



**CITY OF OAK PARK, MICHIGAN  
SPECIAL COUNCIL MEETING OF THE  
35<sup>TH</sup> OAK PARK CITY COUNCIL**

**August 17, 2015  
6:00 PM**

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**AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. SPECIAL BUSINESS**

A. Interviews of Candidates for Appointment to City Boards and Commissions and Discussion of Reappointments

6:00 p.m.

**1. Benjamin Vineburg**

Zoning Board of Appeals           1<sup>st</sup> choice  
Planning Commission               2<sup>nd</sup> choice

**2. Larry Wilson**

Beautification Advisory Commission

**3. Desmond Travis**

Communications Commission   1<sup>st</sup> choice  
Arts & Cultural Commission   2<sup>nd</sup> choice

B. Consideration of Obsolete Property Rehabilitation Act Procedure and Guidelines for Tax Exemption Application

**4. 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. There is a three minute time limit per speaker.

**5. ADJOURNMENT**



**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN**

**AGENDA OF:** Special Meeting, August 17, 2015

**AGENDA # 3A**

**SUBJECT:** Interviews with Applicants for City Boards and Commissions

**DEPARTMENT:** City Clerk

**SUMMARY:** Eighteen vacancies currently exist on various City boards and commissions. Five residents have submitted applications.

This packet has been compiled to assist you in the interview process and contains:

- Chart of existing vacancies, including the number of vacancies on each board, the appointing authority for each board, and the applicants' names and their expressed preference.
- Copy of each candidate's application.
- Suggested interview questions, and enough copies for each applicant you will be interviewing so that you may take notes.
- A copy of the current membership list for each board/commission for which a candidate is being interviewed. Information includes the number of members, the length of appointments, the meeting schedule, the qualifications for appointment and the function of the board.

Please note, an application from Lynn Copeland is included in your packet. Unfortunately, Ms. Copeland is out of town for her father's funeral and will not be available to interview until after August 19.

**RECOMMENDED ACTION:** No action is recommended this evening. Council may choose to discuss the merits of each candidate and request that any appointments they would like to consider be placed on an upcoming agenda.

**APPROVALS:**

City Manager: \_\_\_\_\_

Department Director: \_\_\_\_\_

Finance Director: \_\_\_\_\_

REQUESTS FOR APPOINTMENT

		Arts & Cultural	Beautification	Communications Commission	Ethnic Advisory	Independence Day	Planning	Recreation Advisory	Recycling & Environmental	Zoning
<b>Current</b>	<b>Vacancies</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>0</b>
<b>Appointing</b>	<b>Authority</b>	<b>C</b>	<b>C</b>	<b>C</b>	<b>M</b>	<b>C</b>	<b>M</b>	<b>C</b>	<b>C</b>	<b>C</b>
Benjamin	Vineburg						2			1
Larry	Wilson		1							
Desmond	Travis	2		1						
*Brian	Brown									
**Lynn	Copeland	1			3					
*First choice is Election Commission. Second choice is Library Board.										
Neither has a vacancy and none are expected.										
**Not available to interview due to death of father. Attending funeral out of state. Back August 20.										

## **Cherilynn Brown**

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**From:** vineburg.ben@gmail.com  
**Sent:** Wednesday, July 08, 2015 4:30 PM  
**To:** Cherilynn Brown; Mark Hotz; Ed Norris  
**Subject:** REQUEST FOR APPOINTMENT TO CITY BOARD, COMMISSION OR COMMITTEE

Form details below.

Date: 07/08/2015

First Name: Benjamin

Last Name: Vineburg

Email: vineburg.ben@gmail.com

Home Phone: 248-752-3884

Work Phone: 248-796-5203

Address: 14611 Ludlow Street

Oak Park Residency:

Comments: I believe that my training in chaplaincy and customer service, as well as my degree in political science give me the proper tools to listen to the concerns of my fellow residents and ultimately understand the complex choices our city faces daily. I hope to be part of a \"can do\" team that encourages new and invigorating activities in the City of Oak Park.

Arts and Cultural Commission:

Beautification Advisory Committee:

Board of Canvassers:

Board of Review:

Board of Trustees:

Building Board of Appeals:

Cable Television Advisory Commission:

Compensation Commission:

Downspout Board of Appeals:

Election Commission:

Emergency Services Council:

Ethnic Advisory Commission:

Independence Day Commission:

Library Authority:

Planning Commission: 2

Recreation Advisory Board:

Recycling and Environmental Conservation Commission:

Zoning Board of Appeals: 1



REQUEST FOR APPOINTMENT TO CITY BOARD, COMMISSION OR COMMITTEE

Name: LARRY J. WILSON
Address: 13370 NORTHFIELD
Phone: 248-495-1878

Date: APRIL 2, 2015
Email: NONE
Date Residency Established: 12-18, 1983

Please briefly list any qualifications you feel apply to the particular Board, Commission or Committee to which you are applying:

Four horizontal lines for listing qualifications.

Please indicate your board preferences by using "1" for first choice, "2" for second, "3" for third:

- ARTS & CULTURAL COMMISSION
BEAUTIFICATION ADVISORY COMMISSION (checked)
BOARD OF REVIEW
BOARD OF TRUSTEES - EMPLOYEES' RETIREMENT SYSTEM
BUILDING BOARD OF APPEALS
COMMUNICATIONS COMMISSION
DOWNSPOUT BOARD OF APPEALS
ELECTION COMMISSION
EMERGENCY SERVICES COUNCIL
ETHNIC ADVISORY COMMISSION

- INDEPENDENCE DAY COMMISSION**  
Meets at 7:00 in the 1<sup>st</sup> Wednesday of each month from February through June and once in September, unless otherwise designated
- LOCAL OFFICERS COMPENSATION COMMISSION**  
Meetings are held in odd years  
Determines the salary of Mayor and City Council
- LIBRARY AUTHORITY**  
Meets 3<sup>rd</sup> Tuesday of each month at 7:30 pm
- PLANNING COMMISSION**  
Meets 2<sup>nd</sup> Monday of each month at 7:30 pm  
Advisory to City Council on zoning/planning requests
- RECREATION ADVISORY BOARD**  
Meets 3<sup>rd</sup> Wednesday of each month at 7:00 pm  
Advisory to City Council and Recreation Department on recreational programming
- RECYCLING AND ENVIRONMENTAL CONSERVATION COMMISSION**  
Meets 6 times a year on 3<sup>rd</sup> Thursday of the month: February, April, June, August, October and December
- ZONING BOARD OF APPEALS**  
Meets 4<sup>th</sup> Tuesday of each Month at 7:30 pm  
Hears variance appeals and requests from the strict enforcement of the Zoning Ordinance

Please list your favorite hobbies or interests: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you able to commit to attending the meetings as indicated for the Board/Committee/Commission which you have applied:    \_\_\_ Yes    \_\_\_ No    \_\_\_ Unsure

**INSTRUCTIONS:** Please complete this form in one of the following manners:

- a. Electronically, save the completed form, and then email a copy to: [ssummer@ci.oak-park.mi.us](mailto:ssummer@ci.oak-park.mi.us)
- b. Print the form and deliver it to the City Clerk's office in person
- c. U.S. Mail to: Stephanie Sumner, Deputy City Clerk / Director of Elections  
14000 Oak Park Boulevard, Oak Park, MI 48237

A copy of this form is available in the City Clerk's Office

You are invited to attend all meetings of any of the Boards, Committees or Commissions in which you may be interested.

**OAK PARK CITY CLERK, 14000 OAK PARK BLVD, OAK PARK, MI 48237- 248-691-7544**

<b>DEPARTMENTAL USE ONLY:</b>	
Date Received: _____	Date Registered to Vote: _____
Forwarded to City Council: _____	Date appointed: _____
Board/Commission Appointed to: _____	
Notification of appointment: _____	
Rev: 12/30/2013	



CITY OF OAK PARK
BOARDS & COMMISSIONS APPLICATION

Please complete, sign and date application form and return to:
City Clerk's Office
Attn: Boards & Commissions
14000 Oak Park Boulevard
Oak Park, MI 48237-2082
Fax: (248) 691-7167 Office: (248) 691-7544
Email: cbrown@ci.oak-park.mi.us

Review the list of Boards and Commissions below and determine your top 3 choices (confirm your preferences by placing a "1", "2" or "3" after the title of the Board or Commission in the space provided). Every effort will be made to accommodate your first three preferences. However, vacancies vary, and demand for some boards may be higher than others so some degree of flexibility is necessary.

- Arts & Cultural Commission 2
Beautification Advisory Commission
Board of Review
Board of Trustees (Emp. Retirement Sys)
Building Board of Appeals
Communications Commission 1
Economic Dev. Corp /Brownfield Red. Auth.
Election Commission
Emergency Services Council
Ethnic Advisory Commission
Independence Day Commission
Library Board
Local Officers Compensation Comm.
Municipal Building Authority
Planning Commission
Recreation Advisory Board
Recycling & Environmental Commission
Zoning Board of Appeals

APPLICANT INFORMATION (Please type or print answers to all questions):

Name: DESMOND TRAVIS

Current Address: 13831 KENWOOD OAK PARK 48237

Email Address: desmondtravis@gmail.com

Home Phone: N/A Cell Phone: (313) 473-9809 Work Phone:

Date Residency Established: SEPTEMBER, 2012 Have you ever served on a Board or Commission in another City? Yes No

If yes, please indicate what City and the Board or Commission: N/A

Employer Name: N/A Occupation: N/A

Professional Qualifications and/or Work Experience: WJLB-FM (CLEAR CHANNEL COMMUNICATIONS), 6/1994-4/2009

Educational Background: GED, 2010; CERTIFICATION, MASS COMMUNICATION, GOLIGHTLY VOCATIONAL AND TECHNICAL CAREER CENTER, 1993

Community Activities and/or Other Experience: I WORKED 15 YEARS AT WJLB-FM (1994 TO 2009) IN VARIOUS POSITIONS. I AM A MOBILE DISC Jockey, MUSIC PRODUCER AND A RECORDING STUDIO MIX ENGINEER.

ACKNOWLEDGMENT:

Because serving on a Board or Commission requires a substantial commitment of time, effort and scheduling on the part of the members, we ask that you carefully consider your schedule before pursuing appointment to a Board or Commission and that by signing below you are confirming your willingness to make a concerted effort to attend every meeting and to fulfill your duties and responsibilities as a member. All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act.

Signature: [Handwritten Signature] Date: 7/20/15

(City Clerk's Office Use Only Below this Line)

Date Received: 7-20-15
Signed Acknowledgement: Yes
Term Ending:
Staff Liaison:
Interview Date:
Board or Commission:
Letter Sent: Yes No / Date
Liaison Notified: Yes No / Date
Council Meeting Date:
Appointed: Yes No
Motion Number:



**REQUEST FOR APPOINTMENT TO  
CITY BOARD, COMMISSION OR COMMITTEE**

Name: Lynn Copeland  
 Address: 23211 Seneca St., Oak Park, MI  
 Phone: 248 221 0962

Date: 8/9/2015  
 Email: lynncopeland28@yahoo.com  
 Date Residency Established: 8/2013

Please briefly list any qualifications you feel apply to the particular Board, Commission or Committee to which you are applying:

My first choice is Arts & Cultural Commission - I have always had an interest in the Arts. I have served on committees in Florida on the Chamber of Commerce to promote and hold art fairs and cultural events. I love working in this area  
My second choice is Emergency Services Council - I have taken FEMA Emergency courses and can remain quite calm any emergency situation.

The Ethnic Advisory Commission would be my third choice to bring Oak Park as a #1 Cultural Richness City.

Please indicate your board preferences by using "1" for first choice, "2" for second, "3" for third:

- ARTS & CULTURAL COMMISSION**  
 Meets 3<sup>rd</sup> Wednesday of each month at 7:00 pm  
 Promotes community interest in, and awareness of, the fine and performing arts by procuring funds and sponsoring art exhibits, theatrical and musical performances and other cultural activities
- BEAUTIFICATION ADVISORY COMMISSION**  
 Meets 3<sup>rd</sup> Tuesday of each month  
 Advisory to City Council and Department of Public Works on matters of aesthetics and Cleanliness in the City and conducts the Annual Clean-up Fix-up Campaign
- BOARD OF REVIEW**  
 Meets annually in March  
 Hears appeals on property assessments
- BOARD OF TRUSTEES – EMPLOYEES’ RETIREMENT SYSTEM**  
 Meets quarterly – 4<sup>th</sup> Monday at 3:30 pm  
 Administers Retirement System
- BUILDING BOARD OF APPEALS**  
 Meetings are held on request  
 Hears appeals on the enforcement of the construction codes of the Building Division of the Department of Technical & Planning
- COMMUNICATIONS COMMISSION**  
 Meets quarterly, on 3<sup>rd</sup> Thursday at 7:00 pm  
 Monitors the relationship between the franchisee and the City as it impacts cable service to our Residents. Members must subscribe to cable television
- DOWNSPOUT BOARD OF APPEALS**  
 Meetings are held on request  
 Reviews necessity for exceptions to law requiring disconnection of downspouts
- ELECTION COMMISSION**  
 Meetings are held on request  
 Assists City Clerk during Elections
- EMERGENCY SERVICES COUNCIL**  
 Meets 2<sup>nd</sup> Monday of each month, except July and August, at 7:00 pm  
 Advisory to City Council and Public Safety on matters relating to emergency management and natural disasters
- ETHNIC ADVISORY COMMISSION**  
 Meets 2<sup>nd</sup> Thursday of each month at 7:30  
 Mission is to recognize, maintain, communicate and celebrate the cultural richness of our community

- INDEPENDENCE DAY COMMISSION**  
Meets at 7:00 in the 1<sup>st</sup> Wednesday of each month from February through June and once in September, unless otherwise designated
- LOCAL OFFICERS COMPENSATION COMMISSION**  
Meetings are held in odd years  
Determines the salary of Mayor and City Council
- LIBRARY AUTHORITY**  
Meets 3<sup>rd</sup> Tuesday of each month at 7:30 pm
- PLANNING COMMISSION**  
Meets 2<sup>nd</sup> Monday of each month at 7:30 pm  
Advisory to City Council on zoning/planning requests
- RECREATION ADVISORY BOARD**  
Meets 3<sup>rd</sup> Wednesday of each month at 7:00 pm  
Advisory to City Council and Recreation Department on recreational programming
- RECYCLING AND ENVIRONMENTAL CONSERVATION COMMISSION**  
Meets 6 times a year on 3<sup>rd</sup> Thursday of the month: February, April, June, August, October and December
- ZONING BOARD OF APPEALS**  
Meets 4<sup>th</sup> Tuesday of each Month at 7:30 pm  
Hears variance appeals and requests from the strict enforcement of the Zoning Ordinance

Please list your favorite hobbies or interests: Volunteer with feeding the homeless, Volunteer with Special Olympics, taking care of and playing with my dog, Swimming and improving my home and yard

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Are you able to commit to attending the meetings as indicated for the Board/Committee/Commission which you have applied: yes Yes           No           Unsure

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 Board/Commission Appointed to: \_\_\_\_\_  
 Notification of appointment: \_\_\_\_\_

Rev: 1/25/2015



REQUEST FOR APPOINTMENT TO CITY BOARD, COMMISSION OR COMMITTEE

Name: Brian Brown
Address: 21940 Church St.
Phone: 248-910-0679

Date: 08/05/2015
Email: brianbrown9500@gmail.com
Date Residency Established: 2009

Please briefly list any qualifications you feel apply to the particular Board, Commission or Committee to which you are applying:

I have lived in Oak Park for 34 years as a resident and homeowner. I have good relationships with my community. My parents also have lived in Oak Park for 34 years. I shop in the community and attend community events. I feel I have the knowledge and experience to improve this city.

Please indicate your board preferences by using "1" for first choice, "2" for second, "3" for third:

- ARTS & CULTURAL COMMISSION
Meets 3rd Wednesday of each month at 7:00 pm
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BEAUTIFICATION ADVISORY COMMISSION
Meets 3rd Tuesday of each month
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- ZONING BOARD OF APPEALS**  
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Hears variance appeals and requests from the strict enforcement of the Zoning Ordinance

Please list your favorite hobbies or interests: Playing chess, exercising, bike riding, weight lifting, volunteering

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Are you able to commit to attending the meetings as indicated for the Board/Committee/Commission which you have applied: yes Yes           No           Unsure

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You are invited to attend all meetings of any of the Boards, Committees or Commissions in which you may be interested.

**OAK PARK CITY CLERK, 14000 OAK PARK BLVD, OAK PARK, MI 48237- 248-691-7544**

<b>DEPARTMENTAL USE ONLY:</b>	
Date Received: _____	Date Registered to Vote: _____
Forwarded to City Council: _____	Date appointed: _____
Board/Commission Appointed to: _____	
Notification of appointment: _____	
Rev: 1/25/2015	

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Board(s)/Commission(s): \_\_\_\_\_

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Please tell us about yourself.

Please outline your experience, expertise, interests, knowledge and skills.

Please explain how your education, professional background or previous public service make you qualified for appointment to the Board/Commission.

Tell us about any previous service on other boards or commissions.

What in your opinion can be done to improve the City while recognizing the fiscal challenges the municipality is currently facing?

Are there things that have been done in the past that you believe should have been done differently or, in the alternative, not at all?

## ARTS AND CULTURAL COMMISSION:

11 Members & 2 Non-voting Members

Appointments: 3-Year Terms

Expiring: February 28

Meetings: 3<sup>rd</sup> Wednesday Monthly - 7:00 PM - Community Center

Qualifications: Registered voters.

Function:

- A. Shall act solely as an advisory commission to City Council
- B. Shall consider, study and recommend plans for the development of citywide cultural programs
- C. Shall promote, coordinate and develop the performing and creative arts with the objective of bringing together the arts and the community
- D. Shall make recommendations for programming for cultural opportunities and experiences for the citizens of Oak Park and to facilitate communications with the Michigan Council for the Arts.
- E. Shall investigate possibilities of obtaining grants to aid their programs and make recommendations on available resources to Council.

Member	Term Expiration	Notes
<b>VACANCY</b>	Feb 2016	Hilarie Williams Resigned
<b>VACANCY</b>	Feb 2017	Syretta Lee resigned
<b>VACANCY</b>	Feb 2017	Vacancy as result of death of Sally Winsen
DeLashea Strawder 14000 Vernon	Feb 2016	
Dawn Sketch 24241 Cloverlawn	Feb 2016	
Sudha Chandra Sekhar 24611 Seneca	Feb 2018	
Michele Stevenson 24140 Ridgedale	Feb 2018	
Jeffrey Beyer 23050 Meadowlark	Feb 2018	
Ron Clegg 21621 Ridgedale	Feb 2017	
Teri McQueen 22111 Church	Feb 2017	
Denise Rome 13646 Hart	Feb 2018	
Mayor Marian McClellan Non-voting member	Nov 2015	
Kimberly Marrone, Community & Economic Development Manager Non-voting member, Staff Liaison		

## BEAUTIFICATION ADVISORY COMMISSION:

19 Members

Appointments: 3-Year Terms

Expiring: February 28

Meetings: 3<sup>rd</sup> Tuesday Monthly - 7:30 PM - Community Center

Qualifications: Registered voters.

Duties: The beautification advisory commission shall consider and advise the city council concerning any and all of the following matters:

- (1) Consider and propose programs which would improve the physical appearance of the community and implement such programs as may be approved by the city council.
- (2) Annually organize and carry out a short term campaign to encourage citizen participation in activities designed to beautify the city.
- (3) Consider and advise the city council on such other matters as may be referred to the commission by the city council.
- (4) Report blight to the code enforcement division of the department of technical and planning services.

Member	Term Expiration	Notes
VACANT	Feb 2016	
Reatha Richmond (Chairperson) 21641 Ridgedale	Feb 2018	
Mattie Boykin 21641 Kipling	Feb 2018	
Santhia Guinn 22190 Kenosha	Feb 2018	
Angela Mitchell 24320 Manistee	Feb 2018	
Alice Reed 23641 Cloverlawn	Feb 2016	
Joyce Schulman 14611 Sherwood Ct.	Feb 2016	
Judy Simmons (Vice Chair) 22140 Cloverlawn	Feb 2016	
Hilarie Williams 23570 Rosewood St	Feb 2016	
Martha S. Wilburn 20803 Kenosha	Feb 2017	
Deborah Williamson 10420 Dartmouth	Feb 2017	
Andrea Stawis 26190 Harding	Feb 2017	
Lonnie K. Tabb-Upshaw 21901 Parklawn	Feb 2017	
Jason Deneau 13120 Rosemary Blvd		

Harley Sherman 14071 Manhattan	Feb 2017	
Karen Davis-Harris 24030 Blackstone	Feb 2017	
Brinda Divine 23041 Beverly St	Feb 2017	
Danielle Fracassa 8781 Saratoga	Feb 2018	
Council Member Kiesha Speech 21020 Kenosha St		
Director of Public Works Kevin Yee Non-voting member		

## COMMUNICATION COMMISSION

7 Members (Plus Ex Officio)

Appointments: 3-Year Terms

Expiring: February 28

Meetings: 3<sup>rd</sup> Thursday in January, April, July, & October

Qualifications: Residency

Functions:

- (1) Provide policy, direction and oversight to strengthen the positive perception of Oak Park municipal government, and the City of Oak Park as a place to live, work, and shop.
- (2) Meet with groups and/or individuals who can offer program suggestions, provide program content, or assist in other ways to strengthen Oak Park Municipal Channel programming in order to meet the needs and desires of its audience.
- (3) To advise council and Public Information/IT Department of important information about municipal services, community events, and community development through cable television, social media, news releases, print media, and public relations.
- (4) Advise the city council and/or the city manager on the matters outlined in this section and other related matters as requested.
- (5) Perform advisory functions previously the responsibility of the cable television advisory commission as elsewhere set forth in this Code.

Member	Term Expiration	NOTES
<b>VACANCY</b>	<b>Feb 2018</b>	
<b>VACANCY</b>	<b>Feb 2018</b>	
Mattie Boykin 21641 Kipling	Feb 2016	
Nathan Peiss 24610 Seneca	Feb 2016	
Cheryl Weiss 24101 Norwood	Feb 2018	
Steven Gold 15000 Leslie St	Feb 2017	
Julie Edgar 14731 Manhattan Place	Feb 2017	
Council Member Kiesha Speech 21020 Kenosha St	Nov 2015	
Denise DeSantis Community Engagement Director		Staff Liaison

## PLANNING COMMISSION

9 Members

Appointments: 3-Year Terms

Expiring: August 31

Meetings: 2<sup>nd</sup> Monday of the Month – 7:30 PM - Council Chambers

Qualifications: Qualified voter (1 member may be a non-Oak Park resident). Shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests as they exist in the local unit of government, such as natural resources, recreation, education, public health, government, transportation, industry and commerce. The membership shall also be representative of the entire territory of the local unit of government to the extent practicable.

Powers/Duties: A) Prepare and maintain a master plan for the physical development of the City; B) Review and make recommendations to Council regarding adoption of zoning ordinances and amendments; C) Review and make recommendations to Council regarding special land uses; D) Review and approve site plans; E) Review and make recommendations to Council regarding preliminary plat review of subdivisions; F) Prepare and maintain a six year capital improvements program; G) Conduct necessary public hearings as required by law.

Member	Term Expiration	NOTES
Gary Torgow-Chairperson 14661 Ludlow	Aug 2015	
Joe Brown 13050 Burton	Aug 2015	
<b>VACANCY – liaison to ZBA</b>	Aug 2017	Sherikia Hawkins resigned July 2015 because she moved out of Oak Park
Marie Walters-Gill 24520 Manistee	Aug 2015	
Michael Eizelman 25641 Colleen	Aug 2016	
Howard Tkatch 14631 Ludlow St	Aug 2016	
City Manager Erik Tungate		
Mayor Marian McClellan 14100 Balfour	11-2015	
Council Member Michael M. Seligson 14661 Balfour	11-2015	
City Planner, Kevin Rulkowski Technical & Planning		
Kimberly Marrone, Community & Economic Development		

## ZONING BOARD OF APPEALS:

7 Members

Appointments: 3-Year Terms

Expiring: August 31

Meetings: 4<sup>th</sup> Tuesday Monthly – 7:30 PM – Council Chambers

Qualifications: Registered voter. Representative of the population distribution and of the various interests present in the City.

Powers/Duties: Shall hear and decide questions that arise in the administration of the zoning ordinance, including the interpretation of zoning maps. Shall hear and decide appeals from and review any administrative order, requirement, decision, or determination made by an administrative official or body charged with enforcement of a zoning ordinance.

Member	Term Expiration	NOTES
Louis Landau-Chairperson 24231 Gardner	Aug 2018	
Sherman C. Barton 24551 Manistee	Aug 2018	
Jack Blumenkopf 25961 Radclift	Aug 2015	
<b>VACANCY – Liaison from Planning Commission</b>	Aug 2017	Sherikia Hawkins resigned July 2015 because she moved out of Oak Park
James Huston 10000 Woodland Ct.	Aug 2018	
Nathan Peiss 24610 Seneca	Aug 2015	
Solomon Radner 26071 Radclift Pl	Aug 2016	
City Planner Kevin Rulkowski		
Kimberly Marrone, Manager Community & Economic Development		



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

**AGENDA OF:** Special Meeting August 17, 2015

**AGENDA #**

**SUBJECT:** Obsolete Property Rehabilitation Exemption Certificate Procedure and Guidelines

**DEPARTMENT:** Community & Economic Development

**SUMMARY:** The Community & Economic Development Department along with the city attorney, city assessor and city manager has created a procedure and guideline process for the OPRA exemption certificate process. This new policy mirrors the approved guidelines for the IFT, PA 198 tax exemptions.

**FINANCIAL STATEMENT:**

**RECOMMENDED ACTION:** City Council approve the Obsolete Property Rehabilitation Exemption Certificate Procedure and Guidelines

**APPROVALS:**

City Manager: \_\_\_\_\_

Director: \_\_\_\_\_

Finance Director: \_\_\_\_\_

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A handwritten signature in blue ink, appearing to read "K. Marone", is written over a horizontal line.

# CITY OF OAK PARK

## Obsolete Property Rehabilitation Act

### Procedure and Guidelines for Tax Exemption Application

#### **Section A – OPRA Tax Exemption Certificate Application Guidelines**

##### **Introduction**

The intent of this document is to outline the procedures and guidelines adopted by the City of Oak Park regarding the rehabilitation of properties considered obsolete through the Obsolete Property Rehabilitation Act (PA 146 of 2000).

The City of Oak Park's heritage and culture present the community with a unique opportunity to encourage and support sustainable economic development. The City is committed to working closely with entrepreneurs, business owners and developers to provide a business-friendly climate while meeting the needs of the Oak Park community.

##### **OPRA Facts**

This incentive is designed to assist in the redevelopment of older buildings in which the facility is contaminated, blighted, or functionally obsolete. Certificates may be given for eligible projects that take place on an obsolete property and result in a commercial or commercial housing building project.

The community freezes the existing taxable value on a designated facility no less than 1 year and no more than 12 years. This creates an incentive for the property owner which allows the rehabilitation to be property-tax free, with the exception of school taxes.

Through application materials, applicants must demonstrate that completion of the rehabilitation will lead to increased commercial activity, the creation or retention of jobs, or an increase in residency. It must also be demonstrated by the applicant that "but for" the exemption, the rehabilitation would not occur.

The City of Oak Park, in an ongoing spirit of cooperation and collaboration, expects all applicants to be current in their property tax payments, hold no liens against their property, have no outstanding fines, and be in compliance with all city codes.

The period of time for OPRA certificates is determined by City Council based upon the guidelines contained in this policy.

Oak Park City Council retains discretionary power for final determination and is not bound to using the information included in these Guidelines when acting on a request for OPRA Certificates.

The city will forward the application to the State Tax Commission for final approval or disapproval.

### **Eligible Facilities**

A granted exemption covers only the specific project that is the subject of the application.

A facility eligible for OPRA must be a commercial property or a commercial housing property, located within the boundaries of the City of Oak Park, that meet the definition of “blighted” or “functionally obsolete” as defined by the Brownfield Redevelopment Financing Act of 1996.

“Blighted”, as defined by the Brownfield Redevelopment Financing Act of 1996 means that the structure:

- 1) Has been declared a public nuisance in accordance with a local housing, building, plumbing, fire, or other related code or ordinance.
- 2) Is an attractive nuisance to children because of physical conditions, use, or occupancy.
- 3) Is a fire hazard or is otherwise dangerous to the safety of persons or property.
- 4) Has had the utilities, plumbing, heating, or sewerage permanently disconnected, destroyed, removed, or rendered ineffective so that the property is unfit for its intended use.
- 5) Is a tax reverted property owned by the City of Oak Park, Oakland County, or the State of Michigan.
- 6) The current state of the property makes it unfit for its intended use.
- 7) A building that is “functionally obsolete” is unable to be used for what it was originally intended due to a substantial loss in value. Factors responsible for the loss in value include overcapacity, changes in technology, deficiencies or superadequacies in design or other similar factors that affect the property itself or the property's relationship with other surrounding property.

### **Application Process**

- 1) A written request is made from the applicant to the City regarding the creation of an OPRA District.
- 2) Creation of OPRA District by the City.
- 3) Notice is given by certified mail to property owners within the proposed district.
  - A public hearing is held regarding the proposed district.
  - A resolution to create the OPRA district is adopted by City Council.

- 4) Application, fee of \$650 or 2% of the total amount of taxes abated over the life of the certificate, whichever is lower; and supporting materials are submitted to the City Clerk's office.
  - City Council holds a public hearing for the exemption certificate application.
  - City Council takes action on the application within 60 days after receipt by the Clerk.
  - Once the application is approved, it is sent to the State Tax Commission, and is acted upon within 60 days (either approved or disapproved).

### **Revocation**

If at any time during the abatement period the terms and conditions are violated, the exemption may be revoked. The abatement holder is required to keep all property taxes current to receive tax abatement. This shall include real and personal property assessed to the abatement holder at all locations within the City of Oak Park.

### **Questions?**

Contact the Community and Economic Development Department at (248) 691-7404 with further questions regarding OPRA certificates.

### **Section B – Criteria for Granting OPRA Tax Exemption Certificates**

Priority will be given to applicants whose proposed projects can meet or exceed the City's criteria for granting tax abatements. Supporting evidence for any application must demonstrate that:

- 1) There are no outstanding back taxes, fines, or liens owed to the City.
- 2) Upon completion of the project, a Certificate of Occupancy has been obtained.
- 3) The applicant will offer employees a living wage who work on the improvement or expansion of the facility, and to other employees of the applicant working in the workplace or location receiving the abatement.
- 4) The applicant, contactors, sub-contractors and tenants will make a concerted effort to employ residents of the City of Oak Park.
- 5) The project will use context sensitive design in building development with special attention to storm water management and energy efficient design.

- 6) Preferably, new projects represent new economy businesses, green technologies, and/or innovative business models.
- 7) The implementation of a project has not begun prior to the establishment of the Obsolete Property Rehabilitation District and tax abatement approval.
- 8) The applicant is an equal opportunity employer.
- 9) The project is in compliance with the OPRA, City and State Law, as applicable.
- 10) The tax abatement is required for the success of the project. This evidence will be in the form of a written statement addressed to City Council as well as a site plan submitted with application materials.
- 11) Careful consideration will be taken in reviewing and approving tax abatement requests when the total of tax abatement granted in Oak Park reaches or exceeds 5% of taxable value.
- 12) Compliance of the applicant in meeting previous obsolete property rehabilitation requirement, and employment goals and investment projections (if relevant).
- 13) The impacts on public right of way and general circulation patterns.
- 14) General site improvements such as paving, parking areas, increases in landscaping ground vegetation, and signage improvements.
- 15) The value of the rehabilitation must include improvements aggregating 10% or more of the true cash value of the property at the commencement of the rehabilitation of the obsolete property.
- 16) The impact on property values in the general area of the project.
- 17) In determining the number of years to grant an exemption, Council will consider the amount of the total investment in the project and the number of years to complete the project.
- 18) Other considerations considered unique or of benefit to the Oak Park community.

Applications will further be considered in light of the following general economic development/redevelopment goals of the City of Oak Park:

1. Promoting the growth and expansion of existing businesses and the growth and development of local entrepreneurs.
2. Encouraging the adaptive reuse of historic and underutilized buildings including properties that are currently tax exempt, and supporting Brownfield cleanup and redevelopment.
3. Attracting businesses that diversify the city's commercial and industrial base and contribute to the economic and social well-being of the community.
4. Supporting and attracting businesses that further develop the local workforce by increasing the personal income of residents, diversifying the job base, and creating new jobs.
5. Promoting energy efficiency in building renovations and rebuilds.
6. Continuously improving the quality of life in Oak Park.

### **Section C - Duration of Obsolete Property Rehabilitation Exemption Certificate**

After review, the City shall determine the eligibility of the application. If the applicant is eligible, the City Assessor and/Community & Economic Development Director shall recommend to Council the duration of the Obsolete Property Rehabilitation Exemption Certificate based on the following:

#### **Personal Property:**

1. The amount of investment and a thorough analysis of the life expectancy and/or the State Tax Commission's Standard Depreciation Schedule of the personal property.
2. An additional one (1) year may be granted for every five (5) years that the firm has been located within the City of Oak Park.
3. An additional one (1) year may be granted for every twenty-five (25) employees hired as a result of the project.

Certificates shall not be issued for a term longer than an existing lease on the real property.  
Certificates shall not be issued for a term longer than twelve (12) years.

#### **Real Property:**

1. New real property investments may receive a (6) year certificate for an initial investment of \$500,000.

2. An additional one (1) year may be granted for every five (5) years that the firm has been located within the City of Oak Park.
3. An additional one (1) year may be granted for every twenty-five (25) employees hired as a result of the project.
4. An additional one (1) year may be granted for every \$250,000 of investment over the initial minimum investment of \$250,000.

Any portion of the procedures and guidelines outlined may be waived by the City Council if it is in the best interest of the City and in accordance with State law. The City of Oak Park also reserves the right to consider additional goals and criteria that are consistent with the interests of the City.

#### **Section D – OPRA Tax Exemption Certificates Applicant Checklist of Documents and Attachments**

Four copies of each of the following materials should be submitted to the City:

1. Statement of interest regarding creation of an OPRA district.
2. Complete OPRA application submitted to City Clerk's Office with required filing fee.
3. A complete list of renovation costs.
4. A detailed statement outlining why OPRA is needed for the project. The statement should address the project in relation to the City criteria for granting OPRA certificates and economic development goals (found in these Guidelines), as well as why you feel that the project is eligible for this exemption.
5. A site plan for the proposed project (if applicable).

**It is the burden of the applicant to provide sufficient materials to support an application. The City of Oak Park holds no responsibility in the submission of an application or supporting materials. Incomplete applications will not be considered.**