED 2015-16
CENTRAL SERVICES - 653			
<u>RESOURCES:</u>			
INTEREST	35	-	-
OTHER FUNDING SOURCES	24,139	-	-
TOTAL RESOURCES	24,174	-	-
<u>EXPENDITURES:</u>			
SUPPLIES, MAINT. AND REPAIRS	-	-	-
OPERATIONS	5,776	-	-
PRINTING AND PUBLICATIONS	57,179	-	-
TOTAL EXPENDITURES	62,955	-	-
BEGINNING FUND BALANCE	38,780	-	-
CHANGE IN FUND BALANCE	(38,781)	-	-
ENDING FUND BALANCE	-	-	-
MOTOR POOL - 654			
<u>RESOURCES:</u>			
SALE OF FIXED ASSETS	5,611	3,990	-
INTEREST	187	-	-
OTHER REVENUE	203	-	-
TRANSFER IN - GENERAL FUND	147,000	260,065	305,589
RENTS - GENERAL FUND	27,782	8,000	8,000
RENTS - MAJOR STREETS	90,960	82,500	82,500
RENTS - LOCAL STREETS	114,143	102,000	102,000
RENTS - SOLID WASTE	124,719	195,000	170,000
RENTS - CITY OWNED PROPERTY	18	-	-
RENTS - NEIGHBORHOOD STABILIZATION	335	-	-
RENTS - SIDEWALK PROGRAM	10,606	3,000	-
RENTS - WATER AND SEWER	83,630	5,000	115,000
TOTAL RESOURCES	605,194	769,555	783,089
<u>EXPENDITURES:</u>			
SALARIES	44,683	47,507	50,240
FRINGES	26,941	34,608	36,172
SUPPLIES, MAINT. AND REPAIRS	180,877	163,000	164,000
OPERATIONS	284,417	290,000	326,940
STAFF DEVELOPMENT	713	1,100	1,100
DEPRECIATION	126,716	135,000	135,000
CAPITAL	-	106,940	88,500
TOTAL EXPENDITURES	664,347	778,155	801,952
BEGINNING FUND BALANCE	1,226,604	1,167,452	1,158,852
CHANGE IN FUND BALANCE	(59,153)	(8,600)	(18,863)
ENDING FUND BALANCE	1,167,451	1,158,852	1,139,989

CITY OF OAK PARK 2015-16 ADOPTED BUDGET

CITY OF OAK PARK FISCAL YEAR 2015-2016 GENERAL AND SPECIAL FUND BUDGET BUDGET RESOLUTION

	ACTUAL 2013-14	ESTIMATED 2014-15	ADOPTED 2015-16
PUBLIC IMPROVEMENT FUND - 401			
<u>RESOURCES:</u>			
INTEREST	12	8	8
TOTAL RESOURCES	12	8	8
<u>EXPENDITURES:</u>			
TOTAL EXPENDITURES	-	-	-
BEGINNING FUND BALANCE	54,195	54,207	54,215
CHANGE IN FUND BALANCE	12	8	8
ENDING FUND BALANCE	54,207	54,215	54,223
CITY OWNED PROPERTY - 402			
<u>RESOURCES:</u>			
INTEREST	22	14	14
TRANSFER IN - GENERAL FUND	10,000	-	-
TOTAL RESOURCES	10,022	2,502	14
<u>EXPENDITURES:</u>			
OPERATIONS	127	10,000	10,000
TOTAL EXPENDITURES	127	10,000	10,000
BEGINNING FUND BALANCE	86,608	96,503	89,005
CHANGE IN FUND BALANCE	9,895	(7,498)	(9,986)
ENDING FUND BALANCE	96,503	89,005	79,019
NEIGHBORHOOD STABILIZATION PROGRAM FUND - 403			
<u>RESOURCES:</u>			
INTERGOVERNMENTAL	34,542	156,621	156,759
TOTAL RESOURCES	34,542	156,621	156,759
<u>EXPENDITURES:</u>			
SALARIES	21,594	30,000	30,000
FRINGES	12,376	6,621	6,759
OPERATIONS	571	120,000	120,000
TOTAL EXPENDITURES	34,541	156,621	156,759
BEGINNING FUND BALANCE	-	-	-
CHANGE IN FUND BALANCE	1	-	-
ENDING FUND BALANCE	1	-	-

CITY OF OAK PARK 2015-16 ADOPTED BUDGET

CITY OF OAK PARK FISCAL YEAR 2015-2016 GENERAL AND SPECIAL FUND BUDGET BUDGET RESOLUTION

	ACTUAL 2013-14	ESTIMATED 2014-15	ADOPTED 2015-16
ROAD CONSTRUCTION - 450			
<u>RESOURCES:</u>			
INTEREST	312	206	-
TOTAL RESOURCES	312	206	-
<u>EXPENDITURES:</u>			
OPERATIONS	290,058	431,081	-
TRANSFERS OUT	500,000	-	-
TOTAL EXPENDITURES	790,058	431,081	-
BEGINNING FUND BALANCE	1,220,621	430,875	-
CHANGE IN FUND BALANCE	(789,746)	(430,875)	-
ENDING FUND BALANCE	430,875	-	-
SIDEWALK FUND - 451			
<u>RESOURCES:</u>			
CHARGES FOR SERVICES	56,31096	4,643	32,858
INTEREST	48	15	15
OTHER REVENUE	14,202	-	-
TOTAL RESOURCES	70,560	964,658	32,873
<u>EXPENDITURES:</u>			
SALARIES	16,966	18,064	19,104
FRINGES	3,399	13,159	13,754
OPERATIONS	10,606	-	-
CAPITAL	13,420	917,120	-
TOTAL EXPENDITURES:	44,391	948,343	32,858
BEGINNING FUND BALANCE	224,717	250,887	267,202
CHANGE IN FUND BALANCE	26,169	16,315	15
ENDING FUND BALANCE	250,886	267,202	267,217

CITY OF OAK PARK 2015-16 ADOPTED BUDGET

CITY OF OAK PARK FISCAL YEAR 2015-2016 GENERAL AND SPECIAL FUND BUDGET BUDGET RESOLUTION

	ACTUAL 2013-14	ESTIMATED 2014-15	ADOPTED 2015-16
MUNICIPAL BUILDING CONSTRUCTION FUND - 470			
<u>RESOURCES:</u>			
CHARGES FOR SERVICES	10,000	-	-
FINES	223,263	220,169	220,169
INTEREST	326	326	326
TOTAL RESOURCES	233,589	220,495	220,495
<u>EXPENDITURES:</u>			
OPERATIONS	176,221	194,513	-
CAPITAL	97,145	-	45,000
TOTAL EXPENDITURES:	273,366	194,513	45,000
BEGINNING FUND BALANCE	1,272,933	1,233,157	1,259,139
CHANGE IN FUND BALANCE	(39,777)	25,982	175,495
ENDING FUND BALANCE	1,233,156	1,259,139	1,434,634
MUNICIPAL COMPLEX FACILITY FUND - 452			
<u>RESOURCES:</u>			
INTEREST	1,417	234	-
TRANSFERS IN - ROAD CONSTRUCTION FUND	500,000	-	-
TOTAL RESOURCES	501,417	234	-
<u>EXPENDITURES:</u>			
OPERATIONS	2,616,111	714,134	-
TOTAL EXPENDITURES:	2,616,111	714,134	-
BEGINNING FUND BALANCE	2,828,593	713,900	-
CHANGE IN FUND BALANCE	(2,114,694)	(713,900)	-
ENDING FUND BALANCE	713,899	-	-

CITY OF OAK PARK 2015-16 ADOPTED BUDGET

CITY OF OAK PARK FISCAL YEAR 2015-2016 GENERAL AND SPECIAL FUND BUDGET BUDGET RESOLUTION

	ACTUAL 2013-14	ESTIMATED 2014-15	ADOPTED 2015-16
EMPLOYEES RETIREMENT SYSTEM - GENERAL - 731			
<u>RESOURCES:</u>			
<u>OPERATING REVENUES</u>			
EMPLOYEE CONTRIBUTIONS - GENERAL	58,851	46,752	49,090
EMPLOYEE CONTRIBUTIONS - PUBLIC SAFETY	645	-	-
OTHER INCOME - EMPLOYEE BUY-BACKS	1,634	-	-
INTEREST EARNINGS	43	30	-
BOND AND NOTE INTEREST	103,809	28,463	-
GAIN ON INVESTMENTS	384,160	349,753	370,738
CONTRIBUTION FROM CITY - PUBLIC SAFETY	-	-	-
CONTRIBUTION FROM CITY - GENERAL	1,367,086	842,583	1,044,803
TOTAL OPERATING REVENUES	<u>1,916,228</u>	<u>1,267,581</u>	<u>1,464,631</u>
<u>NONOPERATING REVENUES</u>			
NET APPRECIATION OF FMV OF INVESTMENTS	-	-	-
GAIN ON INVESTMENT	(3,548,904)	5,970,747	6,328,992
TOTAL NONOPERATING REVENUES	<u>(3,548,904)</u>	<u>5,970,747</u>	<u>6,328,992</u>
TOTAL RESOURCES	<u>(1,632,676)</u>	<u>7,238,328</u>	<u>7,793,623</u>
<u>EXPENDITURES:</u>			
<u>OPERATING EXPENSES</u>			
PROFESSIONAL SERVICES	101,636	181,274	32,500
MISCELLANEOUS OPERATING EXPENSES	38	-	-
BENEFIT PAYMENTS	3,237,481	3,181,649	3,245,282
REFUNDS AND REBATES - GENERAL	-	-	-
REFUNDS AND REBATES - PUBLIC SAFETY	-	-	-
TOTAL OPERATING EXPENSES:	<u>3,339,155</u>	<u>3,362,923</u>	<u>3,277,782</u>
<u>NON-OPERATING EXPENSES</u>			
LOSS ON INVESTMENTS	-	3,832	31,000
TRANSFER TO PUBLIC SAFETY RETIREMENT SYSTEM	31,376,710	-	-
TOTAL NON-OPERATING EXPENSES	<u>31,376,710</u>	<u>3,832</u>	<u>31,000</u>
TOTAL EXPENDITURES:	<u>34,715,865</u>	<u>3,366,755</u>	<u>3,308,782</u>
BEGINNING FUND BALANCE	58,960,174	22,611,634	21,091,270
FUND BALANCE ADJUSTMENTS	1	(5,391,937)	-
CHANGE IN FUND BALANCE	(36,348,541)	3,871,573	4,484,841
ENDING FUND BALANCE	<u>22,611,634</u>	<u>21,091,270</u>	<u>25,576,111</u>

CITY OF OAK PARK 2015-16 ADOPTED BUDGET

CITY OF OAK PARK FISCAL YEAR 2015-2016 GENERAL AND SPECIAL FUND BUDGET BUDGET RESOLUTION

	ACTUAL 2013-14	ESTIMATED 2014-15	ADOPTED 2015-16
EMPLOYEES RETIREMENT SYSTEM - PUBLIC SAFETY PA345 - 733			
<u>RESOURCES:</u>			
<u>OPERATING REVENUES</u>			
EMPLOYEE CONTRIBUTIONS - PUBLIC SAFETY	325,361	324,772	332,586
INTEREST	68	724	-
BOND AND NOTE INTEREST	719,598	47,432	-
DIVIDEND INCOME	548,306	742,877	787,450
TRANSFER IN - GENERAL FUND	119,504	406,559	245,602
TRANSFER IN - GENERAL EMPLOYEE RETIREMENT SYSTEM	31,376,710	-	-
TRANSFER IN - GENERAL FUND PA345 MILLAGE	2,749,957	2,817,100	3,081,831
TOTAL OPERATING REVENUES	35,839,504	4,339,464	4,447,469
<u>NON-OPERATING REVENUES</u>			
GAIN ON INVESTMENT	10,843,617	10,500,983	11,131,042
TOTAL NONOPERATING REVENUES	10,843,617	10,500,983	11,131,042
TOTAL RESOURCES	46,683,121	14,840,447	15,578,511
<u>EXPENDITURES:</u>			
<u>OPERATING EXPENSES</u>			
RETIREE HEALTH CARE	687,486	1,063,784	1,167,558
RETIREE LIFE INSURANCE	945	657	788
RETIREE DENTAL	75,366	55,000	65,000
PROFESSIONAL SERVICES	135,525	240,724	25,500
BENEFIT PAYMENTS	4,153,687	4,260,794	4,367,314
MISCELLANEOUS	38	-	-
PRIOR YEAR TAX REFUNDS	-	1,547	2,000
REFUNDS AND REBATES - PUBLIC SAFETY	44,415	-	-
TOTAL OPERATING EXPENSES:	5,097,462	5,622,506	5,628,160
<u>NON-OPERATING EXPENSES</u>			
LOSS ON INVESTMENTS	-	74,855	18,000
TOTAL NON-OPERATING EXPENSES	-	74,855	18,000
TOTAL EXPENDITURES:	5,097,462	5,697,361	5,646,160
BEGINNING FUND BALANCE	-	41,585,659	40,931,848
FUND BALANCE ADJUSTMENTS	-	(9,796,897)	-
CHANGE IN FUND BALANCE	41,585,659	9,143,086	9,932,351
ENDING FUND BALANCE	41,585,659	40,931,848	50,864,199

BE IT FURTHER RESOLVED, that the detailed budget document submitted to Council on May 18, 2015 and amended by Council will be used for comparative reporting purposes in addition to the adopted budget.

BE IT FURTHER RESOLVED, that the City Manager is authorized to make individual transfers in amounts of up to one thousand dollars each between departments and/or funds.

BE IT FURTHER RESOLVED, that the City Clerk be and is hereby ordered and directed to certify the above amount required for the several funds of the City and the aggregate thereof, to the City Treasurer.

CITY OF OAK PARK 2015-16 ADOPTED BUDGET

CITY OF OAK PARK FISCAL YEAR 2015-2016 GENERAL AND SPECIAL FUND BUDGET BUDGET RESOLUTION

BE IT FURTHER RESOLVED, that the Clerk of this City be and is hereby ordered and directed to certify to the Assessor of this City that the several amounts of appropriation herein determined and the aggregate thereof (less the estimate of the amount of revenues from other sources) are to be raised by General Tax spread on Real and Personal Property, and based on an estimated taxable valuation of \$436,294,700 including Industrial & Commercial Facilities assessments, the following tax rates are approved.

TAX RATES:

16.3563	PER \$1,000 TAXABLE VALUATION FOR OPERATION
1.4914	PER \$1,000 TAXABLE VALUATION FOR LIBRARY
0.5000	PER \$1,000 TAXABLE VALUATION FOR RECREATION
2.0000	PER \$1,000 TAXABLE VALUATION FOR PUBLIC SAFETY
7.0000	PER \$1,000 TAXABLE VALUATION FOR PUBLIC SAFETY PA345
6.1615	PER \$1,000 TAXABLE VALUATION FOR DEBT RETIREMENT
1.1437	PER \$1,000 TAXABLE VALUATION FOR HEADLEE OVERRIDE
2.9531	PER \$1,000 TAXABLE VALUATION FOR SOLID WASTE

TOTAL:
37.6060 PER \$1,000 EQUALIZED VALUATION

PUBLISH: T. Edwin Norris

**CITY OF OAK PARK
MICHIGAN
APPLICATION FOR SPECIAL EVENT LICENSE**

Today's Date: 3-3-15

Applicant Information

Applicant/Business Name: OPAACC - Kim Marrone

Applicant/Business Address: 14300 Oak Park Blvd.

Phone number: (248) 691-7404 E-Mail Address: Kmarrone@ci.oak-park.mi.us

Relation of applicant to business: Staff liason

Has applicant ever been convicted of a felony? Yes No

Owner Information

Owner or manager of site: OP Park & Rec Phone: (248) 691-7555

Names and addresses of partners or officers of corporation:

Event Information

Proposed date(s) of event: 6-12-15 Has this event been held previously? Yes No

Address or location of event: shepherd Park

Is this a City owned park? yes

If this event is to take place in a City owned park, have you received and do you agree to abide by the City's Parks and Recreation rules and regulations? Yes No

Nature, purpose, and detailed description of event: Oak Park Arts & Cultural Commission monthly art & cultural event

Will the event be open to the public? Yes No

If yes, please describe how so: Promoted by the city communications dept. to all

Estimated number of people attending event? 50 Hours of Event: 5-8 p.m.

Are you requesting to have a parade? Yes No If yes, please attach a map of the parade route

Where will the parade participants be walking? Sidewalks Streets

Will the parade require streets to be blocked off? Yes No

If yes, how many streets/intersections will need to be blocked : _____

Please attach a sign off from the residences located on the affected streets, indicating that they are aware of the event to take place, the date, times and location.

Food Services

Will food or beverages be sold at event? Yes No, if yes please list type(s) of food to be sold:

Will the food be prepackaged or prepared on site: _____

Please note: *If your application is approved and you plan to prepare food on site, you will need to contact the Oakland County Health Department at 248-424-7000 for inspection. You will also need to provide temporary water services at the site where the food is prepared.*

Mechanical Amusement

Will there be any mechanical rides at event? Yes No, if yes, please provide the name and the address of amusement operators: _____

Will the event have a moonwalk? Yes No, if yes, please provide the name and address of Company/Entity providing moonwalk: _____

Will the event have video games, etc.? If so, please provide the names and address of company providing the Games: _____

Please Note: *You must provide proof of insurance for all mechanical rides, moonwalks, circus rides/games, etc. The City of Oak Park must be listed on the insurance certificate as "additionally insured." A copy of the City Ordinance with required liability insurance coverage for these events is attached. Also, certification by the State of Michigan Department of Labor is required for all mechanical amusement devices and rides.*

Technical/Support

Will the event require use of electrical supply source? Yes No, if yes, please describe:
Will plug in speaker & DJ equipment

Will sanitary facilities be required at event? Yes No

Will tent(s) be used at the event? Yes No, if yes, please state size(s) of tent:

Will the event have banners displayed? Yes No, if so, please provide the number of signs and dimension(s): Possibly a 6x8 foot Arts & Cultural Commission Banner

Please Note: *If a temporary generator or electric supply source is provided, you must provide an Electrical permit by a licensed electrical contractor. Also, you will need certification of flame spread rates of all canvas and/or cloth enclosures.*

Other possible Special Event requirements include: additional application, inspection and bond fees, temporary sign permit.

The fee for a Special Event application is \$100: The fee is non-refundable. Once an application is received, the City Clerk's Office will send copies of the application to the following departments: City Manager, Public Safety, Public Works, and Recreation. Each department will review the application and provide a written estimate of services they will need to provide, along with man-hours and costs (if any). The City Clerks' office will contact the applicant to inform them of the additional costs involved. At that time the applicant can decide whether or not to proceed with the event. If so, the event will be placed on the City Council agenda for approval.

* We are requesting a waiver of Park Shelter fees and Special Permit fees as a city sponsored event.

Should any of the above information prove to be inaccurate or untruthful, it will be grounds to deny the applicant's request or revoke any approvals. I hereby certify the above information to be true and accurate to the best of my knowledge.

Samboly Mamone
Applicant's Signature

State of Michigan

ss

County of _____

Subscribed and sworn to before me, a Notary Public this _____ day of _____ 20____, by
_____.

My Commission expires: _____
Notary Public



RECREATION DEPARTMENT
 14300 OAK PARK BLVD, OAK PARK, MI 48237
 Phone: 248-691-7555 Email: RecOffice@ci.oak-park.mi.us
 Office Hours: Monday - Thursday from 9-1PM & 2-5PM

PARK SHELTER RENTAL AGREEMENT

Name of Rental Group: OAK PARK ARTS & CULTURAL COMMISSION Date: 2-23-15

Name of Group Representative: TERRI McQUEEN

Address: 2211 CHURCH ST Res Non-Res

Phone: 313-454-1457 Email: yadiggrecords@gmail.com

Activity Planned: DANCE IN THE PARK Est. # People: _____

Day & Date of Rental: FRIDAY, JUNE 12, 2015

Circle Shelter Request: Shelter 1

Shelter 2

Shelter 3

Circle Time Request: 9AM-3PM

4PM-10PM

9AM-10PM (10% discount)

	Shelter 1	Shelter 2	Shelter 3
RESIDENT:			
6 Hours	\$100	\$75	\$60
13 Hours	\$180	\$135	\$108
NON-RESIDENT:			
6 Hours	\$130	\$105	\$90
13 Hours	\$234	\$189	\$162

Moonwalk/Inflatables
 ___ Application & Insurance Received
 *See Attached Forms
 Staff Comments: _____

A 10% discount for booking both time blocks from 9 AM to 10 PM. Kitchen for Shelter 1 is available for weekend rentals only.

Rental Fee: _____ Deposit Fee: \$50 Receipt # _____

The undersigned hereby verifies that he/she (1) has authority to sign this permit for the above name organization, (2) has read the rules and regulations relative to use of the shelter and agrees to all arrangements therein stated, and will perform the necessary clean up of the facility following its use, (3) a deposit for damages is required. The undersigned further understands that failure to comply with all agreements herein or falsification of any information on this permit will be grounds for denial of this or any future shelter requests.

[Signature]
 (Initials)
2/23/15
 Date

I have received a copy of the Park Shelter Policy and Fees.

[Signature]
 Authorized Rental Representative

2/25/15
 Date

Kim Malone
 Authorized Rental Representative

SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION

OPAACC – Art and Cultural Event – Shepherd Park – 6-12-15

DATE:

<u>DEPARTMENT</u>	<u>SERVICES</u>	<u>ESTIMATED HOURS</u>	<u>ESTIMATED COST</u>
TECHNICAL AND PLANNING <i>David DeCoster</i>	N/A	N/A	N/A
PUBLIC SAFETY Steve Cooper	Public Safety will make periodic checks as part of daily activities.	1/2hr	NA
RECREATION <i>Julie L. Hall</i>	Will schedule a park ranger during time of rental and to clean up after rental is complete at \$10 per hour.	5 hrs	\$50 for staff
DPW <i>Kevin J. Yee</i>	None	NA	NA



1000 Woodbridge Street
 Detroit, Michigan 48207-3192
 313-446-1530
 Tax I.D. 38-1879991

Invoice 437284

May 11, 2015

Erik Tungate
 City of Oak Park
 14000 Oak Park Blvd.
 Oak Park, MI 48327

Re: In Re: City of Oak Park

*Client 7406
 Matter 1*

Statement for City Attorney Legal Services

For Legal Services Rendered Through Thursday, April 30, 2015

\$11,667.00

Fee Total

Costs Advanced:

Date	Description	Amount
04/02/15	Reproduction Charges 3 @ 0.15	0.45
04/08/15	Reproduction Charges 3 @ 0.15	0.45
	Total Costs Advanced	\$0.90

Total Fees and Disbursements: \$11,667.90

*Invoices for legal services are due upon receipt. To ensure proper application of your payment,
 Please indicate our invoice number and client/matter number on your remittance.*



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: May 18, 2015

AGENDA #

SUBJECT: Recommendation of the Planning Commission for a Zoning Ordinance text amendment to amend Article X, O, Office Building Districts, Section 1001. Permitted uses.

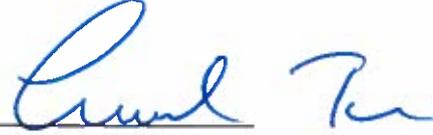
DEPARTMENT: Community & Economic Development, Planning Division

SUMMARY: At the May 11, 2015 meeting, the Planning Commission conducted a Public Hearing regarding proposed changes to the City of Oak Park Zoning Ordinance. The proposed text amendments would expand the permitted uses for single-use office buildings in the O, Office Building Districts.

The Planning Commission voted to recommend to the City Council adoption of the text amendment.

RECOMMENDED ACTION: The City Council consider accepting the recommendation of the Planning Commission and conduct the first reading of the proposed text amendment to the City of Oak Park Zoning Ordinance, O, Office Building Districts, Section 1001, Permitted uses.

APPROVALS:

City Manager: 

Director: 

Finance Director: _____

EXHIBITS: Memorandums, proposed ordinance for adoption.

CITY OF OAK PARK, MICHIGAN

ORDINANCE NO.

AN ORDINANCE TO AMEND SECTION 1001, PERMITTED USES, OF ARTICLE X, OFFICE BUILDING DISTRICT, APPENDIX A, ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF OAK PARK, MICHIGAN.

THE CITY OF OAK PARK, MICHIGAN ORDAINS:

SECTION 1. Article X, O, Office Building Districts, Appendix "A", Zoning, of the Code of Ordinances of the City of Oak Park, is hereby amended to add the following:

Section 1001. Permitted uses.

G. The following single-use retail and personal service establishments when located in stand-alone buildings less than 2,000 square feet in size: jewelry stores; copy service or instant printer; florist shop; tailor, travel agent; dry cleaners drop-off without processing facilities; private mailing service; and personal communication services.

SECTION 2. Conflicting Provisions Repealed

All ordinances in conflict with the provisions of this ordinance are repealed only to the extent necessary to give this ordinance full force and effect; provided that all other provisions of the Oak Park Code of Ordinances as heretofore amended shall remain in full force and effect.

SECTION 3. Severability

No other portion, paragraph or phrase of the Code of Ordinances of the City of Oak Park, Michigan shall be affected by this ordinance except as to the above sections, and in the event any portion, section or subsection of this ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this ordinance or of the Code of Ordinances of the City of Oak Park, Michigan.

SECTION 4. Effective Date

This ordinance shall be published as required by the Charter of the City of Oak Park and shall become effective ten (10) days from the date of its passage or upon the expiration of seven (7) days after its publication, whichever is later.

MADE, PASSED AND ADOPTED by the Council of the City of Oak Park on this day of _____, 2015.

T. Edwin Norris, City Clerk

CITY ATTORNEY AGENDA ITEMS
May 18, 2015 – City Council Regular Meeting

1. **REQUEST FOR AUTHORIZATION FOR THE CITY ATTORNEY TO FILE AN APPEARANCE ON BEHALF OF THE CITY IN THE TAX TRIBUNAL MATTER FOR *LINCOLN CENTER v. CITY OF OAK PARK*, MTT DOCKET NO. 15-000767.**

On or about April 30, 2015, Petitioner Lincoln Center filed a Petition with the Michigan Tax Tribunal appealing the 2015 valuations for the referenced property. The property is a neighborhood shopping center, located on the northeast corner of Lincoln and Greenfield, comprised of 4 buildings totaling 123,882 square feet on 11.11 acres, identified as parcel 52-25-19-101-027. The Petitioner is requesting a reduction of \$762,700 in the assessed and taxable value of the Petitioner's property from \$2,262,700 to \$1,500,000, which amounts to a reduction of approximately \$28,680 in City tax. At this time, I am seeking authorization for the City Attorney to file an Appearance on behalf of the City.

2. **REQUEST FOR APPROVAL OF CONSENT JUDGMENT IN THE TAX TRIBUNAL MATTER OF *C & N BUILDING, LLC v. CITY OF OAK PARK*, MTT DOCKET NO. 14-001527.**

Subject to Council approval, a tentative agreement has been reached for the above referenced MTT appeal. A copy of the proposed Stipulation for Entry of Consent Judgment is attached for your review.

C & N Building LLC is a neighborhood shopping center comprised of 2 parcels identified as 52-25-32-101-004 (Glory Supermarket) and 52-25-32-101-005 (Remainder of Shopping Center). The subject property is located at 9 Mile and Coolidge on approximately 6.56 acres, totaling 106,930 square feet.

The petitioner requested a total reduction in the assessed and taxable values from \$1,908,000 to \$1,160,000 for the 2014 tax year and from \$1,926,500 to \$1,160,000 for the 2015 tax year. This request would result in taxable value reductions of \$748,000 and \$766,500 respectively, which would amount to a reduction in City taxes of approximately \$27,765 for 2014 and \$28,825 for 2015. The proposed stipulation calls for a reduction in the taxable value from \$1,908,000 to \$1,775,000 for 2014 and from \$1,926,500 to \$1,775,000 for 2015. This will reduce the 2014 City taxes approximately \$4,935 and the 2015 taxes approximately \$5,695. The petitioner has agreed to waive any applicable interest.

14B

STATE OF MICHIGAN
DEPARTMENT OF LICENSING & REGULATORY AFFAIRS
MICHIGAN ADMINISTRATIVE HEARING SYSTEMS
MICHIGAN TAX TRIBUNAL

C & N Building, LLC,
Petitioner,

v.

MTT Docket No. 14-001527

City Oak Park,
Respondent.

**STIPULATION FOR ENTRY OF CONSENT JUDGMENT
AND CONSENT JUDGMENT**

1. The case is pending in the ✓ Entire Tribunal OR Small Claims Division.
2. Property Parcel No: 52-25-32-101-004 & 52-25-32-101-005
(If more than one parcel is at issue, attach a completed Multiple Parcel Stipulation Form addressing all other parcels at issue.)
3. The values for the property identified above as established by Respondent's Board of Review are:

Tax Year	Parcel Number	True Cash Value	Assessed Value	Taxable Value
2014	52-25-32-101-004	\$1,043,800.00	\$521,900.00	\$521,900.00
2014	52-25-32-101-005	\$2,772,200.00	\$1,386,100.00	\$1,386,100.00
2015	52-25-32-101-004	\$1,052,200.00	\$526,100.00	\$526,100.00
2015	52-25-32-101-005	\$2,800,800.00	\$1,400,400.00	\$1,400,400.00

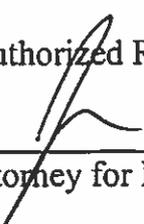
4. The values for the property identified above as stipulated by the parties for settlement purposes are:

Tax	Parcel Number	True Cash	State Equalized	Taxable Value
-----	---------------	-----------	-----------------	---------------

Year		Value	Value	
2014	52-25-32-101-004	\$1,000,000.00	\$500,000.00	\$500,000.00
2014	52-25-32-101-005	\$2,550,000.00	\$1,275,000.00	\$1,275,000.00
2015	52-25-32-101-004	\$1,000,000.00	\$500,000.00	\$500,000.00
2015	52-25-32-101-005	\$2,550,000.00	\$1,275,000.00	\$1,275,000.00

5. If stipulation addresses tax years other than the tax year originally appealed or tax years added through motions to amend that have been granted by the Tribunal, list the separate facts upon which the parties rely to invoke the Tribunal's authority over those tax year or years (attach additional page if necessary): **The Parties agree by stipulation to add the 2015 tax year to this proceeding by the filing of a stipulation prior to the May 31, 2015 deadline for filing a motion to amend.**
6. List separately any special terms or conditions being proposed by the parties that would affect the execution of this Consent Judgment including, but not limited to, the joint payment of the refund, the waiver of interest, etc. (attach additional page if necessary):
- The parties agree to waive all interest and penalties applicable to any refunds issued as a result of entry of a consent judgment under this stipulation.
 - The parties agree that the stipulation regarding the subject property's assessed and taxable values is strictly for settlement purposes only.
 - This stipulation constitutes the entire agreement between the parties, written or otherwise, as to the property's assessment(s) for the tax year(s) at issue or any other tax year(s).
 - Pay refund jointly to "C & N Building LLC, c/o Joshua T Shillair, Esq."
 - Refund check must be sent to: 1-800-LAW-FIRM, PLLC, 26700 Lahser Rd., Suite 400, Southfield, MI 48033.

Signature of Petitioner's Authorized Representative or, *if none*, Petitioner:



Joshua T. Shillair, Esq., Attorney for Petitioner (P72674)

Date:

4-22-15

MTT Docket No. 14-001527
Consent Judgment, Page 3 of 3

Signature of Respondent's authorized representative:

Ebony L. Duff, Esq., Attorney for the City of Oak Park City

Date: _____

[Consent Judgment will be prepared by the Tribunal.]



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: May 18, 2015

AGENDA #

SUBJECT: Request Authorization to participate with the Oakland County Purchasing bid to purchase water meter remote radio reading devices.

DEPARTMENT: Public Works

SUMMARY: The Public Works Department is requesting authorization to participate in the Oakland County Purchasing bid for the purchase of water meter remote radio reading devices. The radio reading devices will replace the older versions that have been failing.

FINANCIAL STATEMENT: The amount of \$80,000.00 has been allocated in account number 592-18-538-730 of the current budget year and the proposed 2015-2016 Budget for Water Meters.

RECOMMENDED ACTION: It is recommended that City Council authorize the Public Works Department to participate in the Oakland County Purchasing bid for the purchase of 250 Neptune R900 water meter remote radio reading devices at \$82.89 each (\$20,722.50) in the current budget year and 750 of the same in budget year 2015-2016 (\$62,167.50). Funding is available in the Water & Sewer Fund.

APPROVALS:

City Manager: 

Director of Public Works: 

Director of Finance: _____

EXHIBITS: Attachment A (Oakland County bid tabulation)

Attachment A
Michigan Meter Technology Group, Inc.
Neptune Water Meters and Installation

Line	Description	Year 1	Year 2	Year 3
1	Neptune R900 Wall Meter Interface Unit (Bulk) Quantity 1-999	\$85.38	\$87.94	\$90.58
2	Neptune R900 Wall Meter Interface Unit (Bulk), Qty: 1000-4999. NOTE: To receive this price per unit, COUNTY to schedule delivery for required quantities. Mutual consent needed to extend pricing for 3 yr period.	\$82.89	\$85.38	\$87.94
3	Neptune R900 Wall Meter Interface Unit (Bulk): Qty 5000 - 9999. NOTE: To receive this price per unit, COUNTY to schedule delivery for required quantities. Mutual consent needed to extend pricing for 3 yr period.	\$79.70	\$82.10	\$84.56
4	Neptune R900 Wall Meter Interface Unit (Bulk): Qty 10,000-19,999. NOTE: To receive this price per unit, COUNTY to schedule delivery for required quantities. Mutual consent needed to extend pricing for 3 yr period.	\$76.64	\$78.94	\$81.31
5	Neptune R900 Wall Meter Interface Unit (Bulk): Qty 20,000-29,999. NOTE: To receive this price per unit, COUNTY to schedule delivery for required quantities. Mutual consent needed to extend pricing for 3 yr period.	\$73.69	\$75.90	\$78.18
6	Neptune R900 Wall Meter Interface Unit (Bulk): Qty 30,000-39,000. NOTE: To receive this price per unit, COUNTY to schedule delivery for required quantities. Mutual consent needed to extend pricing for 3 yr period.	\$70.86	\$72.98	\$75.17
7	Neptune R900 Wall Meter Interface Unit (Bulk): Qty 40,000 +. NOTE: To receive this price per unit, COUNTY to schedule delivery for required quantities. Mutual consent needed to extend pricing for 3 yr period.	\$68.13	\$70.18	\$72.28
8	Neptune R900 Installation Only - Sequential Order	\$13.86	\$14.28	\$14.70
9	Neptune R900 Installation Only - Non Sequential Order	\$18.48	\$19.03	\$19.61
10	Neptune R900 Installation with New Wire. NOTE: Requires entrance into building via door knock, appointment, or other communication with building owner. To be performed by CONTRACTOR.	\$46.20	\$47.59	\$49.01
11	Neptune R900 Installation and Register Change Out. NOTE: Requires entrance into building via door knock, appointment, or other communication with building owner. To be performed by CONTRACTOR.	\$51.98	\$53.53	\$55.14
12	Complete Meter Change Out (Includes mounting hardware, seals and gaskets). NOTE: Requires entrance into building via door knock, appointment, or other communication with building owner. To be performed by CONTRACTOR.	\$54.29	\$55.91	\$57.59
13	Neptune R900 Pit Meter Interface Unit w/6' of wire	\$86.93	\$89.54	\$92.23
14	Cable (from meter to meter Interface Unit) per 1'	\$0.12	\$0.12	\$0.13
15	Advantage II, Probe/ARBv - Complete	\$1,810.00	\$1,864.30	\$1,920.23
16	Advantage II, Probe/ARBv - Complete Annual Maintenance Fee	\$168.00	\$173.04	\$178.23
17	Custom Report Generator	\$1,093.75	\$1,126.56	\$1,160.36
18	Additional seats for Client / Server Applications	\$262.50	\$270.38	\$278.49
19	Factory On-Site Training and Implementation (two days)	\$3,990.00	\$4,109.70	\$4,232.99
20	Ethernet Cradle and Power Adapter	\$493.50	\$508.31	\$523.55
21	Wedge Scanner. Factory on-site training and implementation is only required if the client/server application is implemented. Local training provided by the CONTRACTOR and the MANUFACTURER territory Mgr at no cost	\$262.50	\$270.38	\$278.49
22	Neptune Water Parts List - Effective October 1, 2014 - see edit comments	Provided	Provided	Provided
23	Box Neptune Receptacle ARB# 10228-000	\$6.30	\$6.49	\$6.68
24	Register T-10 Pro Read 3BD CF, Size 5/8", 3/4", 1", 1 1/2", 2"	\$50.37	\$51.88	\$53.43
25	Register T-10 Pro Read PIT 3BD CF, Size 5/8", 3/4", 1", 1 1/2", 2"	\$62.36	\$64.23	\$66.16
26	WRC 5/8" Meter Buy Back (per meter)	\$2.50	\$2.58	\$2.65
27	WRC 1" Meter Buy Back (per meter)	\$4.00	\$4.12	\$4.24
28	WRC 1 1/2" Meter Buy Back (per meter)	\$12.00	\$12.36	\$12.73
29	WRC 2" Meter Buy Back (per meter)	\$16.00	\$16.48	\$16.97
30	5/8" by 3/4" Disc Meter ED2B12R6F7 Auto/Detect	\$82.83	\$85.31	\$87.87
31	5/8" by 3/4" Disc Meter ED2B12R6F7 Ecoder	\$94.82	\$97.66	\$100.59
32	5/8" by 3/4" Disc Meter ED2B12R6F7 Ecoder I D/L	\$164.37	\$169.30	\$174.38
33	3/4" by 1" Disc Meter ED2E12R6F7 Auto/Detect	\$107.46	\$110.68	\$114.00
34	3/4" by 1" Disc Meter ED2E12R6F7 Ecoder	\$119.45	\$123.03	\$126.73
35	3/4" by 1" Disc Meter ED2E12R6F7 Ecoder I D/L	\$189.00	\$194.67	\$200.51
36	3/4" by 3/4" Disc Meter ED2C12R6F7 Auto/Detect	\$107.46	\$110.68	\$114.00
37	3/4" by 3/4" Disc Meter ED2C12R6F7 Ecoder	\$119.45	\$123.03	\$126.73
38	3/4" by 3/4" Disc Meter ED2C12R6F7 Ecoder I D/L	\$189.00	\$194.67	\$200.51
39	1" Disc Meter ED2F12R6F7 Auto/Detect	\$153.82	\$158.43	\$163.19
40	1" Disc Meter ED2F12R6F7 Ecoder	\$165.81	\$170.79	\$175.91
41	1" Disc Meter ED2F12R6F7 Ecoder I D/L	\$235.36	\$237.72	\$240.09
42	1-1/2" Disc Meter Oval Flange ED2H11R6F7 Auto/Detect	\$334.18	\$344.20	\$354.53
43	1-1/2" Disc Meter Oval Flange ED2H11R6F7 Ecoder	\$346.17	\$356.55	\$367.25
44	1-1/2" Disc Meter Oval Flange ED2H11R6F7 Ecoder I D/L	\$415.72	\$419.88	\$424.08
45	2" Disc Meter Oval Flange ED2J11R6F7 Auto/Detect	\$447.40	\$460.83	\$474.65



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: May 18, 2015

AGENDA #

SUBJECT: EPA Building Blocks for Sustainable Communities Technical Assistance Grant update

DEPARTMENT: Community and Economic Development

SUMMARY: The city of Oak Park submitted and received a technical assistance grant from the Congress for New Urbanism and Project for Public Spaces. The technical assistance grant will create a planning and engineering concept for a potential street redesign of Nine Mile Road. The design will include multi-modal transportation, green engineering, and enhance economic development. The Walkable Street Design Charrette will take place June 1-3, 2015. The workshops will engage the community, stakeholders, elected officials and city staff. The outcome will be a completed design that can be submitted for bid and selection of an engineering firm.

The public forum will take place June 1st from 5:30 p.m. to 7:30 p.m. in the community center. We encourage the community to participate in this process and their opportunity to do so are as follows:

June 1st 5:30 pm to 7:30 p.m.

June 2nd 1 p.m. to 5 p.m. Open Design Studio and 6 p.m. to 8 p.m. Open House

June 3rd 9 a.m. to noon Open Design Studio and 3 p.m. Final presentation

FINANCIAL STATEMENT: Refreshments and pizza for event, estimated cost of \$300

RECOMMENDED ACTION: Encourage the business owners on Nine Mile and Oak Park residents to participate in the community participation events.

APPROVALS:

City Manager: _____

Director: _____

Finance Director: _____

EXHIBITS:



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: May 18, 2015**AGENDA #****SUBJECT:** Façade Improvement Program Process**DEPARTMENT:** Community and Economic Development

SUMMARY: The city embarked on a fundraising campaign and secured the Michigan Suburbs Alliance as a fiduciary to establish a façade improvement program. The city has raised \$17,500 to fund this program. The program has established guidelines, an approval process and application. All of these documents are attached. The intent is to improve the facades on our commercial and industrial buildings in the city of Oak Park. Funds are limited to 50% matching grants up to \$2,500.

FINANCIAL STATEMENT: Not applicable as funds are dispersed by the Michigan Suburbs Alliance.

RECOMMENDED ACTION: Approve the façade improvement program application and approval process.

APPROVALS:

City Manager: _____

Director: _____

Finance Director: _____

EXHIBITS: Façade Improvement Program Process
Façade improvement Program Application
Façade Improvement Program Guidelines

CITY OF OAK PARK

SMALL BUSINESS FAÇADE IMPROVEMENT PROGRAM

STATEMENT OF PURPOSE

The Small Business Façade Improvement Program is a grant-based initiative available to qualifying property owners within the City of Oak Park for the purposes of restoring, improving and revitalizing building frontages and storefronts. The intention is that such reinvestment activity will enhance the character of the City while promoting its diverse and vibrant qualities.

PROGRAM FUNDING & ELIGIBILITY

This program is administered through the department of Community and Economic Development (DCED) and operates through a reimbursement process once costs incurred by the applicant have been verified by the DCED. The grant is a 50% grant match up to maximum of \$2,500 per fiscal year. The conditions dictating eligibility are outlined as follows;

1. The property owner must present proof of ownership of the building in question or a notarized letter of consent from the property owner confirming agreement in regards to the proposed renovations.
2. The applicant must provide architectural drawings of the proposed renovations, two current photos of the building and at least two bids for the work to be completed from independently licensed and insured contractors.
3. Any applicant with standing zoning violations or unpaid taxes on the property in question will be disqualified from participating.
4. Eligibility will be limited to commercial and industrial properties. In order for improvements to qualify they must adhere to standing zoning ordinances and the stipulated Oak Park Design Guidelines as set forth by the DCED. Acceptable activities include;
 - a. The repair, installation, or replacement of entrances, doors, windows, architectural detail or awnings
 - b. The repair or replacement of building signage
 - c. The restoration or replacement of architectural features via lighting enhancements and painting
 - d. The cleaning, installation, or repair of masonry, stone or tile on the building façade
5. The following restoration activities are ineligible;
 - a. Any improvements to the building interior
 - b. The repair or replacement of sidewalks
 - c. Any repairs or restorations on the roof of the building

- d. Repairs and restorations done to parking lots
 - e. Landscaping changes or restorations
 - f. Any activity required via City Zoning Ordinances
6. Expenditures eligible for reimbursement include the following;
 - a. Architectural design fees from a licensed firm (related to faced improvements only)
 - b. All expenditures and costs directly related to the construction phase
 7. Expenditures ineligible for reimbursement include the following;
 - a. Fees associated with obtaining necessary permits or licenses to complete proposed renovations
 - b. Fees associated with work completed by applicant, or an applicant's family member

STEPS AND PROCEDURE

1. Property owner or tenant completes application and submits all necessary documentation as stipulated above
2. The DCED reviews the application to verify that the property in question is good standing in regards to all applicable property taxes and zoning ordinances. This review will also include a verification that the proposed renovations are consistent with the design standards put forth by the DCED.
3. The DCED submits the applicant's proposal and application to City Council for approval.
4. Upon approval, the applicant proceeds with the construction process.
5. Once applicant completes the construction process, all paid receipts of eligible expenditures incurred during the renovation are submitted to DCED for review.
6. Subsequent to a favorable review of submitted expenditures, the applicant receives a grant as reimbursement for 50% the approved façade improvement.

CONDITIONS

- Renovations cannot begin until approval has been gained from the DCED
- All work must be completed within 6 months of approval
- Any non-compliance in regards to building codes and zoning violations incurred during the construction phase must be rectified prior to the applicant's submission of paid receipts for reimbursement review.
- All necessary building permits must be applied for and approved prior to work commencement.

CITY OF OAK PARK SMALL BUSINESS FAÇADE IMPROVEMENT PROGRAM

APPLICANT INFORMATION

Name of Applicant:

Address:

City:

State:

ZIP Code:

Phone:

Email:

FOR TENANTS

Name of Building Owner:

Address of Building Owner:

City:

State:

Zip Code:

Phone:

Email:

PROPERTY TO BE IMPROVED

Name of Business:

Address:

Phone:

City:

State:

ZIP Code:

Type of Business:

Tax ID #:

Proposed start of construction:

Anticipated completion:

Short description of proposed work:

ACKNOWLEDGEMENTS

By signing this Application, I affirm that I am the property owner of the above Property or as the tenant, have received permission from the property owner via the accompanying notarized letter to perform the proposed improvements. I further affirm that all the statements made on this application are true, and I understand that any falsification or willful omission will be sufficient cause to void my Application and any reimbursement awarded. In such a case that any reimbursement awarded by the DDA is voided due to any falsification or willful omission, I agree to repay the reimbursement amount to the DCED within sixty (60) days, plus all of the costs and attorney fees incurred by the DCED to collect the reimbursement proceeds if I fail to repay the DCED within the sixty (60) days. I have read and understand and agree to comply with all requirements of the DCED Façade Improvement Program (hereinafter the "Program"). I hereby acknowledge that I may be required to submit additional documentation or information that was not required on this application if requested by the DCED. I further hereby acknowledge that the DCED reserves the right to reject any or all applications received pursuant to the Program

Also, I understand, acknowledge and agree to the following:

1. It is expressly understood that the Applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building costs, ordinances and other applicable regulations.
2. It is expressly understood that the Applicant will not seek to hold the City of Oak Park and or any of its employees, officers/directors liable for any property damage and/or personal injury, or other loss related in any way to the Small Business Façade Improvement Program
3. The Applicant shall be responsible for maintaining sufficient insurance coverage for property damage and personal injury liability relating to the Small Business Façade Improvement Program. Applicant should ask for contractor's proof of liability insurance.
4. Applicant will review and abide by the Oak Park Design Guidelines
5. Applicant will pull permits if required.
6. Applicant will maintain the improvements made to the property.
8. If Applicant chooses to alter the scope of work after DCED has approved it, Applicant may be ineligible for a portion or the entire reimbursement amount agreed upon from the original scope of work.
9. Applicant agrees to allow the DCED to promote the program including but not limited to displaying signage at the construction site and using photographs in promotional materials and press releases.

SIGNATURES

Signature of applicant: _____ Date: _____

Printed name of applicant: _____

Signature of Property Owner (if applicable): _____ Date: _____

Printed name of Property Owner (if applicable): _____

FOR DCED OFFICE USE ONLY

- Is the application above complete along with all additional necessary documentation (i.e. notarized letter from property owner)? YES NO
- Is the building in compliance with all zoning ordinances and current on all property taxes? YES NO
- Are the proposed improvements eligible under the requirements of the program? YES NO
- Has the applicant provided architectural drawings of the proposed improvement? YES NO
- Has the applicant included at least two photos of the current property? YES NO
- Has the applicant included at least two bids from licensed contractors for the work to be completed? YES NO
- Are the proposed improvements consistent with the proposed Oak Park Design Guidelines? YES NO

Date submitted to city council for approval _____ Amount approved _____

City Council approved
YES NO



**FAÇADE IMPROVEMENT PROGRAM
DESIGN STANDARDS & GUIDELINES**

**ADAPTED FROM
EIGHT MILE BOULEVARD DESIGN GUIDELINES**

Acknowledgements & Objectives

The Oak Park Department of Community and Economic Development would like to acknowledge 8MBA and the Urban Design Unit of the City of Detroit's Planning and Development Department, led by Khalil Mogassabi, for their work on "Design Standards & Guidelines: Major Corridor & Gateway Thoroughfare Overlay Areas". This document, first issued as a draft in 2007, served as the foundational document upon which the Eight Mile Boulevard Design Guidelines were directly based.

The City of Oak Park Department of Community and Economic Development would also like to acknowledge 8MBA and the representatives from each of its Member Communities, especially those from the Board of Directors and the Planning Advisory Committee, who thoroughly vetted Detroit's foundational work and the 8MBA guidelines, greatly aiding the effort to develop its final version.

These guidelines serve as a tangible symbol of the shared vision and collaborative mission that each community along Eight Mile Road launched together in 1993, Oak Park being one of them.

The foundational document, the Eight Mile Boulevard Design Guidelines, on which this adaptation is based, was assembled by 8MBA staff, Tami Salisbury and Jordan Twardy, with content support and resources from each 8MBA Member Community. This adaptation, for the purposes of the Façade Improvement Program, was produced by the Oak Park Department of Community and Economic Development.

The foundational document is available online at www.eightmile.org

Objectives of the following Design Guidelines

- Underscore prohibited uses and present better alternative uses.
- Establish viable and vibrant, high-quality commercial districts and promote pedestrian-friendly development to connect districts with each other and the surrounding community.
- Encourage, guide and instill confidence in investment in Oak Park.
- Improve the public realm through creation of a context-sensitive built environment.
- Promote development strategies for rehabilitation of existing structures, conservation, sustainable/green building design.
- Rehabilitate building facades while consistently incorporating architectural and urban design principals of human scale and context-sensitive design.
- Encourage retail developments to attain LEED® status (Leadership in Energy & Environmental Design).
Refer to the United States Green Building Council (USGBC) for information on the LEED® rating system.
- Provide developers, property owners and business tenants who wish to improve or revitalize properties in Oak Park with reference guidelines and a common vision for their development projects through the façade improvement program.

Purpose of the Façade Improvement Program Design Standards and Guidelines

The purpose of this document is to provide a sound frame of reference for consistently encouraging a higher aesthetic standard for redevelopment in Oak Park. Furthermore, the intent is also to present best practices in redevelopment planning, design and execution that highlight the significance of Oak Park businesses, and to assist the community in consistently applying these best practices city-wide as design criteria that guide new development and infill projects as well.

Through this consistent, city-wide encouragement, Oak Park can improve the image, character and built environment of the City and tap the full economic development potential available to it.

This document should guide planning and pre-design phases for rehabilitation and renovation of building facades, along with maintenance of existing buildings, including historic and architecturally significant structures.

The following design guidelines have been presented here in a simplified format. Each section covers one or a group of related design elements and begins with an introduction, followed by objectives, recommended guidelines and illustrative examples. Following the sections pertinent to those seeking to revitalize building facades are found several other sections that emphasize a more comprehensive vision for improving the built environment of the City. These latter sections represent the vision the Department of Community and Economic Development wishes to pursue in the future as a city-wide initiative for enhancing all commercial properties.

Table of Contents

Acknowledgements & Objectives	2
Purpose of the Façade Improvement Program Design Standards and Guidelines	3
Table of Contents	4
Section 1. Land Use & Development	5-6
Section 2. Building Footprint, Site Relationship; Placement & Orientation	7
Section 3. Pedestrian & Vehicular Circulation	8
Section 4. Fencing	9
Section 5. Corner Lot Buildings	10
Section 6. Massing, Scale & Form	11
Section 7. Style	12
Section 8. Fenestration & Architectural Detail	13
Section 9. Transparency	14
Section 10. Materials	15
Section 11. Color & Finish	16
Section 12. Awnings, Canopies & Marquees	17
Section 13. Lighting	18
Section 14. Signage & Communication Elements	19
Section 15. Utilities, Service Areas and Mechanical Equipment	20
Section 16. Architecturally/Historically Significant, Existing Buildings; Renovation, Addition and Maintenance	22
Design Standards & Guidelines : Further Sections	21
Section 17. Streetscape & Open Space	23-24
Section 18. Sustainable & Green Building Design	25-26
Section 19. Complete Streets	27-29
Section 20. Parking Structures	30
Section 21. Entryways	31
Section 22. Vacant Structures & Vacant Lots	32-33
Section 23. Surface Parking	34-35
Section 24. Parking Structures	36
Section 25. Landscape Design	37

Section 1. Land Use & Development

Mixed land use in planning and development means including a variety of uses on a given parcel, typically stacked vertically to provide density and compactness. For example, a street-level retail use would have residential or office space above it. A parking structure might have retail at the street level and residential at upper levels above parking. Other mixed-use options may be grouped within a single development in separate buildings but within contiguous parcels, and within walking distance, such as outdoor malls.

Adopting mixed-use strategies leads to development that supports mass transit and other density and people-oriented amenities that not only attract economic activity, but also mitigate the negative impact of suburban sprawl and environmental degradation caused by more auto-oriented developments that take up more land and resources. Mixed-use developments create compact urban forms, promote walkability, encourage livability and convenience and reduce reliance on single-use development and the automobile as means for transportation. This leads to higher quality of life and more disposable income for residents to invest in local businesses.

Though most commercial properties in Oak Park is primarily automobile-oriented, mixed-use developments can create nodes of concentrated activity that make high-quality, upgraded transit service economically viable. With such transit service, Oak Park becomes more accessible to more people throughout the region and its role as a gateway for your community can bring more positive economic outcomes.

Objectives

- Promote strategies that encourage mixed-use development.
- Create economically vibrant, thriving and attractive districts/destinations.
- Encourage land uses and activities that contribute to transit-friendly development.

Guidelines

- Encourage the use of mass transit/non-motorized transportation options both on site and as a means to access the site by incentivizing them with leniency on auto-related regulations. For example, the required number of parking spaces could be reduced by up to 50% for developments that:
- Provide transportation demand management plans that implement alternative transportation options for development employees.
- Set-aside of a portion of the site area as pedestrian-oriented, accessible open/green space.
- Establish a mix of uses that includes residential or commercial above first floor retail.
- Maximize street-level frontage with uses such as retail, grocery, restaurants and entertainment.
- Pursue strategies that renovate and rehabilitate existing commercial buildings when feasible.
- Establish uses that maximize the number of hours and daily use by the public.
- Develop strategies for shared parking among uses that have different hours of operation to minimize the amount of space needed for parking while activating the space throughout the day and night, promoting safety and economic activity.
- Increase land use intensity/density of development near transit-oriented communities.

Section 1. Land Use & Development (continued)

Recommended

Mixed-use development creates density that allows properties to increase pedestrian orientation while maximizing property values, bringing more tenants to the same land



Not Recommended

Single-use facilities limit the economic potential of a property, tying its fortunes to that of the single use and reducing pedestrian interaction



Section 2. Building Footprint, Site Relationship; Placement & Orientation

Building placement, orientation, street layout, building setback, site access, parking and pedestrian access contribute to maintaining streets as safe, attractive and comfortable for walking and driving. Thoughtful site design enhances the public realm when it creates pedestrian-friendly streets, and human-scaled spaces between buildings by creating places that are conducive to walkability and neighborhood livability.

Objectives

- Bring human scale, community identity and character into commercial developments
- Limit the sprawling of large, one-level commercial buildings such as big-box or superstores
- Reduce the negative visual impact, economic, traffic and loss of open space of large retail developments (such as big-box retail) on existing small, thriving commercial stores
- Create a pedestrian-friendly environment

Guidelines

- Organize commercial developments to form a destination similar to a main street and include elements such as:
 - * Open, landscaped areas between commercial blocks that include public art
 - * Architectural details and elements that relate building blocks to each other
 - * Well-defined pedestrian crossing points marked with pavement marking

Recommended

The Mall at Partridge Creek in Clinton Township creates a walkable environment with parking and traffic at the perimeter. Auto-oriented businesses can be more accessible with defined pedestrian pathways.



Not Recommended

Large expanses of parking are not inviting or accessible to pedestrians.

Section 3. Pedestrian & Vehicular Circulation

The urban context requires thoughtful site designing approaches that accommodate both pedestrian movement and vehicular circulation. In addition to locating curb cuts, laying out parking aisles and stalls, allocating safe and attractive walkway spaces from public sidewalks and adjacent neighborhoods is an essential aspect to enhancing walkability and creating a sense of place.

Objectives

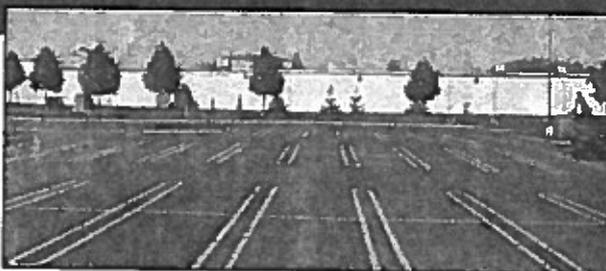
- Provide safe and attractive environment for pedestrians while providing automobile circulation and access
- Reduce the potential conflict between pedestrian and vehicular traffic
- Minimize the number of curb cuts

Guidelines

- Where building's main frontage cannot/does not abut the lot line and is separated from the lot line by a parking or other vehicular circulation aisle, provide the following:
 - * Continuous curbed sidewalk linking the public sidewalk to the building frontage
 - * Perimeter low wall no more than 3 feet high with a landscaped buffer

Recommended

Providing comfortable, safe pathways for pedestrians increases accessibility to a business. Pavement markings can be used to mitigate safety issues in auto-dominated parking lots with large building setbacks.



Not Recommended

Section 4. Fencing

Fencing around a building or site serves many functions. It can be used to mark a boundary, provide screening, control access to and from a private area or provide a form of security. However, the need for security fencing is often based on a perception of vulnerability rather than a practical or realistic need. Consequently, this may project an image of insecurity and defensiveness toward pedestrians and negatively impact adjacent properties. Whatever the purpose, fencing should enhance rather than distract from the urban context.

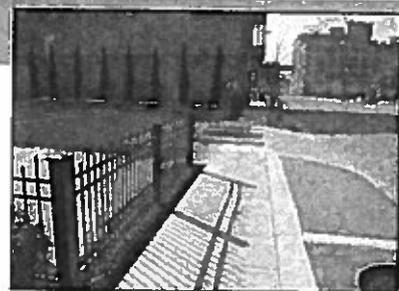
Objective

- To promote the perception of major thoroughfares as safe commercial areas.

Guidelines

- Use continuous low brick screen wall along the perimeter of the parking area(s). Masonry walls used for secured sites should not exceed 4-feet in height.
- Use decorative metal fencing as an inset panel between brick or concrete masonry piers at the perimeter of site (i.e. areas not covered by building). Avoid picket-style, outward-pointing or curved-picket fencing.
- Integrate pedestrian light posts within the masonry screen wall to provide lighting for pedestrian areas.
- Where fencing is necessary for security purposes, use decorative type fencing and limit to (5) five-foot high.
- Use high quality materials for fencing, such as steel and wrought iron.

Recommended



Not Recommended

Section 5. Corner Lot Buildings

A corner lot offers visual prominence, visibility and access from two streets. The sides of corner lot buildings are important commercial facades; they have the potential to maintain the continuity and uniformity of the street appearance on two streets. In this way, it could serve as a street edge, provide a physical anchor to a series of buildings, or create a gateway to a commercial district. Along with these potential qualities there is the need to address the building appearance as viewed from both sides that face the street or thoroughfare.

Objective

- To require design continuity and façade treatment for corner lot buildings
- To relate buildings to their context/street space and increase pedestrian linkages between intersecting streets

Guidelines

- Treat building façade facing residential street and parking lots with architectural detail and emphasis similar to facades facing major street
- Design facades facing the major and residential streets to be inviting and conducive to pedestrian activity.
- Where all/some of the parking area is located across a public alley, treat the entire building façade facing the alley with the similar architectural details and emphasis found in the main street building façade

Recommended



Not Recommended

Section 6. Massing, Scale & Form

The physical qualities of massing, scale and form determine whether or not buildings are sensible to their context and/or proportionate to their street space. Building massing, scale and form aid building to relate to the area's land use intensity, density and character. Such qualities may also relate to the human scale and in that sense they do determine appropriateness to the context of pedestrian environment (as to how friendly the building may appear). For example, buildings that exhibit emphasis on architectural details at the ground level façade with proportions, rhythm and features often contribute to and relate to the character of the street.

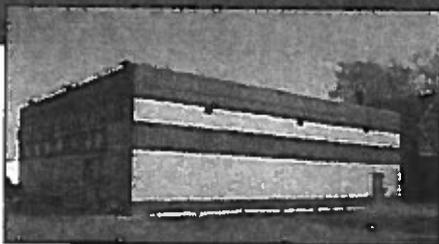
Objective

- To integrate commercial developments including infill retail, with the prevalent context to contribute in providing an urban sense of place.

Guidelines

- Provide a sense of scale and proportion to the street level façade by using architectural bay spacing and rhythm that provides for a visually interesting façade.
- Provide emphasis of architectural details and defining features on the ground level portion of the façade
- Use simple massing and forms to define or delineate upper level façade, especially where the building top meets the skyline. Include a combination of character-defining elements to articulate building frontage such as: cornice element, Pediment, Middle cornice or horizontal band, Brick and stone piers, Transom windows, or Vertical second story windows.
- Where possible, minimize the amount of parking space between building(s) and the property line. Encourage shared parking between closely clustered buildings to allow more space for safe pedestrian pathways and other pedestrian-oriented amenities.

Recommended



Not Recommended

Section 7. Style

By style, it is meant how buildings are dressed up, as in architectural style. Some buildings may be dressed with classical, modern or traditional features that convey a dominant style; while others are less dominant, with no specific reference to a particular style. For our purpose, it is the visual impact on the public realm by these physical qualities rather than individual styles of buildings that is important. These physical qualities include building siting, massing, scale, form, level of details, and appropriateness to their context.

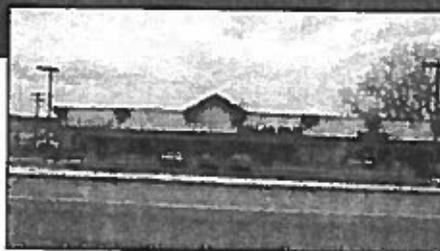
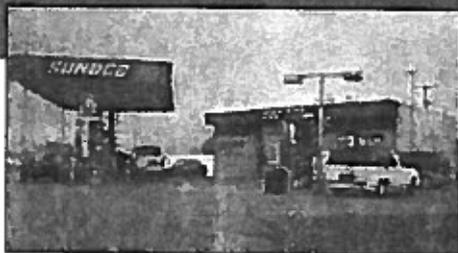
Objective

- To encourage design styles that are representative and relevant to the community's architectural history, culture, and regional significance
- To encourage contemporary/modern styles as well as innovative interpretations of these styles with physical qualities that promote a sense of place, comfort and is respectful of its context

Guidelines

- Incorporate architectural styles that utilize fenestration, rhythm pattern, material, color and texture that is dominant, recognized, and harmonious with the surrounding community. To the maximum extent possible, minimize the following:
 - * Applied garish and extravagant stylized elements
 - * Excessive use of decorative features
 - * Features that are incompatible with/unrelated to surrounding community and adjacent buildings

Recommended



Not Recommended

Section 8. Fenestration & Architectural Details

The placement, pattern, scale, size, and rhythm of window and door openings on building facades, including proportions and architectural details contribute to the building fenestration and express the building character and style. The added architectural details, including materials, trims, bands and cornices may bring visual interest and provide a human-scaled backdrop to the street space.

Objective

- To require building fenestration pattern, surface delineation, texture, material and architectural details that relate to the human scale
- To enhance pedestrian, motorist experiences through facades with architectural character defining elements

Guidelines

- Enhance building facades by adding a storefront appearance to building sides that face public right-of-way (of major or secondary street)
- Improve the appearance of blank walls with architectural details and simulated fenestration rhythm and pattern to emulate the building's main façade
- Organize non-architectural building elements such as mechanical louver and ventilation grilles to fit within the overall building design

Recommended



Not Recommended

Section 9. Transparency

Transparency speaks to the ability to see into a building or storefront. Transparent/clear glass allows more daylight than tinted/reflective glass. Transparency enlivens the street by giving prospective customers a clear view of your products and services and adds safety for building users who can see outside and be seen from the outside. The more transparent and unobstructed the glass is the more visual connection we perceive between the interior and the exterior, boosting these positive benefits. Shading elements like awnings, sun screening or energy-efficient glass can mitigate heat build-up to interior space in summer days, allowing you to maximize transparency, not temperatures.

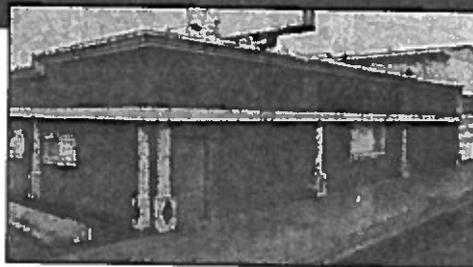
Objective

- To promote visibility and transparency where applicable between the interior and exterior
- To visually link and enliven the street with commercial activities of interior spaces
- To minimize visual clutter and present an organized, inviting experience for pedestrians and visitors

Guidelines

- Use clear or spectrally selective glazing such as Low-E glass or glass with selective coatings of blue or green tint to maximize transparency
- Minimize the use of spandrel or opaque glass (common in curtain wall systems) when screening structural elements of the building or mechanical systems on building facades exposed to public view
- Subdivide large areas of glazing with frames and mullions to complement and express the architecture of the building
- Keep entryways, sidewalks, exterior walls and public rights-of-way clear of for-sale items. These items present safety hazards and contribute to blight. Further, items exposed to the elements are perceived to have low quality by customers, reducing the likelihood of their sale.

Not Recommended



Recommended

Section 10. Materials

The selection of appropriate materials in construction of buildings has great impacts on the built and natural environment as well as on building occupants, users and others. Building materials of the exterior and interior may affect the aesthetics and appearance of the buildings. Building materials of the interior like carpets, wall boards, paints and wood also affect the air quality of the building interior. Materials that can be recycled in end of their life cycle are considered environment-friendly because they do not take up landfill space and the energy to re-produce such materials is diverted.

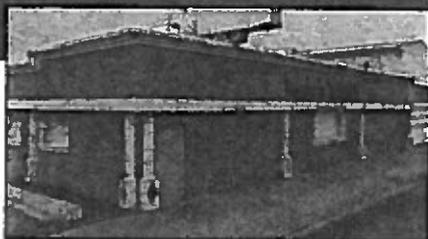
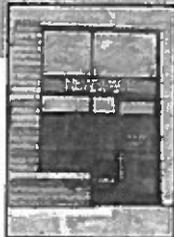
Objective

- To support the use of environmentally safe construction materials and methods
- To promote the use of durable and high quality construction materials
- To encourage the use of recycled content construction materials

Guidelines

- Use recycled content building materials
- Use open grid or porous pavement for parking and landscaped areas
- Incorporate construction materials that are locally or regionally extracted, produced or manufactured locally or regionally (regionally defined as within 500-mile radius)
- Use environmentally safe and non-toxic materials for building exterior/interior

Recommended



Not Recommended

Section 11. Color & Finish

Color is intended to evoke responses from people, and can enhance the collective image of a district if it is context-sensitive. Colors that reflect tasteful and responsible artistic expressions are context-sensitive. Finish refers to how smooth or rough a surface is – how it feels to the touch; or may refer to the sheen of a material, such as a matte or glossy finish.

Objective

- To reinforce traditional color palettes and analogous colors or permanent building materials
- To establish positive district character by achieving continuity and coordination in colors and finishes

Guidelines

- For exterior surfaces, use coordinated and subdued colors such as a neutral or earth tone colors. Extremely bright colors are not recommended. Interior surfaces should maximize use of light colors to reflect natural light.
- Use a color scheme that limits the number of colors to two – a major and coordinating secondary color for trims and accents
- Allow the natural color of materials such as stone or brick to dominate the majority of façade surface as its base color
- Use trim and accent secondary colors for elements such as pilasters, horizontal bands, cornices and window frames to complement the shade of the base color

Recommended



Not Recommended

Section 12. Awnings, Canopies & Marquees

Awnings, canopies and marquees serve many functions, and enhance building facades and sidewalks. They provide store entrances and sidewalks with a sun screening element, and a shelter from the rain. They unify the building appearance, articulate the storefront and entryways, and provide a surface to place a business name. Careful design including selection of shapes, forms and integration with the building façade design are important considerations to prevent clutter and façade distractions.

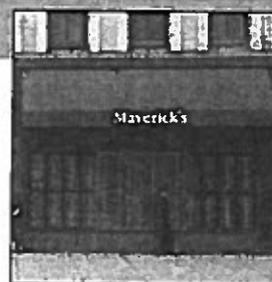
Objective

- To improve the visual qualities of major thoroughfare's commercial frontage
- To contribute to district identity and visual continuity of commercial frontage

Guidelines

- The use of exterior sun control devices that integrate with light shelves for interior spaces that contribute to the energy efficiency and improving the indoor environmental quality of buildings is encouraged. This would include installing sun shading and control devices for day-lighting and increasing the natural light intake through the building by also incorporating clear glazing for transom windows
- The use of photovoltaic (PV) or solar panels is also encouraged. Awnings, canopies and marquees provide a green design opportunity – surface – for incorporating such elements to capture solar energy to generate electricity for lighting or water heating purposes. Solar panels should be designed so to fit well within the overall design of building and building major architectural elements without being or having the appearance of an afterthought addition of elements that are only green superficially, or by appearance.
- Do not conceal building features or elements such as pilasters/transom windows with awnings/canopies
- Use color schemes that coordinate with façade colors. Shiny, glittering colors are not recommended
- Use simple and triangular shape awnings with valance face not to exceed ten (10) inches

Recommended



Not Recommended



Section 13. Lighting

Lighting is essential for functioning and security of a building and its site. It is used to illuminate the building interior and exterior, including parking areas, signs, sidewalks, and streets. Lighting fixture selection involves both the science of engineering as well as the flare of artistic expression. Lighting serves a variety of purposes; it has varied intensity levels, coverage areas and casts different illumination schemes and colors. Along with providing illumination, light fixtures can be decorative when placed on a building façade or used to illuminate a landmark or a significant building, or to draw attention to special building features and details such as cornices or pilasters.

Objective

- To improve the character and safety of the commercial thoroughfares while reducing light pollution

Guidelines

- The use of LED (light emitting diodes) and other energy efficient light fixtures such as energy efficient fluorescent lighting should be encouraged over conventional lighting
- Use solar or PV panels to provide electricity for light fixture poles to illuminate parking lots
- Incorporate display window lighting and lighter interior colors to illuminate storefronts at night and reflect natural light during the day
- Use coordinated design to illuminate architectural features, entries, sidewalks, parking, signage and alleys
- Use halo illumination around dimensional letters as a source of illumination in lieu of individually lit dimensional or channel letters
- Where off-street parking occurs, adequate complementary lighting should be provided.

Recommended



Not Recommended

Section 14. Signage & Communication Elements

Signage and communication elements are those elements that are placed on the site, on the exterior building façade, or on the rooftop. These include graphics and signs for a business name, address or logo, business or product advertising; flagpoles, antennas, satellite dishes and cellular panels. These are necessary but often-unattractive components of business operations. The goal of this section is the reduction of visual clutter in the built environment, while allowing for reasonable signage visibility and responsible placement of necessary communication elements.

Objective

- To reach a visual balance between the objective of businesses – to draw pedestrian and vehicular attention – and the goal of creating an attractive commercial district free of visual clutter
- To create an attractive district free from the visual clutter that can result from the arbitrary placement of satellite dishes, antennas and other telecommunication elements on sites and buildings

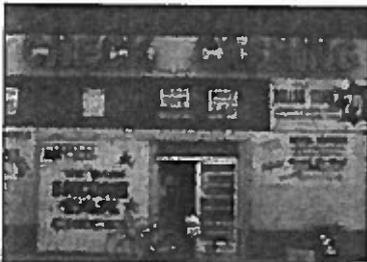
Guidelines

- Design business signage and its lighting on buildings to fit within the storefront design
- Design ground signage to be compatible with the site context and building architecture
- Use external or halo lighting to illuminate building and/or storefront signage
- With internally illuminated channel letters, use LED type lighting source in lieu of fluorescent or neon tube lighting
- Use cast or fabricated metal dimensional graphics – letters and logos – in lieu of plastic/vinyl graphics
- Use metal dimensional graphics – letters and logos
- Locate satellite dishes and antennas in the rear roof space and away from public view
- Conceal all cellular panel antennas through camouflage

Recommended



Not Recommended



Section 15. Utilities, Service Areas and Mechanical Equipment

Mechanical equipment is necessary to the functioning of a building. It provides heating, ventilation and air conditioning for building interiors and is often located on the roof or to the sides or rear of the building. Mechanical equipment can be very unsightly if visible from the street level or from adjacent buildings with views from higher floor levels that overlook the roof. It can negatively impact the appearance of building facades and may produce noticeable noise if not properly located and screened.

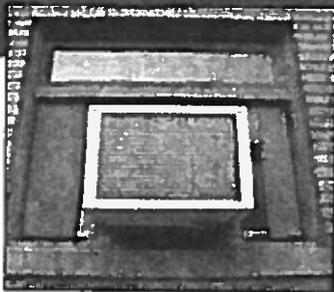
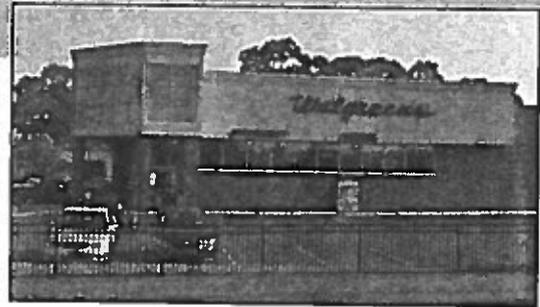
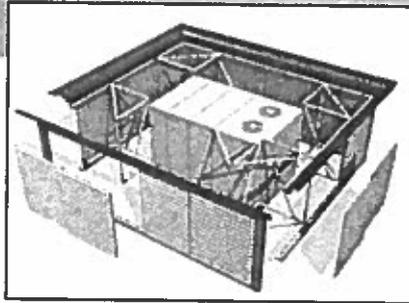
Objective

- To screen mechanical equipment from public view
- To reduce bulk, visual clutter and noise impact of mechanical equipment
- To enhance the overall appearance of building and its relationship to the skyline

Guidelines

- Provide a decorative metal screen wall with the necessary height to screen or enclose the rooftop equipment
- Integrate the screen wall including building parapet with the overall building design and material. If applicable, paint the screen wall to match or complement the building color

Recommended



Not Recommended

Section 16. Architecturally/Historically Significant, Existing Buildings

Many communities in the Metro-Detroit area contain a rich stock of architecturally and historically significant commercial buildings. These existing buildings may fill entire city blocks forming a continuous street wall that encloses and decorates the street space with their architectural details, high quality materials and display windows. Their positive physical qualities, potential economic return for the neighborhoods and the energy invested in creating them are among the many rationales for the Overlay designation. New developments and additions near these significant buildings should also address and respect the urban, physical and spatial qualities created by such buildings.

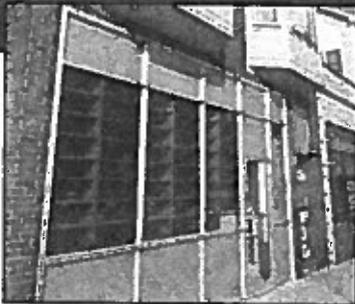
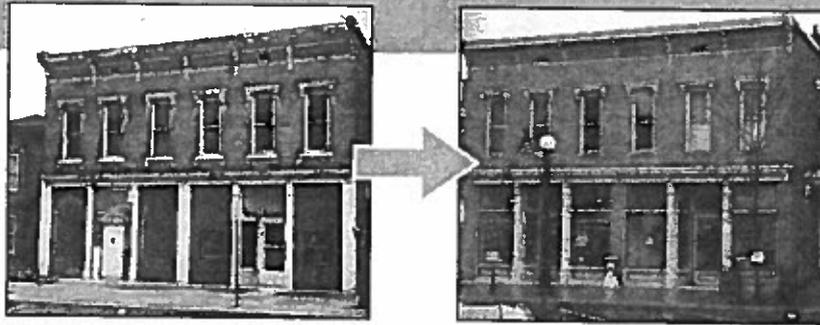
Objectives

- To promote conservation of resources by preserving architecturally, historically significant and structurally sound buildings.
- To maintain the architectural character and integrity of existing well-designed buildings

Guidelines

- Where necessary, replace traditional building elements such as original window framing, doors and windows, hardware, transom or base panel item or building wall material such as brick, stone or metal, and substitute with the same architectural and material quality and craftsmanship. If not possible, replace with a style-neutral replacement item and better material quality, but compatible with the architecture and character of the building and district
- Maintain in good repair the exterior of all major and accessory commercial structures; and use good maintenance procedures to protect all exterior surfaces by painting or other protective coating or materials.

Recommended



Not Recommended

DESIGN STANDARDS & GUIDELINES
FURTHER SECTIONS



Section 17. Streetscape & Open Space

The public realm is the primary reason for all urban design efforts in any area of the city. It is in the public realm that both public and private developments can make their civic-minded gestures in the form of physical improvements. Pedestrian comfort, street design, visual accesses to views and vistas, parks and open spaces, street accessibility and safety, and streetscape enhancement determine the perceptions of a street space. Streetscape refers to the physical and visual qualities of street space. Street furnishings such as streetlights, benches, trees, tree wells, pavements, wastebaskets, newspaper boxes, banners, way-finding signage, bus shelters and kiosks provide physical amenities to the street space. View corridors, scenic landmarks and gateways are also visual amenities of streets' space that enhance the viewer's experience of the built environment and should be considered in the street space design.

Objective

- To create attractive, pleasant, safe and efficient commercial street space that accommodate pedestrians, automobiles public transit and still provides a sense of community space

Guidelines

- Where applicable and appropriate, create a sense of distinctive commercial district by incorporating a palette of coordinated streetscape furnishing elements including but not limited to the following:
 - * Appropriate street trees, planting beds and hanging planters
 - * Distinctive pavement material, pattern and texture
 - * Benches, wastebaskets, bike racks, news racks, pedestrian light poles and clocks
 - * Coordinated tree well grating and seasonal tree lighting
 - * Directional information such as information kiosk and wayfinding elements
 - * Street pavement crossing marking with color and textures using wide striping
 - * Bus stops and other transit shelters
- Coordinate right-of-way improvements such as those listed in above with local Department of Public Works (DPW)
- When possible, link open spaces to complement the public realm in terms of physical qualities, amenities and connectivity to serve the pedestrian environment
- Enhance the overall network of open spaces within the neighborhood district
- Delegate median space and other suitable rights-of-way to future mass transit easements
- Promote street designs that support and coordinate multi-modal transportation of mass transit, bicycles, carpooling and pedestrian
- Improve the surroundings of bus shelters and bus stops through landscaping, beautifications and maintenance
- Encourage the planning, design and implementation of a bike lane into selected thoroughfares
- Locate utilities and communication lines underground to reduce visual clutter

Section 17. Streetscape & Open Space (continued)

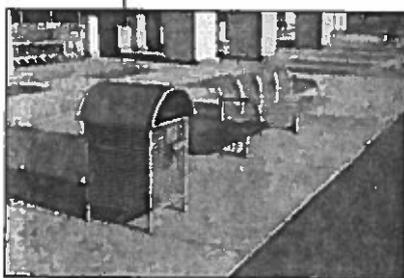
Guidelines (continued)

- Develop an information wayfinding system for motorists and pedestrian, including mass transit users without cluttering public rights-of-way (e.g. public sidewalk and medians)
- Use less obtrusive and low profile wayfinding elements that visually complement the street space rather than intrude on it or distract from it
- Provide low landscaping treatment to screen the base of existing major overhead communication and utility lines such as those located within road medians
- Where possible and practical within the median, use landscape design to provide a unifying corridor treatment
- Use continuous sculpted green edge along the road sidewalk and including streetscape elements to provide a unifying treatment for the corridor

Recommended

Well-coordinated and concise wayfinding elements can unify a corridor aesthetically and create a sense of common identity.

Pedestrian amenities like benches and landscaped pathways add visual interest, safety and cleanliness.



Section 18. Sustainable & Green Building Design

Sustainability is generally defined as using the current natural resources of the earth without jeopardizing the availability of these natural resources for future generations. It is recognized that a sustainable development vision has a broader meaning and scope to include responsibility for protecting the natural environment, the community's economic wellbeing and promoting a sustainable built-environment and social equity.

Creating sustainable communities involves various strategies. The process starts with selecting suitable sites, access to green open space, and constructing high-performance and energy efficient buildings with minimum site footprint and low impact on the land. Green and sustainable building practices incorporate essentials such as water reuse technologies, impervious pavement and green roof systems, building and site light design that reduce energy consumption and prevent light pollution, specifying regional and recycled content building materials, integrating natural light for daylighting, designing better indoor air quality systems, harvesting solar and wind energies; and other measures to re-use energy, recycle storm and waste water as well as encourage bike use, walking and other alternative transportation. All are measures to reduce environmental degradation and halt the depletion of natural resources for a sustainable built-environment.

Objective

- To promote sustainable development strategies and green building design
- To promote energy efficiency and resource conservation in building design and neighborhood developments

Guidelines

Develop commercial developments including big box retail by adopting the criteria of LEED (Leadership in Energy and Environmental Design, developed by U.S. Green Building Council: www.usgbc.org).

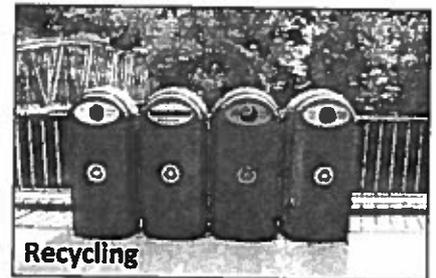
- Adopt construction activity pollution prevention program and best practices
- Establish a program for recycling materials from demolition
- Incorporating local and regional materials for construction
- Incorporate low impact development (LID) alternatives such as storm water retention and management
- Opt for higher density, compact and mixed-use developments near mass transit routes
- Encourage bicycle use, car pooling and use of mass transit.
- Reduce the area of impervious pavement surfaces
- Retain and treat site water runoffs either on-site or at a remote location for building reuse
- Use green roofs to reduce stormwater runoff and reduce urban heat island effect
- Reduce the environmental impact of new construction by using recyclable materials, systems and methods that promote the conservation of natural resources
- Utilize native planting, trees and shrubs to soften hard surfaces of pavement and to link the development to the existing green spaces and greenway work
- Incorporate and use efficient mechanical and lighting systems such as high efficiency mechanical equipment and efficient light sources for longer life cycle

Section 18. Sustainable & Green Building Design (continued)

Guidelines (continued)

- Promote alternative energy sources such as geothermal systems (ground heat source) and passive solar techniques for heating ventilation and air conditioning (HVAC) to coordinate with and complement conventional HVAC mechanical systems and save energy
- Use "green" construction materials, products and systems
- Use recycled content and environmentally friendly materials for indoor and outdoor construction
- Improve the indoor quality of buildings by adopting the latest national standards such as those of the American Society of Heating, Refrigerating & Air Conditioning Engineers (ASHRAE)
- Develop energy efficient building envelopes and shallow footprint to make use of building orientation for natural light and natural ventilation
- Provide a space for storage and managing program for recyclables within/around buildings

Recommended



Section 19. Complete Streets

The consistent application of Complete Streets principles, which place priority on all road users, is an effective way to guide public investments in the City of Oak Park. To encourage the application of these guidelines to private investment, the State of Michigan Transportation Commission adopted a Complete Streets Policy in July 2012, and is provided in this section as a model for Oak Park. It provides a sound base-line for city-wide public investment.

STATE TRANSPORTATION COMMISSION POLICY ON COMPLETE STREETS

July 26, 2012

Background

Public Act 135 of 2010 requires the development of a complete streets policy to promote safe and efficient travel for all legal users of the transportation network under the jurisdiction of the Michigan Department of Transportation (MDOT). Public Act 135 defines complete streets as "...roadways planned, designed, and constructed to provide appropriate access to all legal users in a manner that promotes safe and efficient movement of people and goods whether by car, truck, transit, assistive device, foot, or bicycle."

The Complete Streets Advisory Council (CSAC) also was created by Public Act 135 of 2010 to advise the State Transportation Commission (STC) as it developed this policy. CSAC members were appointed by the Governor and represent a broad cross-section of transportation system owners, users, and stakeholders, including MDOT and the STC.

The STC is authorized by the State Constitution to set policy for MDOT, and in that role has enacted this Complete Streets policy. MDOT is responsible for implementation of Commission policy for those portions of the transportation system that are under its jurisdiction – about 10,000 of the 110,000 miles of roads, bridges and highways in Michigan. In addition, MDOT, in its role of administering the local federal-aid program in Michigan, can help local jurisdictions understand the provisions of this policy and work with them to further the development of complete streets.

Vision

The STC supports the vision statement as adopted by the CSAC.

- A *transportation network* that is accessible, interconnected, and multimodal and that safely and efficiently moves goods and people of all ages and abilities throughout the State of Michigan.
- A *process* that empowers partnerships to routinely plan, fund, design, construct, maintain and operate complete streets that respect context and community values.
- *Outcomes* that will improve economic prosperity, equity, accessibility, safety, and environmental quality.

Purpose

This policy provides guidance to MDOT for the planning, design, and construction or reconstruction of roadways or other transportation facilities in a manner that promotes complete streets as defined by the law, and that is sensitive to the surrounding context.

Section 19. Complete Streets (continued)

MDOT will pursue a proactive and consistent approach to the development of complete streets, in keeping with its mission to provide the highest quality integrated transportation services for economic benefit and improved quality of life. A successful complete streets approach will require mutual commitment and collaboration on the part of transportation agencies, stakeholders and the public to identify appropriate opportunities to plan, develop, construct, operate and maintain infrastructure without undue costs or scheduling burdens.

MDOT will consider complete streets features for roadways and other transportation facility construction or reconstruction projects it undertakes, or permits other public or private entities to construct within the state trunk line right of way, working through its context sensitive solutions process. The department will use this process and work with customers, local residents, road users and stakeholders to analyze proposed projects for the opportunity to design and construct facilities that contribute to complete streets. As part of that analysis, the department will consider:

- Local context and recognize that needs vary according to regional urban, suburban, and rural settings;
- The functional classification of the roadway, as defined by the Federal Highway Administration and agreed to by MDOT and local transportation agencies;
- The safety and varying mobility needs of all legal users of the roadway, of all ages and abilities, as well as public safety;
- The cost of incorporating complete streets facilities into the project and whether that cost is proportional to the overall project cost, as well as proportional to the current or future need or probable use of the complete streets facility;
- Whether adequate complete streets facilities already exist or are being developed in an adjacent corridor or in the area surrounding the project;
- Whether additional funding needed to incorporate the complete streets facility into the project is available to MDOT or as a contribution from other transportation or government agencies from federal, state, local or private sources.

MDOT is encouraged to use low-cost solutions to increase safety and mobility where practical, but to recognize that more costly improvements may be needed on some facilities.

Section 19. Complete Streets (continued)

MDOT also is encouraged to take a network approach to the provision of multi-modal access, and recognize that improvements to a part of the road network outside MDOT's jurisdiction might provide a more viable alternative and safer access for all users. MDOT will encourage local jurisdictions to develop local and regional transportation plans that ensure projects are consistent and appropriate to the context. MDOT will work with local road agencies and its grant and funding recipients to encourage network continuity. Responsibilities for operation and maintenance of facilities in MDOT right-of-way shall be determined and outlined prior to construction of such facilities, except where a pre-existing maintenance agreement is in place. Maintenance agreements will be required as a provision of the entire project. Local responsibility for complete streets facility maintenance, in particular for facilities outside the travel portion of a street, such as transit and non-motorized facilities, will be critical for many projects.

MDOT will recognize the long-term nature of transportation investment and anticipate not only current transportation demand, but also likely future uses as well, in considering and developing complete streets. Depending on the context and potential use, provisions may be needed to ensure safe and convenient access for all users.

Complete streets and their viability can be impacted by planning and permitting as well as infrastructure. MDOT will work with local governments as needed to encourage thoughtful planning and permitting that supports the goals and the vision of this complete streets policy.

Recommended



Section 20. Security Roll-Down Doors & Grilles

Balancing security for business and attractive storefronts along major streets is a challenge. Storeowners and tenants need reasonable protection from vandalism or burglary, especially after hours. This concern often necessitates the use of security roll-down doors or grilles. Such security measures, if not integrated within the storefront design, diminish the aesthetics of a building façade and project a negative image about the surrounding area.

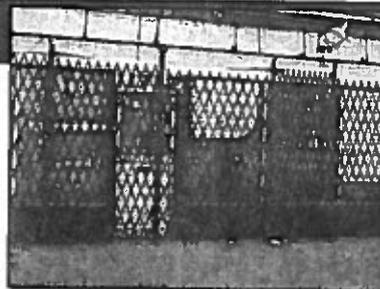
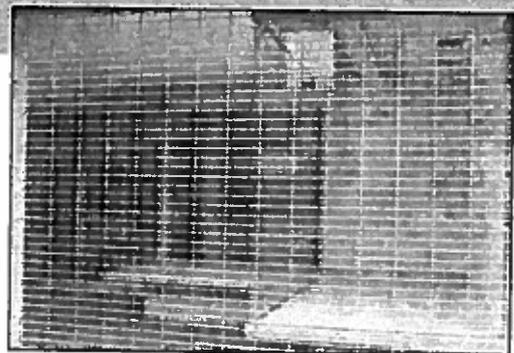
Objective

- To promote the perception of major commercial corridors as safe commercial areas
- To deter crime, but also foster pride and positive perception about major commercial corridors by relying on discrete security measures such as security glass, alarms, lighting, police notification systems
- To prevent through Crime Prevention Through Environmental Design 'CPTED' strategies, such as designing built-environment to provide 'eyes on the street'

Guidelines

- When necessary for security, use roll-down grille type in lieu of roll-down door
- Locate the horizontal and vertical grille track to fit within the storefront opening, and without protruding beyond the surface of the wall
- Open slat-type roll-down grilles that are majority transparent should be used in lieu of opaque grilles
- Design building storefronts to allow for transparency between the inside and the outside and minimize the presence of blind corners and left over unused spaces that provide hideout
- Locate building entrances so they are accessible to the largest number of pedestrians

Recommended



Not Recommended

Section 21. Entryways

A building entrance serves both the building tenants and customers. In addition to its function, it can add to the 'friendliness' of the building and enliven its context, especially when located directly from the public sidewalk. Buildings with entrances directly accessible from the public sidewalk encourage walkability and increase the possibilities for pedestrian movement and activities, including shopping and social interactions.

Objective

- To enliven the public sidewalks by increasing the accessibility and visibility of building activities to the public
- To create an identifiable building entrance for users via architectural features

Guidelines

- Where possible on building facing a major secondary street, locate an entrance on the corner of building
- Integrates entrances with the storefront design of building façade
- Maximize the transparency of entrance doors by using transparent glass
- Distinguish entrances, lobbies and uses that are open to the public by a combination of the following:
 - * Delineating changes in plane and emphasizing the level of architectural detail
 - * Differentiation in material, color or enhanced lighting
 - * Adding weather protection features such as sunscreen, awnings or canopies over entries

Recommended



Not Recommended

Section 22. Vacant Structures & Vacant Lots

Vacant structures and vacant lots are physical realities that commercial thoroughfares must address. Many of these thoroughfares require attention by property owners and City's regulatory mechanism. Some vacant structures have architectural or historical significance and maybe considered a community resource or physical landmark with great economic potential for their districts and neighborhoods. Such structures, when feasible, should be considered for rehabilitation and conservation rather than demolition. Vacant lots are parcels without a structure on them and are also important because they occupy space along commercial main streets, are very visible and need to be addressed. Whether these parcels are awaiting sale or development, they must be appropriately maintained and cleaned up to prevent the negative visual impact (e.g. blight) on the adjacent properties.

Objective

- To transform vacant structures and vacant lots into an economic asset
- To improve the physical condition of vacant structures and vacant lots while they are unoccupied and inactive

Guidelines

- The rehabilitation and maintenance of existing structures and building features including parking lots should be encouraged. Property owners should consult with the Department of Community and Economic Development to discuss various avenues of support, such as the Façade Improvement Program, to improve the appearance and marketability of commercial buildings and parking lots.
- Improve the physical condition of vacant structures with routine clean-ups and maintenance
- If applicable and where permitted, cover vacant building openings such as windows or doors with artwork, graphic or architectural design work
- Consider interim and temporary uses such as art galleries, exhibit spaces, mini-police stations, offices for non-profit organization or public open spaces
- Work collaboratively between government agencies, nonprofits and property owners to apply creative solutions to vacant lot issues, such as:
 - * Marketing to adjacent property owner(s) as a side-lot expansion
 - * Establishment of community garden or pocket park/community activity space
 - * Installation of public art
- Provide incentives for organizations, residents, businesses etc. near the property to assume maintenance responsibilities (e.g. provide a mower/garden tools/supplies, or offer tax relief)

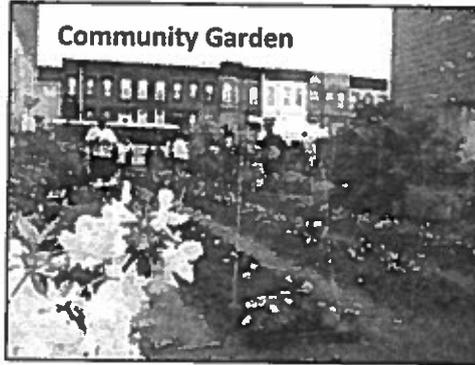
Section 22. Vacant Structures & Vacant Lots (continued)

Recommended

**Side-Lot Transfer or
Maintenance Agreement**



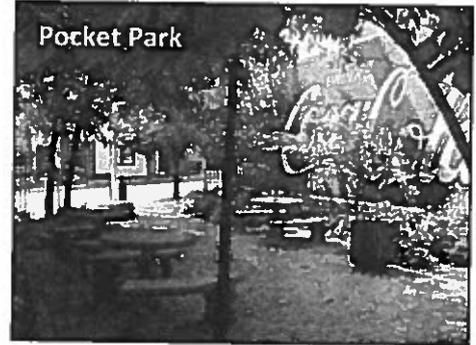
Community Garden



**Window Wrap/Regular Maintenance/
Donation of Space to Community Group**



Pocket Park



Not Recommended

Overgrowth



Illegal Dumping



Lack of Maintenance and Activity



Section 23. Surface Parking

Parking lots consume land, separate buildings from public sidewalks, break up continuity of the street wall and can be visually invasive if not carefully designed, screened and landscaped appropriately. Developments that give cars the preferential treatment by situating all parking on their frontage (providing convenient vehicular circulation, easy access to the parking lot) while disregarding pedestrian access, convenience and walkability, render their buildings unfriendly to the pedestrian. This is a quality typically associated with suburban strip retail developments where the built-environment (building siting, setback, and site egress and ingress points) is designed for the convenience of automobile traffic. Consideration for physical qualities like appropriate building siting, building site relationship, landscaping and screening elements not only reduces the negative visual impact of parking lots, but also improves the walkability, livability and safety of commercial districts.

Objective

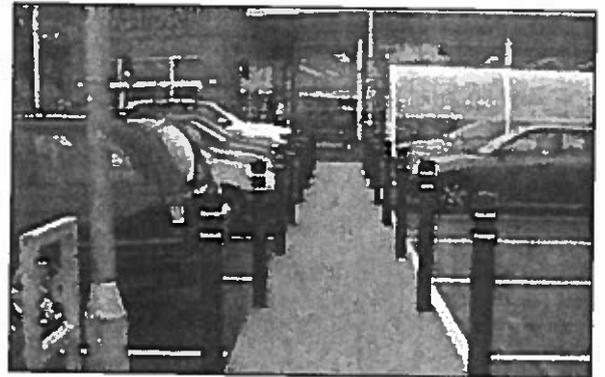
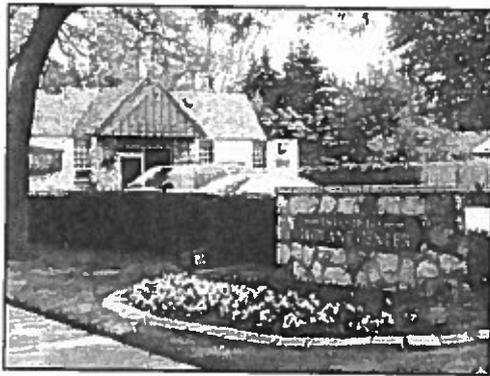
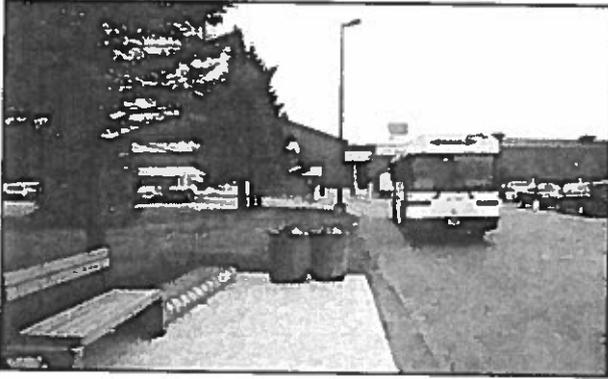
- To line streets with buildings and/or other architectural site features to maintain a continuous street wall
- To promote an urban style of shopping and dining experience where buildings line the Major Corridors and Gateway Thoroughfares

Guidelines

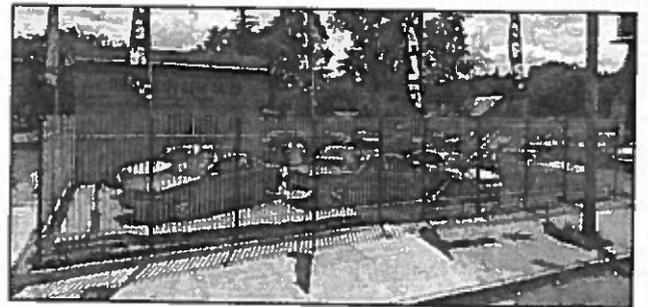
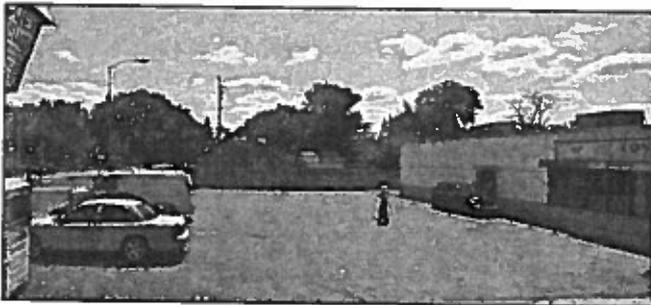
- The incorporation of mass transit and non-motorized transportation facilities is highly encouraged. Through the Site Plan & Design Review Process, a reduction in the required number of parking spaces could be considered for site plans that include the following:
 - * Transportation demand management plan implementing alternative options
 - * The provision of pedestrian-oriented, accessible green space and pedestrian-oriented pathways that connect visitors to the building entryway along a path that distinguishes pedestrian traffic from vehicular.
- Use low impact development (LID) best practices for site planning and design, including best practices in storm water management
- Reduce impervious pavement by providing green open space and open grid pavement to increase infiltration of storm water runoff to the ground
- Use permeable and/or open-grid pavement to the maximum extent possible to reduce impervious surface area, reducing urban storm water runoff
- Designate parking area near the entrances for cars and vans that are used for shared ridership
- Provide area for bike storage within site area and provide amenities for their users
- Design parking layout to minimize conflict with pedestrian circulation areas and at pedestrian crossings
- When appropriate, integrate pedestrian light fixtures at the perimeter of site and within parking area
- Provide a clearly delineated pedestrian circulation pattern including pavement crossing markings and handicap ramps
- Develop parking lot design that encourages shared driveway access to adjacent parking lots and minimizes curb cut locations
- Designate an area of the parking area for bicycle racks for bicycle parking near the building entrances
- Provide access to pedestrian including the handicap from all public sidewalks and bus stops
- Maintain parking area light fixtures in good operating condition and with the required light levels to provide illumination from dusk to midnight or (2) hours after the end of business hours (whichever last for longer hours)

Section 23. Surface Parking (continued)

Recommended



Not Recommended



Section 24. Parking Structures

Parking structures do what parking lots cannot do; they accommodate more cars in stacked floors. But, they also have a deadening effect on street life when they consume land, interrupt the street wall and do not include pedestrian-friendly uses such as street level retail, residential or commercial activities. Parking structures can also be visually overpowering if not well designed and integrated within its surrounding context. Like parking lots, parking structure economics and design give cars the preferential treatment of better circulation, easy access and exits. This prerequisite often produces unattractive parking structures, with unsightly parking ramps facing the public right-of-way. Consideration and attention to incorporating a mix of uses and adding architectural details can make a positive visual impact on the surrounding community.

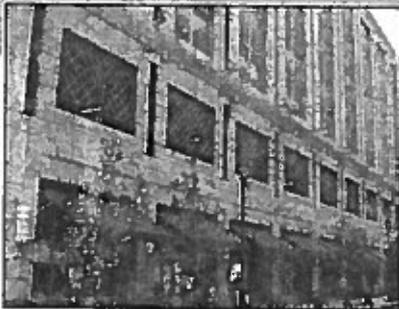
Objective

- To integrate parking structures with a mix of uses that include commercial and/or residential uses
- To enliven parking structures with active uses and to physically integrate them with their urban context through architectural details

Guidelines

- Enliven parking structures with mixed uses that attract pedestrians such as retail and dining on the street level
- Blend parking structures with their district/other commercial buildings with architectural elements such as:
 - * Multiple punched-in window openings between structural columns; Horizontal trims such as bands and cornices; Vertical pilasters between structural columns; Stone or marble trims and details at the street level
- Use architectural or decorative grille for wall openings. Steel mesh is not recommended
- Incorporate green roof design on the top of parking structure
- Utilize roof areas for recreational uses including fitness center, tracks or other public activities
- Dedicate corners of parking structures at street level for a pedestrian related activities such as:
 - * Entrance lobby for a store, commercial/residential space above, restaurant or entertainment venue
 - * An outside seating area associated with a restaurant or an entertainment venue
- Use clear glass for all glazing facing on lot lines to promote transparency
- If ground level of parking structure is used primarily to store cars, and this level is exposed to public view, incorporate design element within the façade for at least 70% of that elevation. Design elements include:
 - * Green wall; Solar panels; Sun shading elements for public sidewalks; Decorative metal grille

Recommended



Not Recommended



Section 25. Landscape Design

Landscape gives a lasting and often permanent impression of the quality of development. Landscaping provides visual appeal and environmental comfort. It improves both the appearance and value of property and instills confidence and pride in the neighborhoods. Trees, if appropriately located, provide necessary shade and wind-break, and help create an attractive, pedestrian-friendly built environment. Landscape design involves a variety of elements that include both soft and hard surfaces, water, screening, fencing and lighting. Soft surfaces refer to live planting including trees, shrubs, grass and ground cover. Hard surfaces refer to non-live elements such as paved areas, stone, screening and edges.

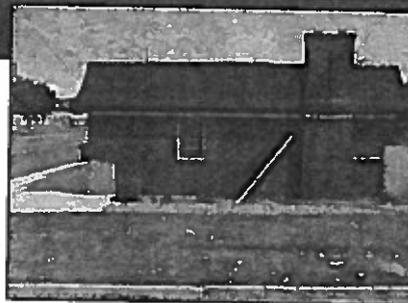
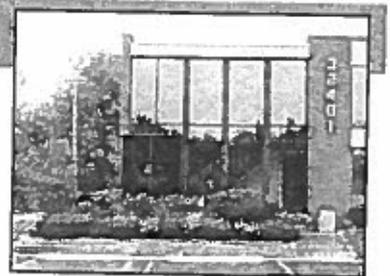
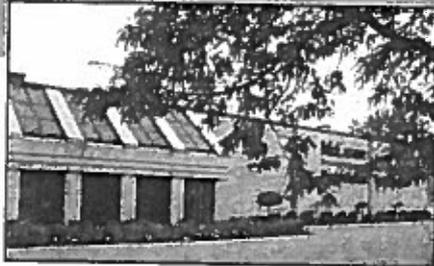
Objective

- To provide attractive settings that promote comfort and livability

Guidelines

- Create landscape design that is integral with the overall appearance and function of the development
- Incorporate landscaping with architectural features to screen loading/trash areas, meters, other utilities
- Integrate special landscape features, such as seating area or a fountain to complement the development
- Maintain plant materials to preserve the quality of landscaping along public right-of-way
- Provide mechanical irrigation system to ensure landscaping maintenance
- Use architectural landscape lighting to heighten the effect of right-of-way trees and other special features
- Capture and reuse rainwater for irrigation in lieu of potable water
- Provide planting, trees, and shrub to soften hard surfaces of pavement and building facades and to link the development to the existing network of streets and adjacent developments
- Coordinate planting materials with building façade design and commercial signage for visibility
- Screen the back of commercial uses with planting materials and/or other landscaping buffer
- Protect edges of landscape areas from vehicle aisles, parking and circulation areas by raised curbs or other hard surface treatment

Recommended



Not Recommended