

# City Council Regular Meeting Agenda

Monday, May 17, 2021 at 7:00 PM  
Remote Meeting

## ZOOM REMOTE MEETING INFORMATION

**Webinar ID:** 931 6817 9398

**Password:** 726790

**CLICK HERE:** [Online Link](#)

<https://zoom.us/j/93168179398?pwd=VXp1cUpOSnZNS0Q1SENSb0FLVGQxZz09>

**Telephone:** 646.558.8656 or 312.626.6799

**CLICK HERE:** [Public Comment Form Link](#)

*In accordance with Emergency Orders issued by the Michigan Department of Health and Human Services, Oakland County, local officials, State of Michigan legislation, and City of Lathrup Village Declaration of a Local State of Emergency (March 2020), that continues to exist and which allows for electronic meetings of public bodies, notice is hereby given that the City of Lathrup's City Council will be meeting electronically using [www.Zoom.us](http://www.Zoom.us) for videoconference and public access.*

1. **Call to Order** by Mayor Garrett *(in accordance with PA 254 of 2020, the members should identify their physical location by stating the county, city, township, or village and state from which he or she is attending the meeting remotely).*
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Agenda**
5. **Presentations**
  - A. State Representative Kyra Bolden - Update
6. **Consent Agenda**

*All items listed under "Consent Agenda" are considered to be routine and non-controversial by the City Council and will be approved by one motion. There will be no separate discussion. If a discussion is desired, that item(s) will be removed from the consent agenda and discussed separately immediately after consent agenda approval in its normal sequence on the regular agenda.*

  - [A.](#) Minutes - City Council Meeting - April 19, 2021
  - [B.](#) Minutes - City Council Meeting - April 19, 2021
  - [C.](#) Minutes - City Council Budget Study Session - May 3, 2021

7. **Disbursement Report**

A. Monthly Disbursement Report - April 2021

<b>APRIL DISBURSEMENTS W/ SALARY INCLUDED</b>			
FUND 101	GENERAL FUND	\$	396,728.97
FUND 202	MAJOR ROADS	\$	13,208.64
FUND 203	LOCAL ROADS	\$	23,753.63
FUND 258	CAPITAL FUND	\$	7,526.07
FUND 494	DOWNTOWN DEV. AUTH	\$	34,094.07
FUND 592	WATER & SEW	\$	227,763.01
<b>TOTAL DISBURSEMENTS</b>			<b>\$ 703,074.39</b>

8. **Department Reports**

A. CED Department Report

B. April 2021 - Police Dept Reports

C. Code enforcement report attached.

D. Dept. Report - Parks & Recreation, Facilities

E. April 2021 - Building Department Reports

9. **Public Comments for Items on the Agenda** (Speakers are limited to 3 minutes)

10. **Public Hearings**

A. Public Hearing - Fiscal Year 2021/22 Budget

B. Public Hearing - Fiscal Year 2021-2026 Capital Improvement Plan

11. **Action Requests - For Consideration / Approval**

A. Capital Improvement Plan 2021-2026

B. Downtown Development Authority (DDA) – Fiscal Year 2021-22 Budget

C. Fiscal Year 2021-22 – Rate and Fee Schedule

D. Adoption - Annual Fiscal Resolutions - Fiscal Year 2021-22

E. Recommendations for 2022 Road Projects

F. Comprehensive Plan - Release of Draft for 63 day Review Period

- [G.](#) 1st Reading of Sign Ordinance
- [H.](#) Encroachment License Application – 27680 Lathrup Blvd
- [I.](#) City of Southfield – City of Lathrup Village – Fire Protection Services Contract
- [J.](#) City of Southfield – City of Lathrup Village – Agreement for Police and Fire Dispatch Services
- K. MDOT Transportation Economic Development Fund – Category B Grant Application for Fiscal Year 2022
- [L.](#) Planning Commission Appointment
- [M.](#) Appointment of Representative & Alternate to SOCRRATextHere
- [N.](#) Appointment of Representative & Alternate to SOCWA
- [O.](#) Proclamation - Mental Health Awareness Month
- [P.](#) Proclamation - Gun Violence Awareness Day - June 4, 2021
- Q. Proclamation – Declaring the First Friday in June to be National Gun Violence Awareness DayextHere
- [R.](#) Proclamation - Declaring June 19, 2021 at Juneteen Awareness Day

12. **City Administrator Report**

13. **City Attorney Report**

14. **Reports of Boards, Commissions, and Committees**

- [A.](#) Minutes - Planning Commission Meeting - March 16, 2021

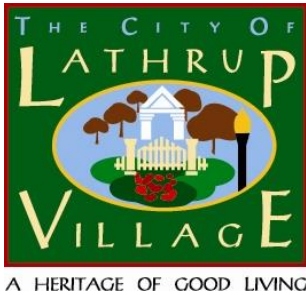
- [B.](#) Minutes - Planning Commission Meeting - April 20, 2021

15. **Unfinished / New Business**

16. **Public Comment**

17. **Mayor and Council Comments**

18. **Adjourn**



## City Council Study Session Draft - Minutes

Monday, April 19, 2021 at 5:30 PM  
27400 Southfield Road, Lathrup Village, Michigan 48076

*In accordance with Emergency Orders issued by the Michigan Department of Health and Human Services, Oakland County, local officials, State of Michigan legislation, and City of Lathrup Village's Declaration of a Local State of Emergency (March 2020), that continues to exist and which allows for electronic meetings of public bodies, notice is hereby given that the City of Lathrup's City Council will be meeting electronically using [www.Zoom.us](http://www.Zoom.us) for videoconference and public access.*

Present: Mayor Garret and Mayor Pro Tem Kantor

City Council Members Present: Ian Ferguson, Saleem Siddiqi

Council member Donna Stallings – excused from this meeting

Others Present:

Dr. Sheryl L. Mitchell Theriot, City Administrator  
 Scott Baker, City Attorney  
 Pamela Bratschi, Asst. City Administrator/Treasurer  
 Yvette Talley, City Clerk  
 Susie Stec, Director, Community & Economic Development  
 Scott Ringler, Giffels Webster – Engineer  
 Jill Bahm, Giffels Webster - Planner  
 Scott McKee, Police Chief  
 Kelda London, Government Operations Assistant  
 Rami Sweidan, Code Enforcement Officer

All City Council Members stated they are in Lathrup Village, Michigan – Oakland County

Purpose of meeting is to discuss City Council Agenda items.

1. Call to Order at 5:33 p.m. by Mayor Garrett
2. Discussion Items
  - A. Police Space Study – Update- Daniel Redstone and Joel Galanty of Redstone Architects, Inc. gave an overview and answered specific questions. Discussion of – Lower-level training area/break area and storage room. First Floor- secured entrance, Sergeant's office, ADA restroom, storage/file room, interview room. Parking Lot – Expand to accommodate 12 vehicles, security fence and card access gate, 6 carports, 3 electric charging stations, overhang at building entrance. Additional improvements included having the Police and Administration

front desk area reconstructed to be ADA accessible and install bullet-proof glass. Estimated construction costs are \$932,030, total estimated project cost is \$1.1 million.

B. Sidewalk Replacement Program – Tree Root Policy

Dr. Sheryl Mitchell Theriot gave an overview and answered questions. The sidewalk project for 2021 will be in the residential area south of 11 Mile/I-696 and commercial corridor of Southfield Road. Instead of the special assessment process, there is an Ordinance to amend the sidewalk ordinance to allow for notification to the property owner and allowing the owner a reasonable time (not less than 10 days) to complete the repairs. The typical flag costs \$125 - \$150 to replace. If the repairs are not done, the city can move forward with the repairs of the sidewalk flags billed to the resident. The cost of the tree root grinding, approximately \$100 each, would be at the city’s expense.

C. Culvert & Ditch – Payment Plan Proposal

Dr. Sheryl Mitchell Theriot gave an overview and answered specific questions. As part of the 2021-2023 Street Improvement Projects, it has been recommended that the adjacent non-functional ditch and culvert systems be replaced. The costs for the repairs of the ditches and culverts are the responsibility of the property owner. Residents have up to 3 years to repay, with the first payment being due each year by December 1<sup>st</sup>. If the payment is not received by December 1<sup>st</sup>, then the entire balance would go through the special assessment process, with the published hearings. The balance would then be placed on the summer tax bill. Dr. Mitchell suggested a \$100 fee to establish the multi-year payment plan and a \$100 fee for each year that the plan was in place – for a maximum administrative fee of \$300. Mayor Pro Tem Kantor clarified that for this year, this applies to the 8 homes that are required to replace their culverts as part of the ditching improvement program. Mayor Garrett and Council Member Siddiqi expressed that the \$100 per year fee seemed high. Consensus from Council was to make the Administrative fee of \$50 to establish the multi-year payment plans and \$50 fee added for each year a balance is carried, for a maximum of \$150.

D. Sign Ordinance

Attorney Scott Baker gave an overview and answered specific questions. Discussed temporary signs for residential properties removing number based on linear feet of frontage. There will be a separate section for property that is available for sale.

E. Ability to Levy City Taxes on Winter Tax Bill

Mayor Pro Tem Bruce Kantor said there was discussion to identify what change would be required in order for the City to be authorized to levy taxes on the winter tax bill. Attorney Baker indicated that it would require a charter amendment and that it might be worthwhile to get input from the residents. Mayor Pro Tem Kantor would like to see a schedule of dates, if there were a winter tax bill. Treasurer Bratschi stated that on March 1<sup>st</sup>, all delinquent taxes are turned over to the County. Winter taxes are issued in December and are due February 14<sup>th</sup>. The City collects until February 28<sup>th</sup>. March 1<sup>st</sup> the delinquent taxes are turned over to Oakland County. Kantor indicated that the question arose out of seeking flexibility for residents in allowing special assessments to be collected in the winter. The charter currently

states that the city collects the millages with the summer tax bill. Attorney Baker mentioned that some communities, like Detroit and Jackson, allow for residents to spread tax payments over several months. Stec will ask residents for feedback through the newsletter and Your Town.

3. Mayor and Council Comments

Discussion

- Council Member Ferguson asked about Annie Lathrup school as alternative option for reconstructing city hall for police operations, in light of the proposed costs. Stec noted that the cost of rehabbing the school would be substantial. Stec noted that she communicates with Rob from Surnow on a regular basis about their other Surnow properties.
- Attorney Baker asked about the Sign Ordinance. Mitchell Theriot responded that it was her understanding that it was on the study session agenda for discussion and would be on the May 17<sup>th</sup> council agenda for the 1<sup>st</sup> reading.
- Mayor Pro Tem Kantor - Rise of complaints from residents regarding speeding throughout the neighborhoods. After speaking with Chief Scott, officers will be dedicating at least 1 hour per shift to giving out written warnings so we can track what is happening. Attorney Baker noted that written warnings are tracked in the CLEMIS system and shows that the driver has had a police encounter. This is instead of a “traffic enforcement month” approach. It is not that the officers are not patrolling the neighborhoods, but their time had been focused on Southfield Road. Mayor Garrett noted that it is a dangerous situation in the neighborhoods.
- Mayor Pro Tem Kantor – Infrastructure projects public service announcements are on the city’s website, YouTube, city’s Facebook page (Residents/Infrastructure) and Public T.V.

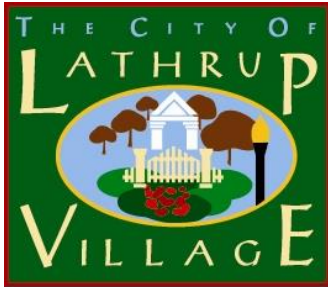
4. Public Comments - None

5. Adjourned - 6:58 p.m.

Transcribed by Yvette Talley

\_\_\_\_\_  
Mykale Garrett, Mayor

\_\_\_\_\_  
Yvette Talley  
City Clerk



# City Council Regular Meeting

## Draft - Minutes

Monday, April 19, 2021 at 7:00 PM  
27400 Southfield Road, Lathrup Village, Michigan 48076

*In accordance with Emergency Orders issued by the Michigan Department of Health and Human Services, Oakland County, local officials, State of Michigan legislation, and City of Lathrup Village’s Declaration of a Local State of Emergency (March 2020), that continues to exist and which allows for electronic meetings of public bodies, notice is hereby given that the City of Lathrup’s City Council will be meeting electronically using [www.Zoom.us](http://www.Zoom.us) for videoconference and public access.*

1. **Call to Order** by Mayor Garrett *(in accordance with PA 254 of 2020, the members should identify their physical location by stating the county, city, township, or village and state from which he or she is attending the meeting remotely).*

### 2. Roll Call

Present: Mayor Mykale Garrett, Mayor Pro Tem Bruce Kantor

Council members: Ian Ferguson and Saleem Siddiqi

Excused: Council member Donna Stallings

Present: City Administrator, Dr. Sheryl L. Mitchell Theriot  
Assist. City Administrator/Treasurer, Pamela Bratschi  
City Attorney, Scott Baker,  
Police Chief, Scott McKee  
Director, Community and Economic Development/DDA Susie Stec  
City Clerk, Yvette Talley

Others Present: Jill Bahm and Scott Ringle – Giffels Webster

All City Council members announced that they are in Lathrup Village, Michigan – Oakland County.

Motion by Councilmember Ferguson, seconded by Mayor Pro Tem Kantor to excuse Council member Stallings from this meeting.

### CITY OF LATHRUP VILLAGE CITY CONCIL MEETING MINUTES APRIL 19, 2021

Ayes: Ferguson, Garrett, Kantor  
No: None  
Motion carried.

### 3. Pledge of Allegiance

**4. Approval of Agenda**

Motion by Council member Ferguson, seconded by Council member Siddiqi to Approve the Agenda.

Ayes: Ferguson, Garrett, Kantor, Siddiqi  
No: None  
Motion carried.

**5. Presentations**

None

**CITY COUNCIL CONVENE AS ZONING BOARD OF APPEALS**

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to convene as Zoning Board of Appeals.

Ayes: Ferguson, Garrett, Kantor, Siddiqi  
No: None  
Motion carried.

**MOTION TO RECONVENE AS CITY COUNCIL**

Motion by Board member Kantor, seconded by Board member Ferguson to reconvene as City Council.

Ayes: Ferguson, Garrett, Kantor, Siddiqi  
No: None  
Motion carried.

**(Please review Zoning Board of Appeals meeting minutes of April 19, 2021.)**

**7. Consent Agenda**

*All items listed under "Consent Agenda" are considered to be routine and non-controversial by the City Council and will be approved by one motion. There will be no separate discussion. If a discussion is desired, that item(s) will be removed from the consent agenda and discussed separately immediately after consent agenda approval in its normal sequence on the regular agenda.*

**A. Approval of Minutes – Study Session Meeting March 15, 2021**

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the minutes for March 15, 2021 Study Session Meeting.

Ayes: Ferguson, Garret, Kantor, Siddiqi  
No: None  
Motion carried.



**B. Approval of Minutes – March 15, 2021 – City Council Meeting**

Motion Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the minutes for March 15, 2021 City Council Meeting.

Ayes: Ferguson, Garrett, Kantor, Siddiqi  
No: None  
Motion carried.

**C. Approval of Minutes – March 30, 2021 Goal Setting Meeting**

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the minutes for March 30, 2021 Goal setting meeting.

Ayes: Ferguson, Garrett, Kantor, Siddiqi  
No: None  
Motion carried.

**D. Approval of Minutes – April 5, 2021 Study Session Meeting**

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the minutes for April 5, 2021 Study Session meeting.

Ayes: Ferguson, Garrett, Kantor, Siddiqi  
No: None  
Motion carried.

**E. Approval to Set Budget Hearing - Fiscal Year 2021/22 and Capital Improvement Plan for 2021-2026 for May 17, 2021 at 7:00 p.m.**

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the scheduling of a public hearing for the Fiscal Year 2021/22 Budget and Capital Improvement Plan for 2021-26 for May 17, 2021 at 7:00 p.m.

Ayes: Ferguson, Garrett, Kantor, Siddiqi  
No: None  
Motion carried.

**8. Disbursement Report**

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve Disbursement report for March 2021.

FUND 101	GENERAL FUND	\$ 260,362.73
FUND 202	MAJOR ROADS	\$ 10,294.59
FUND 203	LOCAL ROADS	\$ 84,034.14
FUND 258	CAPITAL FUND	\$ 2,057.33
FUND 494	DOWNTOWN DEV AUTH	\$ 55,139.29
FUND 592	WATER & SEW.	<u>\$ 167,897.65</u>
		\$ 579,785.73

Ayes: Ferguson, Garrett, Kantor, Siddiqi  
No: None  
Motion carried.

**9. CONSIDERATION OF A MOTION TO ACCEPT DEPARTMENTAL REPORTS**

Dr. Sheryl Mitchell Theriot gave an overview and answered specific questions.

Motion by Council member Siddiqi, seconded by Council member Ferguson to approve the Departmental Report. Receive and File – Department Reports: Code Enforcement, Parks & Recreation, Police Dept., Community & Economic Development, Building Dept.

Ayes: Ferguson, Garrett, Kantor, Siddiqi  
No: None  
Motion carried.

**10. Public Comments for Items on the Agenda (Speakers are limited to 3 minutes)**

There were no public comments

**11. Public Hearings - None**

**12. Action Requests - For Consideration / Approval**

**A. Sidewalk Ordinance - Amendment**

Dr. Sheryl Mitchell Theriot gave an overview and answered specific questions on the 2<sup>nd</sup> reading of the amendments for the Sidewalk Ordinance. Discussed the process that will allow special payment arrangements instead of a special assessment process for the repair costs on the property taxes.

Motion by Mayor Pro Tem Kantor, seconded by Council member Ferguson to approve the 2<sup>nd</sup> Reading and adoption to amend Chapter 62 – Streets, Sidewalks, and other Public Places, Section 122 and 123 – Duty of Property Owners Generally and Standards Generally.

Yes: Ferguson, Garrett, Kantor, Siddiqi  
No: None  
Motion carried.

**B. Sidewalk Replacement Program – Tree Root Policy**

Dr. Sheryl Mitchell Theriot gave an overview and answered specific questions. For the 2021-2023 Sidewalk Replacement Program. The Fiscal Year 2020/21 Project area is the residential section south of I-696/11 Mile on both the east and west side of Southfield Road and the Business Corridor of Southfield Road from Lincoln Dr. to 12 Mile Rd. Staff is currently evaluating sidewalks and letters will be sent to residents to apprise them of their responsibility to have the sidewalks repaired. The sidewalk repair contract will include the costs for having the tree roots grinded that are lifting up sidewalks. The estimated cost for the tree root grinding is \$100 each. There are an estimated 100 tree roots reflected in the sidewalk program

area, so the estimated cost is \$10,000 for the tree root grinding. The recommendation to Council is that the for the 2021-2023, Sidewalk Program, that the City of Lathrup Village assume the costs associated with grinding the roots of city trees that are impacting safe sidewalk conditions. Mayor Pro Tem Kantor noted that although it is the responsibility of the property owner, the city is acknowledging that they own the trees in the right-of-way and therefore will assume the costs of grinding the roots down. The citizens remain responsible for the replacement of the sidewalk flags.

Motion by Council member Ferguson, Seconded by Council member Siddiqi to Adopt Policy and Amend the 2021-2023 Sidewalk Replacement Program to reflect that the City of Lathrup Village will assume the costs associated with grinding the roots of city trees that are impacting safe sidewalk conditions.

Yes: Ferguson, Garrett, Kantor, Siddiqi

No: None

Motion carried.

**C. Adoption of Adoption of Final Delinquent Special Assessment Roll**

Dr. Sheryl Mitchell Theriot gave an overview and answered specific questions.

Motion by Council member Ferguson, seconded by Council member Siddiqi, to Adopt the resolution for Delinquent Special Assessments.

Yes: Ferguson, Garrett, Kantor, Siddiqi

No: None

Motion carried.

**D. Lathrup Village Lead Service Line Replacement Policy and Agreement**

Dr. Sheryl Mitchell Theriot gave an overview and answered specific questions. The State of Michigan – EGLE Department has a mandatory program for the identification and replacement of lead water service lines. The City has contracted through SOCWA with D’Angelo Brothers for the removal and replacement of lead/galvanized steel service lines in the private section of the water line. Sunde Building has been contracted for the verification of materials to the randomly selected 350 homes and replace stop boxes at the curbs. The Policy establishes the procedures and provides the draft of the Access Agreement with the property owner. Encouraged residents to participate in the water service line project to assess the material that is connected to their water meter. If it's not done, someone may have to come into your home and at this time, it's highly encouraged to do self-identification.

Motion by Council member Ferguson, Seconded by Council member Siddiqi to adopt the Lead Service Line Replacement Policy and Agreement .

Yes: Ferguson, Garrett, Kantor, Siddiqi

No: None

Motion carried.

**E. Michigan EGLE – 3<sup>rd</sup> Amended Administrative Consent Order**

Dr. Sheryl Mitchell Theriot gave an overview and answered specific questions.

The City submitted a Long-Term Corrective Action Plan to EGLE for review and approval on April 7, 2020. By September 1, 2022, the City is to submit to EGLE a work plan with implementation schedule to certify that the long-term corrective action plan meets either the Town Outlet Capacity (TOC) for sanitary waste water or Flow Capacity Agreement, along with progress reports.

Motion by Council member Ferguson, Seconded by Mayor Pro Tem Kantor to approve the Third Amended Administrative Consent Order from the State of Michigan Department of Environment, Great Lakes, and Energy Water Resources Division and authorize the City Administrator to sign the Order and related documents.

- Yes: Ferguson, Garrett, Kantor, Siddiqi
- No: None
- Motion carried.

**F. City of Lathrup Village 2020 Consumer Annual Report on Water Quality**

Dr. Sheryl Mitchell Theriot gave an overview and answered specific questions. This is an annual report on water quality shows the sources of our water, lists the results of our tests and contains important information about water and health. A copy of the report is posted and available on the city’s website. Links to the report have been shared with residents via water bills, eNewsletters and social media.

Motion by Council member Ferguson, seconded by Council member Siddiqi to Accept the City of Lathrup Village 2020 Consumers Annual Report on Water Quality and instruct the City Clerk to forward a copy of the report to the State of Michigan DEQ, SOCWA and Oakland County Health Department, along with the Certificate of Distribution, as required under the laws of Michigan.

- Yes: Ferguson, Garrett, Kantor, Siddiqi
- No: None
- Motion carried.

**G. Infrastructure Committee - Recommendations for 2022 Road Projects**

Mayor Pro tem Kantor gave an overview and answered specific questions.

Discussion: The recommendation for the specific roads for the summer of 2022 project was created by the City and Project Engineers based upon engineering concerns, minimizing disruption and lowering costs. The advantage of this approach is that it produces an unbiased recommendation, as the engineers are unaware of specific resident concerns, City politics, where individuals reside etc.

These are the specific roads scheduled for road repaving for the 2022 construction season:

Lacrosse	Bloomfield to Santa Barbara
Glenwood	Santa Barbara to Bloomfield
Saratoga	Bloomfield to Sunset
Cambridge	Santa Barbara to Bloomfield
San Rosa	Southfield Road to the City line
Wiltshire	Southfield Road to the City Line
East California	Southfield Road to Coral Gables
Lathrup Boulevard	Southfield Road to Coral Gables
Rainbow Court	Rainbow Drive to Rainbow Court
Eldorado Place	Middlesex to Rainbow Drive
Cambridge	Southfield Road to Lathrup Boulevard

\*Contingent upon approval of their ditch special assessment district.

City engineer recommended these streets - 1A construction is the most expensive form of reconstruction. They felt that doing most of these in the same year would save the city money. Full construction 1A roads are located south of I-696 and the engineers felt that it made sense to work on the roads to save on future mobilization costs. Two streets, Wiltshire and San Rosa were chosen because their water mains are being replaced during the summer of 2021 which will make it necessary for subsequent repaving in 2022.

**H. Professional Auditing Services –Request for Proposals**

Dr. Sheryl Mitchell Theriot gave an overview and answered specific questions. City Council requests that an RFP be issued to solicit responses for these services.

Motion by Council member Ferguson, seconded by Mayor Pro Tem Kantor to authorize the release of the RFP for Professional Auditing Services.

- Yes: Ferguson, Garrett, Kantor, Siddiqi
- No: None
- Motion carried.

**I. Fund Balance and Reserve Policy**

Dr. Sheryl Mitchell Theriot gave an overview and answered specific questions about the fund Balance and Reserve Policy. Components are: Nonspendable fund balance, restricted fund balance, committed fund balance, assigned fund balance, unassigned fund balance. The Reserve Policy is to maintain an unrestricted Fund Balance of 15-20% of expenditures.

Motion by Council member Siddiqi, seconded by Council member Ferguson to Adopt the fund Balance and Reserve Policy as presented.

- Yes: Ferguson, Garrett, Kantor, Siddiqi
- No: None
- Motion carried.

**J. Oakland County West Nile Virus Fund Program for 2021**

Dr. Sheryl Mitchell Theriot gave an overview and answered specific questions. Oakland County has provided reimbursement for all Cities, Villages and Townships for their purchasing of larvicide and insect repellent to prevent West Nile virus. This year the city is eligible to receive up to \$564.73.

Motion by Council member Siddiqi, seconded by Council member Ferguson to Adopt the Resolution to Approve Participation in the Oakland County West Nile Virus Fund Reimbursement Program 2021.

Yes: Ferguson, Garrett, Kantor, Siddiqi  
No: None  
Motion carried.

**K. Proclamation Declaring April 24, 2021 as Arbor Day**

There will be an Arbor Day program and Earth Day Celebration here in the city on Saturday, April 24, 2021

**13. City Administrator Report**

City Administrator Report by Dr. Sheryl Mitchell Theriot - Water bill clerk position has been vacant for the last two months. If you have questions or concerns, contact the office. There have been ongoing issues with some water meters that have been inconsistent with the information that it's sharing. We're working hard to fix issues but depending on the issue, there may be adjustments on some bills. Water bill rates s adjust annually in July after City Council approves the water rates. If you request a re-read, they are done on Monday, Wednesday and Fridays. Branch chipping is done on Friday's – place branches with the cut end facing the street.

**14. City Attorney Report**

None

**15. Reports of Boards, Commissions, and Committees**

Building materials and cannabis ordinances will be discussed at Planning Commission meeting April 20<sup>th</sup> at 7:00 p.m.

**16. Unfinished / New Business**

None

**17. Public Comment**

None

**18. Mayor and Council Comments**

Bruce Kantor suggested residents go to city’s website to watch PSA on Infrastructure projects in the city. Reminder to do self- identification on water meter.

**19. Adjourn**

Motion by Council member Siddiqi, seconded by Mayor Pro Tem Kantor to adjourn this meeting.

Ayes: Ferguson, Garrett, Kantor, Siddiqi  
No: None  
Motion carried.

The meeting was adjourned at 8:10 p.m.

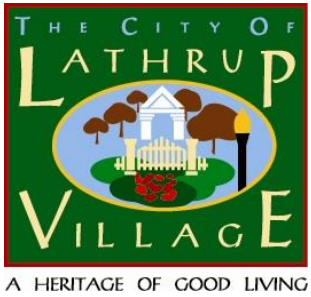
Transcribed by Yvette Talley

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Mykale Garrett, Mayor

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Yvette Talley  
City Clerk



# City Council Budget Study Session

## Draft - Minutes

Monday, May 03, 2021 at 6:00 PM  
27400 Southfield Road, Lathrup Village, Michigan 48076

*In accordance with Emergency Orders issued by the Michigan Department of Health and Human Services, Oakland County, local officials, and State of Michigan legislation, which allows for electronic meetings of public bodies, notice is hereby given that the City of Lathrup's City Council will be meeting electronically using [www.Zoom.us](http://www.Zoom.us) for videoconference and public access.*

### Call to Order

Call to Order at 6:00 p.m. by Mayor Garrett.

Present: Mayor Garrett and Mayor Pro Tem Kantor

Council members: Ian Ferguson and Saleem Siddiqi

Absent: Council member Donna Stallings

All Councilmembers present are meeting virtually and they are located in Lathrup Village, MI - Oakland County.

Others Present: Dr. Sheryl Mitchell Theriot, City Administrator  
Pamela Bratschi, Assistant City Administrator/Treasurer  
Scott McKee, Police Chief  
Scott Baker, City Attorney  
Susie Stec, Community & Economic Development and DDA Director  
Kelda London, Government Operations Assistant  
Yvette Talley, City Clerk

Also Present: Scott Ringler, Giffels Webster

## 2. Budget Discussion Items

### A. Fiscal Year 2021/22 Budget

Dr. Sheryl Mitchell Theriot gave an overview and answered specific questions.

Revenues - Due to the coronavirus, there are a lot of unknowns regarding revenue. We are anticipating a decrease in revenue sharing of 2% from the state of Michigan. Also, anticipating the American Rescue Plan dollars which is approximately \$403,000, but the federal government has not yet issued guidelines on how we are allowed to use those dollars.

Millage - The 2021 millage rate is projected to be 24.4906 mills. The General Operating Millage is reduced to 17.8783 from the authorized maximum of 20 mills (and reduced from FY 2020/21 of



18.1912). The increase of 3.9307 reflects the millage that was approved by the voters for the street project.

Salaries - 2% increase for Police and all employees for the upcoming year.

Road Millage Rate - No transfer of funds from General Fund or Major Street Fund to Local Street Fund. There is the voter authorized 3.9307 road millage. The Major Street Fund needs to grow in preparation for the upcoming 11 Mile construction project.

B. Capital Improvement Plan 2021-2026

Dr. Sheryl Mitchell Theriot gave an overview and answered specific questions. The capital improvement project is a major, nonrecurring expenditure that generally has a public purpose and cost \$5,000 or more. This can include rehabilitation, new facilities and equipment, with a useful life of 3 or more years.

Projects totaling \$5,285,974 Fiscal Year 2021/22 Funding Sources:

- General Fund/CIP/Special Assessments	\$ 411,450
- Water/Sewer Fund	\$ 133,477
- Water CIP Bonds	\$ 3,103,000
- Road Bonds	\$ 1,532,322
- Local & Major Streets Funds	\$ 88,000
- DDA Fund	\$ 17,725

Discussion - General fund/CIP/Special Assessments, Water/Sewer Fund, Water CIP Bonds, Road Bonds, Local & Major Streets, DDA fund. Planning Commission has included the replacement of Sarrackwood park playground equipment. Police Dept. – Body cameras. City Council will take action on the Capital Improvement Plan 2021-2026 on May 17,2021.

C. Retiree Health Addendum

Dr. Sheryl Mitchell Theriot gave an overview and answered specific questions. A recent court case stated that unless the Collective Bargaining Agreements explicitly promised to provide retirees with healthcare benefits for life, lifetime benefits could not be presumed. The current language does not promise “lifetime” benefits in the policies or agreements that are in place.

Steve Schwartz, Labor Attorney gave an overview and answered specific questions regarding Retiree Health Addendum. Mr. Schwartz suggested to meet again with City Council to go over details.

Chief McKee gave an explanation of the history of retiree health addendum.

D. American Rescue Plan (ARP)

Dr. Sheryl Mitchell Theriot gave an overview and answered specific questions. The Federal Government is releasing \$350 billion to states and local governments. The City of Lathrup Village is expecting to receive \$403,939. The funds will first go to the State of Michigan, which will then issue two separate installments May/June 2021 and May/June 2022. Funds are required to be used by December 2024. Once the guidelines from the government are received on how to use the funds a decision will made. However, Susie Stec said if possible, some of the funds will be used for home-based businesses.

3. Discussion Items

A. Request for Opinion – Placing Special Assessments on Winter Tax Bill

Dr. Sheryl Mitchell Theriot gave an overview and answered specific questions. Consider the budget to be adopted in June (since it’s due in July) instead of May. A lot of agencies and entities send their information in late May, so to have the budget adoption date changed to June would allow staff to include updated information in formulating the budget. Attorney Scott Baker said to make this change would require a charter amendment. Attorney Baker indicated that the requirement to adopt the budget is in the Charter. Mayor Pro Tem indicated that if it wasn’t too cumbersome, to move forward with charter amendment language changes for winter taxes and budget adoption date. The two separate ballot questions could appear on the ballot for November 2, 2021. Clerk Talley will advise on the date for submitting ballot initiatives. The State Attorney General and Oakland County have to have time to review the language.

B. Study Session – Recordings

Council member Ferguson requested a discussion of video recordings of study session. Video recordings is part of having good records. Prior to COVID, Council had decided to start recording DDA, along with Planning Commission meetings. Availability of Zoom formats and recordings addresses the logistical challenges with recording the study sessions, which were held in the Conference Room.

C. Encroachment License Application – 27680 Lathrup Blvd

Dr. Sheryl Mitchell Theriot gave an overview and answered questions. The resident submitted a revocable permanent encroachment license application for the abandoned portion of San Quentin Street, which serves as part of his driveway.

D. Marijuana/Cannabis Update

Dr. Sheryl Mitchell Theriot gave an overview and answered specific questions.

Planning Commission discussed the draft Zoning Ordinance and General Code Ordinance language at their April 20<sup>th</sup> meeting. The current sunset expires in August, 2021. There will be a public hearing - June 15<sup>th</sup> Planning Commission meeting. The draft will go to City Council to review before the Public Hearing. Discussed changes to the ordinance such as: hours of operation, eliminate distance separation unless there are more than 2 cannabis facilities, criteria for scoring changed from 70% to 85%. If the applicant doesn’t score 70%, they will not be considered. Discussed clarifying the amount of cannabis businesses that will be allowed.

The schedule for City Council is suggested to include 2 readings of the General Code Ordinance:

- July 21 (1<sup>st</sup> reading)
- July 26 (2<sup>nd</sup> reading)

Discussed logistics of public hearing. Will place a comment box in lobby and have a survey on the city’s website. Discussion of having the actual meeting outside.

E. Infrastructure Update

Dr. Sheryl Mitchell Theriot gave an overview on the updates of infrastructure update.

Post office will hold the mail, if roads are closed. Post Office telephone number is 800-275-8777. Discussion of alternative parking and that police will monitor car parking on the street overnight, but will not be writing tickets.

Stop box installations by Sunde Building scheduled for May 3 - May 14

Lead copper replacement - 21 homes were identified with lead or galvanized steel water service lines and letters have been mailed seeking signed agreements to authorize the city’s contractor – D’Angelo Brothers to replace the water service line. Scott Ringler said Miss Dig is holding up projects, because they can't come out to stake until May 10. City Administrator suggested that Miss Dig get more help because this is holding up projects in the city and in cities across the state of Michigan.

Sidewalks – assessing the conditions.

Fire Hydrants - Within the next 2 weeks work will begin on the replacement of fire hydrants.

F. Planning Commission Appointment

Dr. Mitchell Theriot gave an overview and answered specific questions. Discussed vacancies on Planning Commission and the deadline to apply is May 10.

4. **Mayor and Council Comments**

Ferguson said due to mental fatigue in the community a Social worker should be available to consult on an as needed basis.

Mayor Garrett stated there will be another Farms to Families food distribution on May 15th. She’s in need of volunteers/drivers to assist.

Discussed choosing dates/times for next budget study session.

5. **Public Comments**

Public Comments: Kim Hodge – questioned language in Agreement about the Water system replacement. Asked what will happen if her property is damaged. A revised contract will be sent out.

6. **Adjourn**

Motion by Council member Ferguson, seconded by Council member Siddiqi to adjourn this meeting.

Meeting adjourned at 7:56 p.m.

Minutes transcribed by Clerk Yvette Talley.

\_\_\_\_\_  
Mykale Garrett, Mayor

\_\_\_\_\_  
Yvette Talley  
City Clerk

## Memorandum

**To:** Mayor and City Council

**From:** Pamela Bratschi, Treasurer/Assistant City Administrator

**Date:** May 13, 2021

**Re:** Monthly Approval of Disbursements

Attached are reports for the Cities Monthly Disbursements for the Month of April 2021.

MOTION:

To approve the Monthly Disbursements for the month of April 2021 as:

<b>APRIL DISBURSEMENTS W/ SALARY INCLUDED</b>			
FUND 101	GENERAL FUND	\$	396,728.97
FUND 202	MAJOR ROADS	\$	13,208.64
FUND 203	LOCAL ROADS	\$	23,753.63
FUND 258	CAPITAL FUND	\$	7,526.07
FUND 494	DOWNTOWN DEV. AUTH	\$	34,094.07
FUND 592	WATER & SEW	\$	227,763.01
<b>TOTAL DISBURSEMENTS</b>		<b>\$</b>	<b>703,074.39</b>

**CITY OF LATHRUP VILLAGE**  
*Disbursement Report*

Period covered 4/1/2021-4/15/2021

Gross Payroll:

Payroll Department	Amount	Personnel
Admin	\$14,865.60	Bratschi, London, Mitchell Talley, Sweidan
DDA	\$5,667.92	Stec, Dahl, Sweidan
Bldg Mnt	\$0.00	
Police	\$33,431.02	Becker, Button, Carmack, Huston Knoll,Lask,Lawrence, McKee,Roberts Tackett, Upshaw, Zang
DPS	\$0.00	
Water	\$464.10	Mitchell
Recreation	\$1,859.38	Clough

Total Gross \$56,288.02

Deductions \$21,454.31

Net Payroll \$34,833.71

\* Fund Totals Include Gross Payroll

General Fund	\$50,156.00
Major Road Fund	\$0.00
Local Road Fund	\$0.00
Capital Acquisition Fund	\$0.00
Debt Service Fund SDS Bonds	\$0.00
Downtown Development Authority	\$5,667.92
Water & Sewer Fund	\$464.10

<b>Total</b>	<b>\$56,288.02</b>
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**CITY OF LATHRUP VILLAGE**  
*Disbursement Report*

**Period covered 4/16/2021-4/30/2021**

**Gross Payroll:**

<b>Payroll Department</b>	<b>Amount</b>	<b>Personnel</b>
<b>Admin</b>	<b>\$14,865.60</b>	<b>Bratschi, London, Mitchell Talley, Sweidan</b>
<b>DDA</b>	<b>\$5,667.92</b>	<b>Stec, Dahl, Sweidan</b>
<b>Bldg Mnt</b>	<b>\$0.00</b>	
<b>Police</b>	<b>\$33,901.98</b>	<b>Becker, Button, Carmack, Huston Knoll,Lask,Lawrence, McKee,Roberts Tackett, Upshaw, Zang</b>
<b>DPS</b>	<b>\$0.00</b>	
<b>Water</b>	<b>\$464.10</b>	<b>Mitchell</b>
<b>Recreation</b>	<b>\$1,859.38</b>	<b>Clough</b>

**Total Gross \$56,758.98**

**Deductions \$21,278.00**

**Net Payroll \$35,480.98**

**\* Fund Totals Include Gross Payroll**

<b>General Fund</b>	<b>\$346,572.97</b>
<b>Major Road Fund</b>	<b>\$13,208.64</b>
<b>Local Road Fund</b>	<b>\$23,753.63</b>
<b>Capital Acquisition Fund</b>	<b>\$7,526.07</b>
<b>Debt Service Fund SDS Bonds</b>	<b>\$0.00</b>
<b>Downtown Development Authority</b>	<b>\$28,426.15</b>
<b>Water &amp; Sewer Fund</b>	<b>\$227,298.91</b>
<b>Total</b>	<b>\$646,786.37</b>

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000.000					
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	MICHIGAN ST. DISBURSEMENT	CHILD SUPPORT	282.75	45215
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	MICHIGAN ST. DISBURSEMENT	CHILD SUPPORT	282.75	45215
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	POLICE & FIREMEN'S INS. GF	POLICE OFFICER AND FIRE INS	56.34	45223
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	AFLAC	AFLAC INSURANCE	128.60	45236
101-000.000-232.000	EMPLOYEE PAYROLL-MEDICAL W/H	MICHIGAN ST. DISBURSEMENT	CHILD SUPPORT	282.75	45262
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	ELAINE EPSTEIN	DEPOSIT REFUND FOR PARK	100.00	45248
101-000.000-245.000	RENTAL SECURITY DEPOSITS HELD	SHARON WOODS	REFUND DEPOSIT CANCELLED EVENT	100.00	45273
101-000.000-246.000	POLICE UNION DUES	COMMAND OFFICERS ASSN. OF	COMMAND OFFICERS ASSN. OF MICHIGAN	127.68	45197
101-000.000-246.000	POLICE UNION DUES	POLICE OFFICERS ASSOC.	POLICE OFFICERS ASSOCIATION OF MICHIGAN	414.96	45224
101-000.000-254.000	REGISTRATION SEX OFFENDER	MICHIGAN STATE POLICE	ENDING SOR REGISTRATION	90.00	45216
101-000.000-283.000	PERFORMANCE BONDS	Randazzo Mechanical H & C	BD Bond Refund	35.00	45232
101-000.000-283.000	PERFORMANCE BONDS	Randazzo Mechanical H & C	BD Bond Refund	25.00	45232
101-000.000-283.000	PERFORMANCE BONDS	Randazzo Mechanical H & C	BD Bond Refund	25.00	45232
101-000.000-283.000	PERFORMANCE BONDS	Royal Restoration Services	BD Bond Refund	449.00	45233
101-000.000-283.000	PERFORMANCE BONDS	Wallside Windows	BD Bond Refund	150.00	45235
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	ICMA RETIREMENT TRUST-457	RETIREMENT TRUST	3,966.64	45210
101-000.000-344.000	DEF COMP PAYABLE ICMA CLEARIN	ICMA RETIREMENT TRUST-457	ICMA DEF COMP 457	5,240.10	45254
Total For Dept 000.000				11,756.57	
Dept 100.000 GOVERNMENT SERVICES					
101-100.000-710.000	UNEMPLOYMENT INSURANCE	MICHIGAN MUNICIPAL LEAGUE	MML QUARTERLY CONTRIBUTION REPORT	42.45	45214
101-100.000-726.000	OFFICE SUPPLIES	STAPLES	OFFICE SUPPLIES	63.14	45226
101-100.000-726.000	OFFICE SUPPLIES	STAPLES	OFFICE SUPPLIES	148.57	45226
101-100.000-726.000	OFFICE SUPPLIES	STAPLES	HP 55A BLACK TONER	107.19	45277
101-100.000-803.000	MEMBERSHIPS & MEETINGS	MICHIGAN MUNICIPAL EXECUTIVE	MEMBERSHIP FEE	72.50	45213
101-100.000-803.000	MEMBERSHIPS & MEETINGS	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	888.00	45240
101-100.000-804.000	BUILDING TRADE INSPECTION	BRIAN SHERMAN	REFUND FOR A PERMIT	65.00	45191
101-100.000-804.000	BUILDING TRADE INSPECTION	MCKENNA & ASSOC.	INSPECTION FOR PLAN REVIEW	4,511.50	45260
101-100.000-804.000	BUILDING TRADE INSPECTION	MCKENNA & ASSOC.	INSPECTION	1,681.40	45260
101-100.000-805.000	CABLE TELEVISION	C V STUDIOS	CABLE AND TV	3,333.00	45171
101-100.000-805.000	CABLE TELEVISION	CARDMEMBER SERVICE	RECREATION	199.75	45172
101-100.000-805.000	CABLE TELEVISION	COMCAST	COMCAST INTERNET	114.15	45196
101-100.000-805.000	CABLE TELEVISION	C V STUDIOS	LVTV SERVICES	3,603.00	45239
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLIFTON GRANT	PARTIAL REFUND OF PAYMENT	25.00	45242
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	CLIFTON GRANT	PARK RENTAL WORK	50.00	45242
101-100.000-832.000	CITIZEN COMMUNICATION/PR	OAKLAND SCHOOLS	DOG PARK POST CARDS/YOUR TOWN	2,440.00	45222
101-100.000-832.000	CITIZEN COMMUNICATION/PR	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	14.99	45240
101-100.000-848.000	GOVERNMENT OPERATIONS	CARDMEMBER SERVICE	RECREATION	84.99	45172
101-100.000-848.000	GOVERNMENT OPERATIONS	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	1,247.48	45240
101-100.000-848.001	TECHNOLOGY	MUNICODE	MUNICODE PORTAL BUILD	6,900.00	45263
101-100.000-850.000	TELEPHONE EXPENDITURES	BSB COMMUNICATIONS, INC.	TELEPHONE EXPENSE	62.50	45170
101-100.000-850.000	TELEPHONE EXPENDITURES	COMCAST	INTERNET	190.98	45196
101-100.000-850.000	TELEPHONE EXPENDITURES	COMCAST	COMCAST INTERNET	182.64	45196
101-100.000-850.000	TELEPHONE EXPENDITURES	WINDSTREAM	WINDSTREAM INT.	759.88	45230
101-100.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	PHONE	217.64	45280
101-100.000-860.000	VEHICLE EXPENSE	CARDMEMBER SERVICE	RECREATION	72.84	45172
101-100.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CENTRAL	OIL CHANGE	26.98	45188
101-100.000-860.000	VEHICLE EXPENSE	SHERYL MITCHELL THERIOT	MONTHLY VEHICLE ALLOWANCE	400.00	45274
101-100.000-900.000	PRINTING/PUBLICATION COSTS	MEDIANEWS- 21CM ADVERTISING	PUBLICATION	1,211.52	45176
101-100.000-900.000	PRINTING/PUBLICATION COSTS	PRINTING SYSTEMS, INC.	PRINTING AND PUBLICATION	28.57	45180
101-100.000-900.000	PRINTING/PUBLICATION COSTS	C & G NEWSPAPERS	SOUTHFIELD	296.80	45192
101-100.000-900.000	PRINTING/PUBLICATION COSTS	MEDIANEWS- 21CM ADVERTISING	MEDIA NEWS GROUP	1,777.65	4

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Fund 101 GENERAL FUND					
Dept 100.000 GOVERNMENT SERVICES					
101-100.000-900.000	PRINTING/PUBLICATION COSTS	MUNICODE	ONLINE CODE HOSTING	950.00	45217
101-100.000-901.000	POSTAGE FEES	PITNEY BOWES	POSTAGE	278.63	45178
101-100.000-901.000	POSTAGE FEES	PURCHASE POWER	METER REFILL	172.37	45268
Total For Dept 100.000 GOVERNMENT SERVICES				32,221.11	
Dept 101.000 ADMINISTRATION					
101-101.000-702.000	SALARIES PART-TIME	ACCOUNTTEMPS	TEMP POSITION	1,275.00	45168
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	PROVIDENCE OCCUPATIONAL HE		62.00	45181
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	BLUE CARE NETWORK	4,119.42	45189
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 80	HEALTH SAVINGS (RHS) PLAN	209.55	45228
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPAN	INSURANCE	142.02	45276
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS	209.55	45278
101-101.000-717.000	CODE ENFORCEMENT LEGAL	BAKER & ELOWSKY, PLLC	LEGAL SERVICE	1,560.00	45187
101-101.000-722.000	LEGAL SERVICES	BAKER & ELOWSKY, PLLC	LEGAL SERVICE	4,970.00	45187
101-101.000-722.000	LEGAL SERVICES	STEVEN H. SCHWARTZ	ATTORNEY FEES	218.75	45227
101-101.000-723.000	BOARD OF REVIEW	LEONARD ALFORD	BOARD OF REVIEW	185.00	45259
101-101.000-723.000	BOARD OF REVIEW	REGINA JONES	BOARD OF REVIEW	185.00	45269
101-101.000-723.000	BOARD OF REVIEW	RHONDA WILSON	BOARD OF REVIEW	185.00	45270
Total For Dept 101.000 ADMINISTRATION				13,321.29	
Dept 201.000 BUILDING & GROUNDS					
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	CUSTODIAL SERVICES	538.53	45195
101-201.000-702.000	SALARIES PART-TIME	MICHIGAN ST. DISBURSEMENT	OAKLAND COUNTY SPOUSAL SUPPORT	649.75	45215
101-201.000-702.000	SALARIES PART-TIME	MICHIGAN ST. DISBURSEMENT	SPOUSAL SUPPORT	649.75	45215
101-201.000-702.000	SALARIES PART-TIME	AFLAC	AFLAC INSURANCE	71.64	45236
101-201.000-702.000	SALARIES PART-TIME	CLIFTON GRANT	CUSTODIAL SERVICES 4/15-4/30/2021	538.43	45242
101-201.000-702.000	SALARIES PART-TIME	MICHIGAN ST. DISBURSEMENT	SPOUSAL SUPPORT	649.75	45262
101-201.000-920.000	UTILITIES	CONSUMERS ENERGY	GAS	686.17	45198
101-201.000-920.000	UTILITIES	DTE ENERGY	ELECTRIC	1,574.00	45201
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	ALLIED BUILDING SERVICES C	WATER TEST	717.83	45169
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	CARDMEMBER SERVICE	RECREATION	26.37	45172
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	DETROIT ELEVATOR COMPANY	ROUTINE MAINTENANCE	215.00	45200
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	HOME DEPOT CREDIT SERVICES	HOME DEPOT COMMUNITY GARDEN	186.19	45207
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	NICHOLS PAPER & SUPPLY CO	OFFICE SUPPLIES	259.31	45218
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	69.97	45240
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	DENNY'S HEATING, COOLING &	COMMUNITY ROOM HEAT DOWN	166.25	45244
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	J.C. EHRLICH	COMMERCIAL PEST MAINTENCANCE SERVICES	95.00	45255
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	KIMBERLY RUSHING	BASEMENT LOBBY PAINTING II	50.00	45258
101-201.000-930.002	COVID EXP - BUILDING	CLIFTON GRANT	SANITIZING CITY HALL	504.00	45195
101-201.000-930.002	COVID EXP - BUILDING	CLIFTON GRANT	SAITIZING CITY HALL 4/15-4/30/2021	504.00	45242
101-201.000-938.000	PARKING LOT & GROUNDS	CLIFTON GRANT	ADDITIONAL PROJECT WORK	36.00	45195
Total For Dept 201.000 BUILDING & GROUNDS				8,187.94	
Dept 301.000 PUBLIC SAFETY					
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BRIAN AVEDISIAN		297.00	45183
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	BLUE CARE NETWORK	1,789.39	45189
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS-BLUE SHIELD	BLUE CROSS BLUE SHEILD	4,581.49	45190
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CROSS-BLUE SHIELD	MEDICAL COVERAGE	9,327.99	45190
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 80	HEALTH SAVINGS (RHS) PLAN	38.40	45228
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 80	803061 FOR RHS PLAN	439.92	45229
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BRIAN AVEDISIAN	MEDICAL REIMBURSEMENT	201.00	45238
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	BRIAN AVEDISIAN	REIMBURSEMENT PRESCRIPTIONS CO-PAY	292.91	4
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPAN	INSURANCE	243.24	4



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Fund 101 GENERAL FUND					
Dept 301.000 PUBLIC SAFETY					
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS	38.40	45278
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	HEALTH SAVINGS (RHS) PLAN	439.92	45279
101-301.000-710.000	UNEMPLOYMENT INSURANCE	MICHIGAN MUNICIPAL LEAGUE	MML QUARTERLY CONTRIBUTION REPORT	82.41	45214
101-301.000-726.000	OFFICE SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	15.89	45240
101-301.000-726.000	OFFICE SUPPLIES	PREMIER BUSINESS PRODUCTS	THOSHIBA COPY MACHINE - POLICE	306.09	45267
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	CARDMEMBER SERVICE	TARGET SOLUTIONS	15.89	45172
101-301.000-822.000	TRAINING	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	183.23	45240
101-301.000-822.000	TRAINING	GUARDIAN TRACKING	ANNUAL SUBSCRIPTION TRACKING SOFTWARE	1,269.00	45252
101-301.000-822.000	TRAINING	MICHIGAN ASSOC OF CHIEFS (	POLICE TRAINING	260.00	45261
101-301.000-823.000	FIREARMS TRAINING	CARDMEMBER SERVICE	TARGET SOLUTIONS	850.00	45172
101-301.000-824.000	CRIME PREVENTION	ZIP PRINTING	CRIME PREVENTION NOTICE DOOR HANGERS	220.00	45182
101-301.000-827.000	302 TRAINING FUNDS EXPENDITURES	OAKLAND COMMUNITY COLLEGE	BIAS AND CULTURAL COMPETENCY POLICE TRF	100.00	45220
101-301.000-828.000	FIRE SERVICE/DISPATCH CONTRACT	CITY OF SOUTHFIELD	FIRE SERVICE CONTRACT	156,675.14	45194
101-301.000-829.000	POLICE UNIFORMS & CLEANING	HURON VALLEY GUNS	TRAINING	1,153.41	45208
101-301.000-836.000	PRISONER LOCKUP	CITY OF BERKLEY	PRISONER BOARD	500.00	45281
101-301.000-850.000	TELEPHONE EXPENDITURES	AT & T	TELEPHONE	56.57	45186
101-301.000-850.000	TELEPHONE EXPENDITURES	COMCAST	INTERNET	73.45	45196
101-301.000-850.000	TELEPHONE EXPENDITURES	COMCAST	XFINITY	16.20	45196
101-301.000-850.000	TELEPHONE EXPENDITURES	COMCAST	COMCAST INTERNET	114.15	45196
101-301.000-850.000	TELEPHONE EXPENDITURES	WINDSTREAM	WINDSTREAM INT.	597.20	45230
101-301.000-850.000	TELEPHONE EXPENDITURES	VERIZON WIRELESS	PHONE	217.64	45280
101-301.000-860.000	VEHICLE EXPENSE	CARDMEMBER SERVICE	TARGET SOLUTIONS	91.96	45172
101-301.000-860.000	VEHICLE EXPENSE	JAX KAR WASH	CAR WASH	68.00	45174
101-301.000-860.000	VEHICLE EXPENSE	O'REILLY AUTOMOTIVE, INC.	WIPER BLADES	55.98	45177
101-301.000-860.000	VEHICLE EXPENSE	BIRMINGHAM OIL CHANGE CEN	POLICE VEHICLES OIL CHANGE	221.84	45188
101-301.000-860.000	VEHICLE EXPENSE	OAKLAND COUNTY TREASURER	MOTORPOOL EXT PARTS AND ACCESS	140.74	45221
101-301.000-860.000	VEHICLE EXPENSE	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	91.96	45240
101-301.000-860.000	VEHICLE EXPENSE	JAX KAR WASH	CAR WASHES	90.00	45257
101-301.000-860.000	VEHICLE EXPENSE	O'REILLY AUTOMOTIVE, INC.	H11BP CAPSULE	15.92	45264
101-301.000-860.000	VEHICLE EXPENSE	OAKLAND COUNTY TREASURER	MOTORPOOL EXT PARTS & ACCESS/LABOR	1,719.05	45265
Total For Dept 301.000 PUBLIC SAFETY				182,891.38	
Dept 401.000 PUBLIC SERVICE					
101-401.000-890.000	PARK MAINTENANCE	NICO INCORPORATED	SIDEWALK INSTALLATION IN PARK	1,500.00	45219
101-401.000-890.000	PARK MAINTENANCE	BARCO PRODUCTS COMPANY	STERLING MEMORIAL BENCH (2)	1,316.13	45237
101-401.000-920.000	UTILITIES	CONSUMERS ENERGY	GAS	464.34	45198
101-401.000-920.000	UTILITIES	DTE ENERGY	ELECTRIC	139.74	45201
101-401.000-920.000	UTILITIES	WINDSTREAM	WINDSTREAM INT.	183.96	45230
101-401.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES	10,436.61	45211
Total For Dept 401.000 PUBLIC SERVICE				14,040.78	
Dept 501.000 LEAF COLLECTION					
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	SOCRRA	SPECIAL WASTE PICKUP	245.07	45234
Total For Dept 501.000 LEAF COLLECTION				245.07	
Dept 502.000					
101-502.000-801.001	SOCRRA	SOCRRA	RECYCLE WASTE	15,264.00	45225
101-502.000-801.001	SOCRRA	SOCRRA	RECYCLING AND WASTE	13,616.00	45275
Total For Dept 502.000				28,880.00	
Dept 601.000 RECREATION					
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	BLUE CARE NETWORK	321.26	4
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 803	HEALTH SAVINGS (RHS) PLAN	37.19	4

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 601.000 RECREATION					
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	10.00	45240
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPAN	INSURANCE	21.51	45276
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS	37.19	45278
101-601.000-806.000	ADULT PROGRAMS	CARDMEMBER SERVICE	RECREATION	68.69	45172
101-601.000-806.000	ADULT PROGRAMS	JENNIFER LOPEZ	CREATIVE DANCE TIAL	132.00	45175
101-601.000-806.000	ADULT PROGRAMS	ART IN MOTION LLC	CLASSES	310.00	45185
101-601.000-806.000	ADULT PROGRAMS	C & G NEWSPAPERS	NEWSPAPER PUBLISHING	734.40	45192
101-601.000-806.000	ADULT PROGRAMS	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	4.96	45240
101-601.000-806.000	ADULT PROGRAMS	EDIECREATIVE	CLASS INTRODUCTION TO CALLIGRAPHY	100.00	45246
101-601.000-806.000	ADULT PROGRAMS	G POWERS TRAINING	CHESS CLASS WINTER #2	259.70	45249
101-601.000-811.000	SENIOR ACTIVITIES	CARDMEMBER SERVICE	RECREATION	38.49	45172
101-601.000-811.000	SENIOR ACTIVITIES	LORETTA DELOACH	REFUND FOR SENIOR LUNCHEON	52.50	45231
101-601.000-811.000	SENIOR ACTIVITIES	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	71.20	45240
101-601.000-812.000	COMMUNITY EVENTS	CARDMEMBER SERVICE	RECREATION	178.34	45172
101-601.000-812.000	COMMUNITY EVENTS	CLIFTON GRANT	ADDITIONAL PROJECT WORK	200.00	45195
101-601.000-812.000	COMMUNITY EVENTS	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	127.27	45240
101-601.000-817.000	FITNESS CENTER EXP	COMCAST	INTERNET	29.38	45196
101-601.000-817.000	FITNESS CENTER EXP	COMCAST	COMCAST INTERNET	45.66	45196
101-601.000-843.000	DOG PARK EXPENSES	POSTMASTER	POST CARDS	51.00	45179
101-601.000-843.000	DOG PARK EXPENSES	OAKLAND SCHOOLS	DOG PARK POST CARDS/YOUR TOWN	255.00	45222
101-601.000-843.000	DOG PARK EXPENSES	BARCO PRODUCTS COMPANY	STERLING MEMORIAL BENCH (2)	1,316.13	45237
Total For Dept 601.000 RECREATION				4,401.87	
Total For Fund 101 GENERAL FUND				295,946.01	
Fund 202 MAJOR ROAD FUND					
Dept 702.000					
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	BLUE CARE NETWORK	75.72	45189
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPAN	INSURANCE	2.69	45276
202-702.000-861.000	ROAD MAINTENANCE	CADILLAC ASPHALT L.L.C.	COLD PATCH	63.25	45193
202-702.000-864.000	TRAFFIC CONTROLS	ROAD COMMISSION FOR OAKLAN	ROAD COMMISSION	26.28	45271
202-702.000-864.000	TRAFFIC CONTROLS	ROAD COMMISSION FOR OAKLAN	SIGNAL MAINTENANCE	247.30	45271
202-702.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES	5,388.25	45211
Total For Dept 702.000				5,803.49	
Dept 702.100 CAPITAL IMP - STREET BOND					
202-702.100-970.000	CAPITAL EXPENDITURE	GIFFELS-WEBSTER ENG INC	ROW PERMIT REVIEW	72.50	45206
202-702.100-970.000	CAPITAL EXPENDITURE	GIFFELS-WEBSTER ENG INC	PAVING PROGRAM	428.75	45206
202-702.100-970.000	CAPITAL EXPENDITURE	GIFFELS-WEBSTER ENG INC	PAVING PROGRAM	2,787.36	45206
202-702.100-970.000	CAPITAL EXPENDITURE	GIFFELS-WEBSTER ENG INC	PAVING PROGRAM	4,116.54	45206
Total For Dept 702.100 CAPITAL IMP - STREET BOND				7,405.15	
Total For Fund 202 MAJOR ROAD FUND				13,208.64	
Fund 203 LOCAL ROAD FUND					
Dept 703.000					
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	BLUE CARE NETWORK	75.72	45189
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPAN	INSURANCE	2.69	45276
203-703.000-861.000	ROAD MAINTENANCE	CADILLAC ASPHALT L.L.C.	COLD PATCH	63.25	45193
203-703.000-864.000	TRAFFIC CONTROLS	ROAD COMMISSION FOR OAKLAN	ROAD COMMISSION	26.29	45271
203-703.000-864.000	TRAFFIC CONTROLS	ROAD COMMISSION FOR OAKLAN	SIGNAL MAINTENANCE	247.30	45271
203-703.000-868.000	NON-MOTOR FACILITIES	GIFFELS-WEBSTER ENG INC	BICYCLE ROUTE	720.00	4
203-703.000-868.000	NON-MOTOR FACILITIES	GIFFELS-WEBSTER ENG INC	BICYCLE	575.00	4

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Fund 203 LOCAL ROAD FUND					
Dept 703.000					
203-703.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES	5,388.25	45211
203-703.000-977.003	BOND EXPENSE - CONSTRUCTION	S&P GLOBAL RATINGS	ANALYTIAL SERVICES FOR BONDS	9,250.00	45272
Total For Dept 703.000				16,348.50	
Dept 703.100 CAPITAL IMP - STREET BOND					
203-703.100-970.000	CAPITAL EXP - STREET BOND	GIFFELS-WEBSTER ENG INC	ROW PERMIT REVIEW	72.50	45206
203-703.100-970.000	CAPITAL EXP - STREET BOND	GIFFELS-WEBSTER ENG INC	PAVING PROGRAM	428.75	45206
203-703.100-970.000	CAPITAL EXP - STREET BOND	GIFFELS-WEBSTER ENG INC	PAVING PROGRAM	2,787.35	45206
203-703.100-970.000	CAPITAL EXP - STREET BOND	GIFFELS-WEBSTER ENG INC	PAVING PROGRAM	4,116.53	45206
Total For Dept 703.100 CAPITAL IMP - STREET BOND				7,405.13	
Total For Fund 203 LOCAL ROAD FUND				23,753.63	
Fund 258 CAPITAL ACQUISITION FUND					
Dept 000.000					
258-000.000-970.000	CAPITAL EXPENDITURE	HOME DEPOT CREDIT SERVICES	HOME DEPOT COMMUNITY GARDEN	517.16	45207
258-000.000-970.000	CAPITAL EXPENDITURE	NICO INCORPORATED	CONCRETE SHED PAD	1,500.00	45219
258-000.000-970.000	CAPITAL EXPENDITURE	EAGLE LANDSCAPING & SUPPLY	COMPOST	460.00	45245
258-000.000-970.000	CAPITAL EXPENDITURE	EAGLE LANDSCAPING & SUPPLY	MULCH	235.00	45245
258-000.000-970.000	CAPITAL EXPENDITURE	POWER DMS	CLOUD BASE SITE. SOFTWARE 7/1/2021 TO	4,813.91	45266
Total For Dept 000.000				7,526.07	
Total For Fund 258 CAPITAL ACQUISITION FUND				7,526.07	
Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 000.000					
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	BLUE CARE NETWORK	3,013.20	45189
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPONTE TRANSFER 803	HEALTH SAVINGS (RHS) PLAN	82.45	45228
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPAN	INSURANCE	73.36	45276
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS	82.45	45278
494-000.000-726.000	OFFICE SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	15.89	45240
494-000.000-822.000	TRAINING/MEMBERSHIP	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	725.00	45240
494-000.000-844.000	MAIN STREET PROGRAM	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	980.00	45240
494-000.000-844.000	MAIN STREET PROGRAM	HELENIC RESTAURANT	LOVIN' LATHRUP VILLAGE/OAKLAND TOGETHEF	5,000.00	45253
494-000.000-844.000	MAIN STREET PROGRAM	JAGGED FORK	LOVIN' LATHRUP VILLAGE/OAKLAND TOGETHEF	5,000.00	45256
494-000.000-845.000	STREETSCAPING	ENGLISH GARDENS	PURCHASE OF ROYAL VELVET, RASPBERRY RUS	1,811.48	45204
494-000.000-882.000	PLANNING/CONSULTING FEES	GIFFELS-WEBSTER ENG INC	PLANNING SERVICES	3,477.00	45206
494-000.000-882.000	PLANNING/CONSULTING FEES	GIFFELS-WEBSTER ENG INC	PLAN REVIEW	217.50	45206
494-000.000-882.000	PLANNING/CONSULTING FEES	GIFFELS-WEBSTER ENG INC	PLAN REVIEW	435.00	45206
494-000.000-882.000	PLANNING/CONSULTING FEES	GIFFELS-WEBSTER ENG INC	BICYCLE ROUTE	720.00	45206
494-000.000-882.000	PLANNING/CONSULTING FEES	GIFFELS-WEBSTER ENG INC	BICYCLE	575.00	45206
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	549.90	45240
Total For Dept 000.000				22,758.23	
Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY				22,758.23	
Fund 592 WATER & SEWER FUND					
Dept 536.000 WATER DEPARTMENT					
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	BLUE CARE NETWORK	1,404.50	45189
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPONTE TRANSFER 803	HEALTH SAVINGS (RHS) PLAN	5.57	45228
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPAN	INSURANCE	3.23	45276
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS	5.57	45278
592-536.000-902.000	BILLING SERVICES	POSTMASTER	POSTAGE FOR WATER BILLS	600.00	

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Fund 592 WATER & SEWER FUND					
Dept 536.000 WATER DEPARTMENT					
592-536.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES	6,054.70	45211
592-536.000-935.000	EQUIPMENT REPLACEMENT	FERGUSON WATERWORKS	EQUIPEMENT	201.39	45205
592-536.000-944.000	WATER PURCHASES	SOUTHEAST OAKLAND COUNTY	WATER PURCHASES	31,607.14	45184
592-536.000-970.000	CAPITAL EXPENDITURE	CARDMEMBER SERVICE	CREDIT CARD STATEMENT	105.22	45240
592-536.000-974.000	WATER MAIN PROJECT	DURST LUMBER COMPANY	MAINTENANCE	3.75	45202
592-536.000-974.000	WATER MAIN PROJECT	EAGLE LANDSCAPING & SUPPLY	DOWN LIMESTONE	252.00	45203
Total For Dept 536.000 WATER DEPARTMENT				40,243.07	
Dept 536.100 WATER DEPARTMENT					
592-536.100-970.000	CAPITAL EXP - STOP BOX REPLACEME	GIFFELS-WEBSTER ENG INC	ENGINEERING SERVICES	670.00	2599
592-536.100-970.000	CAPITAL EXP - STOP BOX REPLACEME	EJ USA INC	6212M W/O LUGS C-DIM	160.66	45247
592-536.100-970.000	CAPITAL EXP - STOP BOX REPLACEME	EJ USA INC	CURB BOX'S, 1/2 ARCH CURB BOXS & STATIC	511.65	45247
592-536.100-970.000	CAPITAL EXP - STOP BOX REPLACEME	EJ USA INC	1/2 CURB BOXES, 1/2 ARCH CUB BOX & STAI	605.74	45247
Total For Dept 536.100 WATER DEPARTMENT				1,948.05	
Dept 536.400 WATER DEPARTMENT					
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLACE	GIFFELS-WEBSTER ENG INC	WATERMAIN PROGRAM	8,058.75	2599
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLACE	GIFFELS-WEBSTER ENG INC	WATERMAIN PROGRAM	3,980.00	2599
Total For Dept 536.400 WATER DEPARTMENT				12,038.75	
Dept 536.500 WATER DEPARTMENT					
592-536.500-970.000	CAPITAL FIRE HYDRANTS	GIFFELS-WEBSTER ENG INC	HYDRANT REFURB	290.00	2599
592-536.500-970.000	CAPITAL FIRE HYDRANTS	CORE&MAIN	FIRE HYDRANT	7,823.29	45199
592-536.500-970.000	CAPITAL FIRE HYDRANTS	CORE&MAIN	FIRE HYDRANT	8,055.60	45199
592-536.500-970.000	CAPITAL FIRE HYDRANTS	CORE&MAIN	FIRE HYDRANT	3,016.00	45199
592-536.500-970.000	CAPITAL FIRE HYDRANTS	CORE&MAIN	FIRE HYDRANT	5,039.60	45199
592-536.500-970.000	CAPITAL FIRE HYDRANTS	CORE&MAIN	SUNSET HYDRANT PROJECT	1,297.72	45243
592-536.500-970.000	CAPITAL FIRE HYDRANTS	EJ USA INC	12" HYD EXT ASY	298.56	45247
592-536.500-970.000	CAPITAL FIRE HYDRANTS	EJ USA INC	1"HYD EXT ASY - FIRE HYDRANTS	338.88	45247
Total For Dept 536.500 WATER DEPARTMENT				26,159.65	
Dept 536.600 WATER DEPARTMENT					
592-536.600-970.000	CAPITAL EXP - GATE VALVES	GIFFELS-WEBSTER ENG INC	ENGINEERING SERVICES	290.00	2599
Total For Dept 536.600 WATER DEPARTMENT				290.00	
Dept 537.000 SEWER DEPARTMENT					
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	BLUE CARE NETWORK	BLUE CARE NETWORK	(104.78)	45189
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINTE TRANSFER 80	HEALTH SAVINGS (RHS) PLAN	5.57	45228
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	STANDARD INSURANCE COMPAN	INSURANCE	3.23	45276
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	VANTAGEPOINT TRANSFER	HEALTH SAVINGS	5.57	45278
592-537.000-921.000	CONTRACTUAL SERVICES	LATHRUP SERVICES, LLC	PUBLIC SERVICES	6,054.70	45211
592-537.000-939.000	SEWER SYTEM MAINTENANCE	EQUIX INTEGRITY, INC	2020 SEWER CLEANING AND ASSESSMENT	20,407.74	45173
592-537.000-939.000	SEWER SYTEM MAINTENANCE	OAKLAND COUNTY	CHARGES FOR OPERATION AND MAINTENANCE C	18,750.00	2600
592-537.000-939.000	SEWER SYTEM MAINTENANCE	DTE ENERGY	ELECTRIC	36.66	45201
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	OAKLAND COUNTY TREASURER	EVERGREEN FARMINGTON SEWAGE DISPOSAL SY	85,767.51	2650
592-537.000-945.000	RETENTION TANK-UTIL ELEC	DTE ENERGY	ELECTRIC	2,127.95	45201
592-537.000-947.000	RETENTION TANK UTIL-GAS	CONSUMERS ENERGY	GAS	100.82	45198
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	WINDSTREAM	WINDSTREAM INT.	169.36	45230
592-537.000-951.000	RETENTION TANK BUILDING/EQUIP	CENTRAL AIR COMPRESSOR CO	SR1494414	325.50	45241
592-537.000-957.000	INDUSTRIAL SURCHARGE/NON-RESI	GREAT LAKES WATER AUTHORITY	WATER	2,730.46	45251
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	HYDROCOP	WATER AUTHORITY	525.00	45209
592-537.000-977.003	BOND EXPENSE - CONSTRUCTION	S&P GLOBAL RATINGS	ANALYTIAL SERVICES FOR BONDS	9,250.00	4

05/13/2021 10:06 AM  
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Item 7A.

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 WATER & SEWER FUND					
Dept 537.000 SEWER DEPARTMENT					
		Total For Dept 537.000 SEWER DEPARTMENT		146,155.29	
		Total For Fund 592 WATER & SEWER FUND		226,834.81	

05/13/2021 10:06 AM  
User: PAM  
DB: Lathrup

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Item 7A.

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Fund Totals:

Fund 101 GENERAL FUND	295,946.01
Fund 202 MAJOR ROAD FUNI	13,208.64
Fund 203 LOCAL ROAD FUNI	23,753.63
Fund 258 CAPITAL ACQUIS:	7,526.07
Fund 494 DOWNTOWN DEVELC	22,758.23
Fund 592 WATER & SEWER I	226,834.81

Total For All Funds:	<u>590,027.39</u>
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LAW OFFICE

# BAKER & ELOWSKY, PLLC

41850 WEST ELEVEN MILE ROAD, SUITE 207  
NOVI, MICHIGAN 48375  
Phone: (248) 230-4103 Fax: (248) 929-0835  
[www.bakerelowsky.com](http://www.bakerelowsky.com)

SCOTT R. BAKER  
JENNIFER H. ELOWSKY

sbaker@bakerelowsky.com

Of Counsel

LEANN K. KIMBERLIN

MATTHEW C. QUINN

April 13, 2021

Via Email

Sheryl Mitchell, DBA, MSA  
City Administrator  
City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076

Pam Bratschi, MiCPT, CPFA  
City Treasurer  
City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076

Re: Legal Department Billing for March 1 through March 31, 2021

Dear Dr. Mitchell and Ms. Bratschi:

The following is our law firm's billing to the City of Lathrup Village for the month of March, 2021:

1. General Retainer	\$2,500.00
2. Special Legal Services	\$2,470.00
3. Downtown Development Authority	\$
4. Project Reimbursement	\$
5. Prosecution/Code Enforcement	<u>\$1,560.00</u>
	\$6,530.00

If you should have any questions, please feel free to contact me.

Very truly yours,

BAKER & ELOWSKY, PLLC

Scott R. Baker

Enclosures



LAW OFFICE

# BAKER & ELOWSKY, PLLC

41850 WEST ELEVEN MILE ROAD, SUITE 207  
NOVI, MICHIGAN 48375  
Phone: (248) 230-4103 Fax: (248) 929-0835  
[www.bakerelowsky.com](http://www.bakerelowsky.com)

April 13, 2021

City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076

**Invoice Number: 1094**  
Invoice Period: 03-01-2021 - 03-31-2021

**RE: General Retainer**

**Time Details**

Date	Professional	Description	Hours	Amount
03-01-2021	SRB	Review and respond to correspondence from Admin re 19600 Forest Drive	0.25	No Charge
03-01-2021	SRB	Review and respond to correspondence from Clerk re CIP notice of hearing	0.25	No Charge
03-01-2021	SRB	Review and respond to correspondence from S. Stec re CIP notice of hearing	0.25	No Charge
03-01-2021	SRB	Review multiple correspondence from City Admin & S. Stec re BP station	0.50	No Charge
03-01-2021	SRB	Review correspondence from Admin re Bonding agent Engagement letters	0.25	No Charge
03-01-2021	SRB	Prepare for and participate in special meeting of City Council	0.75	No Charge
03-02-2021	SRB	Review correspondence from Code enforcement officer re BP Station	0.25	No Charge
03-02-2021	SRB	Review correspondence from S. Stec re lot split question	0.25	No Charge
03-02-2021	SRB	Review correspondence from Admin re 27680 Lathrup Blvd	0.25	No Charge
03-02-2021	SRB	Review correspondence from Admin re MICRC presentation	0.25	No Charge
03-02-2021	SRB	Review correspondence from Admin re SOCWA access	0.25	No Charge

We appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.



Date	Professional	Description	Hours	Amount
		agreement		
03-02-2021	SRB	Review correspondence from Admin re Water meter testing	0.25	No Charge
03-02-2021	SRB	Review correspondence from Admin re MTA COVID-19 Update	0.25	No Charge
03-02-2021	SRB	Review correspondence from Admin reJMC Litigation	0.25	No Charge
03-03-2021	SRB	Review multiple correspondence from Admin and code enforcement re JMC tenants	0.50	No Charge
03-03-2021	SRB	Review correspondence from S. Stec re JMC litigation	0.25	No Charge
03-03-2021	SRB	Review multiple correspondence from Admin, Mayor and Mayor Pro-Tem re Remote meetings	0.50	No Charge
03-03-2021	SRB	Review correspondence from Admin re phone inquiry	0.50	No Charge
03-03-2021	SRB	Review correspondence from Admin re Marijuana payments to municipalities	0.50	No Charge
03-03-2021	SRB	Review correspondence from Admin re Unemployment Insurance assistance	0.50	No Charge
03-03-2021	SRB	Review correspondence from Admin re meeting podcast	0.50	No Charge
03-04-2021	SRB	Review correspondence from Admin re JMC litigation	0.25	No Charge
03-04-2021	SRB	Review correspondence from Admin re Property Tenant information	0.25	No Charge
03-04-2021	SRB	Review and respond to correspondence from S. Stec re stormwater maintenance agreement	0.25	No Charge
03-04-2021	SRB	Review and respond to multiple correspondence from code enforcement officer re 18850 Hampshire	0.50	No Charge
03-05-2021	SRB	Review correspondence from Admin re transparency dashboard	0.25	No Charge
03-05-2021	SRB	Review correspondence from Admin re food4vets program	0.25	No Charge
03-05-2021	SRB	Review correspondence from Admin re Sidewalk information	0.25	No Charge
03-05-2021	SRB	Review correspondence from Admin re Gorbe litigation	0.25	No Charge
03-05-2021	SRB	Review correspondence from Admin re City newsletter	0.25	No Charge
03-05-2021	SRB	Review correspondence from Admin re bond resolutions	0.25	No Charge
03-05-2021	SRB	Review correspondence from code enforcement officer re sidewalks	0.25	No Charge
03-05-2021	SRB	Review correspondence from S. Stec re stormwater agreements	0.25	No Charge

We appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.

Date	Professional	Description	Hours	Amount	Item 7A.
03-06-2021	SRB	Review correspondence from Admin re 27680 Lathrup Blvd.	0.25	No Charge	
03-08-2021	SRB	Review correspondence from Admin re Sunde Services	0.25	No Charge	
03-08-2021	SRB	Review correspondence from Parks and Rec Director re dog park rentals	0.25	No Charge	
03-08-2021	SRB	Review correspondence from S. Stec re Master Plan updates	0.25	No Charge	
03-09-2021	SRB	Review correspondence from Admin re Sunde Services	0.25	No Charge	
03-09-2021	SRB	Review correspondence from Admin re Municode meetings	0.25	No Charge	
03-10-2021	SRB	Review correspondence from Admin re virtual meetings	0.25	No Charge	
03-10-2021	SRB	Review multiple correspondence from Admin re 27416 Goldengate	0.50	No Charge	
03-10-2021	SRB	Review correspondence from Admin re LV Group requests	0.25	No Charge	
03-10-2021	SRB	Review correspondence from Admin re SLWA onboarding	0.25	No Charge	
03-11-2021	SRB	Review correspondence from Admin re promotion of community organizations	0.25	No Charge	
03-11-2021	SRB	Review correspondence from Parks and Rec Director re Dog park rentals	0.25	No Charge	
03-11-2021	SRB	Review multiple correspondence from Admin and S. Stec re 27416 Goldengate	0.25	No Charge	
03-12-2021	SRB	Review correspondence from Admin re updates to uniform law citations	0.25	No Charge	
03-12-2021	SRB	Review correspondence from Admin re water main break	0.25	No Charge	
03-12-2021	SRB	Review correspondence from Admin re S&P Engagement letter	0.25	No Charge	
03-12-2021	SRB	Review correspondence from S. Stec re Planning Commission Meeting	0.25	No Charge	
03-12-2021	SRB	Review correspondence from Mayor Pro Tem	0.25	No Charge	
03-13-2021	SRB	Review correspondence from Admin re Study Session Agenda Packet	0.25	No Charge	
03-13-2021	SRB	Review correspondence from Admin re Regular Meeting Agenda Packet	0.25	No Charge	
03-14-2021	SRB	Review correspondence from Mayor Pro Tem	0.25	No Charge	
03-14-2021	SRB	Review correspondence from Admin re Goal Session	0.25	No Charge	

We appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.

Date	Professional	Description	Hours	Amount	Item 7A.
03-15-2021	SRB	Review correspondence from Mayor re neighbor dispute	0.25	No Charge	
03-15-2021	SRB	Review correspondence from Clerk re affidavit of publication	0.25	No Charge	
03-15-2021	SRB	Review correspondence from Admin re water main break	0.25	No Charge	
03-15-2021	SRB	Review correspondence from Clerk re Oakland County land division changes	0.25	No Charge	
03-15-2021	SRB	Review correspondence from Admin re Lawrence community funding	0.25	No Charge	
03-15-2021	SRB	Review correspondence from Admin re Gorbe litigation	0.25	No Charge	
03-15-2021	SRB	Review correspondence from Admin re CLEMIS dashboard	0.25	No Charge	
03-15-2021	SRB	Review correspondence from Admin re local government aid	0.25	No Charge	
03-15-2021	SRB	Review correspondence from Admin re referendum petition	0.25	No Charge	
03-15-2021	SRB	Review correspondence from Admin re newspaper publication deadlines	0.25	No Charge	
03-15-2021	SRB	Review correspondence from Admin re SeeClickFix report	0.25	No Charge	
03-15-2021	SRB	Review correspondence from S. Stec re updated Master Plan	0.25	No Charge	
03-15-2021	SRB	Prepare for and participate in City Council Study Session meeting	1.25	No Charge	
03-15-2021	SRB	Prepare for and participate in City Council regular meeting	1.25	No Charge	
03-16-2021	SRB	Review correspondence from S. Stec re Cannabis ordinance	0.25	No Charge	
03-16-2021	SRB	Review correspondence from Admin and Mayor re House in the woods property	0.25	No Charge	
03-16-2021	SRB	Review correspondence from S. Stec re site standards for waste	0.25	No Charge	
03-16-2021	SRB	Review multiple correspondence from Code enforcement and Admin re JMC properties	1.00	No Charge	
03-16-2021	SRB	Review and respond to correspondence from Clerk re solicitors permit	0.25	No Charge	
03-16-2021	SRB	Review and respond to correspondence from S. Stec re JMC Properties	0.25	No Charge	
03-16-2021	SRB	Review and respond to correspondence from Admin re budget request	0.25	No Charge	
03-16-2021	SRB	Review and respond to correspondence from S. Stec re property tenant information	0.25	No Charge	

We appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.

Date	Professional	Description	Hours	Amount	Item 7A.
03-17-2021	SRB	Review correspondence from S. Stec re remote planning commission meetings	0.25	No Charge	
03-17-2021	SRB	Review correspondence from S. Stec re notice of public hearing	0.25	No Charge	
03-17-2021	SRB	Review correspondence from S. Stec re JMC Properties	0.25	No Charge	
03-17-2021	SRB	Review correspondence from S. Stec re property transfer affidavits	0.25	No Charge	
03-17-2021	SRB	Review and respond to correspondence from K. Miller re capital improvement bond	0.25	No Charge	
03-17-2021	SRB	Review correspondence from Mayor Pro Tem re capital improvement bond	0.25	No Charge	
03-17-2021	SRB	Review correspondence from Clerk re capital improvement bond	0.25	No Charge	
03-17-2021	SRB	Review correspondence from Clerk re MDOT contact information	0.25	No Charge	
03-17-2021	SRB	Review and respond to multiple correspondence from Mayor and Admin re Outdoor storage ordinance	0.50	No Charge	
03-18-2021	SRB	Review correspondence from Treasurer re pending tax appeals	0.25	No Charge	
03-18-2021	SRB	Review correspondence from Admin re 2021 Pavement project documents	0.25	No Charge	
03-18-2021	SRB	Review correspondence from Admin re infrastructure improvements	0.25	No Charge	
03-18-2021	SRB	Review correspondence from Admin re JMC Lease Agreement	0.25	No Charge	
03-18-2021	SRB	Review correspondence from S. Stec re JMC Lease Agreement	0.25	No Charge	
03-18-2021	SRB	Review and respond to multiple correspondence from Mayor and Admin re Outdoor storage ordinance	0.50	No Charge	
03-18-2021	SRB	Review correspondence from Admin and Code Officer re JMC trash enclosure	0.25	No Charge	
03-18-2021	SRB	Review correspondence from Clerk re public hearing notice	0.25	No Charge	
03-18-2021	SRB	Review correspondence from S. Stec re property transfer affidavits	0.25	No Charge	
03-18-2021	SRB	Review correspondence from Admin re goal setting session	0.25	No Charge	
03-18-2021	SRB	Review correspondence from S. Stec re stormwater agreement	0.25	No Charge	
03-18-2021	SRB	Review correspondence from Clerk re council procedure question	0.25	No Charge	

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Date	Professional	Description	Hours	Amount
03-19-2021	SRB	Review correspondence from Clerk re Giffels contract	0.25	No Charge
03-19-2021	SRB	Review correspondence from Clerk re Sunde services contract	0.25	No Charge
03-19-2021	SRB	Review correspondence from Admin re remote meeting legislation	0.25	No Charge
03-19-2021	SRB	Review correspondence from Admin re E- Newsletter	0.25	No Charge
03-19-2021	SRB	Review correspondence from Admin re council procedural question	0.25	No Charge
03-21-2021	SRB	Review correspondence from Admin re ARP	0.25	No Charge
03-21-2021	SRB	Review correspondence from Admin re Gorbe litigation	0.25	No Charge
03-22-2021	SRB	Review multiple correspondence from Admin re FOIA request	0.75	No Charge
03-22-2021	SRB	Review correspondence from Admin re 911 fees	0.25	No Charge
03-22-2021	SRB	Review correspondence from Admin re dog immunizations	0.25	No Charge
03-22-2021	SRB	Review correspondence from Admin re City Manager report	0.25	No Charge
03-22-2021	SRB	Review correspondence from S. Stec re Discount Tire ZBA request	0.25	No Charge
03-22-2021	SRB	Review correspondence from S. Stec re Cannabis Ordinance	0.25	No Charge
03-22-2021	SRB	Review correspondence from Clerk re FOIA request	0.25	No Charge
03-23-2021	SRB	Review correspondence from Clerk re FOIA request	0.25	No Charge
03-23-2021	SRB	Review correspondence from Admin re fence permit	0.25	No Charge
03-23-2021	SRB	Review correspondence from S. Stec re fence permit	0.25	No Charge
03-23-2021	SRB	Review correspondence from Admin re COVID-19 townhall	0.25	No Charge
03-24-2021	SRB	Review correspondence from Clerk re FOIA request	0.25	No Charge
03-24-2021	SRB	Review correspondence from Admin re tax tribunal properties	0.25	No Charge
03-24-2021	SRB	Review correspondence from Admin re radar sign	0.25	No Charge
03-25-2021	SRB	Review and respond to correspondence from Mayor Pro Tem re backyard fires	0.25	No Charge
03-25-2021	SRB	Review correspondence from Admin re UCL violations	0.25	No Charge
03-26-2021	SRB	Review correspondence from Admin re weekly report	0.25	No Charge
03-26-2021	SRB	Review correspondence from Admin re legislation update	0.25	No Charge

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Date	Professional	Description	Hours	Amount	Item 7A.
03-26-2021	SRB	Review correspondence from Admin re remote meetings	0.25	No Charge	
03-29-2021	SRB	Review and respond to correspondence from Admin re fence permits	0.25	No Charge	
03-29-2021	SRB	Review correspondence from S. Stec re FOIA request	0.25	No Charge	
03-29-2021	SRB	Review correspondence from S. Stec re ZBA request	0.25	No Charge	
03-29-2021	SRB	Review correspondence from Parks and Rec Director re vegetable garden rental agreement	0.25	No Charge	
03-29-2021	SRB	Review correspondence from Admin re updated CDC guidelines	0.25	No Charge	
03-29-2021	SRB	Review correspondence from Admin re Council goals update	0.25	No Charge	
03-30-2021	SRB	Review correspondence from Admin re SeeClickFix	0.25	No Charge	
03-30-2021	SRB	Review correspondence from Admin re Metro Permit extension	0.25	No Charge	
03-30-2021	SRB	Review correspondence from S. Stec re Discount Tire ZBA request	0.25	No Charge	
03-31-2021	SRB	Review correspondence from Clerk re FOIA request	0.25	No Charge	
03-31-2021	SRB	Review correspondence from Clerk re ZBA notice of hearing	0.25	No Charge	
03-31-2021	SRB	Review correspondence from Clerk re ZBA hearing	0.25	No Charge	
03-31-2021	SRB	Review correspondence from Admin re bond update	0.25	No Charge	
03-31-2021	SRB	Review correspondence from Clerk re FOIA request	0.25	No Charge	
03-31-2021	SRB	Review correspondence from Admin re FOIA request	0.25	No Charge	
03-31-2021	SRB	Review correspondence from Admin re code enforcement report	0.25	No Charge	
03-31-2021	SRB	Review correspondence from Admin re American Rescue Plan	0.25	No Charge	
03-31-2021	SRB	Review correspondence from Admin re EF 471 Agreement	0.25	No Charge	
03-31-2021	SRB	Review correspondence from Admin re fire hydrant replacement	0.25	No Charge	
03-31-2021	SRB	Review correspondence from Clerk re FOIA request	0.25	No Charge	
03-31-2021	SRB	Services Rendered		2,500.00	
				<b>Total</b>	2,500.00

**Time Summary**

We appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.

Professional	Hours	Amount	Item 7A.
Scott Baker	42.50	2,500.00	
	<b>Total</b>	2,500.00	
		<b>Total for this Invoice</b>	2,500.00

We appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.



LAW OFFICE

BAKER & ELOWSKY, PLLC

41850 WEST ELEVEN MILE ROAD, SUITE 207  
NOVI, MICHIGAN 48375  
Phone: (248) 230-4103 Fax: (248) 929-0835  
[www.bakerelowsky.com](http://www.bakerelowsky.com)

April 13, 2021

City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076

**Invoice Number: 1095**  
Invoice Period: 03-01-2021 - 03-31-2021

**RE: Prosecution/Code Enforcement**

**Time Details**

Date	Professional	Description	Hours	Amount
03-03-2021	SRB	Receipt and review of 46th District Court Notices to Appear and 03/10/2021 docket, review file materials and correspondence to Police Clerk concerning records re: 20LV01726AB, 20LV02183A, 20LV01166A, 20LV02006A, 20LV01563A, 18LV01086A, 20LV02173A.	1.25	162.50
03-04-2021	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV01762A/B	0.50	65.00
03-04-2021	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV02183A	0.50	65.00
03-05-2021	SRB	Correspondence to Officer Lask and Police Clerk concerning appearance at ZOOM hearing re: 20LV02006A.	0.25	32.50
03-09-2021	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV02173A	0.50	65.00
03-09-2021	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV01563A	0.50	65.00
03-09-2021	SRB	Conduct telephone pre-trial conference with defense attorney, prepare plea offer and draft correspondence to defense attorney and Court with same re: 20LV01166A/B	0.50	65.00

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Date	Professional	Description	Hours	Amount	Item 7A.
03-09-2021	SRB	Conduct telephone conference with Officer Lask, Telephone conference with witness/victim re 20LV02006A	0.50	65.00	
03-10-2021	SRB	Prepare for and participate in virtual docket in 46th District Court	1.25	162.50	
03-10-2021	SRB	Review correspondence from 46th District Court re 20LV02006A	0.25	32.50	
03-12-2021	SRB	Receipt and review of 46th District Court Notices to Appear and 03/17/2021 docket, review file materials and correspondence to Police Clerk concerning records re: 20LV01450B, 21LV00395A, 20LV01765A 17LV00541A, 20LV01239A.	0.75	97.50	
03-16-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 17LV00541A	0.50	65.00	
03-16-2021	SRB	Telephone with defense attorney re Motion to Set aside conviction re 13LV00579A	0.25	32.50	
03-17-2021	SRB	Conduct telephone pre-trial conference with defendant, prepare plea offer and draft correspondence to defendant and Court with same re: 20LV01765A & 20LV01765B	0.50	65.00	
03-17-2021	SRB	Prepare for and participate in virtual docket in 46th District Court	2.00	260.00	
03-19-2021	SRB	Review file, draft Order to Correct Violations of the IPMC re: 21L0001230.	0.50	65.00	
03-23-2021	SRB	Review correspondence from 46th District Court re 4/7/21 docket	0.25	32.50	
03-23-2021	SRB	Review and respond to correspondence from defense attorney re 20LV020006A	0.25	32.50	
03-24-2021	SRB	Receipt and review of 46th District Court docket for Judge Arvant for 04/07/2021.	0.25	32.50	
03-24-2021	SRB	Receipt and review of Application to Set Aside Conviction re: 13LV00579A.	0.25	32.50	
03-26-2021	SRB	Receipt and review of order on application to set aside conviction re: 13LV00579A.	0.25	32.50	
03-31-2021	SRB	Phone call with Defendant concerning receipt of signed plea sheet and status of case re: 18LV01086.	0.25	32.50	
			<b>Total</b>	1,560.00	

**Time Summary**

Professional	Hours	Amount
Scott Baker	12.00	1,560.00
<b>Total</b>		1,560.00

**Total for this Invoice** 1,560.00

We appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.



LAW OFFICE

# BAKER & ELOWSKY, PLLC

41850 WEST ELEVEN MILE ROAD, SUITE 207  
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[www.bakerelowsky.com](http://www.bakerelowsky.com)

April 13, 2021

City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076

**Invoice Number: 1096**  
Invoice Period: 03-01-2021 - 03-31-2021

## RE: Special Legal Services

### Time Details

Date	Professional	Description	Hours	Amount
03-01-2021	SRB	Review multiple correspondence from City Planner/ Engineer and Building Official re BP station	0.50	65.00
03-02-2021	SRB	Review multiple correspondence from City Planner and Building Official re Lot Coverage in R1 district	0.50	65.00
03-02-2021	SRB	Review correspondence from liability carrier attorney re JMC litigation	0.25	32.50
03-03-2021	SRB	Review correspondence from liability carrier attorney and building official re JMC litigation	0.25	32.50
03-03-2021	SRB	Review multiple correspondence from City Planner and Building Official re Lot Coverage in R1 district	0.50	65.00
03-03-2021	SRB	Review correspondence from City's Bond counsel.	0.25	32.50
03-04-2021	SRB	Review and respond to multiple correspondence from Petitioner's Attorney, Telephone conference with same RE JMC Tax Appeals	0.75	97.50
03-04-2021	SRB	Draft correspondence to and review response from Oakland Equalization, Telephone conference with same RE JMC Tax Appeals	0.50	65.00
03-04-2021	SRB	Review correspondence from Building Official re Property Tenant information	0.25	32.50
03-04-2021	SRB	Draft correspondence to and review response from liability carrier	0.25	32.50

We appreciate your business. Checks may be made payable to Baker & Elowsky, PLLC.

Date	Professional	Description	Hours	Amount	Item 7A.
		attorney e JMC litigation			
03-05-2021	SRB	Review correspondence from Building Official re business licenses	0.25	32.50	
03-05-2021	SRB	Review correspondence from City Engineer re Sidewalks	0.25	32.50	
03-05-2021	SRB	Review and respond to correspondence from Oakland Equalization re JMC Tax Appeals	0.25	32.50	
03-08-2021	SRB	Draft correspondence to and review response from Oakland Equalization, Telephone conference with same RE JMC Tax Appeals	0.50	65.00	
03-08-2021	SRB	Draft correspondence to and review response from Petitioner's attorney, Telephone conference with same RE JMC Tax Appeals	0.50	65.00	
03-09-2021	SRB	Review multiple correspondence from Oakland Equalization and Petitioner's attorney Re: JMC Tax Appeals	0.50	65.00	
03-10-2021	SRB	Review multiple correspondence from City Planner and Building Official re 27416 Goldengate	0.75	97.50	
03-11-2021	SRB	Review multiple correspondence from Building Official re 27416 Goldengate	0.25	32.50	
03-11-2021	SRB	Review multiple correspondence from City's Bond Counsel	0.25	32.50	
03-11-2021	SRB	Review and respond to correspondence from Oakland Equalization re JMC Tax Appeals	0.25	32.50	
03-15-2021	SRB	Review and respond to correspondence from Oakland Equalization re JMC Tax Appeals	0.25	32.50	
03-16-2021	SRB	Review multiple correspondence from building official and liability carrier attorney re JMC properties	0.75	97.50	
03-16-2021	SRB	Draft correspondence to and review response from Petitioner's attorney, Telephone conference with same RE JMC Tax Appeals	0.50	65.00	
03-16-2021	SRB	Review and respond to correspondence from Building Official re property tenant information	0.25	32.50	
03-16-2021	SRB	Draft notice of public hearing for building material ordinance amendment.	0.25	32.50	
03-16-2021	SRB	Prepare for and attend Planning Commission meeting.	1.25	162.50	
03-17-2021	SRB	Review and respond to multiple correspondence from Oakland Equalization re JMC Tax Appeals	0.50	65.00	
03-17-2021	SRB	Review and respond to correspondence from Cannabis attorney re City Ordinance status	0.25	32.50	
03-17-2021	SRB	Review multiple correspondence from City Bond attorney	0.25	32.50	

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Date	Professional	Description	Hours	Amount	Item 7A.
03-17-2021	SRB	Review multiple correspondence from City liability carrier attorney re JMC Litigation	0.25	32.50	
03-18-2021	SRB	Review and respond to correspondence from Oakland Equalization and petitioner's attorney re JMC Tax Appeals	0.50	65.00	
03-19-2021	SRB	Review and respond to multiple correspondence from Oakland Equalization and petitioner's attorney re JMC Tax Appeals	1.50	195.00	
03-22-2021	SRB	Review and respond to correspondence from Oakland Equalization and petitioner's attorney re JMC Tax Appeals	0.50	65.00	
03-22-2021	SRB	Review correspondence from City Planner re Cannabis ordinance	0.25	32.50	
03-23-2021	SRB	Review and respond to correspondence from Oakland Equalization and petitioner's attorney re JMC Tax Appeals	0.25	32.50	
03-24-2021	SRB	Review correspondence from City Engineer re fence permits	0.25	32.50	
03-25-2021	SRB	Review correspondence from Building Official re UCL violations	0.25	32.50	
03-25-2021	SRB	Participate in social and economic recovery webinar	1.50	195.00	
03-29-2021	SRB	Review and respond to multiple correspondence from Building Official re fence permits	0.50	65.00	
03-29-2021	SRB	Review correspondence from Southfield fire marshal re building inspections	0.25	32.50	
03-30-2021	SRB	Draft notice of hearing for ZBA non-conforming classification determination	0.25	32.50	
03-30-2021	SRB	Review correspondence from petitioner's attorney re JMC tax appeals	0.25	32.50	
03-31-2021	SRB	Review multiple correspondence from Michigan Tax Tribunal re JMC tax appeals	0.50	65.00	
			<b>Total</b>	2,470.00	

**Time Summary**

Professional	Hours	Amount
Scott Baker	19.00	2,470.00
<b>Total</b>		2,470.00

**Total for this Invoice** 2,470.00

User: PAM

DB: Lathrup

PERIOD ENDING 04/30/2021

Item 7A.

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	04/30/2021 NORM (ABNORM)	MONTH 04/30/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Revenues							
Dept 000.000							
101-000.000-401.000	CITY TAXES	2,714,127.00	2,714,127.00	2,610,477.58	0.00	103,649.42	96.18
101-000.000-402.000	REFUSE COLLECTION TAXES	407,107.00	407,107.00	394,224.00	0.00	12,883.00	96.84
101-000.000-409.000	DELQ PERSONAL PROPERTY REVENU	4,000.00	4,000.00	924.41	0.00	3,075.59	23.11
101-000.000-414.000	TAX PENALTIES	35,000.00	35,000.00	12,736.05	0.00	22,263.95	36.39
101-000.000-415.000	MISCELLANEOUS REVENUE	9,000.00	9,000.00	4,300.33	148.14	4,699.67	47.78
101-000.000-416.001	PROPERTY & LIABILITY DIVIDEND REVENUE	6,500.00	6,500.00	5,349.00	0.00	1,151.00	82.29
101-000.000-419.000	AT & T LEASE PAYMENTS	60,889.00	60,889.00	45,666.99	5,074.11	15,222.01	75.00
101-000.000-421.000	METRO-PCS LEASE PAYMENTS	45,000.00	45,000.00	31,026.42	1,723.69	13,973.58	68.95
101-000.000-446.000	INVESTMENT INTEREST	23,000.00	15,000.00	10,989.26	267.28	4,010.74	73.26
101-000.000-447.000	TAX 1% ADMINISTRATIVE FEE	81,000.00	81,000.00	82,529.27	0.00	(1,529.27)	101.89
101-000.000-448.001	INSURANCE RECOVERIES	0.00	2,214.00	2,213.76	0.00	0.24	99.99
101-000.000-455.000	METRO AUTHORITY-FEE	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-000.000-456.000	BUILDING PERMITS	95,000.00	95,000.00	69,892.00	7,253.00	25,108.00	73.57
101-000.000-457.000	ZONING, SITE, SPECIAL PERMITS	6,000.00	6,000.00	9,273.00	4,549.00	(3,273.00)	154.55
101-000.000-458.000	PLUMBING/HEATING PERMITS	24,500.00	24,500.00	12,592.00	485.00	11,908.00	51.40
101-000.000-459.000	ELECTRICAL PERMITS	16,000.00	16,000.00	9,814.00	645.00	6,186.00	61.34
101-000.000-460.000	LICENSES & REGISTRATIONS	9,000.00	9,000.00	13,220.00	355.00	(4,220.00)	146.89
101-000.000-461.000	DOG & CAT LICENSES	1,100.00	1,100.00	1,241.00	190.00	(141.00)	112.82
101-000.000-465.000	CABLE TV REVENUES	120,000.00	120,000.00	58,331.53	0.00	61,668.47	48.61
101-000.000-470.000	RECREATION SPECIAL PROGRAMS	25,000.00	10,000.00	5,437.11	2,786.13	4,562.89	54.37
101-000.000-470.001	DOG PARK REVENUE	0.00	2,500.00	3,241.25	35.00	(741.25)	129.65
101-000.000-471.000	DONATIONS-OTHER	14,000.00	14,000.00	0.00	0.00	14,000.00	0.00
101-000.000-475.000	COMM ROOM & BLDG RENT REVENUE	40,000.00	25,000.00	3,065.00	470.00	21,935.00	12.26
101-000.000-540.000	302 TRAINING FUNDS-REVENUES	1,000.00	1,000.00	615.67	0.00	384.33	61.57
101-000.000-542.000	SMART CREDITS	8,700.00	8,700.00	25,610.00	25,610.00	(16,910.00)	294.37
101-000.000-543.000	FEDERAL/STATE GRANTS	0.00	292,270.00	292,269.66	0.00	0.34	100.00
101-000.000-546.000	POLICE CHARGES FOR SERVICES	15,000.00	15,000.00	15,523.44	1,253.28	(523.44)	103.49
101-000.000-574.000	STATE SHARED REVENUES	416,425.00	416,425.00	300,898.00	69,546.00	115,527.00	72.26
101-000.000-612.000	DISTRICT COURT FINES	140,000.00	120,000.00	65,684.75	0.00	54,315.25	54.74
101-000.000-626.000	COMMUNITY DEVELOPMENT	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-000.000-627.000	SIDEWALK REVENUES	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-000.000-632.000	PUBLIC SERVICES REIMBURSEMENT	20,000.00	20,000.00	13,253.24	0.00	6,746.76	66.27
101-000.000-669.000	DPS BLDG RENT FROM WATER	4,917.00	4,917.00	4,917.00	0.00	0.00	100.00
101-000.000-671.000	ADMINISTRATIVE REV RD FUND	1,639.00	1,639.00	1,639.00	0.00	0.00	100.00
101-000.000-676.001	EMPLOYEE BENEFIT CONTRIBUTION	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00
101-000.000-677.000	ELECTION REIMBURSEMENTS	0.00	8,268.00	8,267.62	0.00	0.38	100.00
101-000.000-681.000	SALE OF ABANDONED PROPERTY	0.00	0.00	4,176.46	0.00	(4,176.46)	100.00
Total Dept 000.000		4,377,404.00	4,624,656.00	4,119,398.80	120,390.63	505,257.20	89.07
TOTAL REVENUES		4,377,404.00	4,624,656.00	4,119,398.80	120,390.63	505,257.20	89.07

Expenditures							
Dept 100.000 - GOVERNMENT SERVICES							
101-100.000-708.000	PROPERTY & LIABILITY INSURANC	30,000.00	30,000.00	34,466.00	0.00	(4,466.00)	114.89
101-100.000-710.000	UNEMPLOYMENT INSURANCE	50.00	50.00	45.20	42.45	4.80	90.40
101-100.000-712.000	WORKER'S COMP INSURANCE	8,500.00	8,500.00	332.00	0.00	8,168.00	3.91
101-100.000-726.000	OFFICE SUPPLIES	6,000.00	6,000.00	5,861.88	318.90	138.12	97.70
101-100.000-726.001	SUPPLIES - COVID 19	0.00	4,500.00	3,967.03	0.00	532.97	88.16
101-100.000-732.000	CODE ENFORCEMENT	2,000.00	2,000.00	60.00	0.00	1,940.00	3.00
101-100.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-100.000-803.000	MEMBERSHIPS & MEETINGS	7,000.00	7,000.00	5,113.52	960.50	1,886.48	73.05
101-100.000-804.000	BUILDING TRADE INSPECTION	70,000.00	132,000.00	97,496.28	6,192.90	34,503.72	73.86

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Item 7A.

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	04/30/2021 NORM (ABNORM)	MONTH 04/30/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
101-100.000-805.000	CABLE TELEVISION	35,000.00	40,000.00	31,351.84	7,249.90	8,648.16	78.38
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	25,000.00	25,000.00	2,733.22	75.00	22,266.78	10.93
101-100.000-810.000	AUDITING & ACCOUNTING	25,000.00	19,899.00	19,899.50	0.00	(0.50)	100.00
101-100.000-818.000	APPRECIATION DINNER	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-100.000-822.000	TRAINING	5,500.00	5,500.00	345.00	0.00	5,155.00	6.27
101-100.000-832.000	CITIZEN COMMUNICATION/PR	10,000.00	10,000.00	11,450.47	2,454.99	(1,450.47)	114.50
101-100.000-840.000	LIBRARY PAYMENT	149,200.00	149,200.00	59,969.00	0.00	89,231.00	40.19
101-100.000-848.000	GOVERNMENT OPERATIONS	32,000.00	35,000.00	30,732.61	1,332.47	4,267.39	87.81
101-100.000-848.001	TECHNOLOGY	30,000.00	35,000.00	39,358.87	6,900.00	(4,358.87)	112.45
101-100.000-850.000	TELEPHONE EXPENDITURES	18,000.00	18,000.00	15,134.95	1,413.64	2,865.05	84.08
101-100.000-860.000	VEHICLE EXPENSE	7,500.00	7,500.00	5,022.07	499.82	2,477.93	66.96
101-100.000-880.000	CDBG EXPENDITURES	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-100.000-882.000	PLANNING/CONSULTING FEES	6,000.00	6,000.00	435.00	0.00	5,565.00	7.25
101-100.000-883.000	CITY BEAUTIFICATION	1,500.00	1,500.00	427.28	0.00	1,072.72	28.49
101-100.000-900.000	PRINTING/PUBLICATION COSTS	12,000.00	12,000.00	12,498.42	4,264.54	(498.42)	104.15
101-100.000-901.000	POSTAGE FEES	3,500.00	5,500.00	5,087.66	451.00	412.34	92.50
Total Dept 100.000 - GOVERNMENT SERVICES		490,750.00	567,149.00	381,787.80	32,156.11	185,361.20	67.32
Dept 101.000 - ADMINISTRATION							
101-101.000-701.000	SALARIES FULL-TIME	366,481.00	366,481.00	282,617.74	28,153.26	83,863.26	77.12
101-101.000-702.000	SALARIES PART-TIME	46,664.00	46,664.00	16,587.50	1,275.00	30,076.50	35.55
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	201,429.00	201,429.00	155,198.13	13,439.80	46,230.87	77.05
101-101.000-717.000	CODE ENFORCEMENT LEGAL	12,000.00	17,000.00	17,095.00	1,560.00	(95.00)	100.56
101-101.000-718.000	ELECTIONS	20,000.00	28,385.00	29,055.34	(161.49)	(670.34)	102.36
101-101.000-721.000	DATA PROCESING & ASSESSMENTS	35,350.00	35,350.00	33,419.50	0.00	1,930.50	94.54
101-101.000-722.000	LEGAL SERVICES	60,000.00	60,000.00	47,100.00	5,188.75	12,900.00	78.50
101-101.000-723.000	BOARD OF REVIEW	600.00	600.00	555.00	555.00	45.00	92.50
Total Dept 101.000 - ADMINISTRATION		742,524.00	755,909.00	581,628.21	50,010.32	174,280.79	76.94
Dept 201.000 - BUILDING & GROUNDS							
101-201.000-702.000	SALARIES PART-TIME	56,000.00	56,000.00	26,940.05	3,097.85	29,059.95	48.11
101-201.000-920.000	UTILITIES	45,000.00	45,000.00	31,650.46	2,260.17	13,349.54	70.33
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	28,000.00	40,000.00	35,406.93	1,785.92	4,593.07	88.52
101-201.000-930.001	BUILDING - GRANTS	7,928.00	7,928.00	2,569.00	0.00	5,359.00	32.40
101-201.000-930.002	COVID EXP - BUILDING	0.00	7,500.00	7,395.80	1,008.00	104.20	98.61
101-201.000-936.000	EQUIPMENT MAINTENANCE	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-201.000-938.000	PARKING LOT & GROUNDS	10,000.00	10,000.00	10,187.93	36.00	(187.93)	101.88
Total Dept 201.000 - BUILDING & GROUNDS		148,428.00	167,928.00	114,150.17	8,187.94	53,777.83	67.98
Dept 301.000 - PUBLIC SAFETY							
101-301.000-701.000	SALARIES FULL-TIME	845,272.00	845,272.00	610,972.28	54,639.22	234,299.72	72.28
101-301.000-702.000	SALARIES PART-TIME	45,000.00	100,000.00	106,604.51	9,413.95	(6,604.51)	106.60
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	529,777.00	529,777.00	331,906.21	24,501.93	197,870.79	62.65
101-301.000-704.000	SALARIES-OVERTIME	50,000.00	50,000.00	26,655.92	3,279.83	23,344.08	53.31
101-301.000-708.000	PROPERTY & LIABILITY INSURANC	25,092.00	25,092.00	25,092.00	0.00	0.00	100.00
101-301.000-710.000	UNEMPLOYMENT INSURANCE	100.00	100.00	87.76	82.41	12.24	87.76
101-301.000-712.000	WORKER'S COMP INSURANCE	15,800.00	15,800.00	332.00	0.00	15,468.00	2.10
101-301.000-726.000	OFFICE SUPPLIES	5,000.00	5,000.00	2,819.67	321.98	2,180.33	56.39
101-301.000-726.001	SUPPLIES - COVID 19	0.00	5,500.00	4,305.30	0.00	1,194.70	78.28
101-301.000-727.000	ROAD SUPPLIES	2,000.00	2,000.00	1,125.63	0.00	874.37	56.28

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Item 7A.

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	04/30/2021 NORM (ABNORM)	MONTH 04/30/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
101-301.000-728.000	EVIDENCE SUPPLIES	1,500.00	1,500.00	107.18	0.00	1,392.82	7.15
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	3,000.00	3,000.00	1,947.68	15.89	1,052.32	64.92
101-301.000-731.000	PUBLICATIONS/DOCUMENT REDUCIN	1,000.00	1,000.00	748.32	0.00	251.68	74.83
101-301.000-803.000	MEMBERSHIPS & MEETINGS	3,500.00	3,500.00	2,725.00	(190.00)	775.00	77.86
101-301.000-821.000	POLICE RESERVES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-301.000-822.000	TRAINING	14,000.00	14,000.00	11,095.83	1,712.23	2,904.17	79.26
101-301.000-823.000	FIREARMS TRAINING	4,500.00	4,500.00	2,426.06	850.00	2,073.94	53.91
101-301.000-824.000	CRIME PREVENTION	3,000.00	3,000.00	294.01	220.00	2,705.99	9.80
101-301.000-825.000	ANIMAL CONTROL	1,000.00	1,000.00	91.00	0.00	909.00	9.10
101-301.000-826.000	YOUTH & DRUG PROGRAMS	1,000.00	1,000.00	2.12	0.00	997.88	0.21
101-301.000-827.000	302 TRAINING FUNDS EXPENDITURES	2,000.00	2,000.00	1,927.00	100.00	73.00	96.35
101-301.000-828.000	FIRE SERVICE/DISPATCH CONTRACT	689,623.00	689,623.00	626,700.56	156,675.14	62,922.44	90.88
101-301.000-829.000	POLICE UNIFORMS & CLEANING	15,000.00	15,000.00	6,684.36	1,153.41	8,315.64	44.56
101-301.000-836.000	PRISONER LOCKUP	8,000.00	8,000.00	2,100.00	500.00	5,900.00	26.25
101-301.000-850.000	TELEPHONE EXPENDITURES	8,000.00	8,500.00	7,032.99	1,075.21	1,467.01	82.74
101-301.000-851.000	RADIO COMMUNICATIONS	16,200.00	16,200.00	8,603.15	0.00	7,596.85	53.11
101-301.000-860.000	VEHICLE EXPENSE	37,000.00	37,000.00	30,761.37	2,495.45	6,238.63	83.14
<b>Total Dept 301.000 - PUBLIC SAFETY</b>		<b>2,327,364.00</b>	<b>2,388,364.00</b>	<b>1,813,147.91</b>	<b>256,846.65</b>	<b>575,216.09</b>	<b>75.92</b>
Dept 401.000 - PUBLIC SERVICE							
101-401.000-703.000	EMPLOYEE TAXES & BENEFITS	6,768.00	14,000.00	10,596.50	1,002.70	3,403.50	75.69
101-401.000-890.000	PARK MAINTENANCE	5,000.00	5,000.00	3,030.82	2,816.13	1,969.18	60.62
101-401.000-892.000	SIDEWALK MAINTENANCE	30,000.00	30,000.00	1,012.38	0.00	28,987.62	3.37
101-401.000-920.000	UTILITIES	21,000.00	21,000.00	15,536.84	788.04	5,463.16	73.98
101-401.000-921.000	CONTRACTUAL SERVICES	125,239.00	125,239.00	104,262.79	10,436.61	20,976.21	83.25
101-401.000-936.000	EQUIPMENT MAINTENANCE	3,000.00	7,000.00	5,392.28	0.00	1,607.72	77.03
<b>Total Dept 401.000 - PUBLIC SERVICE</b>		<b>191,007.00</b>	<b>202,239.00</b>	<b>139,831.61</b>	<b>15,043.48</b>	<b>62,407.39</b>	<b>69.14</b>
Dept 501.000 - LEAF COLLECTION							
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	4,500.00	4,500.00	5,784.20	245.07	(1,284.20)	128.54
<b>Total Dept 501.000 - LEAF COLLECTION</b>		<b>4,500.00</b>	<b>4,500.00</b>	<b>5,784.20</b>	<b>245.07</b>	<b>(1,284.20)</b>	<b>128.54</b>
Dept 502.000							
101-502.000-801.001	SOCRRA	372,000.00	372,000.00	273,546.00	28,880.00	98,454.00	73.53
<b>Total Dept 502.000</b>		<b>372,000.00</b>	<b>372,000.00</b>	<b>273,546.00</b>	<b>28,880.00</b>	<b>98,454.00</b>	<b>73.53</b>
Dept 601.000 - RECREATION							
101-601.000-701.000	SALARIES FULL-TIME	32,895.00	32,895.00	30,920.78	3,718.76	1,974.22	94.00
101-601.000-703.000	EMPLOYEE TAXES & BENEFITS	7,861.00	9,500.00	8,597.43	756.69	902.57	90.50
101-601.000-712.000	WORKER'S COMP INSURANCE	800.00	800.00	150.00	0.00	650.00	18.75
101-601.000-726.000	OFFICE SUPPLIES	250.00	650.00	586.08	0.00	63.92	90.17
101-601.000-806.000	ADULT PROGRAMS	1,000.00	2,000.00	3,179.14	1,609.75	(1,179.14)	158.96
101-601.000-807.000	BUS TRANSPORTATION	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-601.000-811.000	SENIOR ACTIVITIES	6,000.00	6,000.00	162.19	162.19	5,837.81	2.70
101-601.000-812.000	COMMUNITY EVENTS	20,000.00	20,000.00	5,630.54	505.61	14,369.46	28.15
101-601.000-813.000	CHILDREN/YOUTH ACTIVITIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-601.000-817.000	FITNESS CENTER EXP	0.00	0.00	126.24	75.04	(126.24)	100.00
101-601.000-843.000	DOG PARK EXPENSES	0.00	1,000.00	2,311.30	1,622.13	(1,311.30)	231.13

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GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	04/30/2021 NORM (ABNORM)	MONTH 04/30/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
101-601.000-884.000	CONCERTS IN THE PARK	7,300.00	7,300.00	364.00	0.00	6,936.00	4.99
Total Dept 601.000 - RECREATION		80,106.00	84,145.00	52,027.70	8,450.17	32,117.30	61.83
Dept 811.000							
101-811.000-970.000	CAPITAL EXPENDITURE	96,621.00	96,621.00	96,621.00	0.00	0.00	100.00
101-811.000-999.203	TRANSFER OUT TO LOCAL ROADS	149,200.00	149,200.00	149,200.00	0.00	0.00	100.00
Total Dept 811.000		245,821.00	245,821.00	245,821.00	0.00	0.00	100.00
TOTAL EXPENDITURES		4,602,500.00	4,788,055.00	3,607,724.60	399,819.74	1,180,330.40	75.35
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		4,377,404.00	4,624,656.00	4,119,398.80	120,390.63	505,257.20	89.07
TOTAL EXPENDITURES		4,602,500.00	4,788,055.00	3,607,724.60	399,819.74	1,180,330.40	75.35
NET OF REVENUES & EXPENDITURES		(225,096.00)	(163,399.00)	511,674.20	(279,429.11)	(675,073.20)	313.14



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GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	04/30/2021 NORM (ABNORM)	MONTH 04/30/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 202 - MAJOR ROAD FUND							
Revenues							
Dept 702.000							
202-702.000-574.000	STATE SHARED REVENUES	388,995.00	388,995.00	241,318.56	31,549.82	147,676.44	62.04
202-702.000-665.000	INVESTMENT INTEREST	600.00	600.00	0.00	0.00	600.00	0.00
Total Dept 702.000		<u>389,595.00</u>	<u>389,595.00</u>	<u>241,318.56</u>	<u>31,549.82</u>	<u>148,276.44</u>	<u>61.94</u>
TOTAL REVENUES		<u>389,595.00</u>	<u>389,595.00</u>	<u>241,318.56</u>	<u>31,549.82</u>	<u>148,276.44</u>	<u>61.94</u>
Expenditures							
Dept 702.000							
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	6,907.00	6,907.00	1,392.22	113.91	5,514.78	20.16
202-702.000-705.000	SALARIES-ADMIN	5,569.00	5,569.00	4,641.00	464.10	928.00	83.34
202-702.000-810.000	AUDITING & ACCOUNTING	5,521.00	4,311.00	4,311.00	0.00	0.00	100.00
202-702.000-856.000	ADMINISTRATION & ENGINEERING	5,000.00	5,000.00	1,639.00	0.00	3,361.00	32.78
202-702.000-861.000	ROAD MAINTENANCE	5,000.00	5,000.00	1,392.85	63.25	3,607.15	27.86
202-702.000-862.000	ROADSIDE MAINTENANCE	5,000.00	5,000.00	3,350.00	0.00	1,650.00	67.00
202-702.000-864.000	TRAFFIC CONTROLS	25,000.00	25,000.00	8,250.63	273.58	16,749.37	33.00
202-702.000-866.000	SNOW & ICE REMOVAL	5,500.00	5,500.00	1,381.21	0.00	4,118.79	25.11
202-702.000-867.000	EQUIPMENT RENTAL	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
202-702.000-870.000	FORESTRY	36,000.00	36,000.00	18,125.60	0.00	17,874.40	50.35
202-702.000-921.000	CONTRACTUAL SERVICES	64,659.00	64,659.00	53,829.15	5,388.25	10,829.85	83.25
Total Dept 702.000		<u>169,156.00</u>	<u>167,946.00</u>	<u>98,312.66</u>	<u>6,303.09</u>	<u>69,633.34</u>	<u>58.54</u>
Dept 702.100 - CAPITAL IMP - STREET BOND							
202-702.100-970.000	CAPITAL EXPENDITURE	0.00	0.00	7,405.15	7,405.15	(7,405.15)	100.00
Total Dept 702.100 - CAPITAL IMP - STREET BOND		<u>0.00</u>	<u>0.00</u>	<u>7,405.15</u>	<u>7,405.15</u>	<u>(7,405.15)</u>	<u>100.00</u>
TOTAL EXPENDITURES		<u>169,156.00</u>	<u>167,946.00</u>	<u>105,717.81</u>	<u>13,708.24</u>	<u>62,228.19</u>	<u>62.95</u>
Fund 202 - MAJOR ROAD FUND:							
TOTAL REVENUES		<u>389,595.00</u>	<u>389,595.00</u>	<u>241,318.56</u>	<u>31,549.82</u>	<u>148,276.44</u>	<u>61.94</u>
TOTAL EXPENDITURES		<u>169,156.00</u>	<u>167,946.00</u>	<u>105,717.81</u>	<u>13,708.24</u>	<u>62,228.19</u>	<u>62.95</u>
NET OF REVENUES & EXPENDITURES		<u>220,439.00</u>	<u>221,649.00</u>	<u>135,600.75</u>	<u>17,841.58</u>	<u>86,048.25</u>	<u>61.18</u>

PERIOD ENDING 04/30/2021

Item 7A.

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	04/30/2021 NORM (ABNORM)	MONTH 04/30/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 203 - LOCAL ROAD FUND							
Revenues							
Dept 703.000							
203-703.000-415.000	MISCELLANEOUS REVENUE	13,603.00	13,603.00	19,414.00	0.00	(5,811.00)	142.72
203-703.000-574.000	STATE SHARED REVENUES	129,665.00	129,665.00	112,829.01	14,750.98	16,835.99	87.02
203-703.000-665.000	INVESTMENT INTEREST	600.00	600.00	0.00	0.00	600.00	0.00
203-703.000-690.101	TRANSFER IN FROM GENERAL FUND	149,200.00	149,200.00	149,200.00	0.00	0.00	100.00
Total Dept 703.000		293,068.00	293,068.00	281,443.01	14,750.98	11,624.99	96.03
TOTAL REVENUES		293,068.00	293,068.00	281,443.01	14,750.98	11,624.99	96.03
Expenditures							
Dept 703.000							
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	6,907.00	6,907.00	1,386.84	113.91	5,520.16	20.08
203-703.000-705.000	SALARIES-ADMIN	5,569.00	5,569.00	4,641.00	464.10	928.00	83.34
203-703.000-810.000	AUDITING & ACCOUNTING	3,381.00	3,381.00	3,381.00	0.00	0.00	100.00
203-703.000-852.000	PUBLIC SERVICE BUILDING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
203-703.000-861.000	ROAD MAINTENANCE	250,000.00	250,000.00	90,027.35	63.25	159,972.65	36.01
203-703.000-864.000	TRAFFIC CONTROLS	4,000.00	4,000.00	7,707.74	273.59	(3,707.74)	192.69
203-703.000-866.000	SNOW & ICE REMOVAL	5,000.00	5,000.00	6,894.63	0.00	(1,894.63)	137.89
203-703.000-867.000	EQUIPMENT RENTAL	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
203-703.000-868.000	NON-MOTOR FACILITIES	15,300.00	15,300.00	1,295.00	1,295.00	14,005.00	8.46
203-703.000-870.000	FORESTRY	36,000.00	36,000.00	16,728.11	0.00	19,271.89	46.47
203-703.000-921.000	CONTRACTUAL SERVICES	64,659.00	64,659.00	53,829.15	5,388.25	10,829.85	83.25
203-703.000-977.003	BOND EXPENSE - CONSTRUCTION	0.00	0.00	9,250.00	9,250.00	(9,250.00)	100.00
Total Dept 703.000		393,816.00	393,816.00	195,140.82	16,848.10	198,675.18	49.55
Dept 703.100 - CAPITAL IMP - STREET BOND							
203-703.100-970.000	CAPITAL EXP - STREET BOND	0.00	0.00	76,991.13	7,405.13	(76,991.13)	100.00
Total Dept 703.100 - CAPITAL IMP - STREET BOND		0.00	0.00	76,991.13	7,405.13	(76,991.13)	100.00
TOTAL EXPENDITURES		393,816.00	393,816.00	272,131.95	24,253.23	121,684.05	69.10
Fund 203 - LOCAL ROAD FUND:							
TOTAL REVENUES		293,068.00	293,068.00	281,443.01	14,750.98	11,624.99	96.03
TOTAL EXPENDITURES		393,816.00	393,816.00	272,131.95	24,253.23	121,684.05	69.10
NET OF REVENUES & EXPENDITURES		(100,748.00)	(100,748.00)	9,311.06	(9,502.25)	(110,059.06)	9.24

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PERIOD ENDING 04/30/2021

Item 7A.

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	04/30/2021 NORM (ABNORM)	MONTH 04/30/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 258 - CAPITAL ACQUISITION FUND							
Revenues							
Dept 000.000							
258-000.000-446.000	INVESTMENT INTEREST	400.00	400.00	293.44	26.20	106.56	73.36
258-000.000-690.101	TRANSFER IN FROM GENERAL FUND	96,621.00	96,621.00	96,621.00	0.00	0.00	100.00
Total Dept 000.000		97,021.00	97,021.00	96,914.44	26.20	106.56	99.89
TOTAL REVENUES		97,021.00	97,021.00	96,914.44	26.20	106.56	99.89
Expenditures							
Dept 000.000							
258-000.000-970.000	CAPITAL EXPENDITURE	96,621.00	96,621.00	96,073.40	7,526.07	547.60	99.43
Total Dept 000.000		96,621.00	96,621.00	96,073.40	7,526.07	547.60	99.43
TOTAL EXPENDITURES		96,621.00	96,621.00	96,073.40	7,526.07	547.60	99.43
Fund 258 - CAPITAL ACQUISITION FUND:							
TOTAL REVENUES		97,021.00	97,021.00	96,914.44	26.20	106.56	99.89
TOTAL EXPENDITURES		96,621.00	96,621.00	96,073.40	7,526.07	547.60	99.43
NET OF REVENUES & EXPENDITURES		400.00	400.00	841.04	(7,499.87)	(441.04)	210.26

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Item 7A.

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		ORIGINAL BUDGET	AMENDED BUDGET	04/30/2021 NORM (ABNORM)	MONTH 04/30/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
494-000.000-407.000	TIFA-CAPTURE TAXES	255,000.00	255,000.00	31,986.79	0.00	223,013.21	12.54
494-000.000-410.000	TAX COLLECTED OTHER	24,643.00	24,643.00	24,312.87	0.00	330.13	98.66
494-000.000-410.002	SPEC ASSESSEMENT - REVENUE	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00
494-000.000-415.000	MISCELLANEOUS REVENUE	6,000.00	6,000.00	17,850.28	0.00	(11,850.28)	297.50
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	10,000.00	2,283.94	203.89	7,716.06	22.84
494-000.000-543.000	FEDERAL/STATE GRANTS	0.00	0.00	4,000.00	0.00	(4,000.00)	100.00
Total Dept 000.000		297,443.00	297,443.00	80,433.88	203.89	217,009.12	27.04
TOTAL REVENUES		297,443.00	297,443.00	80,433.88	203.89	217,009.12	27.04
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	71,820.00	112,790.00	86,296.78	11,435.16	26,493.22	76.51
494-000.000-702.000	SALARIES PART-TIME	5,500.00	0.00	0.00	0.00	0.00	0.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	22,000.00	34,000.00	33,714.76	4,768.16	285.24	99.16
494-000.000-722.000	LEGAL SERVICES	900.00	900.00	0.00	0.00	900.00	0.00
494-000.000-726.000	OFFICE SUPPLIES	200.00	2,900.00	1,071.18	15.89	1,828.82	36.94
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
494-000.000-810.000	AUDITING & ACCOUNTING	800.00	800.00	800.00	0.00	0.00	100.00
494-000.000-822.000	TRAINING/MEMBERSHIP	4,500.00	2,000.00	800.00	725.00	1,200.00	40.00
494-000.000-844.000	MAIN STREET PROGRAM	20,000.00	43,000.00	62,763.06	10,980.00	(19,763.06)	145.96
494-000.000-845.000	STREETSCAPING	10,000.00	32,000.00	26,831.17	1,811.48	5,168.83	83.85
494-000.000-882.000	PLANNING/CONSULTING FEES	46,250.00	46,250.00	42,640.15	5,424.50	3,609.85	92.19
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	945.15	0.00	1,054.85	47.26
494-000.000-901.000	POSTAGE FEES	200.00	200.00	0.00	0.00	200.00	0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	9,500.00	19,500.00	9,705.69	0.00	9,794.31	49.77
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	1,300.00	6,100.00	1,820.42	549.90	4,279.58	29.84
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	386.00	0.00	9,614.00	3.86
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 000.000		226,970.00	334,440.00	267,774.36	35,710.09	66,665.64	80.07
TOTAL EXPENDITURES		226,970.00	334,440.00	267,774.36	35,710.09	66,665.64	80.07
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		297,443.00	297,443.00	80,433.88	203.89	217,009.12	27.04
TOTAL EXPENDITURES		226,970.00	334,440.00	267,774.36	35,710.09	66,665.64	80.07
NET OF REVENUES & EXPENDITURES		70,473.00	(36,997.00)	(187,340.48)	(35,506.20)	150,343.48	506.37

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GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	04/30/2021 NORM (ABNORM)	MONTH 04/30/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 592 - WATER & SEWER FUND							
Revenues							
Dept 536.000 - WATER DEPARTMENT							
592-536.000-415.000	MISCELLANEOUS REVENUES	40,000.00	40,000.00	17,759.00	1,779.00	22,241.00	44.40
592-536.000-640.000	WATER SERVICE	771,544.00	771,544.00	555,523.20	56,519.65	216,020.80	72.00
592-536.000-641.000	WATER & SEWER PENALTIES	25,000.00	25,000.00	1,496.85	170.27	23,503.15	5.99
592-536.000-642.000	METER CHARGE REVENUE	81,139.00	81,139.00	57,237.40	5,736.07	23,901.60	70.54
592-536.000-643.000	REPLACEMENT RESERVE REVENUE	208,495.00	208,495.00	0.00	0.00	208,495.00	0.00
592-536.000-665.000	INVESTMENT INTEREST	4,500.00	4,500.00	1,525.97	108.92	2,974.03	33.91
Total Dept 536.000 - WATER DEPARTMENT		1,130,678.00	1,130,678.00	633,542.42	64,313.91	497,135.58	56.03
Dept 537.000 - SEWER DEPARTMENT							
592-537.000-415.000	MISCELLANEOUS REVENUES	0.00	0.00	3,712.20	0.00	(3,712.20)	100.00
592-537.000-641.000	WATER & SEWER PENALTIES	43,000.00	43,000.00	54,783.32	6,155.01	(11,783.32)	127.40
592-537.000-645.000	SEWAGE DISPOSAL REVENUE	1,861,601.00	1,861,601.00	1,071,998.81	107,395.93	789,602.19	57.58
592-537.000-651.000	INDUSTRIAL SURCHARGE	43,000.00	43,000.00	24,640.17	2,475.96	18,359.83	57.30
592-537.000-665.000	INVESTMENT INTEREST	4,500.00	4,500.00	1,536.22	108.91	2,963.78	34.14
Total Dept 537.000 - SEWER DEPARTMENT		1,952,101.00	1,952,101.00	1,156,670.72	116,135.81	795,430.28	59.25
TOTAL REVENUES		3,082,779.00	3,082,779.00	1,790,213.14	180,449.72	1,292,565.86	58.07
Expenditures							
Dept 536.000 - WATER DEPARTMENT							
592-536.000-701.000	SALARIES FULL-TIME	19,398.00	19,398.00	14,338.48	556.92	5,059.52	73.92
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	147,426.00	147,426.00	91,324.89	6,474.97	56,101.11	61.95
592-536.000-706.000	OPEB EXPENSE	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
592-536.000-708.000	PROPERTY & LIABILITY INSURANC	7,803.00	7,803.00	7,803.00	0.00	0.00	100.00
592-536.000-810.000	AUDITING & ACCOUNTING	5,129.00	5,129.00	5,129.00	0.00	0.00	100.00
592-536.000-875.000	PENSION EXPENSE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
592-536.000-902.000	BILLING SERVICES	10,000.00	10,000.00	8,499.02	600.00	1,500.98	84.99
592-536.000-921.000	CONTRACTUAL SERVICES	72,656.00	72,656.00	60,487.05	6,054.70	12,168.95	83.25
592-536.000-935.000	EQUIPMENT REPLACEMENT	7,000.00	7,000.00	544.61	201.39	6,455.39	7.78
592-536.000-937.000	WATER SYSTEM MAINTENANCE	90,000.00	90,000.00	33,050.86	0.00	56,949.14	36.72
592-536.000-940.000	RENT & UTILITIES WATER & SEWE	4,917.00	4,917.00	4,917.00	0.00	0.00	100.00
592-536.000-944.000	WATER PURCHASES	407,800.00	407,800.00	297,596.29	31,607.14	110,203.71	72.98
592-536.000-955.000	MISCELLANEOUS EXPENDITURES	3,100.00	3,100.00	1,615.91	0.00	1,484.09	52.13
592-536.000-970.000	CAPITAL EXPENDITURE	0.00	0.00	105.22	105.22	(105.22)	100.00
592-536.000-974.000	WATER MAIN PROJECT	400,000.00	400,000.00	371,043.61	255.75	28,956.39	92.76
Total Dept 536.000 - WATER DEPARTMENT		1,185,229.00	1,185,229.00	896,454.94	45,856.09	288,774.06	75.64
Dept 536.100 - WATER DEPARTMENT							
592-536.100-970.000	CAPITAL EXP - STOP BOX REPLACEMENT	0.00	0.00	1,948.05	1,948.05	(1,948.05)	100.00
Total Dept 536.100 - WATER DEPARTMENT		0.00	0.00	1,948.05	1,948.05	(1,948.05)	100.00
Dept 536.200 - WATER DEPARTMENT							
592-536.200-970.000	CAPITAL EXP - LEAD & COPPER LINE REPLAC	0.00	0.00	6,138.75	0.00	(6,138.75)	100.00
Total Dept 536.200 - WATER DEPARTMENT		0.00	0.00	6,138.75	0.00	(6,138.75)	100.00

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GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	04/30/2021 NORM (ABNORM)	MONTH 04/30/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 592 - WATER & SEWER FUND							
Expenditures							
Dept 536.400 - WATER DEPARTMENT							
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLACE	0.00	0.00	32,371.25	12,038.75	(32,371.25)	100.00
Total Dept 536.400 - WATER DEPARTMENT		0.00	0.00	32,371.25	12,038.75	(32,371.25)	100.00
Dept 536.500 - WATER DEPARTMENT							
592-536.500-970.000	CAPITAL FIRE HYDRANTS	0.00	0.00	26,159.65	26,159.65	(26,159.65)	100.00
Total Dept 536.500 - WATER DEPARTMENT		0.00	0.00	26,159.65	26,159.65	(26,159.65)	100.00
Dept 536.600 - WATER DEPARTMENT							
592-536.600-970.000	CAPITAL EXP - GATE VALVES	0.00	0.00	290.00	290.00	(290.00)	100.00
Total Dept 536.600 - WATER DEPARTMENT		0.00	0.00	290.00	290.00	(290.00)	100.00
Dept 537.000 - SEWER DEPARTMENT							
592-537.000-701.000	SALARIES FULL-TIME	19,398.00	19,398.00	14,338.48	556.92	5,059.52	73.92
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	25,377.00	54,000.00	42,081.35	3,962.99	11,918.65	77.93
592-537.000-708.000	PROPERTY & LIABILITY INSURANC	7,803.00	7,803.00	7,803.00	0.00	0.00	100.00
592-537.000-720.000	INTEREST EXPENSE	40,179.00	40,179.00	30,566.06	0.00	9,612.94	76.07
592-537.000-725.000	PAYING AGENT FEES	750.00	750.00	750.00	0.00	0.00	100.00
592-537.000-810.000	AUDITING & ACCOUNTING	5,129.00	5,129.00	5,129.00	0.00	0.00	100.00
592-537.000-850.000	TELEPHONE EXPENDITURES	0.00	1,000.00	0.00	0.00	1,000.00	0.00
592-537.000-921.000	CONTRACTUAL SERVICES	72,656.00	72,656.00	60,487.04	6,054.70	12,168.96	83.25
592-537.000-939.000	SEWER SYTEM MAINTENANCE	410,000.00	410,000.00	176,496.66	39,194.40	233,503.34	43.05
592-537.000-940.000	RENT & UTILITIES WATER & SEWE	500.00	500.00	0.00	0.00	500.00	0.00
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	1,029,210.00	1,029,210.00	771,907.59	85,767.51	257,302.41	75.00
592-537.000-945.000	RETENTION TANK-UTIL ELEC	18,707.00	18,707.00	13,164.92	2,127.95	5,542.08	70.37
592-537.000-946.000	RETENTION TANK UTIL-WATER	5,000.00	5,000.00	1,048.40	0.00	3,951.60	20.97
592-537.000-947.000	RETENTION TANK UTIL-GAS	300.00	300.00	827.38	100.82	(527.38)	275.79
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	2,000.00	2,000.00	2,500.81	169.36	(500.81)	125.04
592-537.000-949.000	RETENTION TAN GENERATOR FUEL	500.00	500.00	0.00	0.00	500.00	0.00
592-537.000-950.000	RETENTION TANK SUPPLIES/TOOLS	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00
592-537.000-951.000	RETENTION TANK BUILDING/EQUIP	15,000.00	15,000.00	5,828.38	325.50	9,171.62	38.86
592-537.000-953.000	RETENTION TANK EXCESS LIABIL	8,900.00	8,900.00	8,900.00	0.00	0.00	100.00
592-537.000-955.000	MISCELLANEOUS EXPENDITURES	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
592-537.000-957.000	INDUSTRIAL SURCHARGE/NON-RESI	34,600.00	34,600.00	12,116.43	2,730.46	22,483.57	35.02
592-537.000-970.000	CAPITAL EXPENDITURE	160,000.00	160,000.00	0.00	0.00	160,000.00	0.00
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	20,000.00	20,000.00	27,801.96	525.00	(7,801.96)	139.01
592-537.000-977.003	BOND EXPENSE - CONSTRUCTION	0.00	0.00	9,250.00	9,250.00	(9,250.00)	100.00
Total Dept 537.000 - SEWER DEPARTMENT		1,878,609.00	1,908,232.00	1,190,997.46	150,765.61	717,234.54	62.41
Dept 537.200 - SEWER DEPARTMENT							
592-537.200-970.000	CAPITAL EXP - RETENTION TANK REPAIRS	0.00	0.00	3,430.00	0.00	(3,430.00)	100.00
Total Dept 537.200 - SEWER DEPARTMENT		0.00	0.00	3,430.00	0.00	(3,430.00)	100.00
TOTAL EXPENDITURES		3,063,838.00	3,093,461.00	2,157,790.10	237,058.15	935,670.90	69.75

PERIOD ENDING 04/30/2021

Item 7A.

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	04/30/2021 NORM (ABNORM)	MONTH 04/30/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 592 - WATER & SEWER FUND							
Fund 592 - WATER & SEWER FUND:							
	TOTAL REVENUES	3,082,779.00	3,082,779.00	1,790,213.14	180,449.72	1,292,565.86	58.07
	TOTAL EXPENDITURES	3,063,838.00	3,093,461.00	2,157,790.10	237,058.15	935,670.90	69.75
	NET OF REVENUES & EXPENDITURES	18,941.00	(10,682.00)	(367,576.96)	(56,608.43)	356,894.96	3,441.09
	TOTAL REVENUES - ALL FUNDS	8,537,310.00	8,784,562.00	6,609,721.83	347,371.24	2,174,840.17	75.24
	TOTAL EXPENDITURES - ALL FUNDS	8,552,901.00	8,874,339.00	6,507,212.22	718,075.52	2,367,126.78	73.33
	NET OF REVENUES & EXPENDITURES	(15,591.00)	(89,777.00)	102,509.61	(370,704.28)	(192,286.61)	114.18

**BUDGET REPORT (REVENUES VERSUS EXPENDITURES) FOR MONTH ENDED APRIL 30, 2021**

	<u>Revenues Through 4/30/2021</u>	<u>Expenses Through 4/30/2021</u>	<u>Revenues Over (Under) Expenses</u>
101-GENERAL FUND	4,119,399	3,607,725	511,674
202-MAJOR STREET FUND	241,319	105,718	135,601
203-LOCAL STREET FUND	281,443	272,132	9,311
258-CAPITAL ACQUISITION FUND	96,914	96,073	841
494-DOWNTOWN DEVELOPMENT AUTHORITY	80,434	267,774	(187,340)
592-WATER & SEWER FUND	1,790,213	2,157,790	(367,577)
<b>GRAND TOTAL ALL FUNDS</b>	<u><u>6,609,722</u></u>	<u><u>6,507,212</u></u>	<u><u>102,510</u></u>





## MEMORANDUM

TO: Sheryl Mitchell, City Administrator  
CC: DDA Board of Directors  
FROM: Susie Stec, Director – CED / DDA Director  
DATE: May 13, 2021  
RE: Department/Director Report

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In an effort to provide consistent updates to the DDA Board of Directors, City Administrator, and City Council the following monthly is submitted for your review.

### COVID-19 Resources

- A resource page has been created: [http://www.lathrupvillage.org/how\\_do\\_i/resources.php](http://www.lathrupvillage.org/how_do_i/resources.php). There are a series of links to financial resources & programs available to business.
- DDA just launched another crowdfunding campaign and will reprogram 20/21 budget items to re-fund the Lovin' Lathrup Village Business Relief Mini-Grants.

### Events

- **Spring into Self-Care** was held in April. Over 2 dozen residents and 7 local businesses participated.
- **Spring Roll** was scheduled for early June. Due to construction conflicts, the event will be moved to the fall.
- **Corridor Cleanup** will be on Saturday, June 12<sup>th</sup> from 9 – 11am. To register visit: <https://forms.gle/37rGjAY2n3zNTmhc7>
- **Fireside Friday** is transitioning to Picnic in the Park for the summer months. P & R is the loaning the DDA outdoor activities to attendees to use (i.e. cornhole or ladder ball).
- **Juneteeth Celebration – Unity in the Community** will be Saturday, June 19<sup>th</sup> from 4 – 8pm, overlapping with the Art Fair.

### Grants

- **OC Weatherization** – DDA was successfully awarded \$34,295 in Restaurant Relief Grant Program funds. The bulk of these funds were used for COVID-19 expense reimbursement incurred by local restaurants. DDA also received 2 sanitization stations to be located at Municipal Park, as well as 4 patio heaters.

**Commercial Business/Property Updates**

- 27215 Southfield Road is working on site improvements and interior renovations.
- Discount Tire obtain a Class B non-conformity designation at the April 19<sup>th</sup> ZBA meeting. They will be seeking special land use and site plan approval on May 18<sup>th</sup> at PC
- US Rehab (26079 Southfield Rd) will be seeking site plan approval on May 18<sup>th</sup> at PC. They intend to renovate the space formerly occupied by Gin Cleaners.
- Ruby Lee’s Honey Chicken and Shrimp will be locating in the former Happy’s Pizza location. Their tentative open date is July 1<sup>st</sup>. They are going through the building plan review process.

**Comprehensive Plan update**

- The plan is set to be released for comment to the surrounding communities at the May 17<sup>th</sup> City Council meeting. There is a 63-day comment period after which PC will hold a public hearing and adopt the plan.

**Cannabis**

- PC discussed zoning and general code language at their meeting April 20<sup>th</sup>. There will be an open house on Wednesday, May 26<sup>th</sup> from 4 – 6pm in the Community Room.
- Public Hearing is scheduled for June 15<sup>th</sup>

**Infrastructure**

- All sidewalks have been marked. The project will be put out to bid soon.
- First lift of asphalt has been done on Phase 1 streets.
- Phase 1 of the random exterior verifications have finished and work has begun on phase 2.
- GIS mapping & data collection system is in place to track excavations, fire hydrants, gate valves, and sidewalk.

**Miscellaneous**

- Staff met with RCOC to identify interim improvements for Southfield Road. Preliminary scope of work includes ditching and resurfacing. The project would take place in 2024.
- Hanging flower baskets will be hung throughout the entire district this spring. DDA coordinating a “planting party” for Saturday, May 22<sup>nd</sup> from 10 – 2 pm. Contact Cori at [cdahl@lathrupvillage.org](mailto:cdahl@lathrupvillage.org) to participate.
- Bike Route pavement markings and sign installation will begin and end in May.

<b>OFFICERS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>TOTAL</b>
<b>SGT. TACKETT</b>	15	33	30	28									106
Tackett warnings	11	0	1	5									
<b>UPSHAW</b>	13	8	11	8									40
Upshaw warnings	1	1	2	1									
<b>BECKER</b>	75	60	51	58									244
Becker warnings	3	2	0	0									
<b>ROBERTS</b>	22	20	18	29									89
Roberts warnings	24	4	4	12									
<b>TOMPKINS</b>	24	20	0	0									44
Tompkins warnings	22	5	0	0									
<b>CARMACK</b>	30	42	28	43									143
Carmack warnings	12	9	10	11									
<b>HUSTON</b>	29	9	6	14									58
Huston warnings	3	5	0	1									
<b>LAWRENCE</b>	5	12	15	5									37
Lawrence warnings	1	1	0	0									
<b>BUTTON</b>	6	17	14	10									47
Button warnings	3	8	5	3									
<b>LASK</b>	10	23	12	10									55
Lask warnings	10	0	1	3									

757

ALARM SUMMARY FOR APRIL 2021

2 burglar alarms (C3902) (March 1 – March 31)  
10 false alarms (L5060) ( March 1 – March 31)

All 12 alarms were considered false or operator error

4 of these alarms were un-registered  
1 commercial  
3 residential

DeMaggio Fine Jewelry – 28001 Southfield had 7 false alarms since February 2021

2021 ACTIVITY TOTALS

Item 8B.

OFFICERS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD
SGT. TACKETT	113	92	67	64									336
UPSHAW	24	21	39	37									121
BECKER	84	68	53	75									280
ROBERTS	128	65	137	168									498
TOMPKINS	81	72	0	0									153
CARMACK	351	305	332	323									1311
HUSTON	85	129	135	80									429
LAWRENCE	30	83	166	87									366
BUTTON	39	63	54	47									203
LASK	48	54	53	55									210

**City of Lathrup Village Police Department - Monthly Activity Summary**

**April 2021**

04/01/2021 21-3046 Abandoned Auto

An Officer met with a citizen at her residence who wished to report that her sister left her vehicle at her residence 10 years prior and has not returned for it. She further advised that she has attempted to reach her sister with no luck and wished that the vehicle was taken away. The Officer impounded the vehicle after placing a 48-hour tag on it.

04/02/2021 21-3072 Citizen Assist

A citizen called and reported her vehicle had been stolen from her driveway. A report was taken; however, it was later determined to be a misunderstanding between family members. No crime occurred.

04/02/2021 21-3082 Customer Trouble

Officer were dispatched to a local business where a manager was berated by an unsatisfied customer over the phone. The customer also stated that he was on his way back to the business. Officers intercepted the subject in the parking lot, giving him a formal trespass warning.

04/02/2021 21-3093 DWLS Arrest

An Officer initiated a traffic stop for a prohibited turn violation. A subsequent investigation revealed that the driver had a suspended driver's license. The driver was released on scene due to manpower issues. He was given a DWLS citation and a court date.

04/04/2021 21-3125 Larceny from Auto

An Officer was dispatched to a residence and advised by the citizen there that her registration tab was taken from her license plate while the vehicle was in the driveway. A report was taken and the citizen was advised to contact the Secretary of State for a replacement.

04/07/2021 21-3240 DWLS Arrest

An Officer initiated a traffic stop for a stop sign violation. A subsequent investigation revealed that the driver had a suspended driver's license. The driver was released on scene due to manpower issues. He was given a DWLS citation and a court date.

04/08/2021 21-3252 DWLS Arrest

An Officer initiated a traffic stop for a texting and driving violation. A subsequent investigation revealed that the driver had a suspended driver's license. The driver was arrested, processed at Berkley PD and released with a DWLS citation and a court date.

04/08/2021 21-3274 Suspicious Circumstance

A citizen called police to advise them that his neighbor had been dumping his (neighbors) yard debris in his (reporting citizen) dumpster, which he had just had delivered. The citizen stated that he wanted to attempt to handle the matter with his neighbor one more time, but if he could not, he would call the police back to issue a citation for illegal dumping.

04/08/2021 21-3279 Family Trouble

Officers were dispatched to a residence where a citizen was trying to retrieve property in which she claimed her recently deceased father left to her. The person's mother, who lived at the residence, was unwilling to give up the property. Both parties were advised that it was a civil matter, the police would not be seizing any property and they would have to settle the matter in court.

04/12/2021 21-3361 Found Property

Officers were dispatched to an area on the I-696 service drive for a suspicious circumstance. There, they located a large steel shipping carton, owned by Amazon, containing 38 packages in route to local addresses. An Officer was able to push the cart back to LVPD and contact Amazon. An Amazon representative later came and retrieved the packages.

04/12/2021 21-3382 Found Animals

An Officer was dispatched to a local business where a citizen found a box of live kittens inside of a garbage can. The kittens were taken and transported to the Oakland County Animal Shelter.

04/12/2021 21-3406 DWLS Arrest

An Officer initiated a traffic stop for a speeding violation. A subsequent investigation revealed that the driver had a suspended drivers license. The driver was issued a DWLS citation and given a court date.

04/16/2021 21-3547 Suspicious Circumstance

Officers took a report from an employee of a local business. The reporting party complained that a man she had initially had an interest in, continued to harass her once she was no longer interested. The other party was contacted and made a complaint about the reporting party as well. They were advised their complaint was not criminal at this time, but it was documented.

04/16/2021 21-3552 Suspicious Circumstance

Officers conducted a felony stop on a vehicle which came back stolen out of Detroit. After an investigation, it was determined that the subject in the vehicle was the registered owner. He recovered his own vehicle when a friend spotted it, but he failed to bring the vehicle to DPD so that it can be removed as stolen.

04/17/2021 21-3568 Retail Fraud

Officers responded to a local retailer where a retail fraud had just occurred. The suspect, upset with his service, took merchandise from display and fled the scene. He was gone upon arrival of Officers. The investigation is ongoing.

04/19/2021 21-3638 Suspicious Circumstances

A resident came into LVPD to make a report that his son, who is special needs, has been receiving numerous applications for unemployment benefits which he did not request. A report was taken and the information was forwarded to the unemployment offices fraud department.

04/19/2021 21-3659 DWLS Arrest

An Officer initiated a traffic stop for a stop sign violation. A subsequent investigation revealed that the driver had a suspended driver's license. The driver was arrested, processed at Berkley PD and released with a DWLS citation and a court date.



04/20/2021 21-3683 Hospice Death

An Officer responded to a Hospice death where the deceased was Covid positive. Due to the circumstances and the deceased's medical history, the Officer, following Covid response policy, did not enter the room to investigate, but spoke with the hospice nurse on scene. All necessary notifications were made.

04/21/2021 21-3712 Assault and Battery

Officers were dispatched to a residence where a domestic assault had just occurred. The suspect had fled on foot prior to Officers arrival. Officers investigated the scene and the incident, but were unable to locate the suspect. The report was submitted to the Prosecutors Office for review.

04/22/2021 21-3731 Fraud Report

A citizen came in to make a report of Fraud. He realized the incident was fraudulent prior to wiring \$50,000 to an account in Singapore as requested by those who called him. The caller claimed to be from Amazon. The reporting citizen did not suffer any financial loss. His bank is currently investigating the incident.

04/22/2021 21-3734 Fraud Report

A customer of a local bank reported fraudulent activity associated with her mobile App associated with her account. The bank was currently investigating the incident, but required a police report number to proceed.

04/26/2021 21-3857 Missing Person

Officers were dispatched to take a report of a man, who was a known heroin user, who had not been seen in over 7 weeks. He had disappeared with a borrowed vehicle. The vehicle was located later unoccupied. A thorough search brought a confirmation from the Wayne County Medical Examiners office that the mans description matched that of a John Doe currently awaiting identification. The family was advised and later made a positive identification.

04/26/2021 21-3862 Fraud Report

A citizen came to LVPD to make a fraud report. She was contacted by phone from a suspect posing as a criminal investigator for the Social Security Administration. She complied to their request and wired over

\$45,000 into an unknown account they designated. She then realized it was a scam. Her bank is currently investigating, but needed a police report number.

04/26/2021 21-3866 Fleeing and Eluding

An Officer initiated a traffic stop for a stop sign violation on a neighborhood street. When the Officer approached the vehicle, it fled. The Officer initially gave chase, but quickly terminated due to having identified the driver and the vehicles disregard for other traffic. The vehicle was entered as wanted into our LE information network. The vehicle was located 3 days later, crashed and unoccupied on the freeway in Southfield. It was impounded. Investigation is awaiting the drivers attempt to retrieve the vehicle.

04/27/2021 21-3890 Reckless Driving

While walking into the station, an Officer observed a vehicle at a very high rate of speed, moving southbound Southfield Rd. Immediately following this, they heard tires screeching and then a loud crash. They responded to the scene and located the vehicle crashed. The vehicle was impounded and the driver was issued a misdemeanor citation for Reckless Driving and was released on scene to their parent.

04/28/2021 21-3925 Family Trouble

Officers were dispatched to a residence for a report of a family trouble. After to speaking to all parties at the house, it was determined to be an argument between to young children where the father intervened. No crime was committed.

04/28/2021 21-3943 Hospice Death

An Officer was dispatched to a residence where an 85-year-old man was found deceased. An investigation was completed by the Officer and there were no signs of foul play. All of the necessary notifications were made.

04/29/2021 21-3969 Fraud Report

A Citizen walked into LVPD to make a report of Fraud. She advised that there were multiple unauthorized withdraws from her Cash App. Her bank was investigating the matter, but required a police report. A report was taken.

JANUARY 2021 WARNING VIOLATIONS

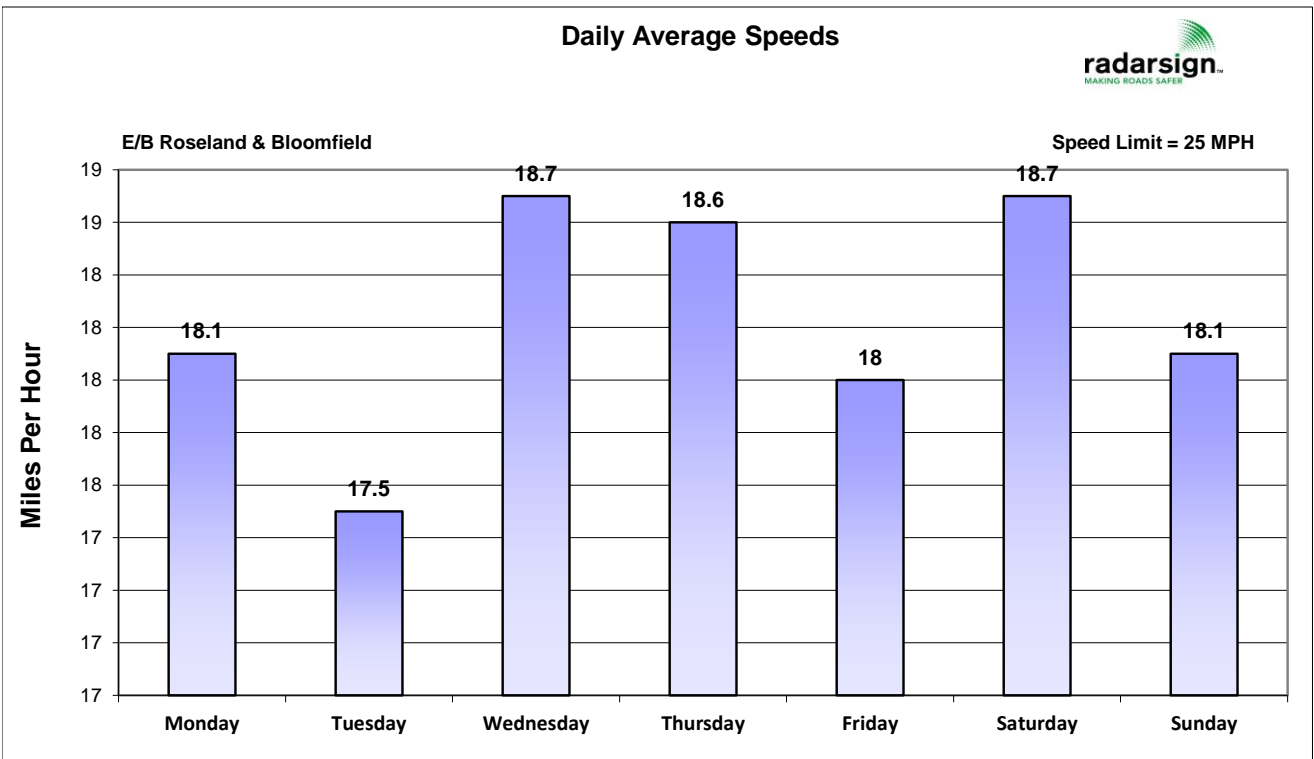
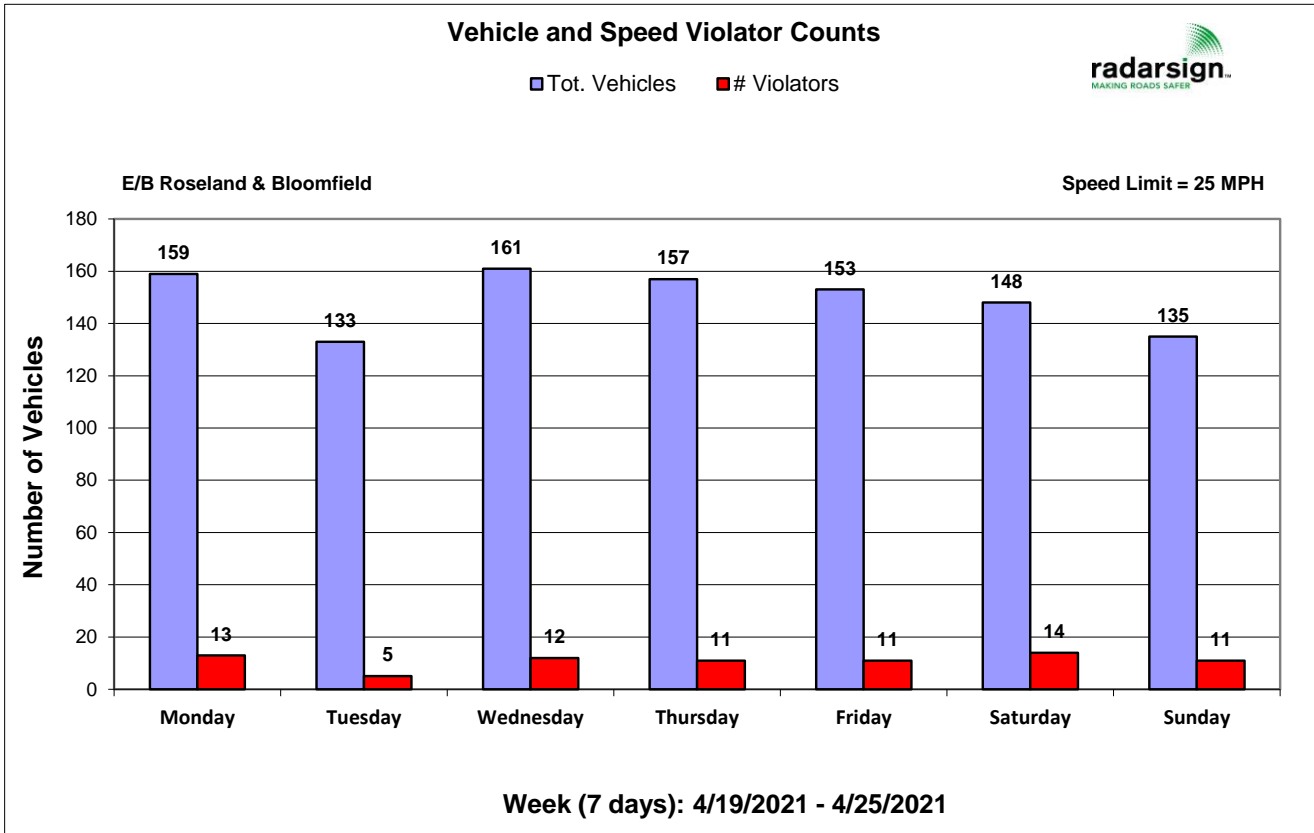
Item 8B.

ROW	CITATION	CITATION DATE	OFF_CITY_NM	ST	VIOLATION_ON	VIOLATION_NEAR	VIOLS_DESC	OFFICER
1	21LV00563	4/2/2021	LATHRUP VILLAGE	MI	MEADOWBROOK	RAINBOW	DISOBEY STOP SIGN	ROB
2	21LV00567	4/3/2021	DETROIT	MI	REDWOOD	LATHRUP BLVD	NO PARKING 3AM-6AM	TAC
3	21LV00570	4/3/2021	FARMINGTON HILLS	MI	SUNNYBROOK	SOUTHFIELD	NO PARKING 3AM-6AM	TAC
4	21LV00573	4/4/2021	SOUTHFIELD	MI	11 MILE	SOUTHFIELD	PROHIBITED TURN	LAS
5	21LV00577	4/6/2021	LIVONIA	MI	11 MILE	SOUTHFIELD	DISOBEY TRAFFIC CONTROL DEVICE	ROB
6	21LV00593	4/7/2021	FARMINGTON HILLS	MI	SOUTHFIELD	RAMSGATE	NO PROOF REGISTRATION	CAR
7	21LV00602	4/9/2021	ROYAL OAK	MI	11 MILE	LATHRUP BLVD	DISOBEY STOP SIGN	CAR
8	21LV00609	4/9/2021	DETROIT	MI	SOUTHFIELD	11 MILE	IMPROPER TURN	ROB
9	21LV00611	4/10/2021	LATHRUP VILLAGE	MI	SAN DIEGO	BLOOMFIELD	NO PARKING 3AM-6AM	TAC
10	21LV00616	4/10/2021	GROSSE POINTE PARK	MI	11 MILE	RED RIVER	DISOBEY STOP SIGN	LAS
11	21LV00619	4/11/2021	LATHRUP VILLAGE	MI	SAN DIEGO	SANTA BARBARA	NO PARKING 3AM-6AM	HUS
12	21LV00624	4/12/2021	LATHRUP VILLAGE	MI	12 MILE	SOUTHFIELD	FAILED TO DISCLOSED CPL	TAC
13	21LV00624	4/12/2021	LATHRUP VILLAGE	MI	13 MILE	SOUTHFIELD	PROHIBITED TURN	TAC
14	21LV00634	4/13/2021	DETROIT	MI	BLOOMFIELD	SUNSET	DISOBEY STOP SIGN	ROB
15	21LV00636	4/14/2021	GROSSE POINTE	MI	11 MILE	LATHRUP BLVD	DROVE WITHOUT LIGHTS	CAR
16	21LV00639	4/14/2021	LATHRUP VILLAGE	MI	GOLDENGATE	27475 GOLDENGATE	NO PARKING 3AM-6AM	CAR
17	21LV00647	4/15/2021	LATHRUP VILLAGE	MI	SUNSET BLVD E	LATHRUP BLVD	NO PARKING 3AM-6AM	CAR
18	21LV00653	4/15/2021	LATHRUP VILLAGE	MI	RAINBOW DR	ELDORADO	DISOBEY STOP SIGN	UPS
19	21LV00654	4/15/2021	LATHRUP VILLAGE	MI	LATHRUP	AVILLA	DISOBEY STOP SIGN	ROB
20	21LV00655	4/15/2021	DETROIT	MI	SOUTHFIELD	AVILLA	NO VALID PLATE	ROB
21	21LV00658	4/16/2021	LATHRUP VILLAGE	MI	SAN JOSE BLVD	18741 SAN JOSE BLVD	NO PARKING 3AM-6AM	CAR
22	21LV00665	4/16/2021	LATHRUP VILLAGE	MI	BLOOMFIELD	SUNSET	DISOBEY STOP SIGN	ROB
23	21LV00678	4/19/2021	SOUTHFIELD	MI	SOUTHFIELD	CAMBRIDGE	FAIL TO SIGNAL AND/OR OBSERVE	CAR
24	21LV00683	4/19/2021	SOUTHFIELD	MI	RAINBOW DR	ELDORADO	DISOBEY STOP SIGN	ROB
25	21LV00696	4/23/2021	LANSING	MI	11 MILE	SOUTHFIELD	PROHIBITED TURN	CAR
26	21LV00697	4/23/2021	FARMINGTON HILLS	MI	11 MILE	RED RIVER	DISOBEY STOP SIGN	LAS
27	21LV00701	4/24/2021	CLARKSTON	MI	SOUTHFIELD	12 MILE	DISOBEY TRAFFIC CONTROL DEVICE	BUT
28	21LV00703	4/24/2021	DETROIT	MI	SOUTHFIELD	SUNNYBROOK	IMPROPER TURN	BUT
29	21LV00704	4/24/2021	SOUTHFIELD	MI	SOUTHFIELD	SUNNYBROOK	IMPROPER TURN	BUT
30	21LV00707	4/26/2021	DES PLAINES	IL	RAMSGATE	MEADOWBROOK WAY	NO PARKING 3AM-6AM	CAR

JANUARY 2021 WARNING VIOLATIONS

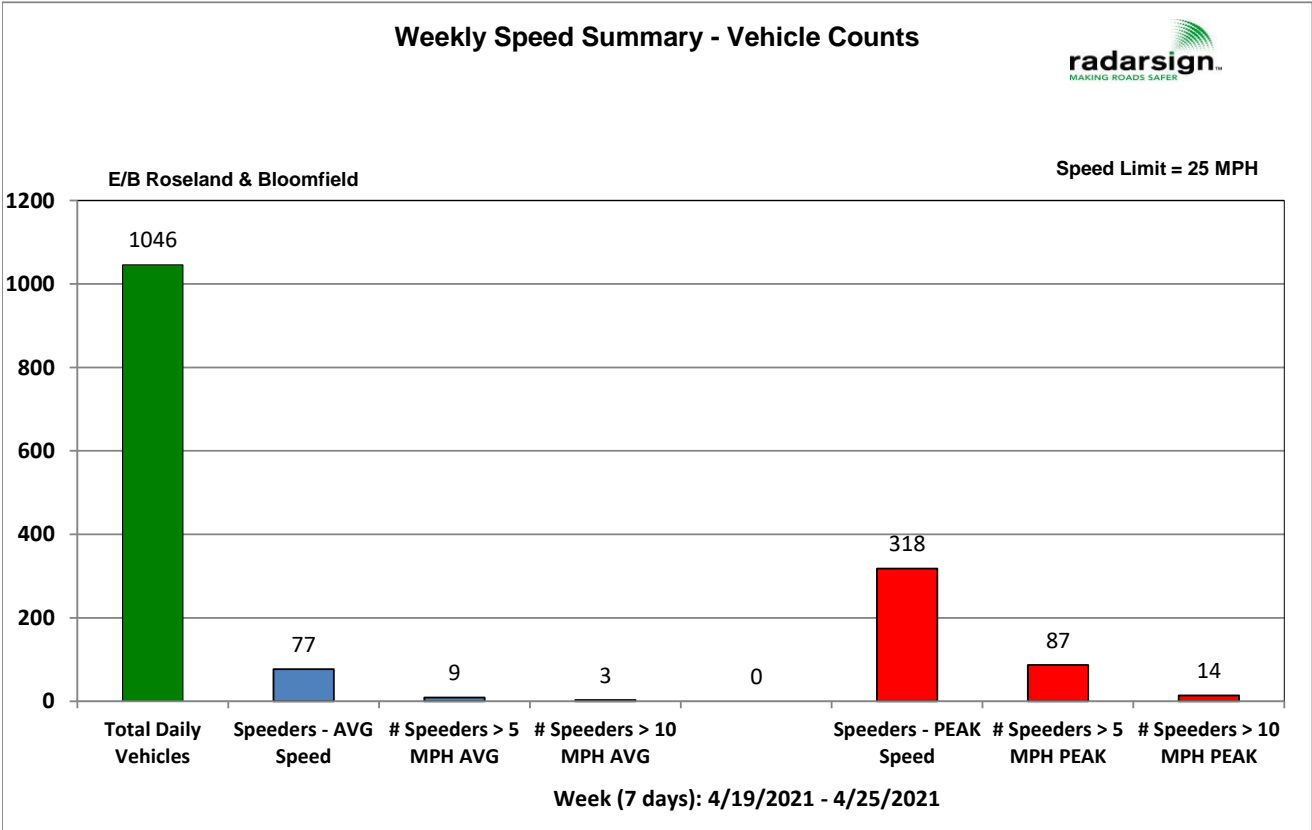
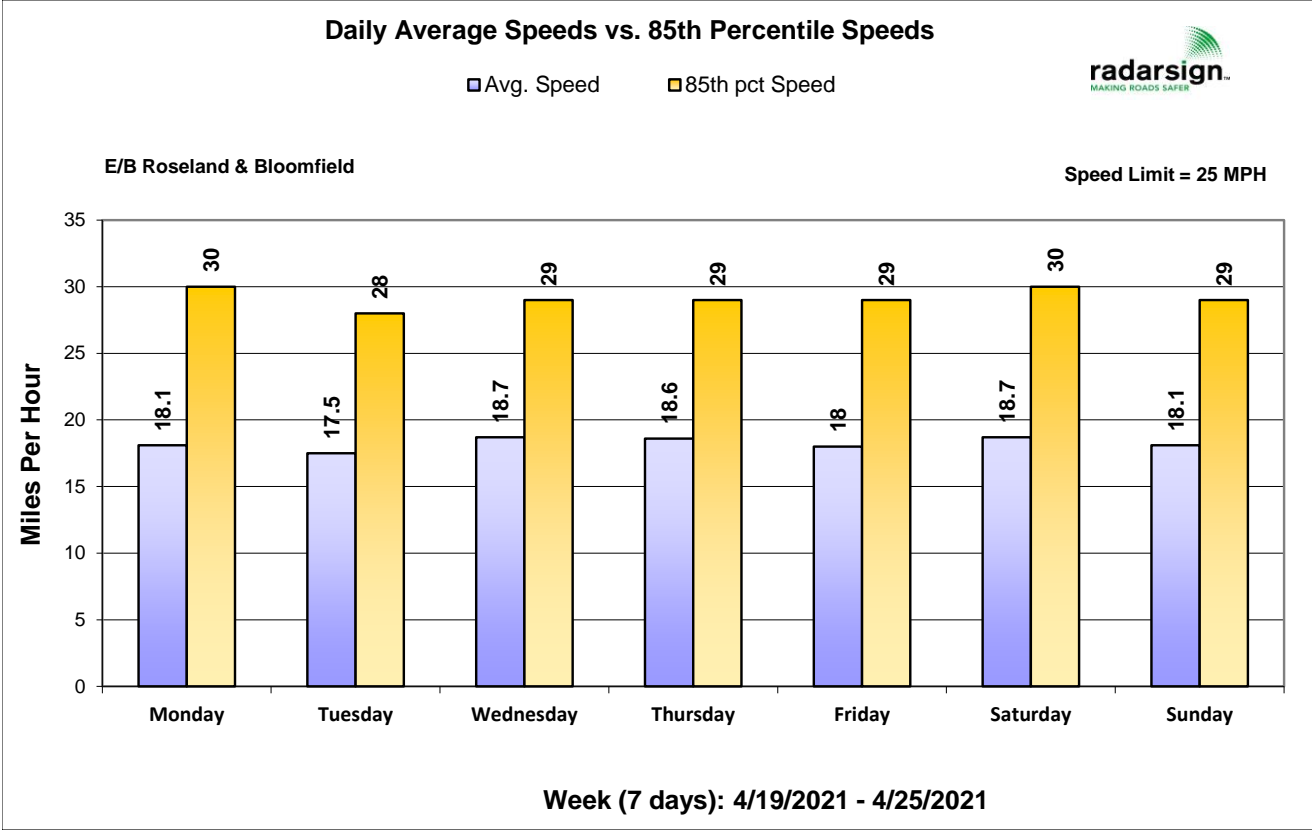
Item 8B.

31	21LV00709	4/26/2021	SOUTHFIELD	MI	RAINBOW DR	MEADOWBROOK WAY	DISOBEY STOP SIGN	ROB
32	21LV00713	4/27/2021	DETROIT	MI	RAINBOW DR	ELDORADO	DISOBEY STOP SIGN	ROB
33	21LV00715	4/28/2021	SOUTHFIELD	MI	RAINBOW DR	ELDORADO	DISOBEY STOP SIGN	ROB
34	21LV00716	4/28/2021	LATHRUP VILLAGE	MI	RAINBOW DR	ELDORADO	DISOBEY STOP SIGN	ROB
35	21LV00717	4/29/2021	LATHRUP VILLAGE	MI	ELDORADO	27027 ELDORADO	NO PARKING 3AM-6AM	CAR
36	21LV00720	4/29/2021	LATHRUP VILLAGE	MI	GOLDENGATE	28030 GOLDENGATE	NO PARKING 3AM-6AM	CAR
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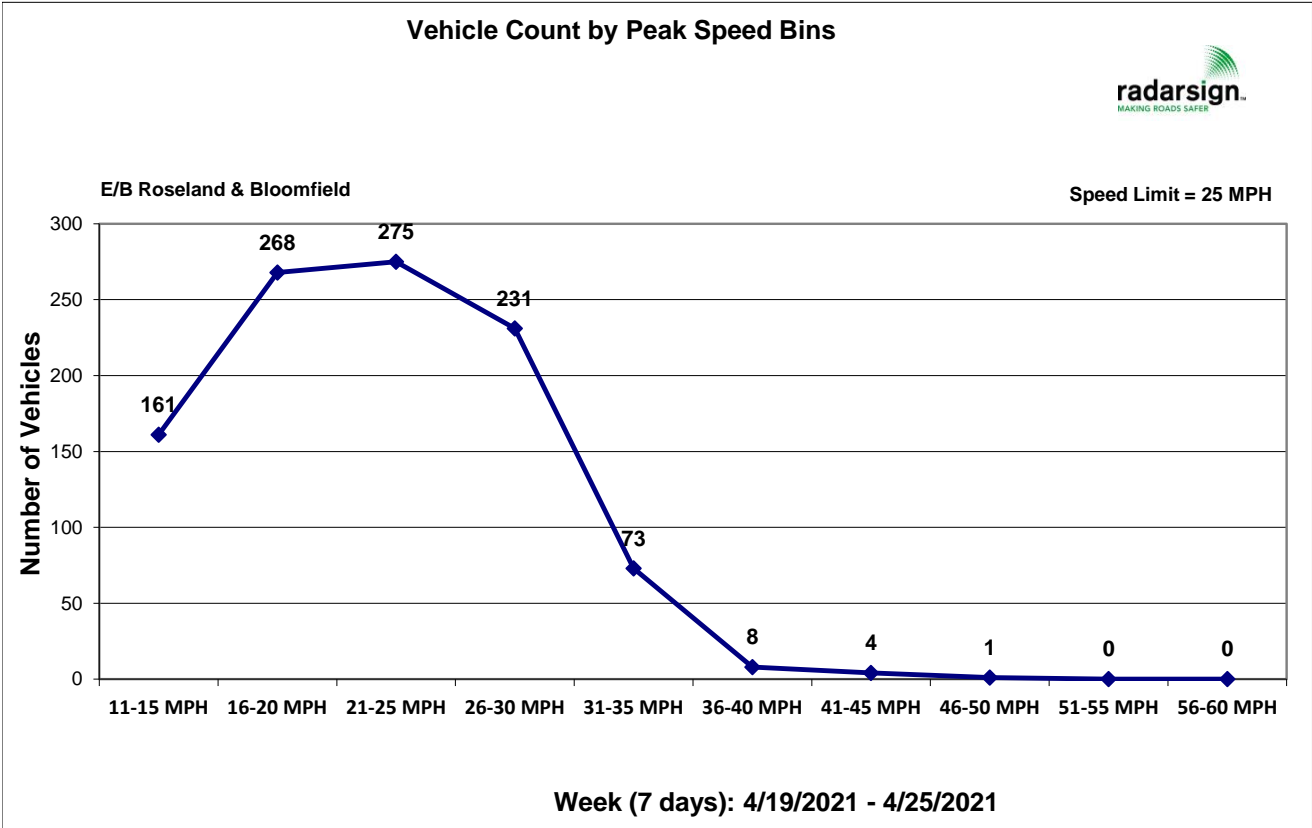
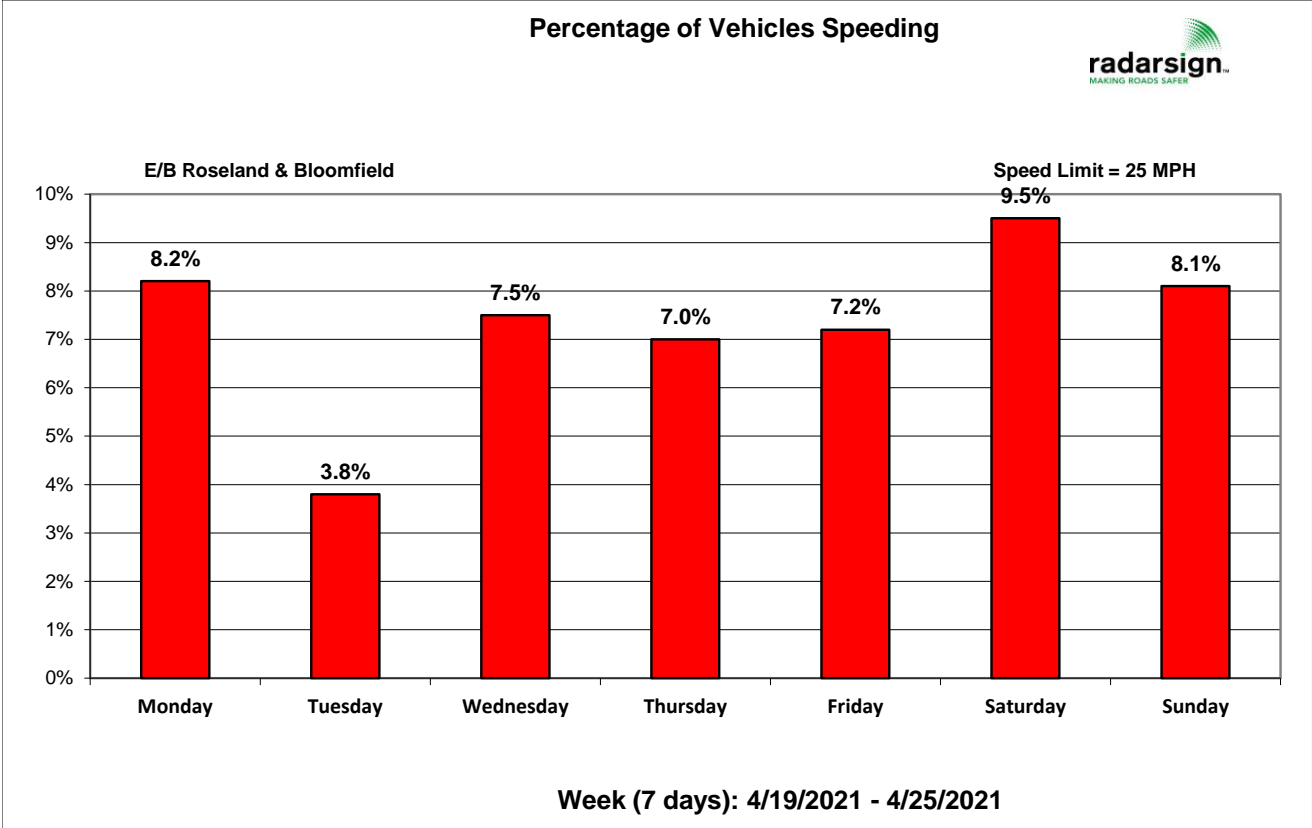
**Week (7 days): 4/19/2021 - 4/25/2021**

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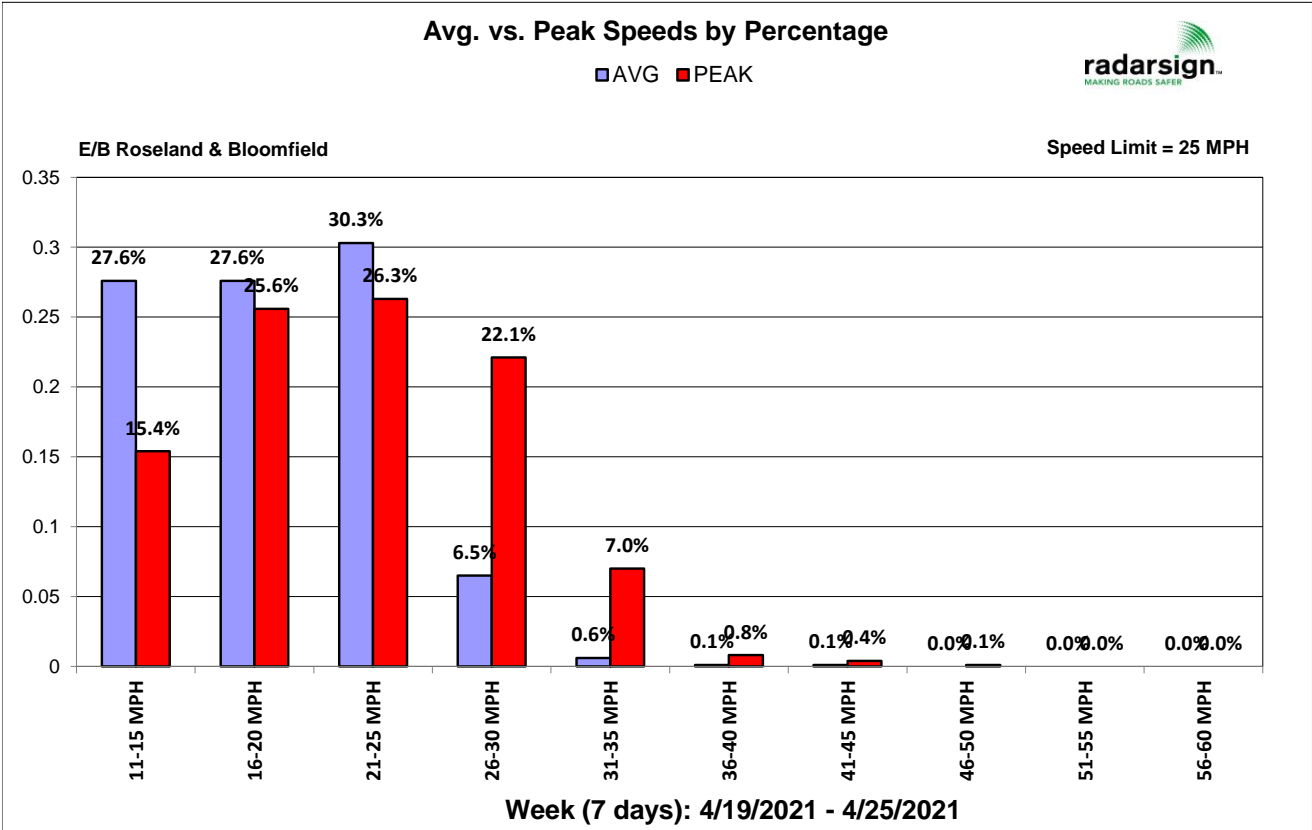
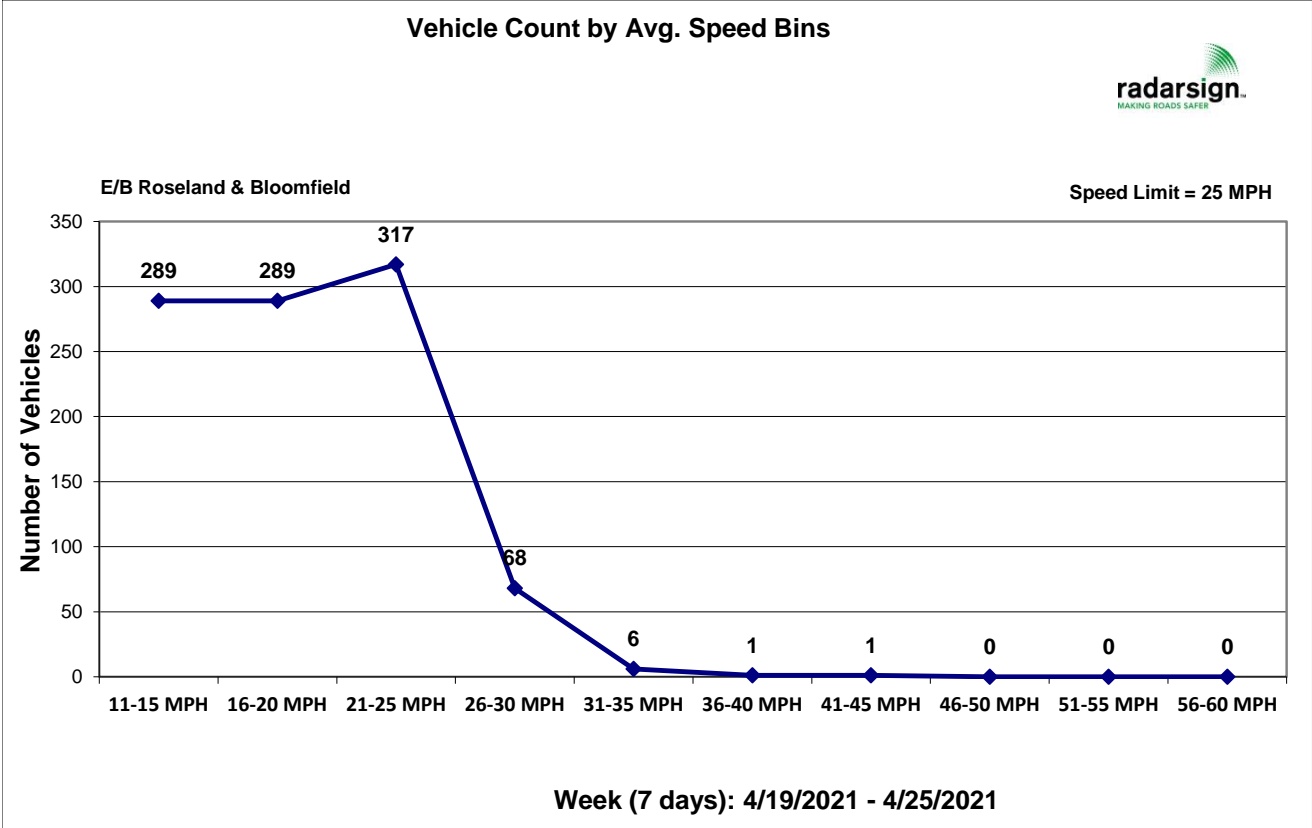


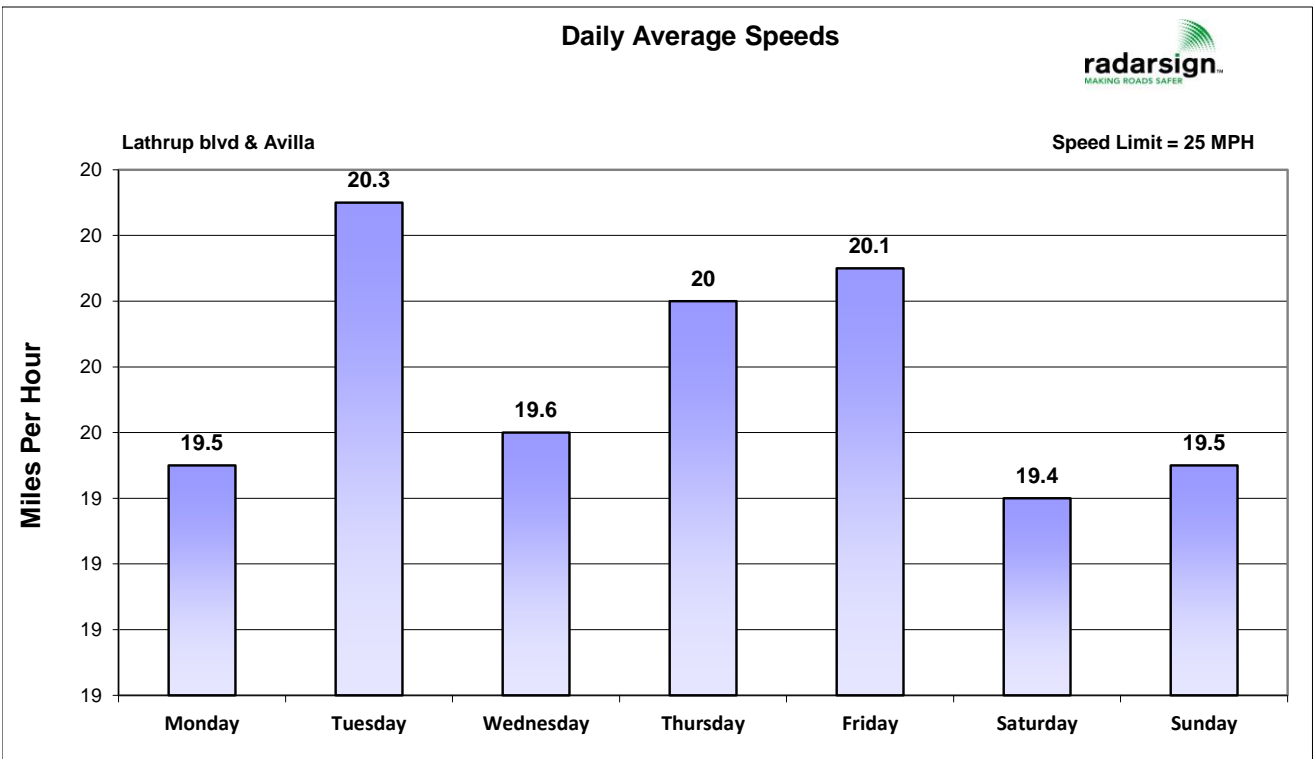
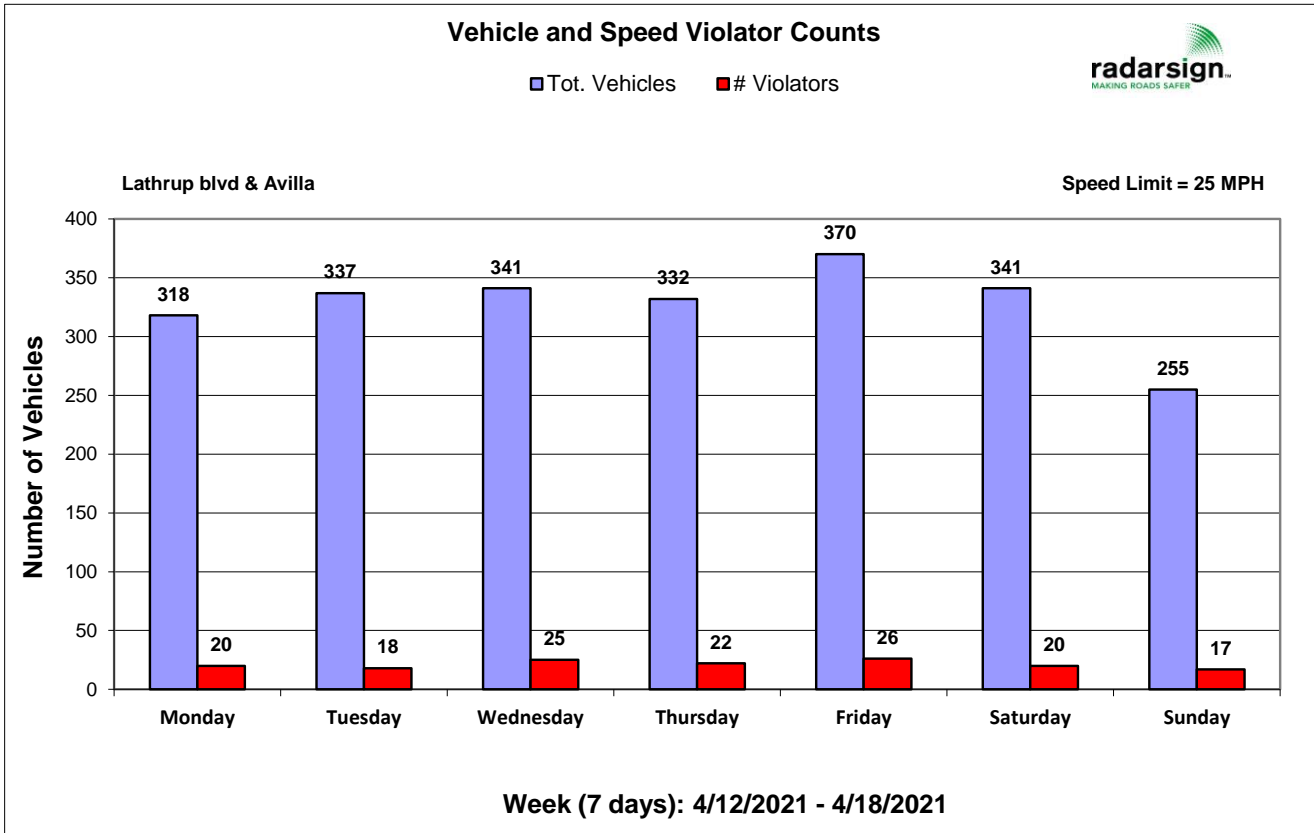
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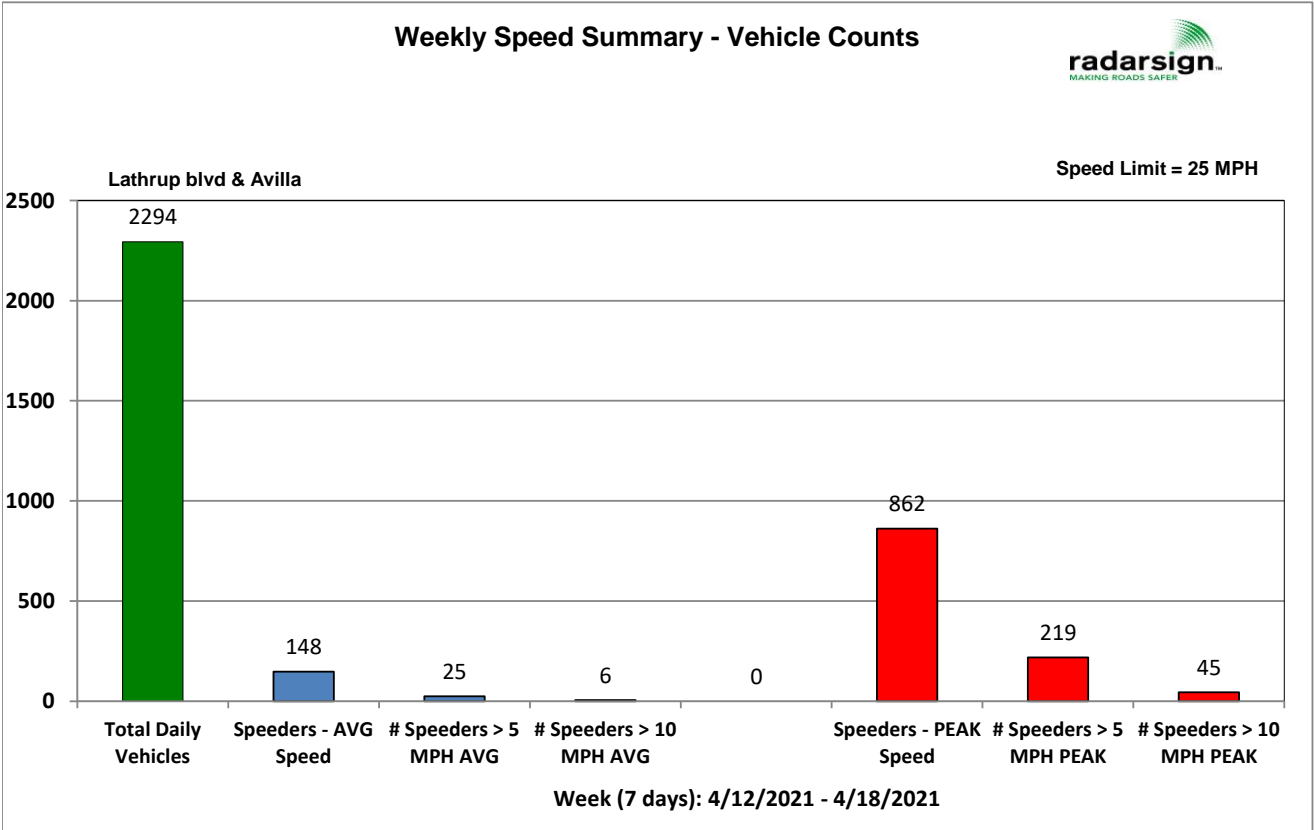
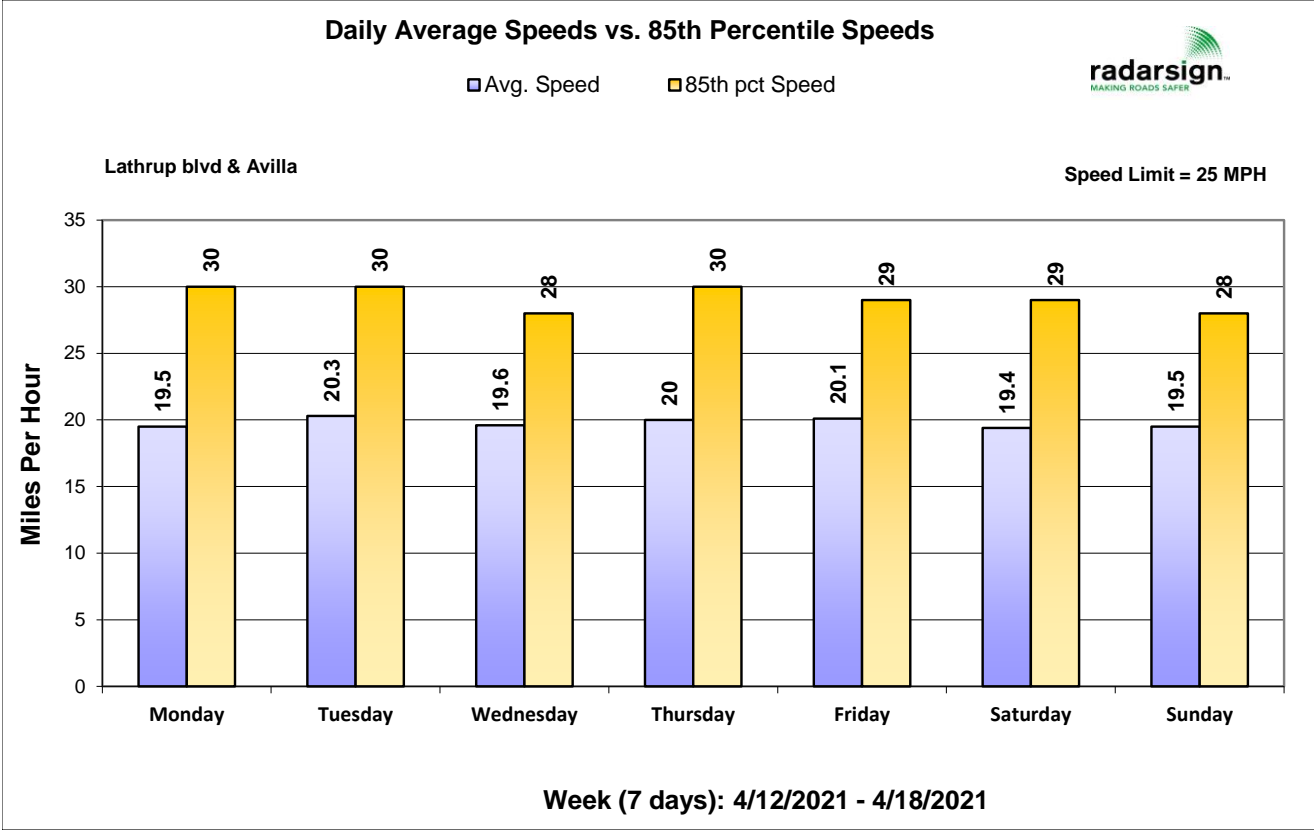
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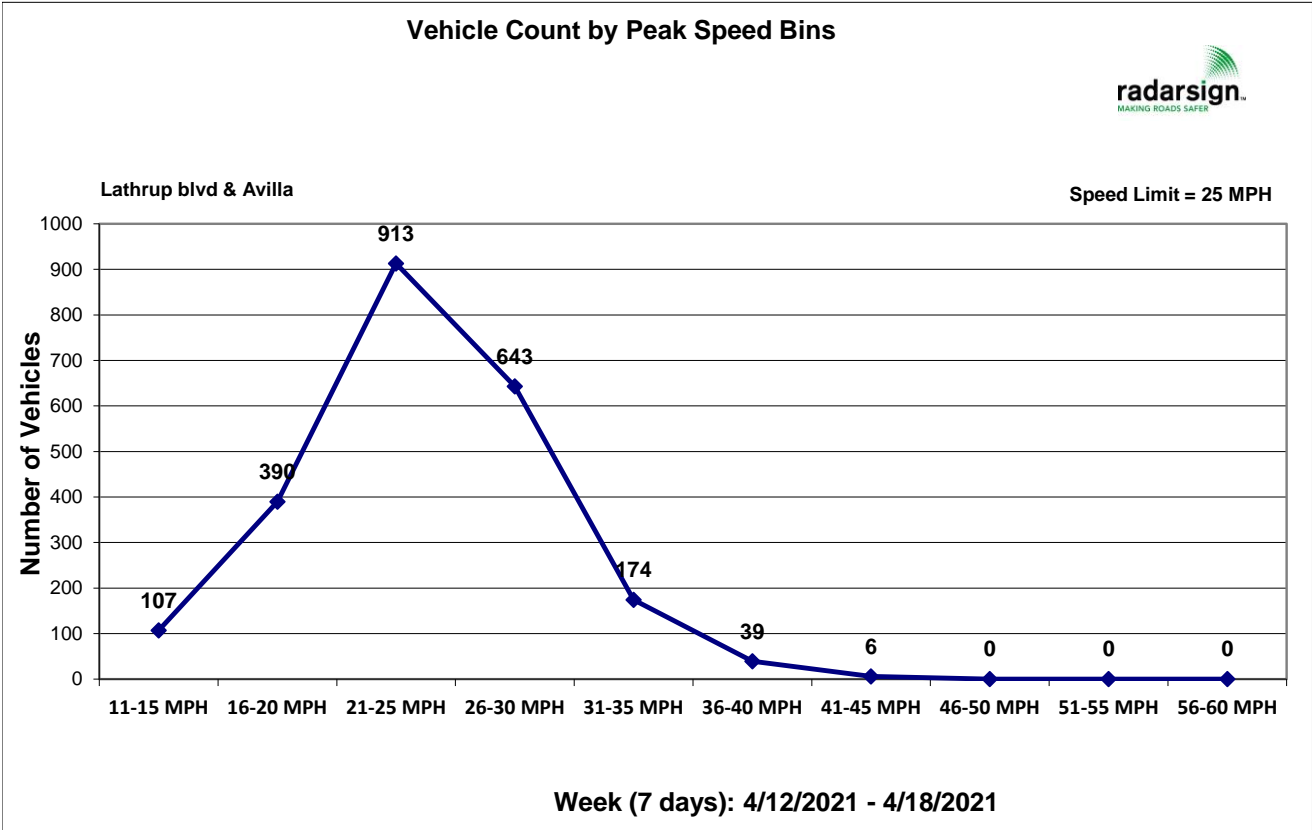
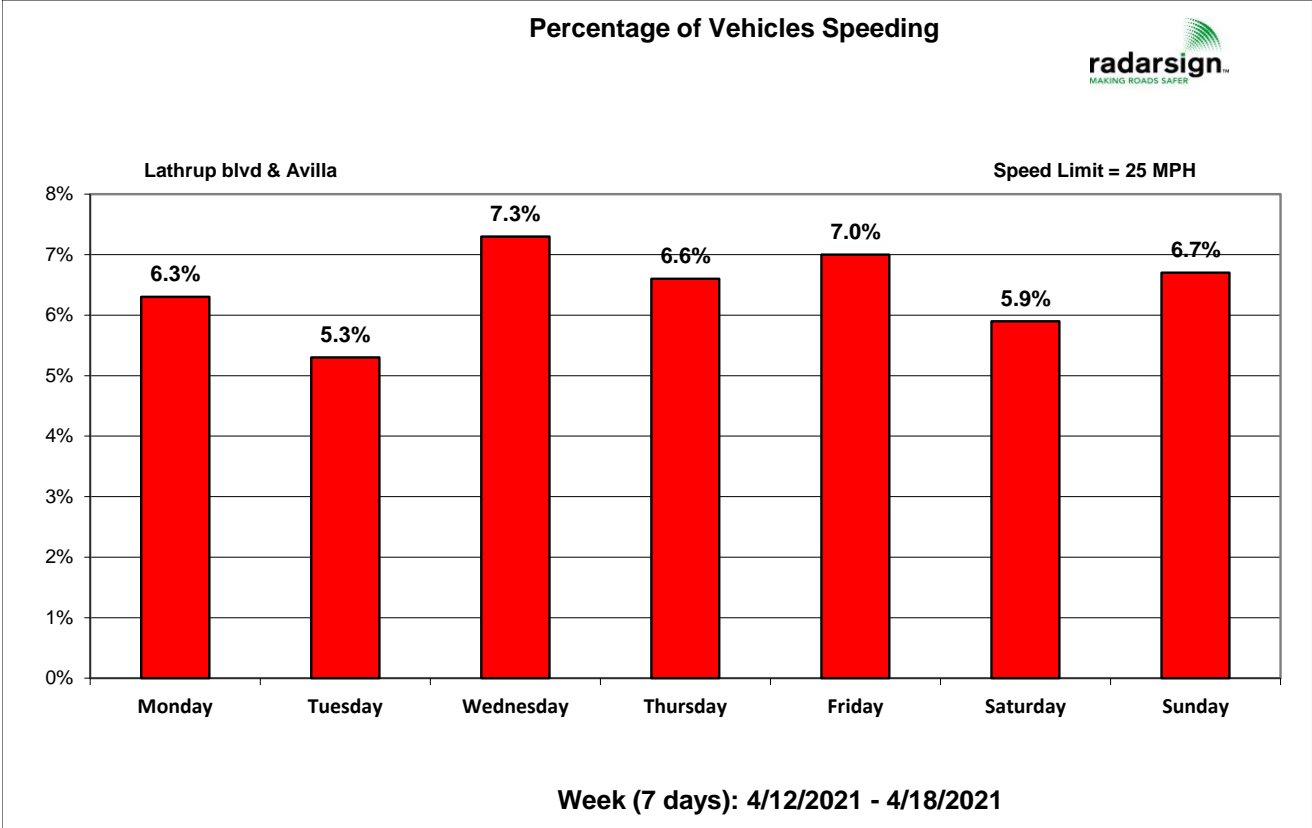


**Week (7 days): 4/12/2021 - 4/18/2021**

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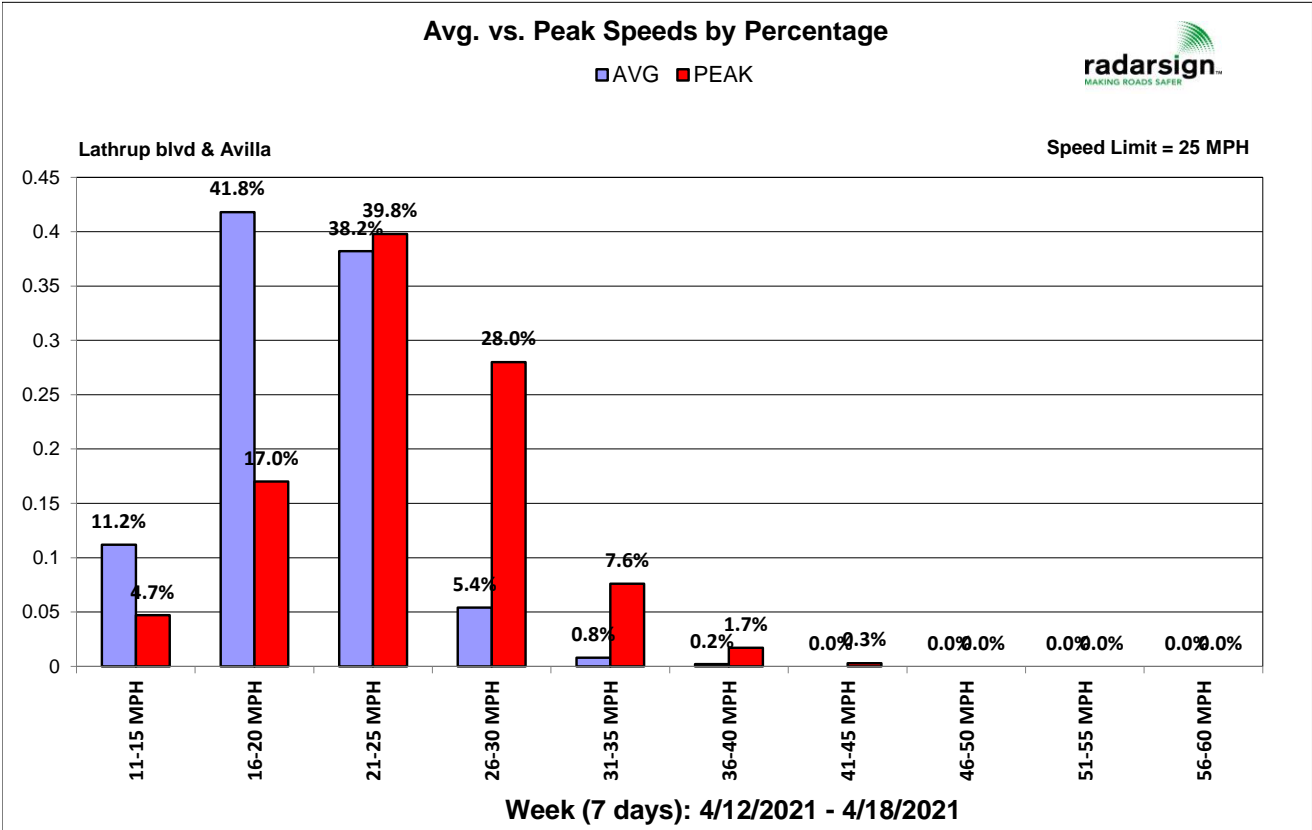
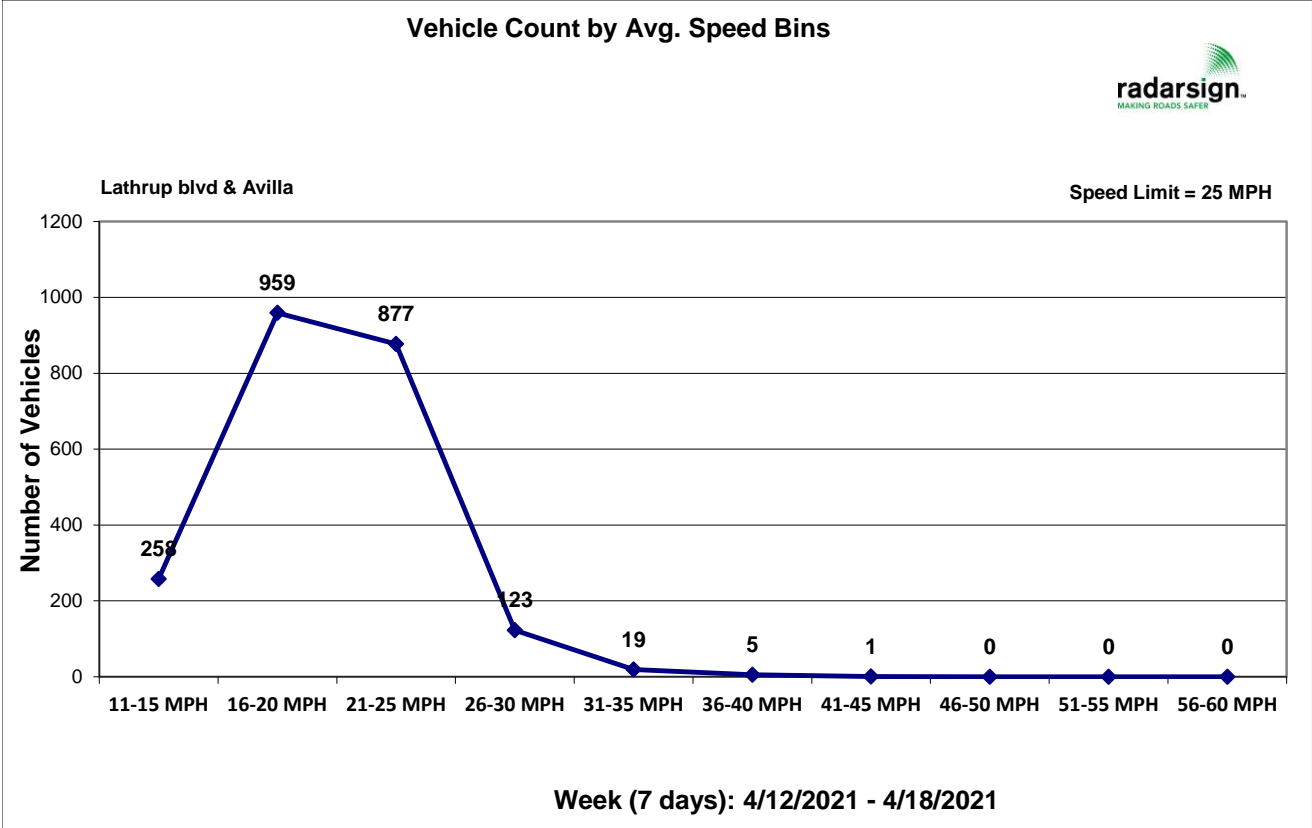


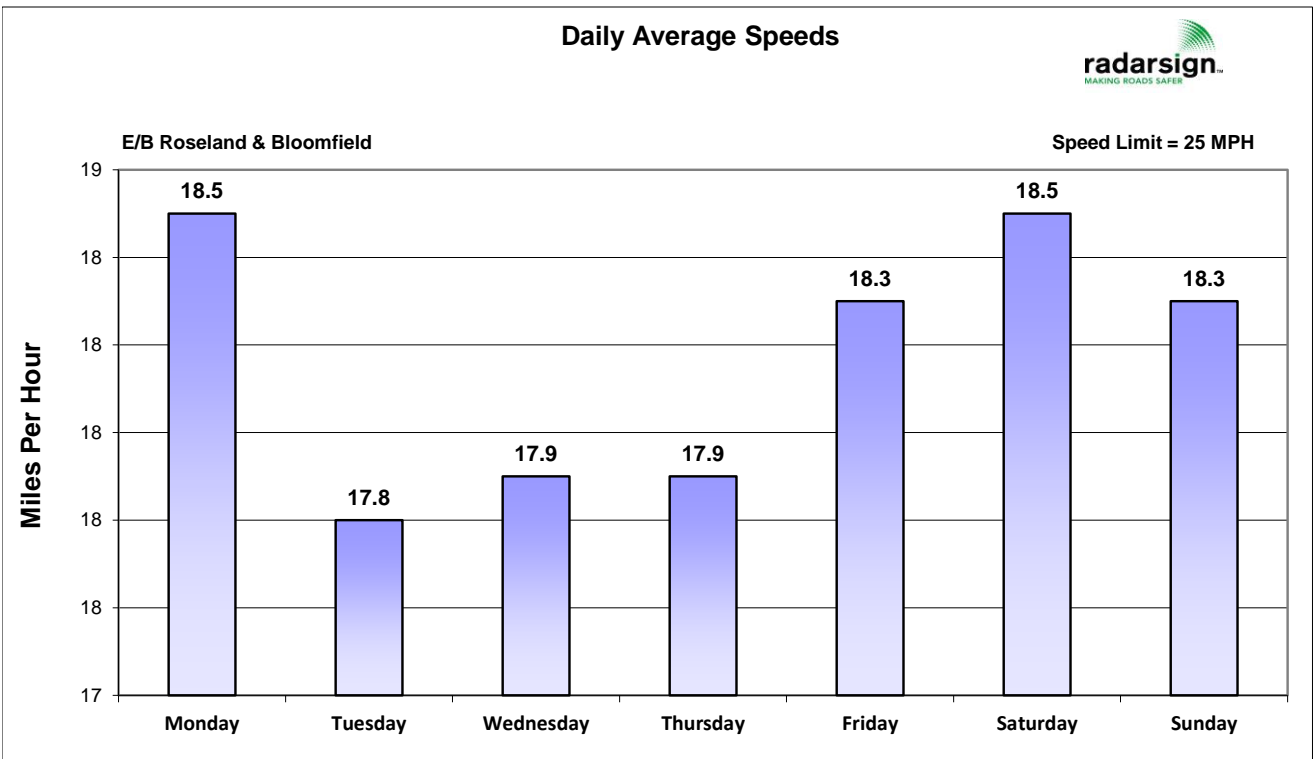
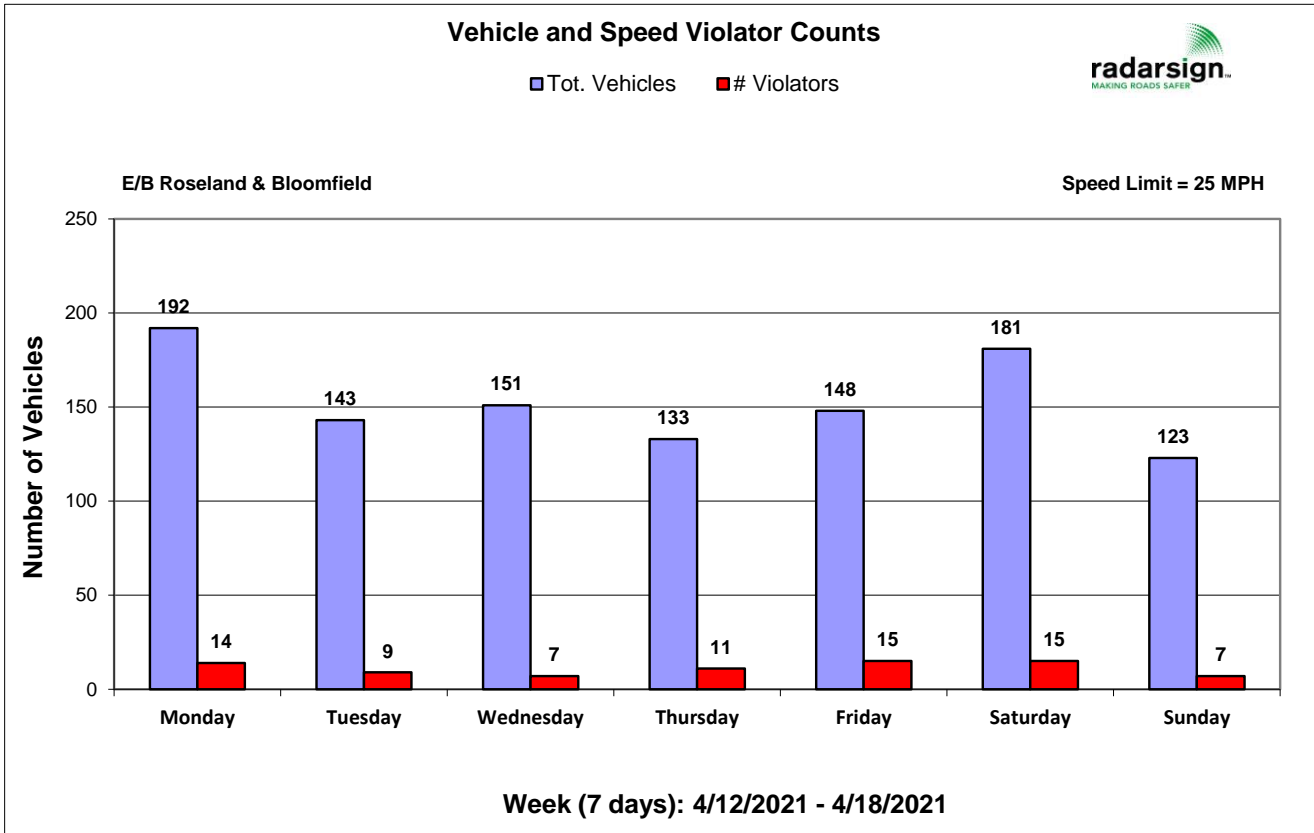
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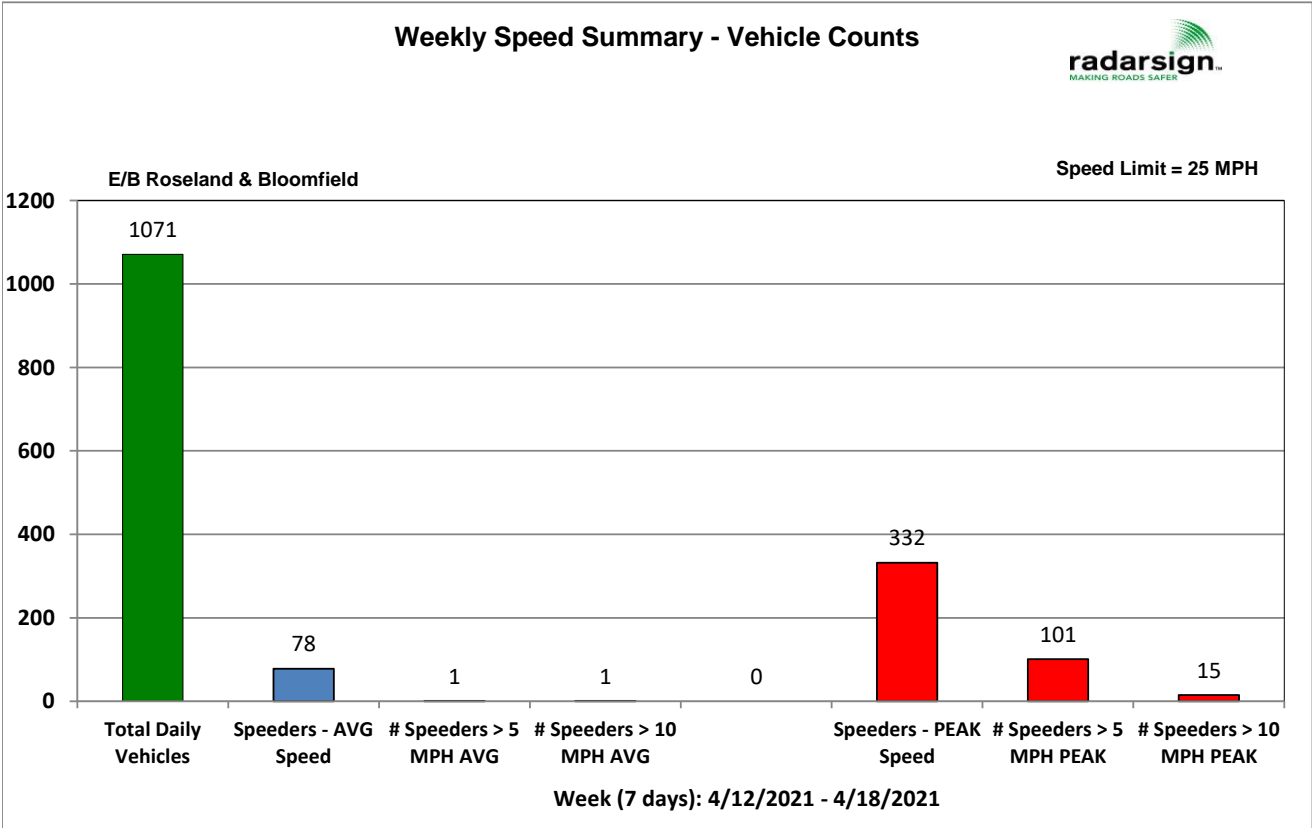
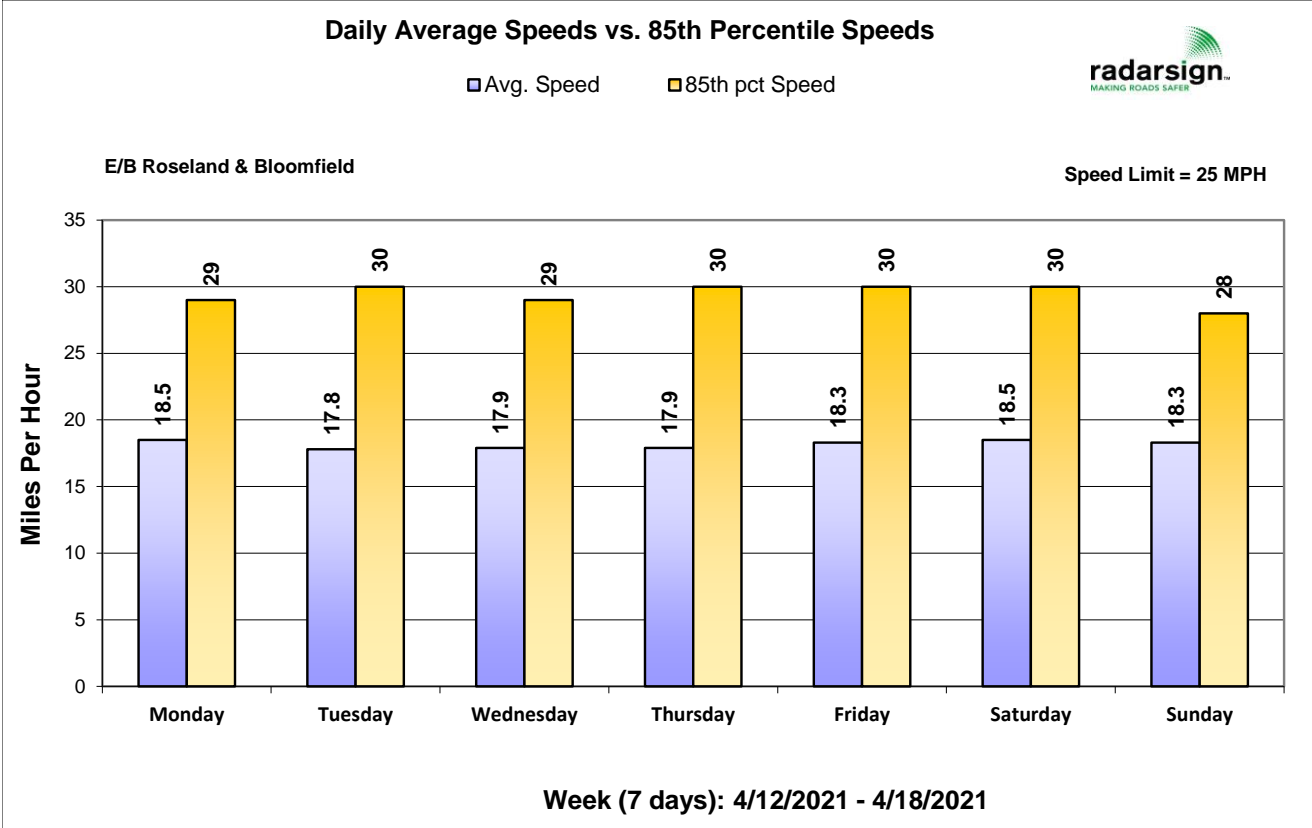
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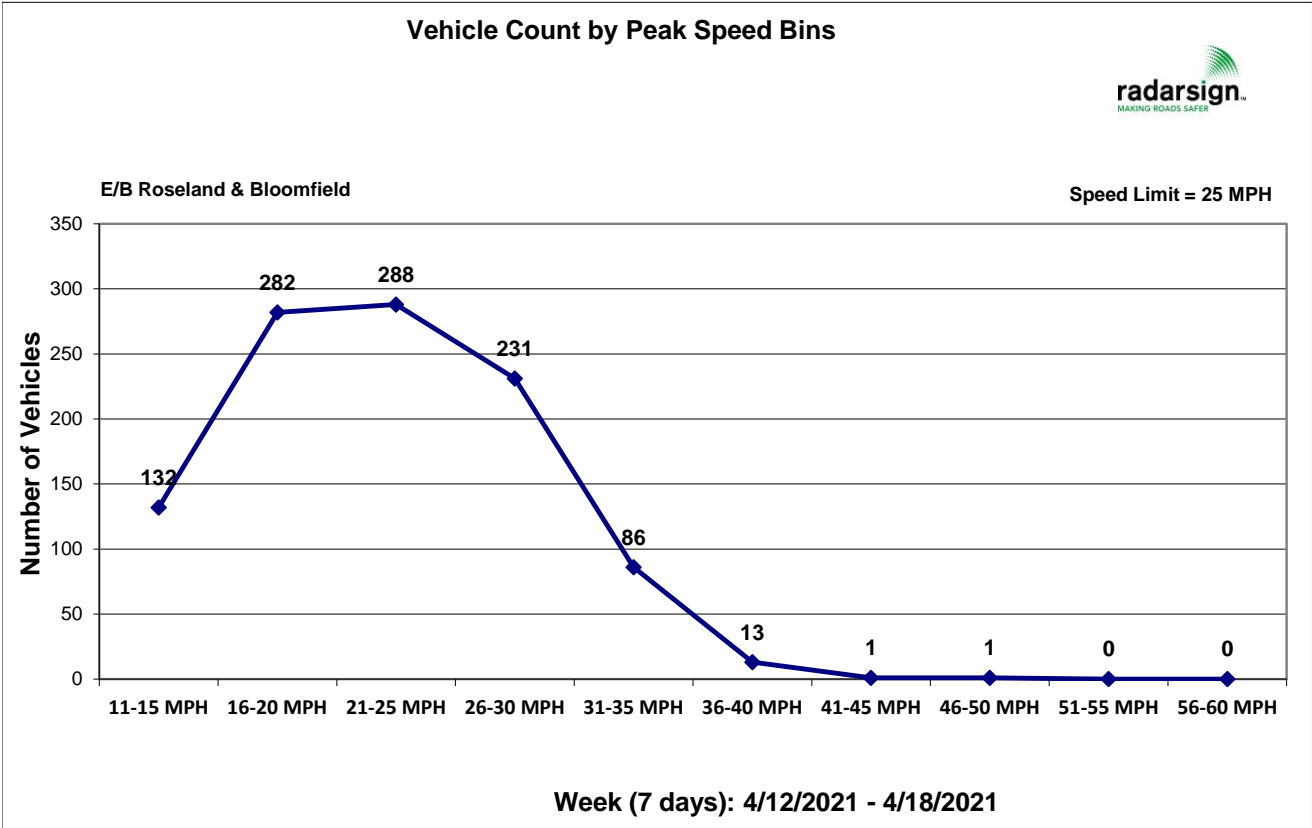
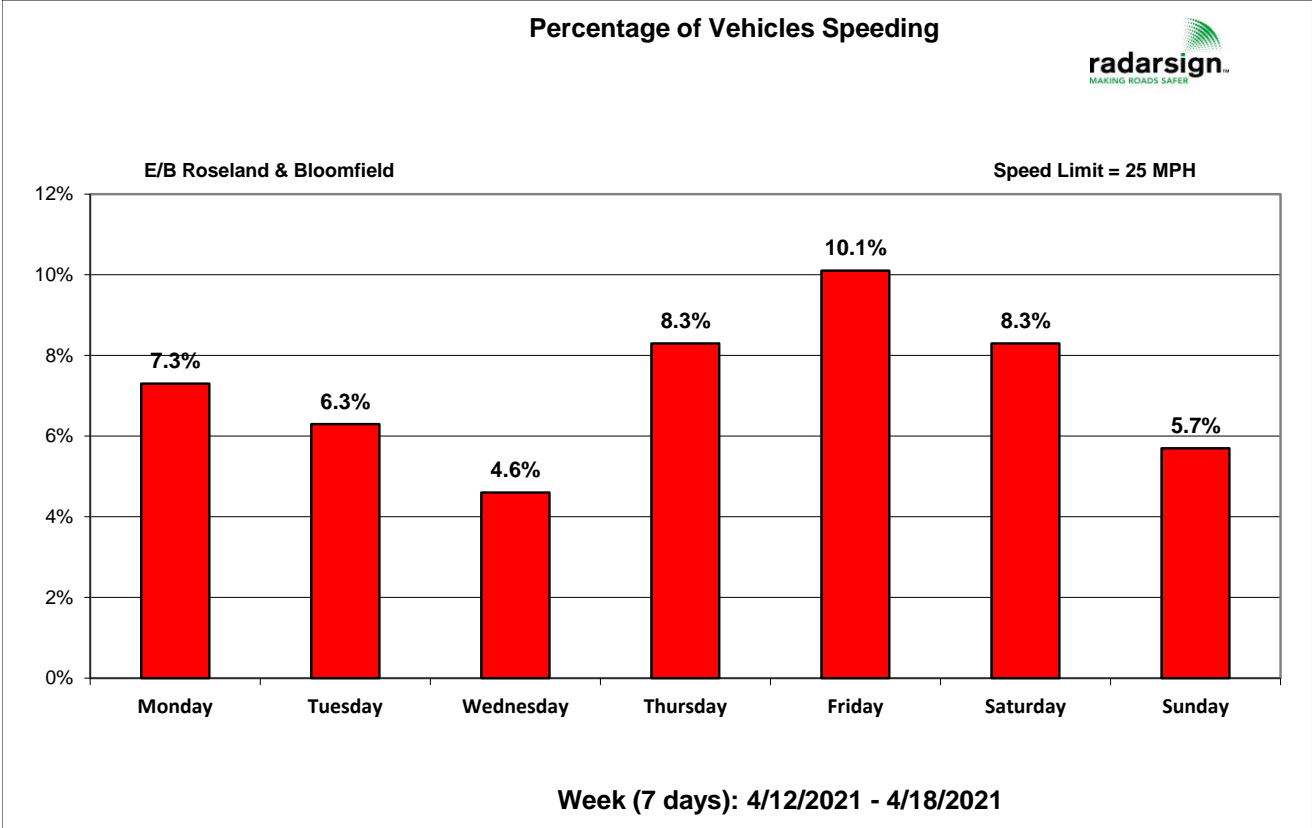


**Week (7 days): 4/12/2021 - 4/18/2021**

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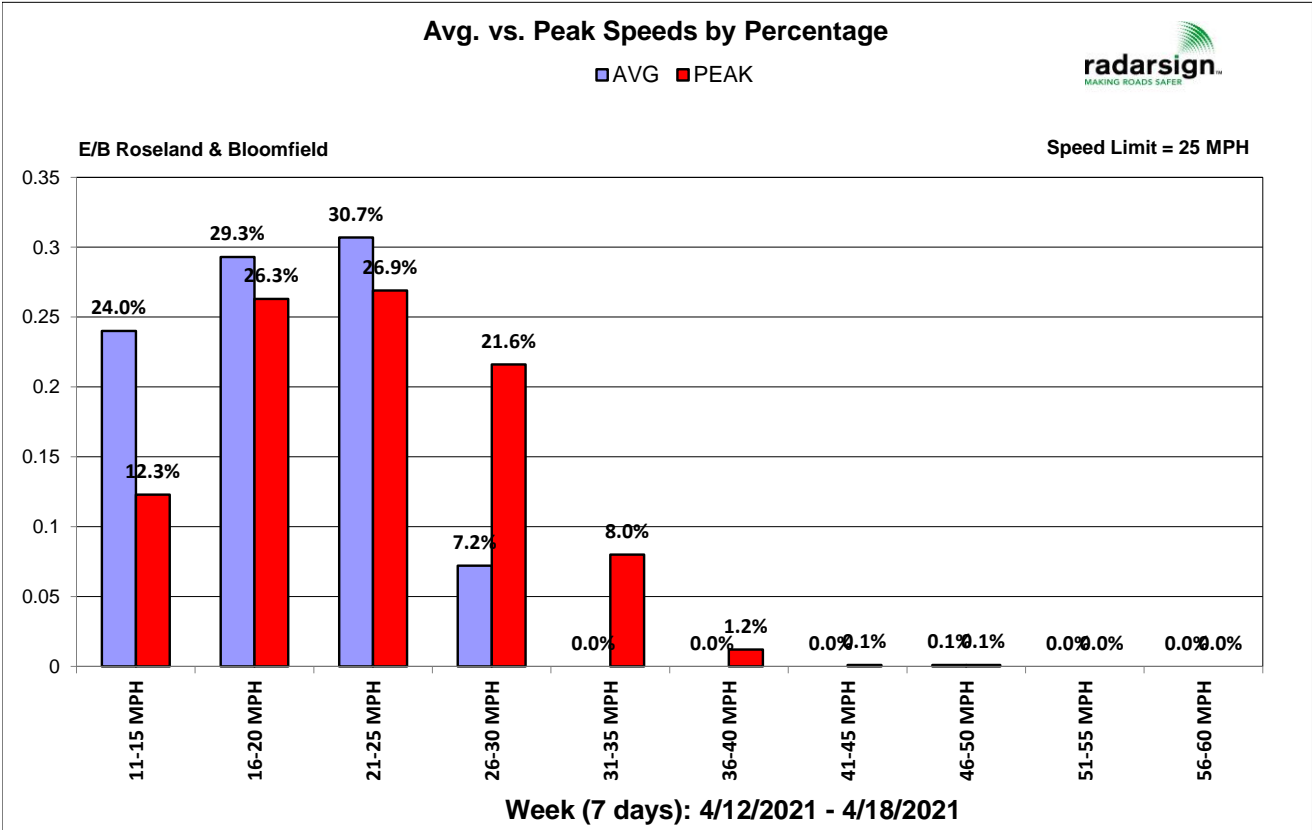
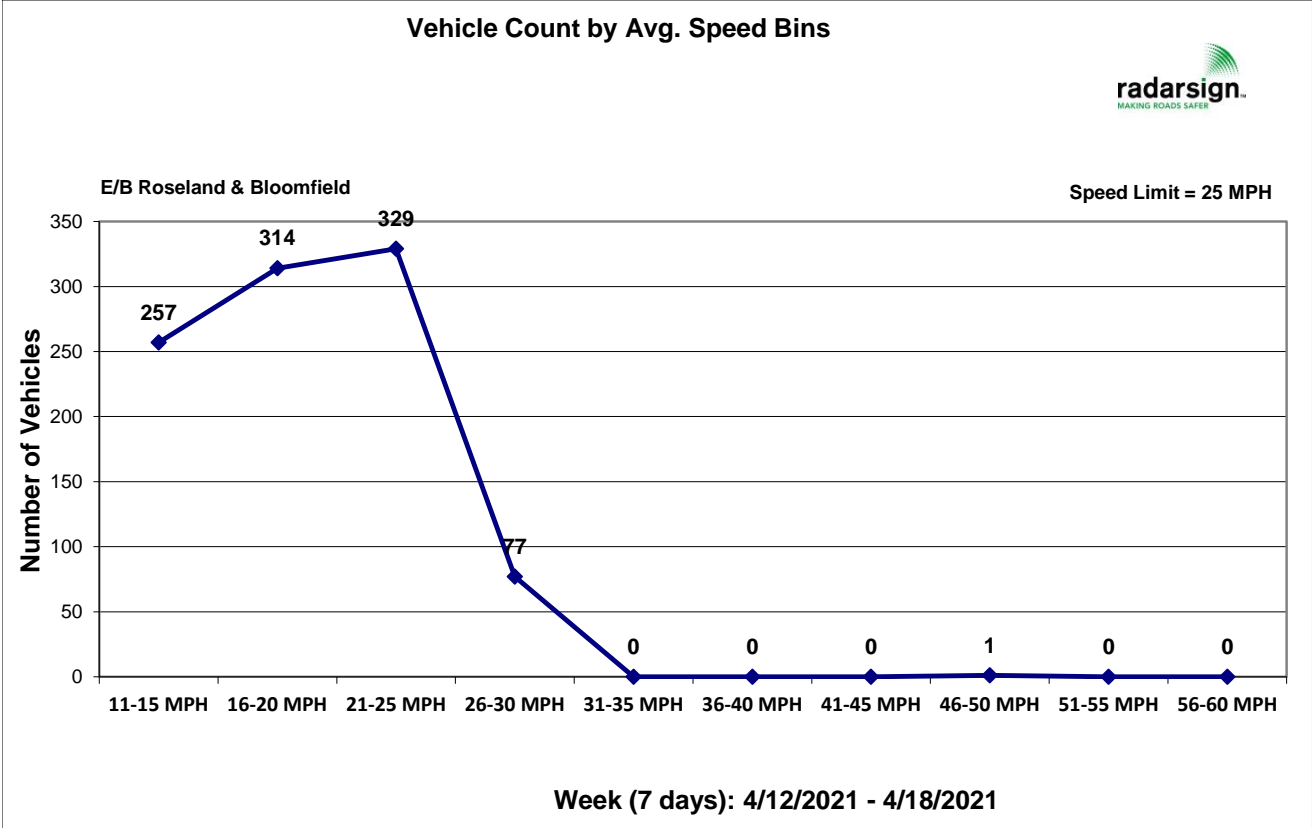


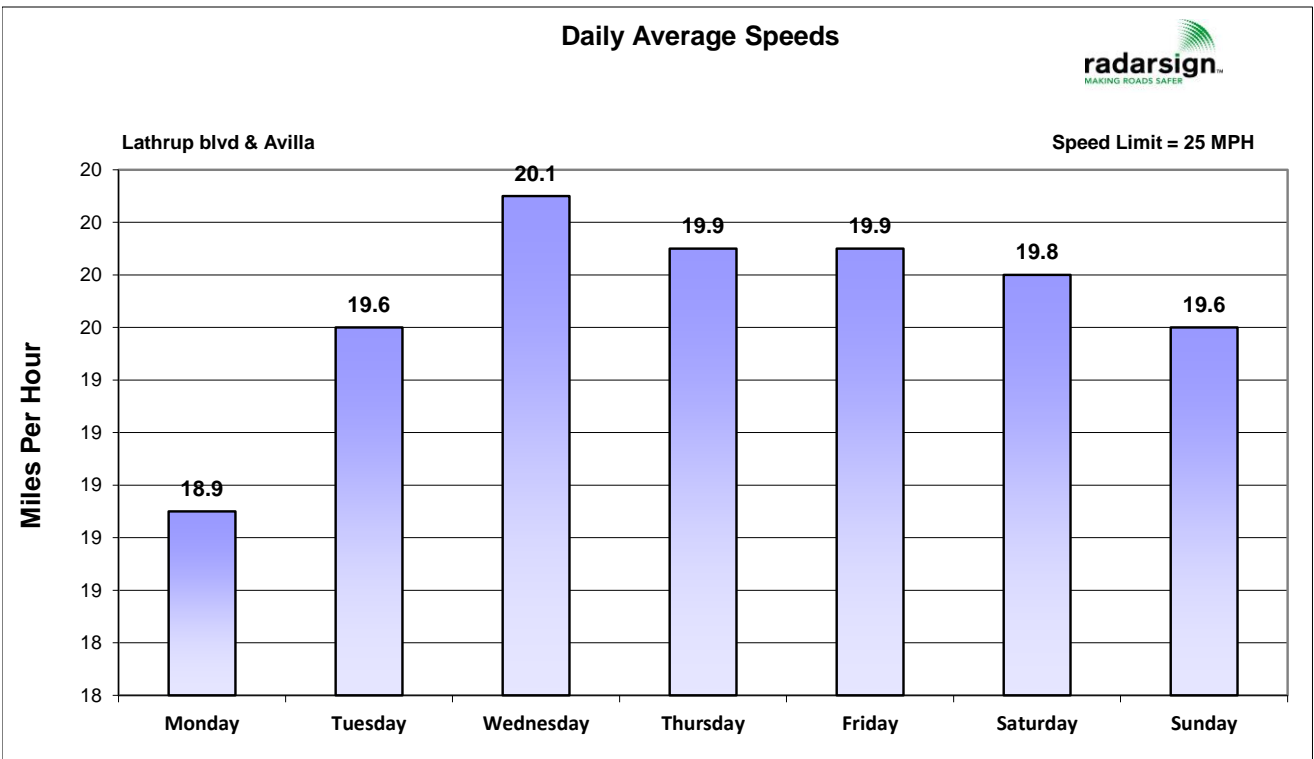
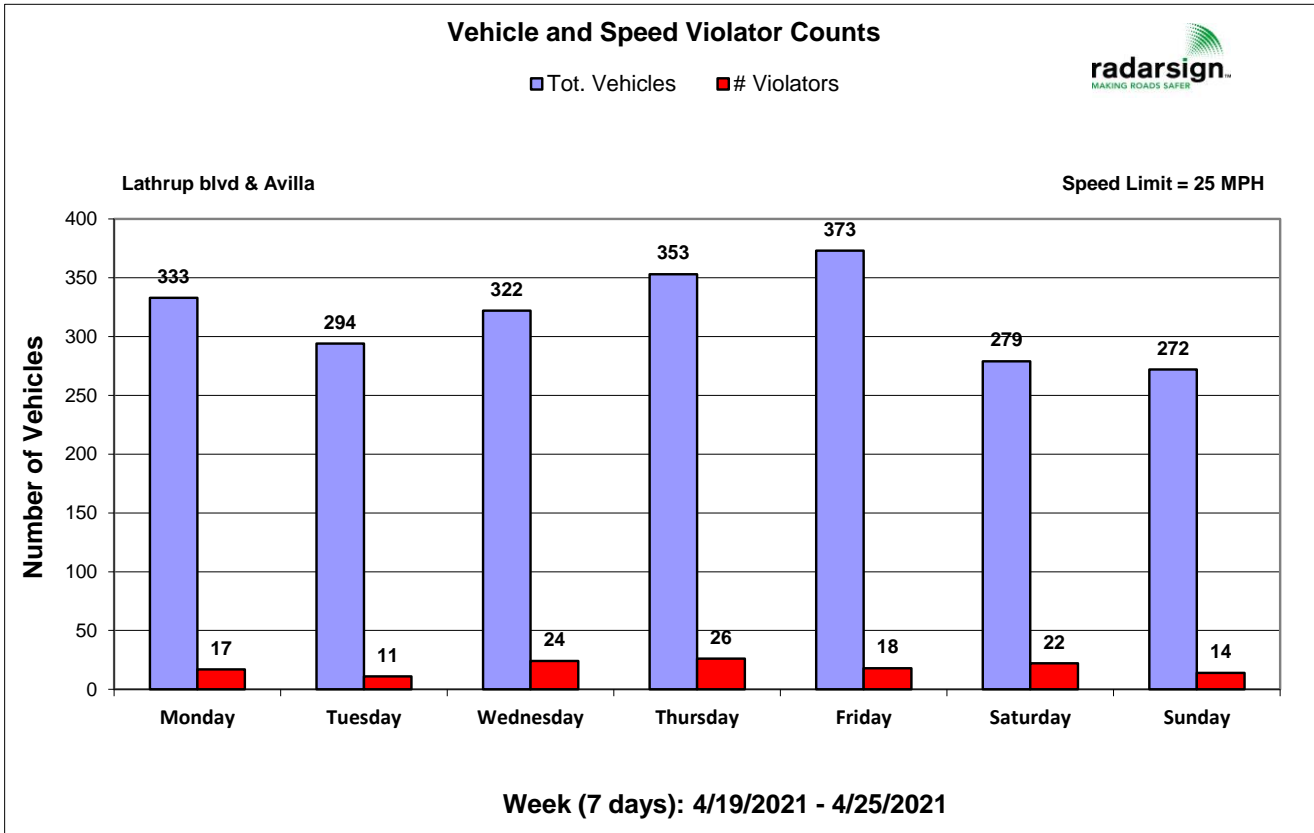
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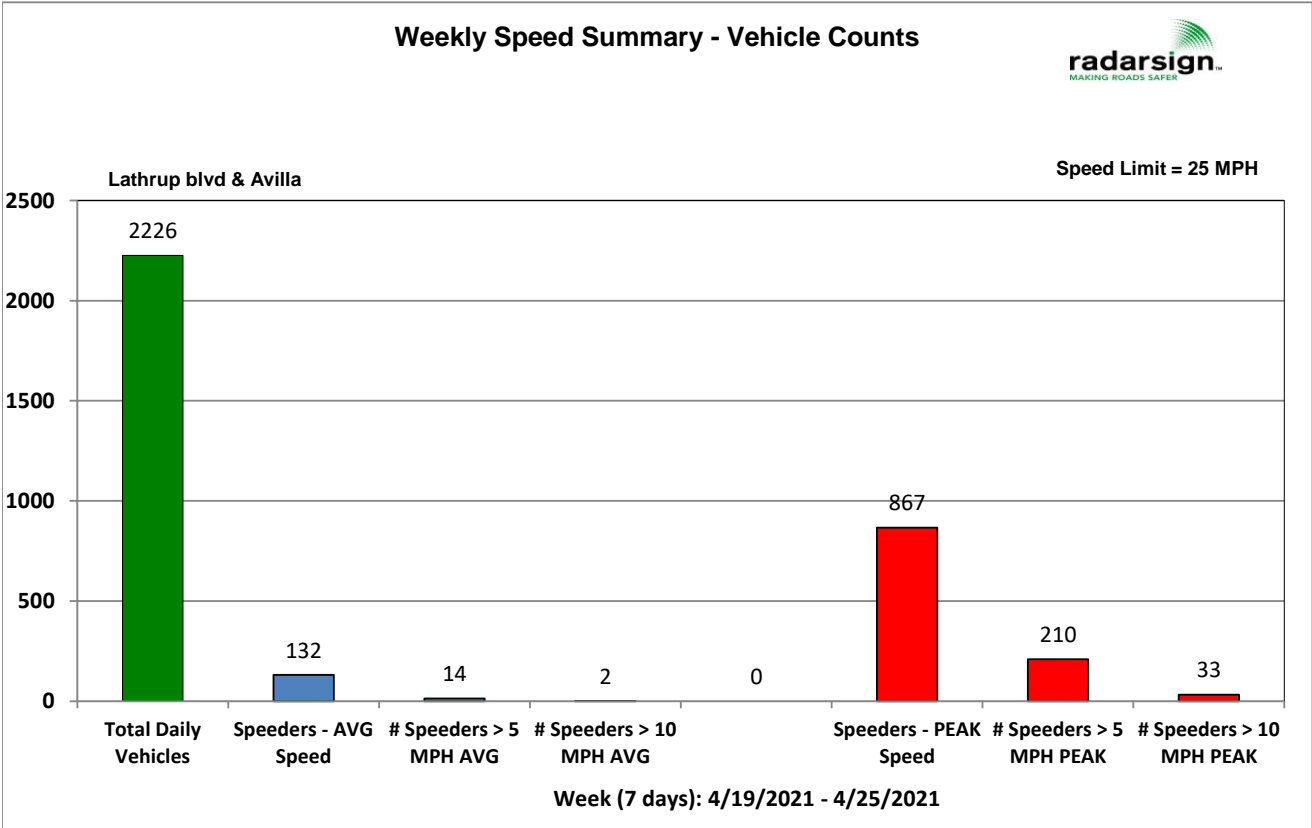
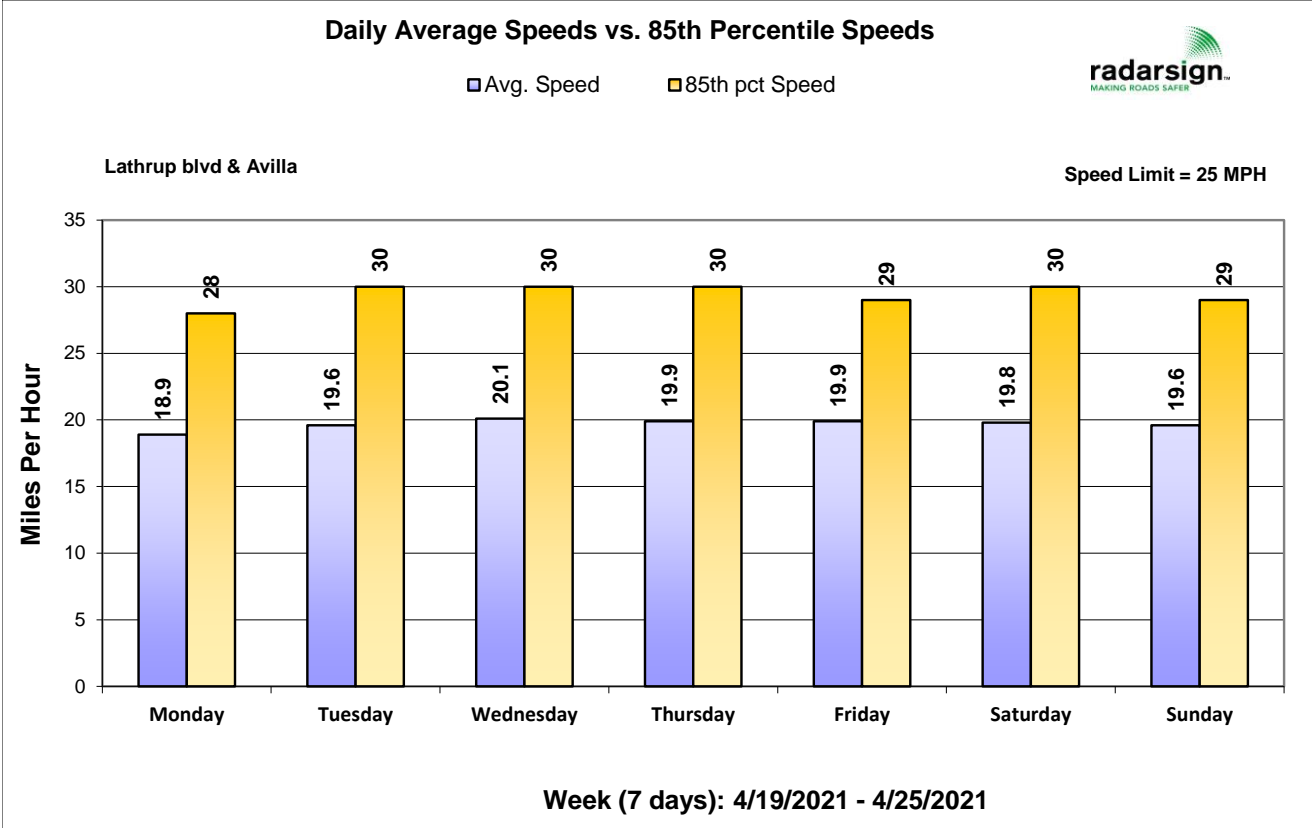




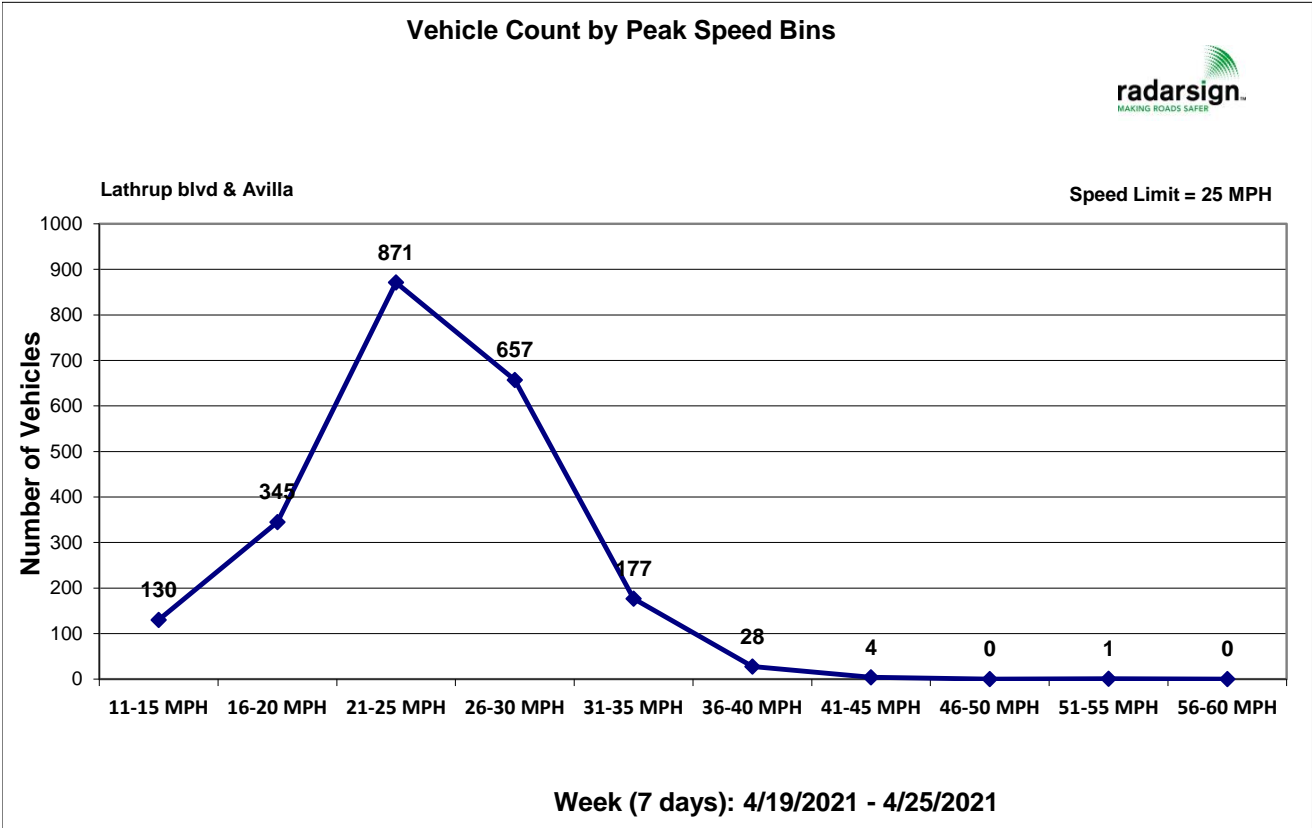
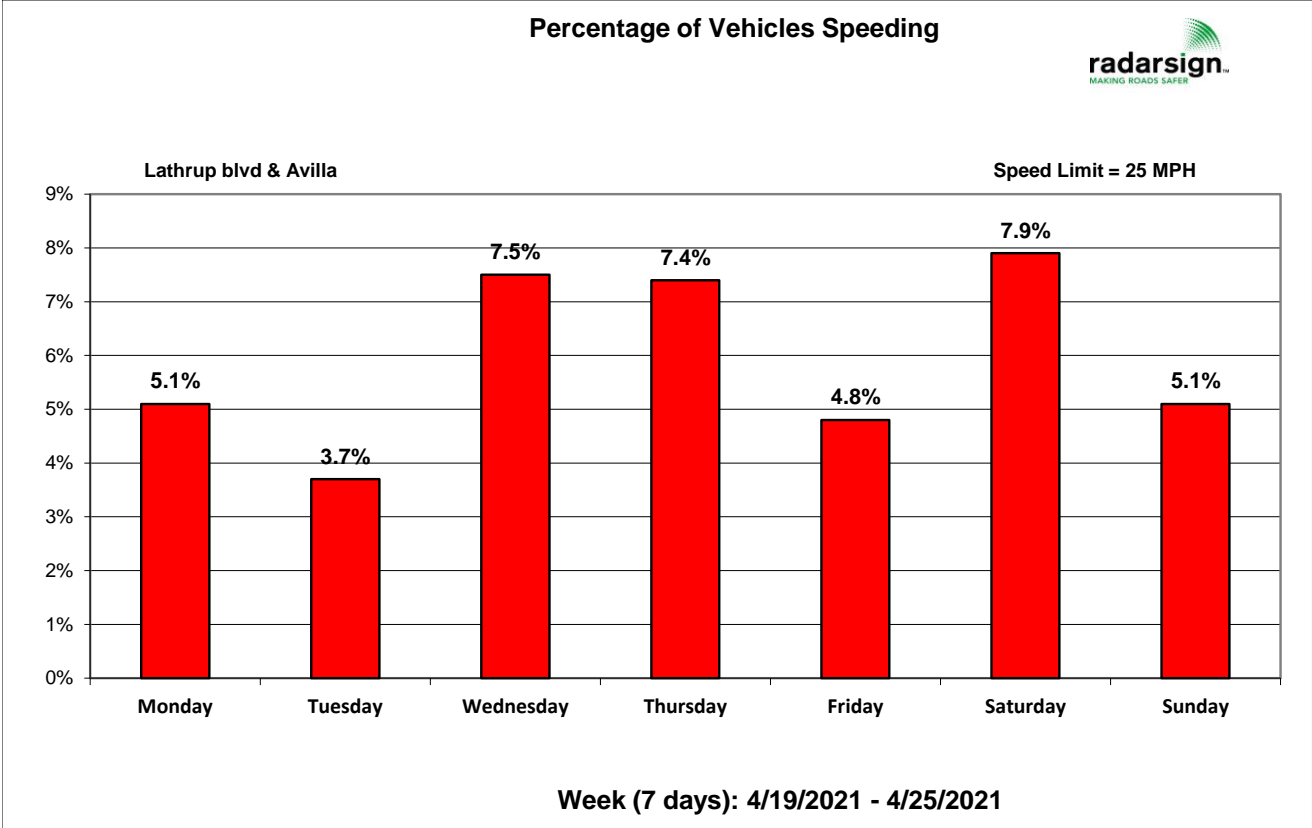


**Week (7 days): 4/19/2021 - 4/25/2021**

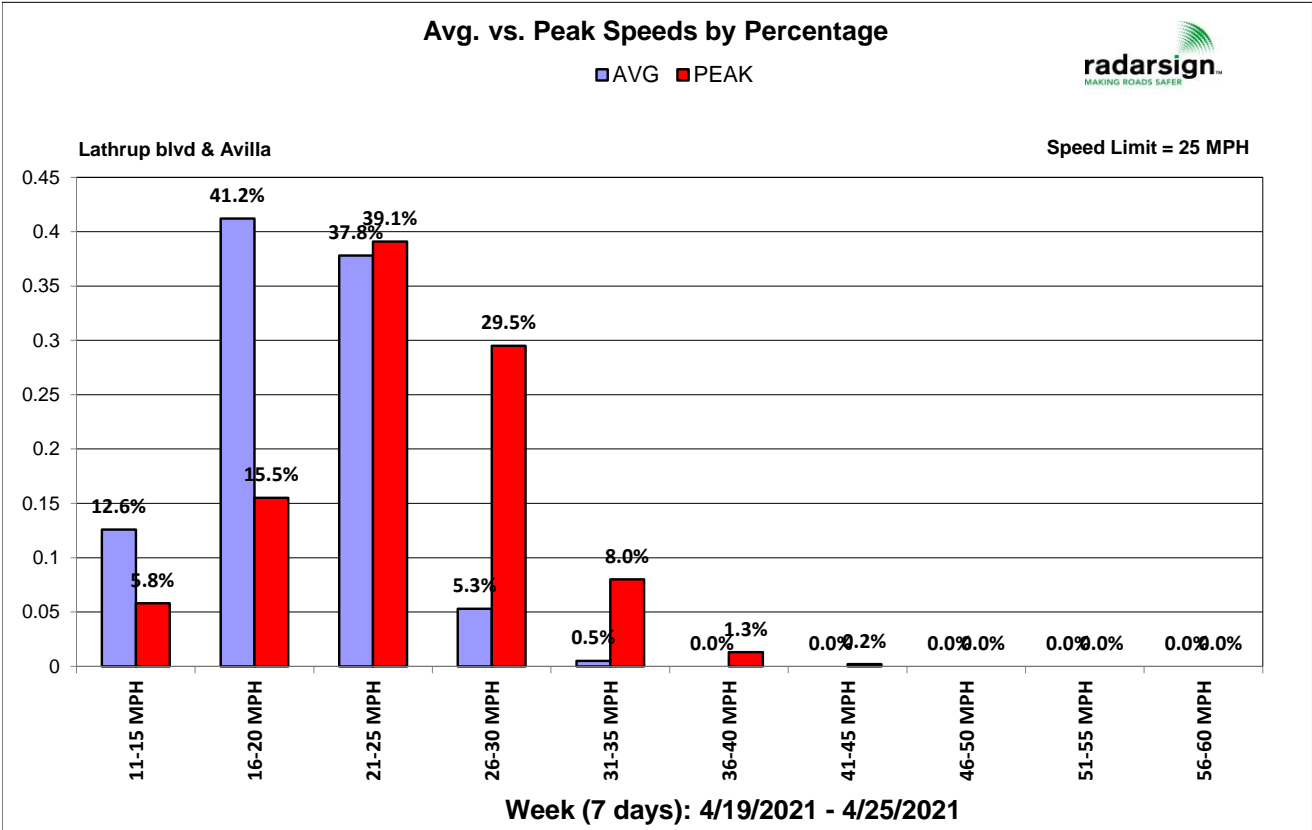
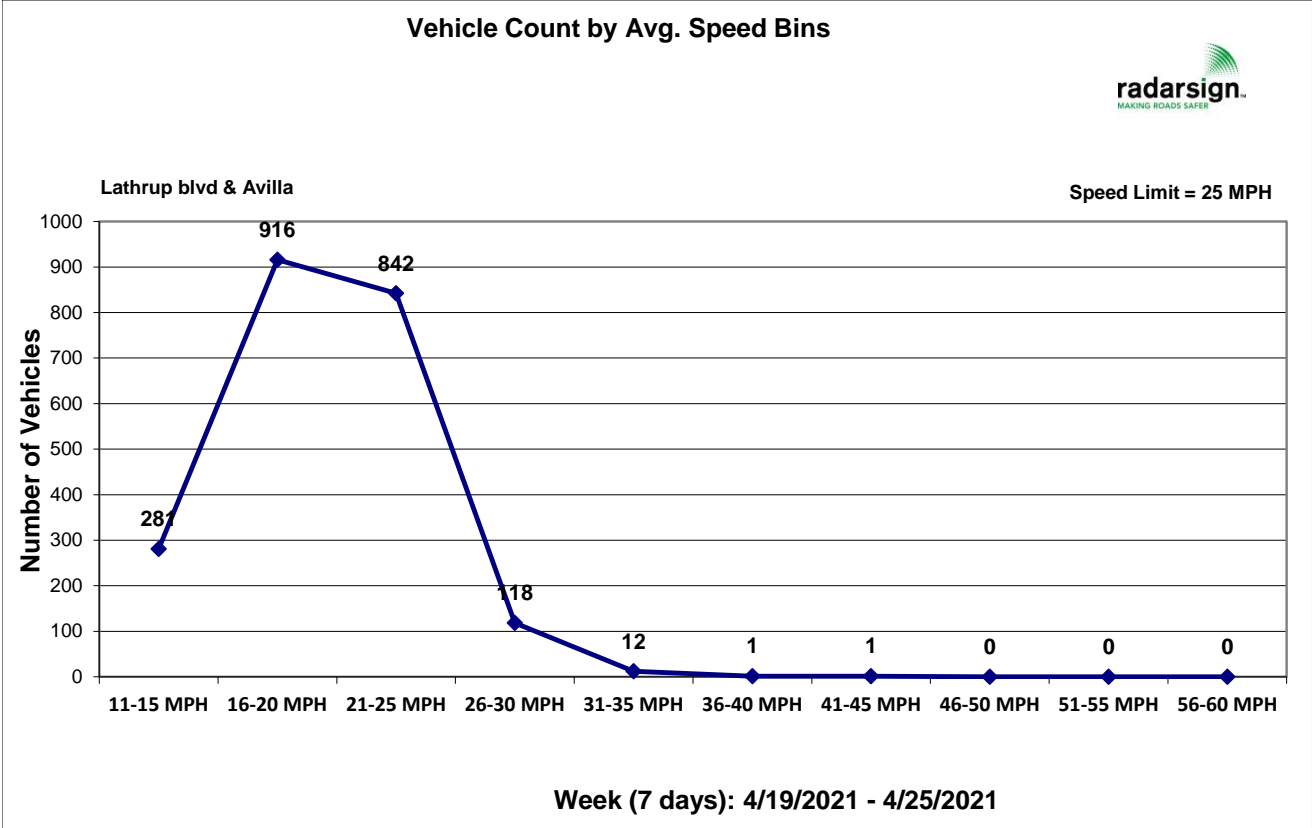
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DATE	EVENT	WHO PARTICIPATED	ACTIONS
4/1/2021	Staff and Command	Zang	staff and command school - MSU, virtual
4/14/2021	April OCACP meeting	McKee/Zang	Oakland Co Chief's meeting
4/15/2021	Clemis Advisory Board	McKee	Past Chair of Executive Board
4/20/2021	Legal Update	Zang	Update of all recent law changes
4/22-4/23	Leads LOCKUP	Zang	Response to Resistance Training
4/23/2021	Published 4 policies for accreditation	McKee/Knoll	Published 4 more policies and procedures working toward accreditation
4/23/2021	Legal Update	McKee	Citations vs arrest laws
4/26/2021	2 potential new hires	McKee	the department has made conditional offers to 2 potential candidates. Both have been set up for psychological and physical appointments
4/27/2021	Oakland Co P25 Radio Project Update	McKee	
weekly	Mrs. Bloom	various members	check on adopt a senior member
weekly	Mrs. McReynolds	various members	check on adopt a senior member
weekly	Mrs. Egan	various members	Mrs. Egan recently had a stroke so in addition to weekly phone calls, she has needed assistance with getting her trash wheeled out.
weekly	Mrs. Brady	Carmack	check on adopt a senior member
weekly	Mrs. Chernus	various members	Mrs. Chernus has returned home with 24/7 care from Visiting Angels. Checking on her and her caregiver. Mrs. Chernus is suffering from sundowners and calling 911 frequently. She is calmed by the appearance of our officers who she recognizes.
weekly	Mrs. Rasmussen	Knoll	Mrs. Rasmussen gets a weekly phone call to check on her.
4/29/2021	IAFCI - Fraud training	McKee/ Zang	Fraud training by International Assoc Fraudulent Crime Invest.
4/30/2021	MSP Crash Dashboard	Zang / Tackett	MSP Crash Dashboard training to preview crash data

# PARKS & RECREATION DEPARTMENT

## MAY 2021

### Events

Earth Day was a lot of fun. We got great weather and a nice turnout for our first public community event in over a year. Everyone was very safe and respectful of COVID precautions.

My focus in May is on marketing our Summer in the Village events. Before that we have the Senior Appreciation Brunch on Saturday, June 12. So far only 5 seniors have registered for this event. I need help spreading the word.

### Classes/Programs

We ran senior trips in March and April, including tile painting and a trip to a tea room. For adults we ran Intro to Calligraphy and Starting Seeds workshop. For kids we ran a t-ball/coach pitch clinic. A new partnership with Southfield Public Schools may help us market our programs to a wider audience, avoid cancellations.

### Parks

The pickleball court and soccer fields are up in Lathrup Park. It looks really nice! We have pickleball equipment available for folks to borrow. We also had a great turnout of the Lathrup Park and Dog Park cleanup April 24. Cleanups at Warren May 15 and Sarrackwood May 22. Summer workers start in June.

### Rentals

May- 3 rentals, all outside      June- 5 rentals, all outside  
July- 5 rentals, outside and inside if available      Aug- 4 rentals, inside and outside

We're still not near our 2019 rental schedule but we've booked a lot of graduation parties and several weddings. With so many outside events, we'll need to direct community room to park maintenance (keeping wasps away, for instance). With a few minor investments we could do more wedding business. The weddings bring in a couple thousand in revenue in a single day.

### Projects

The community vegetable garden is ready to open and they have sold all 20 rental plots for the year. All that's left is to purchase signage, finish installing the mulch pathways and possibly get a shed.

Waiting on delivery of park improvement project items including new park signs, trash bins and message boards.

### Upcoming & Requests for Help

Please spread the word about our Summer in the Village events. We need our regulars to come out and show support.

Art Fair and Juneteenth- June 19

Concerts start June 23

Bark in the Park July 16

Back2School Rally Aug 27

# FACILITY & SAFETY

## MAY 2021

### Building

All major building systems are currently functioning as normal.

I plan to have the roofers and heating/cooling come out this month to check for any damage from the winter and prepare for the summer.

Chemical pump for dishwasher was repaired so we'll be able to pass our kitchen inspection. Kitchen license was renewed.

### Contractors

Contracts are up at the end of the fiscal year and need to be reviewed and renewed.

### Grounds

Mulch is being added around the building and weeds removed. Shrub hedges out front will be trimmed but most work will need to wait until the summer workers start in June.

### Projects

Summer projects will include painting (touchups in Community Room, for instance) and cleaning.

Working with Susie on "front porch" project.

Hope to continue with moving filing cabinets for the building department.

### On-Going Issues

Minor electrical, the water fountains remain unusable

### Safety

Covid signage within the building was updated in April.

# Enforcements By Category

05/03/21

Item 8E.

## ACCESSORY STRUCTURE

Enforcement Number	Address	Status	Filed	Closed
28950 LATHRUP BLVD		VIOLATION	04/05/21	
4/5/2021 Fence must be maintained and in good condition.4/20/2021 No change, tommy states he is going to replace the fence				
18475 SAN QUENTIN DR		VIOLATION	04/19/21	
4/19/2021 Fence falling apart must be removed or repaired. spoke with home owner he asked for 2 weeks, code gave 1 month t				
18512 SAN DIEGO BLVD		VIOLATION	04/19/21	
4/19/2021 fence falling over, spoke with property owner she stated will be done by this weekend (taken down).				
19061 WILTSHIRE BLVD		Resolved	04/29/21	05/03/21
4/29/2021 POD PLACED ON DRIVEWAY WITHOUT OBTAINING A PERMIT.				

**Total Accessory Structure Entries: 4**

## DEBRIS

Enforcement Number	Address	Status	Filed	Closed
17553 ROSELAND BLVD			04/14/21	
4/14/2021 backyard full of debris needs to be cleaned				
26846 LATHRUP BLVD		VIOLATION	04/21/21	
4/21/2021 debris in the backyard must be cleaned up.				
17350 CORAL GABLES AVE		VIOLATION	04/21/21	
4/21/2021 Debris in the backyard must be cleaned up, your property line goes back to the rear wall.4/27/2021 Gloria Walton ca				

**Total DEBRIS Entries: 3**

## DITCH AND CULVERT MAINTEN

Enforcement Number	Address	Status	Filed	Closed
18838 MIDDLESEX AVE		VIOLATION	04/16/21	
4/16/2021 culverty is to deep, creates a pond at both ends.				
26333 SOUTHFIELD RD		VIOLATION	04/30/21	
4/30/2021 Culvert and ditch area needs your attention. the culvert on the Kilbernie side is completely blocked must be maintair				

**Total Ditch and Culvert Maintenance Entries: 2**

## DOWNSPOUT EXT.

Enforcement Number	Address	Status	Filed	Closed
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# Enforcements By Category

05/03/21

Item 8E.

28950 LATHRUP BLVD	VIOLATION	04/05/21	
4/5/2021 downspouts and gutters need repair.4/20/2021 No change4/21/2021 Tommy fixed the downspouts issues, but needs to			
<b>Total Downspout Ext. Entries:</b>			<b>1</b>

## FIREWOOD STORAGE

Enforcement Number	Address	Status	Filed	Closed
26415 MEADOWBROOK WAY		VIOLATION	04/08/21	
4/8/2021 SPOKE WITH RESIDENT ABOUT THE FIREWOOD IN THE BACKYARD, TO RAISE OR REMOVE ALL BRA				
28634 LATHRUP BLVD		VIOLATION	04/13/21	
4/13/2021 firewood logs on ground				
17545 ROSELAND BLVD		Resolved	04/14/21	04/14/21
4/14/2021 pile of logs on ground is in violation of city ordinance.				
17550 SAN ROSA BLVD		VIOLATION	04/14/21	
4/14/2021 firewood stored on the ground, must be raised 12" to 18" off of the ground. posted the violation notice on the door.4				
26715 LATHRUP BLVD		VIOLATION	04/19/21	
4/19/2021 fire wood storage needs to be lifted off of the ground.				
18184 KILBIRNIE AVE		VIOLATION	04/23/21	
4/23/2021 the resident said the bags will go out on Monday and will do something with the logs soon. Code asked the resident				
<b>Total Firewood Storage Entries:</b>			<b>6</b>	

## PARKING LOT REPAIR

Enforcement Number	Address	Status	Filed	Closed
28551 SOUTHFIELD RD 200		VIOLATION	04/14/21	
4/14/2021 parking block moved out of its spot.4/14/2021 called shayLa and asked her to put the parking block back to its spot a				
28625 SOUTHFIELD RD		VIOLATION	04/15/21	
4/15/2021 Parking lot needs to be patched, re-seal and strip.				
26711 SOUTHFIELD RD		Resolved	04/16/21	04/30/21
4/16/2021 parking block is moved out of place.4/29/2021 Mr. Sweidan:I received your first letter about a code violation in contr				
17401 W 12 MILE RD		VIOLATION	04/28/21	
4/28/2021 PARKING LOT REPAIR, RESTRIPIING AND REMOVAL OF DEBRIS.				
<b>Total Parking Lot Repair Entries:</b>			<b>4</b>	

## PROPERTY MAINTENANCE

101

# Enforcements By Category

05/03/21

Item 8E.

Enforcement Number	Address	Status	Filed	Closed
18788 LACROSSE AVE		VIOLATION	04/01/21	
4/1/2021 STEPS ARE IN NEED OF REPAIR.				
28950 LATHRUP BLVD		VIOLATION	04/05/21	
4/5/2021 received a complaint about 28950 lathrup blvd property regarding not maintaining the property in the backyard (accu				
18705 SUNNYBROOK AVE		VIOLATION	04/14/21	
4/14/2021 asked Regina to remove the fence in the easement, gave her until Monday the 19th. Regina stated it will be remove				
<b>Total Property Maintenance Entries:</b>				<b>3</b>

## SIGN IN R.O.W.

Enforcement Number	Address	Status	Filed	Closed
28690 SOUTHFIELD RD		VIOLATION	04/23/21	
4/23/2021 signs in the entrance is falling over. email sentchristina.rice@jmcmanagement.comChristina, good morning driving				
<b>Total Sign in R.O.W. Entries:</b>				<b>1</b>

## TRASH CONTAINER IN PUBLIC V

Enforcement Number	Address	Status	Filed	Closed
18815 LACROSSE AVE		VIOLATION	04/01/21	
4/1/2021 trash containers are stored in public view.4/5/2021 Mr Jannuzzi concurred that a privacy gate will be installed on the s				
<b>Total Trash Container in Public View Entries:</b>				<b>1</b>

## VEHICLE STORAGE

Enforcement Number	Address	Status	Filed	Closed
18590 SAN JOSE BLVD		Resolved	04/29/21	04/30/21
4/29/2021 RV HAS BEEN PARKED FOR MORE THAN 1 WEEK. ONLY ALLOWED 48 HOURS				
<b>Total Vehicle Storage Entries:</b>				<b>1</b>

## WORK W/O A PERMIT

Enforcement Number	Address	Status	Filed	Closed
18455 W GLENWOOD BLVD		VIOLATION	04/19/21	
4/19/2021 concrete work done without permits. (approach). spoke with the property owner and she said will get a permit imm				

# Enforcements By Category

05/03/21

Item 8E.

27355 GOLDENGATE W DR

VIOLATION

04/27/21

4/26/2021 roofing company working on the roof without a roofing permit. posted the violation notice on the door.

**Total Work w/o a permit Entries: 2**

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**Total Records: 28**

Enforcement.CodeOfficer = RAMI  
SWEIDAN AND  
Enforcement.DateFiled Between  
4/1/2021 12:00:00 AM AND  
4/30/2021 11:59:59 PM

Total Pages#4

# Monthly Permit List

05/03/2021

Item 8E.

## Building

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PB210033	04/09/2021	WILLIAMS, JOSEPH R	18810 CAMBRIDGE BLVD	40-24-14-452-010	\$431.00	\$0
<b>Work Description:</b> Strip & Reroof House and Garage						
PB210034	04/13/2021	CHAMBERS SR, VINCENT L	17538 RAMSGATE DR	40-24-24-103-031	\$130.00	\$0
<b>Work Description:</b> tear off and re-roof house only						
PB210035	04/14/2021	GAINES, CANDY L	18630 RAINBOW DR	40-24-23-207-004	\$270.00	\$0
<b>Work Description:</b> Tearoff and re roof house						
PB210037	04/21/2021	RUNYAN, ELIZABETH A	18559 DOLORES AVE	40-24-14-255-001	\$438.00	\$0
<b>Work Description:</b> Roof Replacement						
PB210039	04/26/2021	SPARKS, COREY A	17594 CORAL GABLES AVE	40-24-24-101-033	\$432.00	\$0
<b>Work Description:</b> New Roof						
PB210040	04/27/2021	LEE, REGINALD	28791 SANTA BARBARA DR	40-24-14-127-021	\$230.00	\$0
<b>Work Description:</b> 8 replacement windows						
PB210041	04/27/2021	SAVAGE, ELIZABETH C	28255 SUNSET W BLVD	40-24-14-255-017	\$430.00	\$0
<b>Work Description:</b> 16 windows replaced						
PB210042	04/28/2021	JOAN C PRICE LIFE ESTATE	18931 RAINBOW CT	40-24-23-201-022	\$417.00	\$0
<b>Work Description:</b> Tearoff and re roof house and garage						
PB210043	04/29/2021	TURNBOUGH, STARLING	18641 RAINBOW DR	40-24-23-208-007	\$459.00	\$0
<b>Work Description:</b> Tearoff and re roof house and garage and new gutters						
PB210044	04/29/2021	WALKER, DENNIS DEAN	17584 WILTSHIRE BLVD	40-24-13-107-011	\$431.00	\$0
<b>Work Description:</b> Tear off & re-roof home & attached garage, ice/water & venting to code						



**Total Permits For Type: 10**  
**Total Fees For Type: \$3,668.00**  
**Total Const. Value For Type: \$0**

## Electrical

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PE210020	04/05/2021	HENRY, ERIK	18260 WILTSHIRE BLVD	40-24-14-228-025	\$265.00	\$0
<b>Work Description:</b> Electrical for finish basement						
PE210022	04/07/2021	NORDMOE, JANET E	27265 LATHRUP BLVD	40-24-13-357-015	\$150.00	\$0
<b>Work Description:</b> Electrical for basement finish						
PE210024	04/21/2021	DABD FAMILY TRUST	28272 SUNSET W BLVD	40-24-14-276-006	\$65.00	\$0
<b>Work Description:</b> A/C/ Reconnect						
PE210025	04/27/2021	SUMLER, ERIC C	18467 MIDDLESEX AVE	40-24-23-255-010	\$105.00	\$0
<b>Work Description:</b> Furnace and A/C reconnect						

**Total Permits For Type: 4**  
**Total Fees For Type: \$585.00**  
**Total Const. Value For Type: \$0**

## EXTRA CEMENT PERMIT

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PEXC-001-21	04/20/2021	Lee, Eddie	18455 W GLENWOOD BLVD	40-24-14-256-006	\$80.00	\$0
<b>Work Description:</b> driveway approach						
PEXC-002-21	04/23/2021	WARE, SHERRY L	17435 WILTSHIRE BLVD	40-24-13-152-001	\$80.00	\$0
<b>Work Description:</b> break out the concrete, reduce the size of the driveway replace the approach replace 28 lf of city sidewalk						

**Total Permits For Type: 2**  
**Total Fees For Type: \$160.00**  
**Total Const. Value For Type: \$0**

## Fence

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PF210006	03/25/2021	27215 SOUTHFIELD LLC	27215 SOUTHFIELD RD	40-24-14-483-016	\$65.00	\$0
<b>Work Description:</b> Fence for back property line						
PF210007	04/06/2021	WILLIS SR, RICHARD	18150 LINCOLN DR	40-24-23-280-045	\$65.00	\$0
<b>Work Description:</b> 4-6' wood fence						
PF210008	04/07/2021	OWENS, KIM L	18859 SAN QUENTIN DR	40-24-14-404-003	\$65.00	\$0
<b>Work Description:</b> 5' chain link Revised on 4/14/2021 to White Vinyl fence						
PF210009	04/08/2021	PANGRAZZI, MICHAEL	28010 SUNSET W BLVD	40-24-14-279-004	\$65.00	\$0
<b>Work Description:</b> 4' Vinyl						
PF210010	04/13/2021	DAY, PAYTRA	18232 RAMSGATE DR	40-24-23-229-010	\$65.00	\$0
<b>Work Description:</b> 6 ft vinyl fence						
PF210012	04/21/2021	BUCK, ANDREW D	18815 SAN JOSE BLVD	40-24-14-402-004	\$65.00	\$0
<b>Work Description:</b> 6ft wood						

**Total Permits For Type: 6**  
**Total Fees For Type: \$390.00**  
**Total Const. Value For Type: \$0**

## Mechanical

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
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PM210020	04/12/2021	EDWARDS, HAZEL IRENE	27454 EVERGREEN RD	40-24-14-306-076	\$65.00	\$0
<b>Work Description:</b> Water Heater Install						
PM210021	04/21/2021	DABD FAMILY TRUST	28272 SUNSET W BLVD	40-24-14-276-006	\$65.00	\$0
<b>Work Description:</b> A/C Install						
PM210022	04/27/2021	SUMLER, ERIC C	18467 MIDDLESEX AVE	40-24-23-255-010	\$190.00	\$0
<b>Work Description:</b> Furnace & A/C install						

**Total Permits For Type: 3**  
**Total Fees For Type: \$320.00**  
**Total Const. Value For Type: \$0**

## Outside Refuse Container

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PORC-210007	04/21/2021	WILLIAMS, NATHANIEL	17553 ROSELAND BLVD	40-24-13-103-007	\$25.00	\$0
<b>Work Description:</b> 30 yd for clean-up						
PORC-210008	04/26/2021	WILSON, ROBERT E	18850 HAMPSHIRE ST	40-24-23-253-002	\$25.00	\$0
<b>Work Description:</b> Dumpster for clean up						

**Total Permits For Type: 2**  
**Total Fees For Type: \$50.00**  
**Total Const. Value For Type: \$0**

## Plumbing

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
PP210026	04/06/2021	HENRY, ERIK	18260 WILTSHIRE BLVD	40-24-14-228-025	\$195.00	\$0

**Work Description:** Plumbing for Basement finish

PP210027	04/07/2021	OAKLAND DEVELOPMENT C	27611 SOUTHFIELD	40-24-14-432-010	\$70.00	\$0
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**Work Description:** install backflow preventor

PP210028	04/13/2021	COMMUNITY CHURCH	27800 SOUTHFIELD RD	40-24-13-301-001	\$100.00	\$0
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**Work Description:** Install 4 sinks.

PP210030	04/26/2021	BAKEMAN, PAUL W	27416 GOLDENGATE W DR	40-24-14-477-002	\$155.00	\$0
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**Work Description:** bath remod

**Total Permits For Type: 4**  
**Total Fees For Type: \$520.00**  
**Total Const. Value For Type: \$0**

## Right of Way Construction

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
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PROW-210002	03/29/2021	STADLER, DAVID M	28421 SANTA BARBARA DR	40-24-14-180-008	\$1,250.00	\$0
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**Work Description:** Right of way work done by Consumers Energy, approved and inspected by Giffels

PROW-210003	04/15/2021	CLARK, MONIQUE R	26520 MEADOWOOD N CT	40-24-24-104-024	\$1,250.00	\$0
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**Work Description:** Retire the old 1/2" copper gas service and install a new 5/8" plastic service

**Total Permits For Type: 2**  
**Total Fees For Type: \$2,500.00**  
**Total Const. Value For Type: \$0**

## Shed

Permit #	Date	Contractor	Job Address	Parcel #	Fee Total	Const. Value
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PSHED-002-21	03/29/2021	RAY, BYRON	28445 LATHRUP BLVD	40-24-13-151-022	\$65.00	\$0
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**Work Description:** Greenhouse/shed

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PSHED-003-21	04/23/2021	CARTER, ROBERTA	18575 SARATOGA BLVD	40-24-14-426-002	\$65.00	\$0
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**Work Description:** 8x10 backyard shed

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PSHED-004-21	04/28/2021	DANIELS, RHONDA	27361 MORNINGSIDE PLZ	40-24-14-353-015	\$65.00	\$0
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**Work Description:** 10x14 wood shed in the back of house

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**Total Permits For Type: 3**  
**Total Fees For Type: \$195.00**  
**Total Const. Value For Type: \$0**

## Report Summary

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Permit.DateIssued Between  
4/1/2021 12:00:00 AM AND  
4/30/2021 11:59:59 PM AND  
Permit.Status = ISSUED

**Grand Total Fees: \$8,388.00**  
**Grand Total Permits: 36**  
**Grand Total Const. Value: \$0**



# Revenue Breakdown Report

03/24/2021

Filter: All Records, Transaction.DateToPostOn Between 4/1/2021 12:00:00 AM AND 4/30/2021 11:59:59 PM

Unit Totals		
Unit Name	Records	Revenue
TOTAL	57	12,255.00

Record Type Totals		
Unit:	Records	Revenue
Certificate	10	1,330.00
Permit	47	10,925.00
UNIT TOTAL:	57	12,255.00

Record Type Breakdowns		
Unit:	Records	Revenue
Record Type: Certificate		
Business Licenses	8	230.00
Commercial Landlord License	1	100.00
Encroachment Licence	1	1,000.00
TOTAL:	10	1,330.00

Record Type: Permit	Records	Revenue
Building	17	5,525.00
Electrical	7	725.00
EXTRA CEMENT PERMIT	2	160.00
Fence	5	325.00
Mechanical	3	320.00
Outside Refuse Container	2	50.00
Plumbing	6	640.00
Right of Way Construction	1	1,250.00
Shed	2	130.00
Site Plan Review	2	1,800.00
TOTAL:	47	10,925.00

Record Categories By Type		
Unit:		
Certificate	Type: Business Licenses	
		8
		230.00
TOTAL:		8
		230.00

Certificate	Type: Commercial Landlord Licer	
		1
		100.00
TOTAL:		1
		100.00

Certificate	Type: Encroachment Licence	
		1
		1,000.00
TOTAL:		1
		1,000.00

Permit	Type: Building	
Commercial, Add/Alter/Repair		1
		50.00
Res. Add/Alter/Repair		16
		5,475.00
TOTAL:		17
		5,525.00

Permit	Type: Electrical	
Electrical		7
		725.00



# Revenue Breakdown Report

03/24/2021

Filter: All Records, Transaction.DateToPostOn Between 4/1/2021 12:00:00 AM AND 4/30/2021 11:59:59 PM

TOTAL:	7	725.00
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Permit	Type: EXTRA CEMENT PERMIT		
Residential		2	160.00
TOTAL:		2	160.00

Permit	Type: Fence		
Fence		5	325.00
TOTAL:		5	325.00

Permit	Type: Mechanical		
Mechanical		3	320.00
TOTAL:		3	320.00

Permit	Type: Outside Refuse Container		
Outside Refuse Container		2	50.00
TOTAL:		2	50.00

Permit	Type: Plumbing		
Plumbing		6	640.00
TOTAL:		6	640.00

Permit	Type: Right of Way Constructior		
Right of Way Construction		1	1,250.00
TOTAL:		1	1,250.00

Permit	Type: Shed		
Shed		2	130.00
TOTAL:		2	130.00

Permit	Type: Site Plan Review		
Planning		2	1,800.00
TOTAL:		2	1,800.00

## Receipt Item Summary

Rec. Type	Record Sub Type	Record Category	Fee Category-Description	Revenue
Certificate	Business License		Permit Renewal - License Renewal	175.00
Certificate	Business License		Standard Item - Business License	55.00
Certificate	Commercial Landl		Rental Fee - Rental Application Fee	100.00
Certificate	Encroachment Lice		Encroachment lic - Encroachment lic	1,000.00
TOTALS FOR: Certificate				1,330.00
Permit	Building	Commercial, Add/Alter/	Standard Item - Building Permit Applicatio	50.00
Permit	Building	Res. Add/Alter/Repair	Inspection - Inspection Fee	680.00
Permit	Building	Res. Add/Alter/Repair	Registration Fee - Builders Registration f	30.00
Permit	Building	Res. Add/Alter/Repair	Review - Plan Review	75.00
Permit	Building	Res. Add/Alter/Repair	Standard Item - Building Permit Applicatio	750.00
Permit	Building	Res. Add/Alter/Repair	Standard Item - Permit Renewal Fee	25.00
Permit	Building	Res. Add/Alter/Repair	Standard Item - Resi & Comm \$10,001 and Ov	3,465.00
Permit	Building	Res. Add/Alter/Repair	Standard Item - Resi & Comm \$1001 to \$10,0	450.00
Permit	Electrical	Electrical	Inspection - Inspection Fee	280.00
Permit	Electrical	Electrical	Inspection - Re-Inspection Fee	80.00
Permit	Electrical	Electrical	Registration Fee - Elec. Contractors	25.00
Permit	Electrical	Electrical	Standard Item - A/C Commercial W/Circuit	35.00
Permit	Electrical	Electrical	Standard Item - A/C Resi. W/Circuit	25.00
Permit	Electrical	Electrical	Standard Item - App-Range/Dryer/W.H./Disp/	40.00
Permit	Electrical	Electrical	Standard Item - Circuits	110.00
Permit	Electrical	Electrical	Standard Item - Furnace/Single Fam Resi.	30.00



# Revenue Breakdown Report

03/24/2021

Filter: All Records, Transaction.DateToPostOn Between 4/1/2021 12:00:00 AM AND 4/30/2021 11:59:59 PM

Permit	Electrical	Electrical	Standard Item - Lamps/Fixtures	100.00
Permit	EXTRA CEMENT PERM	Residential	Inspection - Inspection Fee	40.00
Permit	EXTRA CEMENT PERM	Residential	Standard Item - APPROACH	80.00
Permit	EXTRA CEMENT PERM	Residential	Standard Item - INSPECTION	40.00
Permit	Fence	Fence	Standard Item - Fence Permit	325.00
Permit	Mechanical	Mechanical	Inspection - Inspection Fee	120.00
Permit	Mechanical	Mechanical	Standard Item - A/C and Refrig 50-100HP	50.00
Permit	Mechanical	Mechanical	Standard Item - A/C and Refrig 5HP or less	25.00
Permit	Mechanical	Mechanical	Standard Item - HW Heater Gas/Elec	25.00
Permit	Mechanical	Mechanical	Standard Item - Install of Furn Acc/Chimne	25.00
Permit	Mechanical	Mechanical	Standard Item - Install of Furn Acc/Humidi	25.00
Permit	Mechanical	Mechanical	Standard Item - Install/Replace Furnace 20	50.00
Permit	Outside Refuse Co	Outside Refuse Contain	Refuse Container - Dumpster/Storage Contai	50.00
Permit	Plumbing	Plumbing	Inspection - Inspection Fee	240.00
Permit	Plumbing	Plumbing	Inspection - Re-Inspection Fee	40.00
Permit	Plumbing	Plumbing	Registration Fee - Builders Registration f	15.00
Permit	Plumbing	Plumbing	Registration Fee - Reg Fee for Plumb Cont.	45.00
Permit	Plumbing	Plumbing	Standard Item - Back Flow Preventor	15.00
Permit	Plumbing	Plumbing	Standard Item - Laundry Tray	15.00
Permit	Plumbing	Plumbing	Standard Item - Lavatory	30.00
Permit	Plumbing	Plumbing	Standard Item - Sewer Repair	25.00
Permit	Plumbing	Plumbing	Standard Item - Shower	30.00
Permit	Plumbing	Plumbing	Standard Item - Sink	75.00
Permit	Plumbing	Plumbing	Standard Item - Stacks	30.00
Permit	Plumbing	Plumbing	Standard Item - Water Closet (Toilet)	30.00
Permit	Plumbing	Plumbing	Standard Item - Water Distribution	50.00
Permit	Right of Way Cons	Right of Way Construct	Standard Item - ROW Construction	1,250.00
Permit	Shed	Shed	Standard Item - Shed Permit	130.00
Permit	Site Plan Review	Planning	Inspection - Site Plan	1,300.00
Permit	Site Plan Review	Planning	Site Plan Review - Site Plan Review	500.00
<b>TOTALS FOR: Permit</b>				<b>10,925.00</b>
<b>RECEIPT ITEM GRAND TOTAL:</b>				<b>12,255.00</b>

## Fees Summary by Record Category

Unit:			
Certificate		Business Licenses	
Fee Category - Fee Description	Receipt Items	Revenue	
Permit Renewal - License Renewal	8	230.00	
<b>TOTAL:</b>	<b>8</b>	<b>230.00</b>	

Certificate		Commercial Landlord License	
Fee Category - Fee Description	Receipt Items	Revenue	
Rental Fee - Rental Application F	1	100.00	
<b>TOTAL:</b>	<b>1</b>	<b>100.00</b>	

Certificate		Encroachment Licence	
Fee Category - Fee Description	Receipt Items	Revenue	
Encroachment lic - Encroachment l	1	1,000.00	
<b>TOTAL:</b>	<b>1</b>	<b>1,000.00</b>	

Permit		Building		Commercial, Add/Alter/Repair	
Fee Category - Fee Description	Receipt Items	Revenue			
Standard Item - Building Permit A	1	50.00			
<b>TOTAL:</b>	<b>1</b>	<b>50.00</b>			

Permit		Building		Res. Add/Alter/Repair	
Fee Category - Fee Description	Receipt Items	Revenue			
Standard Item - Building Permit A	49	5,475.00			





# Revenue Breakdown Report

03/24/2021

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TOTAL:	49	5,475.00
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Permit	Electrical	Electrical	
Fee Category - Fee Description	Receipt Items		Revenue
Inspection - Re-Inspection Fee	17		725.00
<b>TOTAL:</b>	<b>17</b>		<b>725.00</b>

Permit	EXTRA CEMENT PERMIT	Residential	
Fee Category - Fee Description	Receipt Items		Revenue
Standard Item - APPROACH	4		160.00
<b>TOTAL:</b>	<b>4</b>		<b>160.00</b>

Permit	Fence	Fence	
Fee Category - Fee Description	Receipt Items		Revenue
Standard Item - Fence Permit	5		325.00
<b>TOTAL:</b>	<b>5</b>		<b>325.00</b>

Permit	Mechanical	Mechanical	
Fee Category - Fee Description	Receipt Items		Revenue
Inspection - Inspection Fee	9		320.00
<b>TOTAL:</b>	<b>9</b>		<b>320.00</b>

Permit	Outside Refuse Container	Outside Refuse Container	
Fee Category - Fee Description	Receipt Items		Revenue
Refuse Container - Dumpster/Stora	2		50.00
<b>TOTAL:</b>	<b>2</b>		<b>50.00</b>

Permit	Plumbing	Plumbing	
Fee Category - Fee Description	Receipt Items		Revenue
Standard Item - Back Flow Prevent	25		640.00
<b>TOTAL:</b>	<b>25</b>		<b>640.00</b>

Permit	Right of Way Construction	Right of Way Construction	
Fee Category - Fee Description	Receipt Items		Revenue
Standard Item - ROW Construction	1		1,250.00
<b>TOTAL:</b>	<b>1</b>		<b>1,250.00</b>

Permit	Shed	Shed	
Fee Category - Fee Description	Receipt Items		Revenue
Standard Item - Shed Permit	2		130.00
<b>TOTAL:</b>	<b>2</b>		<b>130.00</b>

Permit	Site Plan Review	Planning	
Fee Category - Fee Description	Receipt Items		Revenue
Inspection - Site Plan	2		1,800.00
<b>TOTAL:</b>	<b>2</b>		<b>1,800.00</b>

## Record Category Detail By Fee

Unit:				
Certificate	Business Licenses		Permit Renewal - License Renewal	
Rec. Type	Record	Address	Owner	Revenue
Certificate	CBUS-21-023	27327 SOUTHFIELD RD	KAY BEE BEAUTY & NAIL	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-21-024	26440 SOUTHFIELD RD STE. 1	GREEN III, ALEX	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-21-025	28801 SOUTHFIELD RD	JDV INVESTMENTS LLC	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-21-026	26021 SOUTHFIELD RD Ste 103	KATTOUAH, ANDROS	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-21-027	26245 SOUTHFIELD	QMJ BUILDING, LLC	25.00



# Revenue Breakdown Report

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	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-21-029	28021 SOUTHFIELD RD	HOME CARE SERVICES PER	25.00
	25.00	credit to GL number: 101-000.000-460.000		
Certificate	CBUS-21-030	27881 SOUTHFIELD RD	ANGELES	25.00
	25.00	credit to GL number: 101-000.000-460.000		
<b>TOTAL:</b>			7	175.00

Certificate	Business Licenses	Standard Item - Business License		
Rec. Type	Record	Address	Owner	Revenue
Certificate	CBUS-21-028	27308 SOUTHFIELD RD	HEAVENLY ESCAPE	55.00
	55.00	credit to GL number: 101-000.000-460.000		
<b>TOTAL:</b>			1	55.00

Certificate	Commercial Landlord L	Rental Fee - Rental Application Fee		
Rec. Type	Record	Address	Owner	Revenue
Certificate	CCLL-210005	27041 SOUTHFIELD RD	SOLOMON'S ROCK, LLC	100.00
	100.00	credit to GL number: 101-000.000-460.000		
<b>TOTAL:</b>			1	100.00

Certificate	Encroachment Licence	Encroachment lic - Encroachment lic		
Rec. Type	Record	Address	Owner	Revenue
Certificate	CECL-210001	27680 LATHRUP BLVD	GREECH, DOUG	1,000.00
	1000.00	credit to GL number: 101-000.000-457.000		
<b>TOTAL:</b>			1	1,000.00

Permit	Building	Commercial, Add/Alter/ReStandard Item - Building Permit Appl		
Rec. Type	Record	Address	Owner	Revenue
Permit	PB210030	26811 SOUTHFIELD RD	MARSHALL, JAMES	50.00
	50.00	credit to GL number: 101-000.000-456.000		
<b>TOTAL:</b>			1	50.00

Permit	Building	Res. Add/Alter/Repair	Inspection - Inspection Fee	
Rec. Type	Record	Address	Owner	Revenue
Permit	PB210034	17538 RAMSGATE DR	CHAMBERS SR, VINCENT L	40.00
	40.00	credit to GL number: 101-000.000-456.000		
Permit	PB210034	17538 RAMSGATE DR	CHAMBERS SR, VINCENT L	40.00
	40.00	credit to GL number: 101-000.000-456.000		
Permit	PB210035	18630 RAINBOW DR	GAINES, CANDY L	40.00
	40.00	credit to GL number: 101-000.000-456.000		
Permit	PB210035	18630 RAINBOW DR	GAINES, CANDY L	40.00
	40.00	credit to GL number: 101-000.000-456.000		
Permit	PB210039	17594 CORAL GABLES AVE	SPARKS, COREY A	40.00
	40.00	credit to GL number: 101-000.000-456.000		
Permit	PB210026	27250 SANTA BARBARA DR	BUCK, GARY	40.00
	40.00	credit to GL number: 101-000.000-456.000		
Permit	PB210028	18186 SAN ROSA BLVD	REID, DORLOIS	40.00
	40.00	credit to GL number: 101-000.000-456.000		
Permit	PB210032	18411 SANTA ANN AVE	KIMBERLY, PATRICIA	40.00
	40.00	credit to GL number: 101-000.000-456.000		
Permit	PB210033	18810 CAMBRIDGE BLVD	WILLIAMS, JOSEPH R	40.00
	40.00	credit to GL number: 101-000.000-456.000		
Permit	PB210031	28929 LATHRUP BLVD	COBURN, CEDRICK	40.00
	40.00	credit to GL number: 101-000.000-456.000		
Permit	PB210031	28929 LATHRUP BLVD	COBURN, CEDRICK	40.00
	40.00	credit to GL number: 101-000.000-456.000		
Permit	PB210037	18559 DOLORES AVE	RUNYAN, ELIZABETH A	40.00
	40.00	credit to GL number: 101-000.000-456.000		
Permit	PB210040	28791 SANTA BARBARA DR	LEE, REGINALD	40.00
	40.00	credit to GL number: 101-000.000-456.000		
Permit	PB210041	28255 SUNSET W BLVD	SAVAGE, ELIZABETH C	40.00



# Revenue Breakdown Report

03/24/2021

Filter: All Records, Transaction.DateToPostOn Between 4/1/2021 12:00:00 AM AND 4/30/2021 11:59:59 PM

Permit	PB210042	40.00 credit to GL number: 101-000.000-456.000	18931 RAINBOW CT	JOAN C PRICE LIFE ESTA	40.00
Permit	PB210043	40.00 credit to GL number: 101-000.000-456.000	18641 RAINBOW DR	TURNBOUGH, STARLING	40.00
Permit	PB210044	40.00 credit to GL number: 101-000.000-456.000	17584 WILTSHIRE BLVD	WALKER, DENNIS DEAN	40.00
TOTAL:					17 680.00

Permit	Building	Res. Add/Alter/Repair	Registration Fee - Builders Registr	Revenue
Rec. Type	Record	Address	Owner	Revenue
Permit	PB210039	17594 CORAL GABLES AVE	SPARKS, COREY A	15.00
15.00 credit to GL number: 101-000.000-456.000				
Permit	PB210026	27250 SANTA BARBARA DR	BUCK, GARY	15.00
15.00 credit to GL number: 101-000.000-456.000				
TOTAL: 2 30.00				

Permit	Building	Res. Add/Alter/Repair	Review - Plan Review	Revenue
Rec. Type	Record	Address	Owner	Revenue
Permit	PB210029	19019 SAN QUENTIN DR	TOLENTINO, CESARE	75.00
75.00 credit to GL number: 101-000.000-456.000				
TOTAL: 1 75.00				

Permit	Building	Res. Add/Alter/Repair	Standard Item - Building Permit Appl	Revenue
Rec. Type	Record	Address	Owner	Revenue
Permit	PB210034	17538 RAMSGATE DR	CHAMBERS SR, VINCENT L	50.00
50.00 credit to GL number: 101-000.000-456.000				
Permit	PB210035	18630 RAINBOW DR	GAINES, CANDY L	50.00
50.00 credit to GL number: 101-000.000-456.000				
Permit	PB210039	17594 CORAL GABLES AVE	SPARKS, COREY A	50.00
50.00 credit to GL number: 101-000.000-456.000				
Permit	PB210026	27250 SANTA BARBARA DR	BUCK, GARY	50.00
50.00 credit to GL number: 101-000.000-456.000				
Permit	PB210028	18186 SAN ROSA BLVD	REID, DORLOIS	50.00
50.00 credit to GL number: 101-000.000-456.000				
Permit	PB210032	18411 SANTA ANN AVE	KIMBERLY, PATRICIA	50.00
50.00 credit to GL number: 101-000.000-456.000				
Permit	PB210033	18810 CAMBRIDGE BLVD	WILLIAMS, JOSEPH R	50.00
50.00 credit to GL number: 101-000.000-456.000				
Permit	PB210031	28929 LATHRUP BLVD	COBURN, CEDRICK	50.00
50.00 credit to GL number: 101-000.000-456.000				
Permit	PB210037	18559 DOLORES AVE	RUNYAN, ELIZABETH A	50.00
50.00 credit to GL number: 101-000.000-456.000				
Permit	PB210040	28791 SANTA BARBARA DR	LEE, REGINALD	50.00
50.00 credit to GL number: 101-000.000-456.000				
Permit	PB210041	28255 SUNSET W BLVD	SAVAGE, ELIZABETH C	50.00
50.00 credit to GL number: 101-000.000-456.000				
Permit	PB210042	18931 RAINBOW CT	JOAN C PRICE LIFE ESTA	50.00
50.00 credit to GL number: 101-000.000-456.000				
Permit	PB210043	18641 RAINBOW DR	TURNBOUGH, STARLING	50.00
50.00 credit to GL number: 101-000.000-456.000				
Permit	PB210044	17584 WILTSHIRE BLVD	WALKER, DENNIS DEAN	50.00
50.00 credit to GL number: 101-000.000-456.000				
Permit	PB210029	19019 SAN QUENTIN DR	TOLENTINO, CESARE	50.00
50.00 credit to GL number: 101-000.000-456.000				
TOTAL: 15 750.00				

Permit	Building	Res. Add/Alter/Repair	Standard Item - Permit Renewal Fee	Revenue
Rec. Type	Record	Address	Owner	Revenue
Permit	PB200102	18605 SAN QUENTIN DR	TUCKER, CHARLES J	25.00



# Revenue Breakdown Report

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25.00 credit to GL number: 101-000.000-456.000		
<b>TOTAL:</b>	1	25.00

Permit	Building	Res. Add/Alter/Repair	Standard Item - Resi & Comm	\$10,001
Rec. Type	Record	Address	Owner	Revenue
Permit	PB210039	17594 CORAL GABLES AVE	SPARKS, COREY A	327.00
		327.00 credit to GL number: 101-000.000-456.000		
Permit	PB210029	19019 SAN QUENTIN DR	TOLENTINO, CESARE	390.00
		390.00 credit to GL number: 101-000.000-456.000		
Permit	PB210026	27250 SANTA BARBARA DR	BUCK, GARY	327.00
		327.00 credit to GL number: 101-000.000-456.000		
Permit	PB210028	18186 SAN ROSA BLVD	REID, DORLOIS	355.00
		355.00 credit to GL number: 101-000.000-456.000		
Permit	PB210033	18810 CAMBRIDGE BLVD	WILLIAMS, JOSEPH R	341.00
		341.00 credit to GL number: 101-000.000-456.000		
Permit	PB210037	18559 DOLORES AVE	RUNYAN, ELIZABETH A	348.00
		348.00 credit to GL number: 101-000.000-456.000		
Permit	PB210041	28255 SUNSET W BLVD	SAVAGE, ELIZABETH C	340.00
		340.00 credit to GL number: 101-000.000-456.000		
Permit	PB210042	18931 RAINBOW CT	JOAN C PRICE LIFE ESTA	327.00
		327.00 credit to GL number: 101-000.000-456.000		
Permit	PB210043	18641 RAINBOW DR	TURNBOUGH, STARLING	369.00
		369.00 credit to GL number: 101-000.000-456.000		
Permit	PB210044	17584 WILTSHIRE BLVD	WALKER, DENNIS DEAN	341.00
		341.00 credit to GL number: 101-000.000-456.000		
<b>TOTAL:</b>			10	3,465.00

Permit	Building	Res. Add/Alter/Repair	Standard Item - Resi & Comm	\$1001 to
Rec. Type	Record	Address	Owner	Revenue
Permit	PB210035	18630 RAINBOW DR	GAINES, CANDY L	140.00
		140.00 credit to GL number: 101-000.000-456.000		
Permit	PB210032	18411 SANTA ANN AVE	KIMBERLY, PATRICIA	170.00
		170.00 credit to GL number: 101-000.000-456.000		
Permit	PB210040	28791 SANTA BARBARA DR	LEE, REGINALD	140.00
		140.00 credit to GL number: 101-000.000-456.000		
<b>TOTAL:</b>			3	450.00

Permit	Electrical	Electrical	Inspection - Inspection Fee
Rec. Type	Record	Address	Owner
Permit	PE210024	28272 SUNSET W BLVD	DABD FAMILY TRUST
		40.00 credit to GL number: 101-000.000-459.000	
Permit	PE210020	18260 WILTSHIRE BLVD	HENRY, ERIK
		80.00 credit to GL number: 101-000.000-459.000	
Permit	PE210021	19019 SAN QUENTIN DR	TOLENTINO, CESARE
		40.00 credit to GL number: 101-000.000-459.000	
Permit	PE210022	27265 LATHRUP BLVD	NORDMOE, JANET E
		80.00 credit to GL number: 101-000.000-459.000	
Permit	PE210025	18467 MIDDLESEX AVE	SUMLER, ERIC C
		40.00 credit to GL number: 101-000.000-459.000	
<b>TOTAL:</b>			5

Permit	Electrical	Electrical	Inspection - Re-Inspection Fee
Rec. Type	Record	Address	Owner
Permit	PE200062	18140 LINCOLN DR	LUNN, DAVID
		40.00 credit to GL number: 101-000.000-456.000	
Permit	PE210004	27650 CALIFORNIA SE DR	LECOLAS, ERIC
		40.00 credit to GL number: 101-000.000-456.000	
<b>TOTAL:</b>			2

Permit	Electrical	Electrical	Registration Fee - Elec. Contracto
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# Revenue Breakdown Report

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Rec. Type	Record	Address	Owner	Revenue
Permit	PE210022	27265 LATHRUP BLVD	NORDMOE, JANET E	25.00
	25.00	credit to GL number: 101-000.000-459.000		
<b>TOTAL:</b>			1	25.00

Permit	Electrical	Electrical	Standard Item - A/C Commercial W/Cir	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE210025	18467 MIDDLESEX AVE	SUMLER, ERIC C	35.00
	35.00	credit to GL number: 101-000.000-459.000		
<b>TOTAL:</b>			1	35.00

Permit	Electrical	Electrical	Standard Item - A/C Resi. W/Circuit	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE210024	28272 SUNSET W BLVD	DABD FAMILY TRUST	25.00
	25.00	credit to GL number: 101-000.000-459.000		
<b>TOTAL:</b>			1	25.00

Permit	Electrical	Electrical	Standard Item - App-Range/Dryer/W.H.	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE210020	18260 WILTSHIRE BLVD	HENRY, ERIK	40.00
	40.00	credit to GL number: 101-000.000-459.000		
<b>TOTAL:</b>			1	40.00

Permit	Electrical	Electrical	Standard Item - Circuits	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE210020	18260 WILTSHIRE BLVD	HENRY, ERIK	70.00
	70.00	credit to GL number: 101-000.000-459.000		
Permit	PE210021	19019 SAN QUENTIN DR	TOLENTINO, CESARE	20.00
	20.00	credit to GL number: 101-000.000-459.000		
Permit	PE210022	27265 LATHRUP BLVD	NORDMOE, JANET E	20.00
	20.00	credit to GL number: 101-000.000-459.000		
<b>TOTAL:</b>			3	110.00

Permit	Electrical	Electrical	Standard Item - Furnace/Single Fam F	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE210025	18467 MIDDLESEX AVE	SUMLER, ERIC C	30.00
	30.00	credit to GL number: 101-000.000-459.000		
<b>TOTAL:</b>			1	30.00

Permit	Electrical	Electrical	Standard Item - Lamps/Fixtures	
Rec. Type	Record	Address	Owner	Revenue
Permit	PE210020	18260 WILTSHIRE BLVD	HENRY, ERIK	75.00
	75.00	credit to GL number: 101-000.000-459.000		
Permit	PE210022	27265 LATHRUP BLVD	NORDMOE, JANET E	25.00
	25.00	credit to GL number: 101-000.000-459.000		
<b>TOTAL:</b>			2	100.00

Permit	EXTRA CEMENT PERMIT	Residential	Inspection - Inspection Fee	
Rec. Type	Record	Address	Owner	Revenue
Permit	PEXC-001-21	18455 W GLENWOOD BLVD	Lee, Eddie	40.00
	40.00	credit to GL number: 101-000.000-456.000		
<b>TOTAL:</b>			1	40.00

Permit	EXTRA CEMENT PERMIT	Residential	Standard Item - APPROACH	
Rec. Type	Record	Address	Owner	Revenue
Permit	PEXC-001-21	18455 W GLENWOOD BLVD	Lee, Eddie	40.00
	40.00	credit to GL number: 101-000.000-456.000		
Permit	PEXC-002-21	17435 WILTSHIRE BLVD	WARE, SHERRY L	40.00
	40.00	credit to GL number: 101-000.000-456.000		
<b>TOTAL:</b>			2	80.00



# Revenue Breakdown Report

03/24/2021

Filter: All Records, Transaction.DateToPostOn Between 4/1/2021 12:00:00 AM AND 4/30/2021 11:59:59 PM

Permit	EXTRA CEMENT PERMIT	Residential	Standard Item - INSPECTION	
Rec. Type	Record	Address	Owner	Revenue
Permit	PEXC-002-21	17435 WILTSHIRE BLVD	WARE, SHERRY L	40.00
	40.00 credit to GL number: 101-000.000-456.000			
<b>TOTAL:</b>			1	40.00

Permit	Fence	Fence	Standard Item - Fence Permit	
Rec. Type	Record	Address	Owner	Revenue
Permit	PF210007	18150 LINCOLN DR	WILLIS SR, RICHARD	65.00
	65.00 credit to GL number: 101-000.000-456.000			
Permit	PF210009	28010 SUNSET W BLVD	PANGRAZZI, MICHAEL	65.00
	65.00 credit to GL number: 101-000.000-456.000			
Permit	PF210011	18833 SUNNYBROOK AVE	PERRYMAN, PAMELA D	65.00
	65.00 credit to GL number: 101-000.000-456.000			
Permit	PF210012	18815 SAN JOSE BLVD	BUCK, ANDREW D	65.00
	65.00 credit to GL number: 101-000.000-456.000			
Permit	PF210008	18859 SAN QUENTIN DR	OWENS, KIM L	65.00
	65.00 credit to GL number: 101-000.000-456.000			
<b>TOTAL:</b>			5	325.00

Permit	Mechanical	Mechanical	Inspection - Inspection Fee	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM210020	27454 EVERGREEN RD	EDWARDS, HAZEL IRENE	40.00
	40.00 credit to GL number: 101-000.000-456.000			
Permit	PM210021	28272 SUNSET W BLVD	DABD FAMILY TRUST	40.00
	40.00 credit to GL number: 101-000.000-456.000			
Permit	PM210022	18467 MIDDLESEX AVE	SUMLER, ERIC C	40.00
	40.00 credit to GL number: 101-000.000-456.000			
<b>TOTAL:</b>			3	120.00

Permit	Mechanical	Mechanical	Standard Item - A/C and Refrig 50-10	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM210022	18467 MIDDLESEX AVE	SUMLER, ERIC C	50.00
	50.00 credit to GL number: 101-000.000-458.000			
<b>TOTAL:</b>			1	50.00

Permit	Mechanical	Mechanical	Standard Item - A/C and Refrig 5HP c	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM210021	28272 SUNSET W BLVD	DABD FAMILY TRUST	25.00
	25.00 credit to GL number: 101-000.000-458.000			
<b>TOTAL:</b>			1	25.00

Permit	Mechanical	Mechanical	Standard Item - HW Heater Gas/Elec	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM210020	27454 EVERGREEN RD	EDWARDS, HAZEL IRENE	25.00
	25.00 credit to GL number: 101-000.000-458.000			
<b>TOTAL:</b>			1	25.00

Permit	Mechanical	Mechanical	Standard Item - Install of Furn Acc/	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM210022	18467 MIDDLESEX AVE	SUMLER, ERIC C	25.00
	25.00 credit to GL number: 101-000.000-458.000			
<b>TOTAL:</b>			1	25.00

Permit	Mechanical	Mechanical	Standard Item - Install of Furn Acc/	
Rec. Type	Record	Address	Owner	Revenue
Permit	PM210022	18467 MIDDLESEX AVE	SUMLER, ERIC C	25.00
	25.00 credit to GL number: 101-000.000-458.000			
<b>TOTAL:</b>			1	25.00

Permit	Mechanical	Mechanical	Standard Item - Install/Replace Fu	
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# Revenue Breakdown Report

03/24/2021

Filter: All Records, Transaction.DateToPostOn Between 4/1/2021 12:00:00 AM AND 4/30/2021 11:59:59 PM

Rec. Type	Record	Address	Owner	Revenue
Permit	PM210022	18467 MIDDLESEX AVE	SUMLER, ERIC C	50.00
	50.00 credit to GL number: 101-000.000-458.000			
<b>TOTAL:</b>			1	50.00

Permit	Outside Refuse Contai	Outside Refuse Container	Refuse Container - Dumpster/Storage	
Rec. Type	Record	Address	Owner	Revenue
Permit	PORC-210007	17553 ROSELAND BLVD	WILLIAMS, NATHANIEL	25.00
	25.00 credit to GL number: 101-000.000-457.000			
Permit	PORC-210008	18850 HAMPSHIRE ST	WILSON, ROBERT E	25.00
	25.00 credit to GL number: 101-000.000-457.000			
<b>TOTAL:</b>			2	50.00

Permit	Plumbing	Plumbing	Inspection - Inspection Fee	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP210028	27800 SOUTHFIELD RD	COMMUNITY CHURCH	40.00
	40.00 credit to GL number: 101-000.000-456.000			
Permit	PP210029	27580 CALIFORNIA SE DR	HODGE, KIMBERLEY	40.00
	40.00 credit to GL number: 101-000.000-456.000			
Permit	PP210030	27416 GOLDENGATE W DR	BAKEMAN, PAUL W	40.00
	40.00 credit to GL number: 101-000.000-456.000			
Permit	PP210026	18260 WILTSHIRE BLVD	HENRY, ERIK	80.00
	80.00 credit to GL number: 101-000.000-456.000			
Permit	PP210027	27611 SOUTHFIELD	OAKLAND DEVELOPMENT CO	40.00
	40.00 credit to GL number: 101-000.000-456.000			
<b>TOTAL:</b>			5	240.00

Permit	Plumbing	Plumbing	Inspection - Re-Inspection Fee	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP200011	28005 ELDORADO PL	HOWELL, JORDAN	40.00
	40.00 credit to GL number: 101-000.000-456.000			
<b>TOTAL:</b>			1	40.00

Permit	Plumbing	Plumbing	Registration Fee - Builders Registra	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP210026	18260 WILTSHIRE BLVD	HENRY, ERIK	15.00
	15.00 credit to GL number: 101-000.000-456.000			
<b>TOTAL:</b>			1	15.00

Permit	Plumbing	Plumbing	Registration Fee - Reg Fee for Plum	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP210029	27580 CALIFORNIA SE DR	HODGE, KIMBERLEY	15.00
	15.00 credit to GL number: 101-000.000-458.000			
Permit	PP210030	27416 GOLDENGATE W DR	BAKEMAN, PAUL W	15.00
	15.00 credit to GL number: 101-000.000-458.000			
Permit	PP210027	27611 SOUTHFIELD	OAKLAND DEVELOPMENT CO	15.00
	15.00 credit to GL number: 101-000.000-458.000			
<b>TOTAL:</b>			3	45.00

Permit	Plumbing	Plumbing	Standard Item - Back Flow Preventor	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP210027	27611 SOUTHFIELD	OAKLAND DEVELOPMENT CO	15.00
	15.00 credit to GL number: 101-000.000-458.000			
<b>TOTAL:</b>			1	15.00

Permit	Plumbing	Plumbing	Standard Item - Laundry Tray	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP210026	18260 WILTSHIRE BLVD	HENRY, ERIK	15.00
	15.00 credit to GL number: 101-000.000-458.000			
<b>TOTAL:</b>			1	15.00



# Revenue Breakdown Report

03/24/2021

Filter: All Records, Transaction.DateToPostOn Between 4/1/2021 12:00:00 AM AND 4/30/2021 11:59:59 PM

Permit	Plumbing	Plumbing	Standard Item - Lavatory	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP210030	27416 GOLDENGATE W DR	BAKEMAN, PAUL W	15.00
	15.00 credit to GL number: 101-000.000-458.000			
Permit	PP210026	18260 WILTSHIRE BLVD	HENRY, ERIK	15.00
	15.00 credit to GL number: 101-000.000-458.000			
<b>TOTAL:</b>			2	30.00

Permit	Plumbing	Plumbing	Standard Item - Sewer Repair	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP210029	27580 CALIFORNIA SE DR	HODGE, KIMBERLEY	25.00
	25.00 credit to GL number: 101-000.000-458.000			
<b>TOTAL:</b>			1	25.00

Permit	Plumbing	Plumbing	Standard Item - Shower	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP210030	27416 GOLDENGATE W DR	BAKEMAN, PAUL W	15.00
	15.00 credit to GL number: 101-000.000-458.000			
Permit	PP210026	18260 WILTSHIRE BLVD	HENRY, ERIK	15.00
	15.00 credit to GL number: 101-000.000-458.000			
<b>TOTAL:</b>			2	30.00

Permit	Plumbing	Plumbing	Standard Item - Sink	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP210028	27800 SOUTHFIELD RD	COMMUNITY CHURCH	60.00
	60.00 credit to GL number: 101-000.000-458.000			
Permit	PP210030	27416 GOLDENGATE W DR	BAKEMAN, PAUL W	15.00
	15.00 credit to GL number: 101-000.000-458.000			
<b>TOTAL:</b>			2	75.00

Permit	Plumbing	Plumbing	Standard Item - Stacks	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP210030	27416 GOLDENGATE W DR	BAKEMAN, PAUL W	15.00
	15.00 credit to GL number: 101-000.000-458.000			
Permit	PP210026	18260 WILTSHIRE BLVD	HENRY, ERIK	15.00
	15.00 credit to GL number: 101-000.000-458.000			
<b>TOTAL:</b>			2	30.00

Permit	Plumbing	Plumbing	Standard Item - Water Closet (Toilet)	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP210030	27416 GOLDENGATE W DR	BAKEMAN, PAUL W	15.00
	15.00 credit to GL number: 101-000.000-458.000			
Permit	PP210026	18260 WILTSHIRE BLVD	HENRY, ERIK	15.00
	15.00 credit to GL number: 101-000.000-458.000			
<b>TOTAL:</b>			2	30.00

Permit	Plumbing	Plumbing	Standard Item - Water Distribution	
Rec. Type	Record	Address	Owner	Revenue
Permit	PP210030	27416 GOLDENGATE W DR	BAKEMAN, PAUL W	25.00
	25.00 credit to GL number: 101-000.000-458.000			
Permit	PP210026	18260 WILTSHIRE BLVD	HENRY, ERIK	25.00
	25.00 credit to GL number: 101-000.000-458.000			
<b>TOTAL:</b>			2	50.00

Permit	Right of Way Construc	Right of Way Constructio	Standard Item - ROW Construction	
Rec. Type	Record	Address	Owner	Revenue
Permit	PROW-210003	26520 MEADOWOOD N CT	CLARK, MONIQUE R	1,250.00
	1250.00 credit to GL number: 101-000.000-456.000			
<b>TOTAL:</b>			1	1,250.00

Permit	Shed	Shed	Standard Item - Shed Permit	
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# Revenue Breakdown Report

03/24/2021

Filter: All Records, Transaction.DateToPostOn Between 4/1/2021 12:00:00 AM AND 4/30/2021 11:59:59 PM

Rec. Type	Record	Address	Owner	Revenue
Permit	PSHED-003-21	18575 SARATOGA BLVD	CARTER, ROBERTA	65.00
	65.00 credit to GL number: 101-000.000-456.000			
Permit	PSHED-004-21	27361 MORNINGSIDE PLZ	DANIELS, RHONDA	65.00
	65.00 credit to GL number: 101-000.000-456.000			
<b>TOTAL:</b>			2	130.00

Permit	Site Plan Review	Planning	Inspection - Site Plan	
Rec. Type	Record	Address	Owner	Revenue
Permit	PPlan210003	26069 SOUTHFIELD RD	GIN CLEANERS	1,300.00
	1300.00 credit to GL number: 101-000.000-456.000			
<b>TOTAL:</b>			1	1,300.00

Permit	Site Plan Review	Planning	Site Plan Review - Site Plan Review	
Rec. Type	Record	Address	Owner	Revenue
Permit	PPlan210002	26069 SOUTHFIELD RD	GIN CLEANERS	500.00
	500.00 credit to GL number: 101-000.000-457.000			
<b>TOTAL:</b>			1	500.00

# Montly Inspection List

## Charlie Ford

Record #	Address	Type	Date		Result	Permit Cost
			Scheduled	Completed		
PM210012	27661 LATHRUP BLVD	Final	04/01/21	04/01/21	Approved	90.00
PM200045	17550 W 11 MILE RD	Final	04/01/21	04/01/21	Approved	610.00
PM210019	18463 SAN JOSE BLVD	Final	04/06/21	04/06/21	Approved	180.00
PM210011	18811 HAMPSHIRE ST	Final	04/08/21	04/08/21	Approved	90.00
PM210004	27650 CALIFORNIA SE DR	Final	04/13/21	04/13/21	Approved	90.00
PM210018	19288 W 11 MILE RD	Final	04/15/21	04/15/21	Approved	115.00

**Total Inspections: 6 1,175.00**

### Report Summary

Inspection.Inspector Not = RAMI  
SWEIDAN AND  
Inspection.DateTimeCompleted  
Between 4/1/2021 12:00:00 AM  
AND 4/30/2021 11:59:59 PM AND  
Inspection.Inspector Not = Kelda  
London

## George Beattie

Record #	Address	Type	Date		Result	Permit Cost
			Scheduled	Completed		
PP200062	18833 SUNBRIGHT AVE	Final	12/14/20	04/20/21	Approved	130.00
PP200041	17550 W 11 MILE RD	Final	04/06/21	04/06/21	Approved	375.00
PP210024	27634 RACKHAM DR	Final	04/07/21	04/07/21	Approved	65.00
PP210023	27397 GOLDENGATE W DR	8260	04/08/21	04/08/21	Approved	55.00
PP210026	18260 WILTSHIRE BLVD	Rough	04/08/21	04/08/21	Approved	195.00
PP210025	19019 SAN QUENTIN DR	Final	04/08/21	04/09/21	Approved	70.00
PP210029	27580 CALIFORNIA SE DR	Final	04/29/21	04/29/21	Approved	80.00

**Total Inspections: 7 970.00**

### Report Summary

Inspection.Inspector Not = RAMI  
SWEIDAN AND  
Inspection.DateTimeCompleted  
Between 4/1/2021 12:00:00 AM  
AND 4/30/2021 11:59:59 PM AND  
Inspection.Inspector Not = Kelda  
London

## Jim Wright

Record #	Address	Type	Date		Result	Permit Cost
			Scheduled	Completed		
E20-0050	27714 CALIFORNIA NW DR	court	09/11/20	04/14/21	Complied	0.00
PB200053	27720 BLOOMFIELD DR	Final	04/07/21	04/07/21	Approved	570.00
PB210027	18535 W GLENWOOD BLVD	Final	04/09/21	04/09/21	Approved	185.00
PB210003	18761 SAN QUENTIN DR	Final	04/09/21	04/09/21	Approved	516.00
PB210001	18811 HAMPSHIRE ST	Final	04/09/21	04/09/21	Approved	515.00
PB210029	19019 SAN QUENTIN DR	Final	04/14/21	04/21/21	Approved	515.00
PB210026	27250 SANTA BARBARA DR	Final	04/16/21	04/23/21	Canceled	432.00
PB210017	28050 RED RIVER DR	Final	04/16/21	04/16/21	Approved	530.00
E20-0639	18520 ROSELAND BLVD	Code	04/19/21	04/16/21	Complied	0.00
PB210010	18815 SAN JOSE BLVD	Final	04/22/21	04/21/21	Approved	491.00
CCLL-210015	18951 W 12 MILE RD	Building Insp	04/23/21	04/23/21	Canceled	0.00
PB210021	18520 SAN JOSE BLVD	Final	04/23/21	04/22/21	Approved	265.00
PB210031	28929 LATHRUP BLVD	Final	04/30/21	04/26/21	Approved	130.00

**Total Inspections: 13 4,189.0**

**Report Summary**

Inspection.Inspector Not = RAMI SWEIDAN AND  
 Inspection.DateTimeCompleted Between 4/1/2021 12:00:00 AM AND 4/30/2021 11:59:59 PM AND  
 Inspection.Inspector Not = Kelda London

**Paul Cronk**

Record #	Address	Type	Date		Result	Permit Cost
			Scheduled	Completed		
PE200066	17550 W 11 MILE RD	Final	04/01/21	04/01/21	Approved	282.00
PE210011	27661 LATHRUP BLVD	Final	04/01/21	04/01/21	Approved	70.00
PE210019	18463 SAN JOSE BLVD	Final	04/06/21	04/06/21	Approved	95.00
PE210020	18260 WILTSHIRE BLVD	Rough	04/08/21	04/08/21	Approved	265.00
PE210005	18761 SAN QUENTIN DR	Final	04/08/21	04/08/21	Approved	85.00
PE210021	19019 SAN QUENTIN DR	Final	04/08/21	04/08/21	Approved	60.00
PE210012	18811 HAMPSHIRE ST	Final	04/08/21	04/08/21	Approved	185.00
PE210017	19288 W 11 MILE RD	Final	04/15/21	04/15/21	Approved	70.00
PE200105	27800 SOUTHFIELD RD	Final	04/22/21	04/22/21	Approved	454.00
PE210018	18520 SAN JOSE BLVD	Final	04/22/21	04/22/21	Approved	60.00
PE200062	18140 LINCOLN DR	Rough	04/29/21	04/29/21	Not Ready	314.00
PE210004	27650 CALIFORNIA SE DR	Final	04/29/21	04/27/21	Disapproved	241.00
PE210004	27650 CALIFORNIA SE DR	Final	05/04/21	04/29/21		241.00

**Total Inspections: 13 2,462.0**

**Report Summary**

Inspection.Inspector Not = RAMI  
SWEIDAN AND  
Inspection.DateTimeCompleted  
Between 4/1/2021 12:00:00 AM  
AND 4/30/2021 11:59:59 PM AND  
Inspection.Inspector Not = Kelda  
London

Item 8E.



**MCKENNA**

**Monthly Report  
Building Report  
Lathrup Village  
April 2021**

**1. Permits issued**

**17 - Building permit**

**7- Electrical**

**6- Plumbing**

**6 – Mechanical**

**5 - Fence**

**0– Sign**

**0 -Temp Sign**

**2 - Shed**

**1 – ROW**

**2 - Cement**

**2. Rental program – Still waiting on Assessing records from Treasure to determine rental properties in Lathrup**

**Inspections – 0**

**Renewal Certificates applied for – 0**

**Certificates issued – 0**

**3. Landlord and Business Licenses applied for.**

**Landlord – 8**

**Business -1**

**4. Inspections done**

**Building - 10**

**Demolition - 0**

**Signs - 0**

**Zoning -0**

**Mechanical - 6**

**Electrical – 13**

**Plumbing -7**

**Plan reviews –0**

**Fire NIESA -0**

**CO issued -0**

**Landlord License – 0**

**Business License - 0**

**Jim Wright  
Building Official  
Lathrup Village**

**HEADQUARTERS**

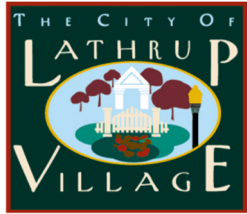
235 East Main Street  
Suite 105  
Northville, Michigan 48167

**O 248.596.0920**

**F 248.596.0930**

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A HERITAGE OF GOOD LIVING

## Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

### COUNCIL COMMUNICATION:

**TO:** Mayor Garrett and City Council Members

**FR:** Sheryl Mitchell Theriot, City Administrator

**DA:** May 17, 2021

**RE:** Fiscal Year 2021/22 Budget – Budget Hearing

The recommended budget anticipates the continuation of the extenuating circumstances created under the COVID-19 pandemic has impacted government and business operations. Although revenues were decreased in this current year, additional grant sources helped to offset the projected deficit for the current Fiscal Year 2020/21.

We have taken a very conservative approach in providing projections. The proposed revenues have not yet rebounded. We anticipate receiving over \$400,000 in American Rescue Program funding, however, since the guidelines regarding the specific use of these funds and when it will be received is still uncertain, these funds are not reflected in either the current FY 2021/21 or proposed 2021/22 budgets.

### FISCAL YEAR 2021-2022 PROPOSED

The complete proposed SUMMARY OF REVENUES and EXPENDITURES are summarized as follows:

FUND	FY 2021/2022 REVENUES	FY 2021/2022 EXPENDITURES	FUND BALANCE IMPACT	ENDING FUND BALANCE
General Operating Fund	\$4,337,350	\$4,564,124	(\$ 225,775)	\$ 1,515,031
Major Streets	\$1,415,801	\$1,328,926	\$ 86,875	\$ 707,662
Local Streets	\$1,241,404	\$1,548,286	(\$ 306,882)	\$ 10,830
Water	\$3,382,130	\$2,935,887	\$ 446,243	\$ 6,757,768
Sewer	\$2,420,088	\$2,447,634	\$ 12,454	
Debt Service		\$ 471,847		
Capital Acquisitions	\$ 110,850	\$ 110,450	\$ 71,602	
<b>TOTAL ALL OPERATING FUNDS</b>	<b>\$12,947,622</b>	<b>\$13,407,155</b>		
DDA	\$ 347,443	\$ 304,754	\$ 70,473	\$1,410,523
<b>TOTAL ALL FUNDS</b>	<b>\$13,295,065</b>	<b>\$13,711,909</b>		

## MILLAGE RATE

- The FY 21/22 millage rate is projected at **24.4906**.
  - This generates \$2.73 million in general operating revenues (approx. \$20,000 increase)
- General Operating Millage is reduced to 17.8783** (from FY 20/21: \$18.1912)
- Rate includes the citizen authorized **Street Bond Millage of 3.9307**
- The Taxable Value is based on \$152,930,000

### MILLAGE RATE BREAKDOWN AND RESULTING REVENUES - 21-22

MILLAGE TYPE	AUTHORIZED MAXIMUM	19-20 HEADLEE MAXIMUM	20-21 HEADLEE MAXIMUM	F.Y. 20-21	F.Y. 21-22	REVENUE PRODUCED	REVENUE NEEDED	DIFFERENCE
General Operating	20.0000	18.5172	18.1912	18.1912	17.8783	2,734,128	2,960,904	(226,776)
Refuse	3.0000	2.7775	2.7286	2.7286	2.6816	410,097	385,940	24,157
Debt Streets	3.9307	N/A	3.9307	0.0000	3.9307	601,122	83,293	517,829
<b>TOTALS</b>	<b>26.9307</b>	<b>21.2947</b>	<b>24.8505</b>	<b>20.9198</b>	<b>24.4906</b>	<b>3,745,347</b>	<b>3,430,136</b>	<b>315,210</b>
					<b>Taxable Value Calculation:</b>		<b>152,930</b>	

Maximum Millage Rate					
FY	General Operating	Refuse	MRF	Taxable Value	Cost to City
2014	20.0000	3.0000	1.0000	\$ 117,882.63	N/A
2015	20.0000	3.0000	1.0000	\$ 120,560.08	N/A
2016	19.8320	2.9748	0.9916	\$ 122,069.08	\$ 23,583.75
2017	19.7269	2.9590	0.9947	\$ 125,854.28	\$ 39,527.81
2018	18.5172	2.7775	0.9801	\$ 133,716.30	\$ 228,026.41
2019	18.5172	2.7131	0.9768	\$ 145,439.54	\$ 257,389.88
2020	18.5172	2.6501	0.9768	\$ 149,200.00	\$ 273,436.01
2021	18.1912	2.6035	0.9824	\$ 152,930.00	\$ 337,260.07

General Operation		Refuse	
20-21 Max. Millage Rate	18.1912	20-21 Max. Millage Rate	2.7286
21-22 Max. Millage Rate	17.8783	21-22 Max. Millage Rate	2.6816

Fiscal Year	General Op Millage Rate	Debt Service	Refuse	Total
2010-11	18.0000	0.0000	2.1755	20.1755
2011-12	18.0000	0	2.3185	20.3185
2012-13	18.0000	0	2.4731	20.4731
2013-14	20.0000	0	2.5644	22.5644
2014-15	20.0000	0	2.56	22.5600
2015-16	19.8316	0	2.5644	22.3960
2016-17	19.7269	0	2.9777	22.7046
2017-18	19.3342	0	2.9001	22.2343
2018-19	19.3342	0	2.9001	22.2343
2019-20	18.5172	0	2.7775	21.2947
2020-21	18.1912	0.0000	2.7286	20.9198
2021-22	17.8783	3.9307	2.6816	24.4906

**GENERAL FUND REVENUES**

- Constitutional Revenue Sharing payments reflect a decrease of approximately 2%.
- The FY 2021/22 budget reflects an overall decrease in revenue of \$287,306.
  - Not carried forward from the current year are grants for Public Safety Payroll Reimbursement, First Responder Hazard Pay and other Coronavirus Relief Funds.
- FY 2021/22 General Fund Expenditures are reduced \$233,931.
- This still reflects a General Fund shortfall of \$226,775, that would need to come from other resources or the fund balance.

**CITY OF LATHRUP VILLAGE  
SUMMARY OF REVENUES BY FUND AND SOURCE  
FY 2021-22**

FUND/ACTIVITY	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
GENERAL FUND						
BEGINNING FUND BALANCE	1,633,644	1,633,373	1,633,373	1,633,373	1,741,806	108,433
TAXES:						
General Operating	2,495,395	2,714,127	2,714,127	2,610,478	2,734,128	20,001
Public Safety	-	-	-	-	-	-
Refuse Collection	356,292	407,107	407,107	394,224	410,097	2,990
Library	-	-	-	-	-	-
Streets	-	-	-	-	-	-
Administrative Fee	82,569	81,000	82,540	82,529	81,000	-
Tax Penalties	35,273	35,000	35,000	12,736	35,000	-
Total - Taxes	2,969,529	3,237,234	3,238,774	3,099,967	3,260,226	22,992
STATE SHARED REVENUE	385,762	416,425	416,425	164,040	409,118	(7,307)
FEDERAL AND STATE GRANT	2,029	292,270	300,000	292,270	-	(292,270)
OTHER REVENUE	622,672	678,727	546,237	425,997	668,006	(10,721)
TRANSFER - OTHER FUNDS	-	-	-	-	-	-
<b>Total Resources Available</b>	<b>5,613,636</b>	<b>6,258,029</b>	<b>6,134,809</b>	<b>5,615,647</b>	<b>6,079,156</b>	<b>(178,873)</b>
REVENUES NEEDED	3,979,992	4,624,656	4,501,436	3,982,274	4,337,350	(287,306)
EXPENDITURES	3,980,264	4,788,056	4,393,003	3,500,707	4,564,125	(223,931)
OPERATING TRANSFERS OUT						-
FUND BALANCE NEEDED	(273)	(163,400)	108,433	481,566	(226,775)	(63,375)
ENDING FUND BALANCE	1,633,644	1,469,973	1,741,806		1,515,031	
MAJOR STREETS	331,152	389,595	1,183,020	151,110	1,415,801	1,026,206
LOCAL STREETS	382,911	293,068	1,158,634	239,266	1,241,404	948,336
WATER	726,622	1,130,678	1,127,978	633,434	3,382,130	2,251,452
SEWER	1,308,780	1,952,101	1,928,401	1,156,562	2,460,088	507,987
CAPITAL ACQUISITIONS	113,694	97,021	96,971	96,888	110,850	13,829
<b>Total - All Operating Funds</b>	<b>6,843,151</b>	<b>8,487,119</b>	<b>9,996,440</b>	<b>6,259,534</b>	<b>12,947,622</b>	<b>4,460,503</b>

**All Revenues By Fund  
Type- FY 2021-22**

Type	Revenue	Percentage
General Fund	\$ 4,337,350	33.50%
Major Road Fund	\$ 1,415,801	10.93%
Local Road Fund	\$ 1,241,404	9.59%
Water Fund	\$ 3,382,130	26.12%
Sewer Fund	\$ 2,460,088	19.00%
Capital Acquisitions	\$ 110,850	0.86%
<b>Total</b>	<b>12,947,622</b>	<b>100.00%</b>



**GENERAL FUND – OTHER REVENUES**

- **Other Revenues** is reduced by \$10,721
- **Licenses & Registrations** is increased to reflect enhanced efforts with Business Licenses
- **Community Room Rental** Revenues reduced further to \$15,000.
- The reduction in **donations** reflects the amount that the Lathrup Village Community Foundation has approved. Also, \$7,800 that is for the summer concert performers will be paid directly by the LVCF.

GENERAL FUND OTHER REVENUES	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Miscellaneous	12,558	9,000	6,500	4,300	9,000	0
Delq Personal Property Revenue	6,274	4,000	1,000	924	3,000	(1,000)
Investment Interest	22,915	15,000	15,000	10,722	15,000	0
Tax Appeals	-	-	-	-	-	0
Workers Compensation Dividend	4,771	-	-	-	-	0
Property & Liability Dividend Rev	6,878	6,500	5,349	5,349	6,500	0
Building Permits	45,188	95,000	95,000	69,892	95,000	0
Employee Benefit Contributions	16,000	4,500	-	-	4,500	0
Zoning, Site Plan, Special Use Perr	11,048	6,000	9,000	9,273	9,000	3,000
Plumbing and/or Heating Permits	13,740	24,500	16,000	12,592	24,500	0
Electrical Permits	9,596	16,000	11,000	9,814	16,000	0
Licenses & Registrations	3,495	9,000	14,000	13,220	14,000	5,000
Dog & Cat Licenses	1,289	1,100	1,500	1,241	1,100	0
Cable TV Franchise Fees	115,063	120,000	10,000	58,332	120,000	0
Michigan Job Training Council Fund	805	1,000	1,000	616	1,000	0
SMART Municipal Credits	-	8,700	25,610	25,610	8,700	0
District Court Fines	127,175	120,000	120,000	65,685	120,000	0
Community Development Block Gra	1,219	4,000	14,137	-	8,000	4,000
Sidewalk Permits & Repairs	-	10,000	-	-	15,000	5,000
Nextel Lease	-	-	-	-	-	0
American Tower-Metro-PCS Lease	41,369	45,000	45,000	31,026	45,000	0
Water Fund Lease of DPS Building	4,917	4,917	4,917	4,917	4,917	0
Equipment Rentals - Brush Chippin	-	-	-	-	-	0
Road Funds Lease of DPS Building	1,639	1,639	1,639	1,639	4,000	2,361
Retirees Spouse Medical Coverage	-	-	-	-	-	0
Recreation Fees	29,744	10,000	7,000	5,437	15,000	5,000
Dog Park Revenue	-	2,500	4,000	3,241	1,500	(1,000)
Tree Sales, Woods Chips Sales	160	-	-	-	-	0
Community Center Rental	33,366	25,000	6,000	3,065	15,000	(10,000)
Police Forfeitures Rev - State	-	-	-	-	-	0
Police Forfeitures Rev - Federal	-	-	-	-	-	0
Police Charges for Services	14,131	15,000	16,500	15,523	15,000	0
AT & T Lease	60,889	60,889	60,889	45,667	60,889	0
Donations	9,869	14,000	5,535	-	1,400	(12,600)
Election Reimbursements	-	8,268	8,268	8,268	-	(8,268)
Public Service Reimbursement	9,242	20,000	20,000	13,253	20,000	0
Metro Authority Act Payment	17,096	15,000	15,000	-	15,000	0
Sale of Fixed Assets	-	-	-	-	-	0
Workers Comp Reimbursement	-	-	-	-	-	0
Insurance Reimbursement	-	-	-	-	-	0
Insurance Recoveries	2,236	2,214	2,214	2,214	-	(2,214)
Sale of Abandoned Property	-	-	4,179	4,176	-	0
SOCRRA Refund	-	-	-	-	-	0
Code Enforcement Revenue	-	-	-	-	-	0
<b>Total - Other Revenue</b>	<b>622,672</b>	<b>678,727</b>	<b>546,237</b>	<b>425,997</b>	<b>668,006</b>	<b>(10,721)</b>

## SUMMARY OF EXPENDITURES

- Most noteworthy is just every **internal department has reduced expenses**.
- The original **Capital Improvement Plan** reflected acquisitions of \$331,450. This was dramatically reduced in the proposed budget to \$100,450.
- Increases in Major/Local Streets, Water/Sewer Fund, and the Debt Service Fund are all related to the **Street and CIP Bond projects** that were authorized.

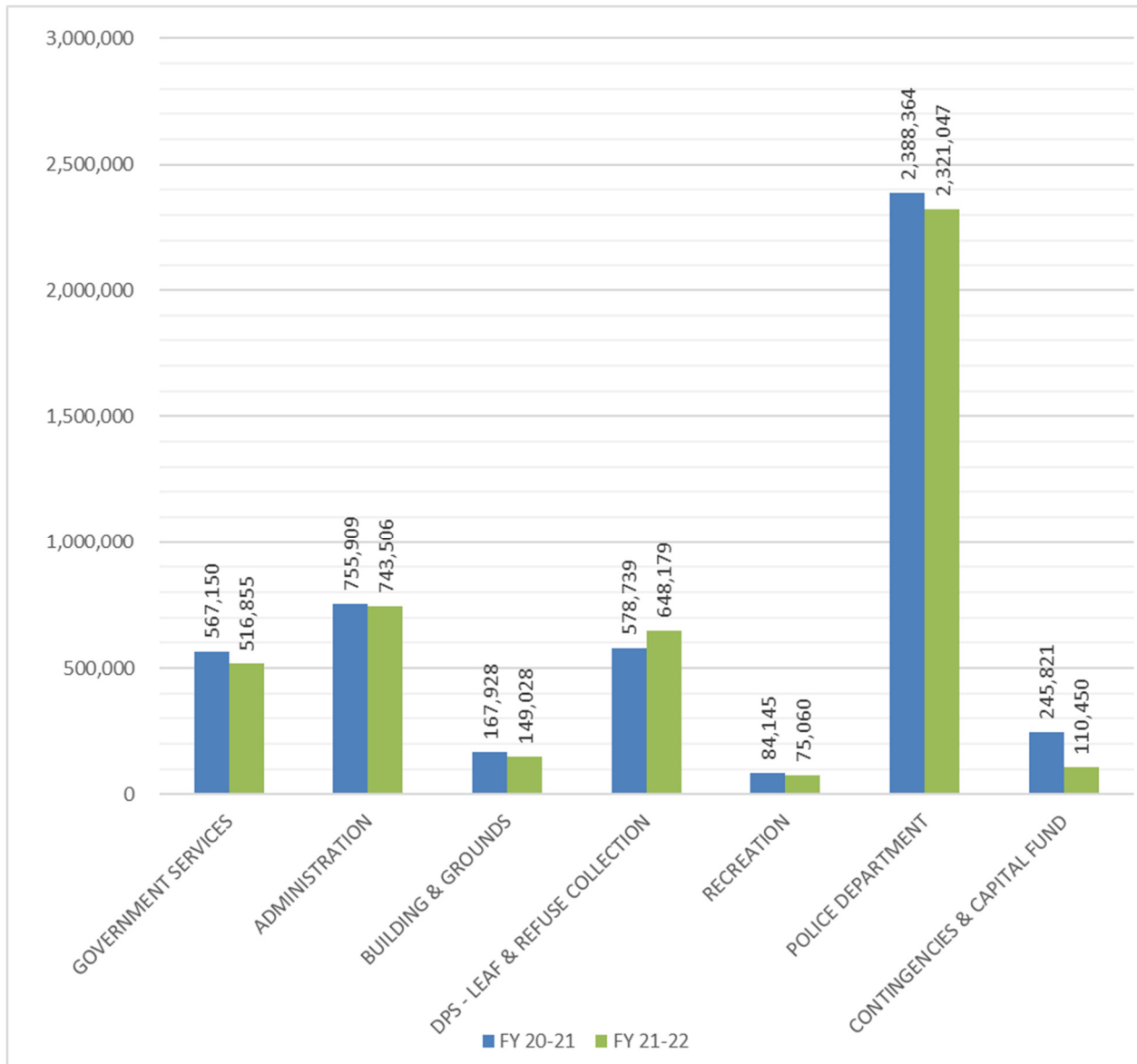
CITY OF LATHRUP VILLAGE  
SUMMARY OF EXPENDITURES BY FUND AND SOURCE  
FY 2021-22

DEPARTMENT	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
GOVERNMENT SERVICES	472,421	567,150	405,804	381,788	516,855	(50,295)
ADMINISTRATION	644,741	755,909	721,541	551,197	743,506	(12,403)
BUILDING AND GROUNDS	119,461	167,928	147,928	114,149	149,028	(18,900)
POLICE DEPARTMENT	2,060,522	2,388,364	2,377,064	1,740,611	2,321,047	(67,317)
DPS- LEAF & REFUSE COLLECT	489,068	578,739	435,000	419,162	648,179	69,440
RECREATION	81,101	84,145	59,845	47,979	75,060	(9,085)
CONTINGENCIES & CAPITAL FUN	112,950	245,821	245,821	245,821	110,450	(135,371)
<b>Total - General Fund</b>	<b>3,980,264</b>	<b>4,788,056</b>	<b>4,393,003</b>	<b>3,500,707</b>	<b>4,564,125</b>	<b>(223,931)</b>
MAJOR STREETS FUND	338,055	167,306	966,358	105,218	1,328,926	1,161,620
LOCAL STREETS FUND	380,814	393,816	1,053,186	271,632	1,548,286	1,154,470
WATER FUND	1,000,994	1,185,229	1,469,629	962,763	2,935,887	1,750,658
SEWER FUND	1,294,340	1,908,232	2,043,964	1,193,828	2,447,634	539,402
DEBT SERVICE FUND	124,002	125,567	125,567	125,567	471,847	345,000
CAPITAL ACQUISITIONS	112,950	245,821	245,821	245,821	110,450	(135,371)
<b>Total Expenditures - All Funds</b>	<b>7,231,420</b>	<b>8,814,027</b>	<b>10,297,528</b>	<b>6,405,537</b>	<b>13,407,155</b>	<b>4,593,128</b>

# G.F. EXPENDITURES - FY 20-21 TO FY 21-22

FY 2020-2021 TO FY 2021-2022

DEPARTMENT	FY 20-21	FY 21-22
GOVERNMENT SERVICES	567,150	516,855
ADMINISTRATION	755,909	743,506
BUILDING & GROUNDS	167,928	149,028
DPS - LEAF & REFUSE COLLECTION	578,739	648,179
RECREATION	84,145	75,060
POLICE DEPARTMENT	2,388,364	2,321,047
CONTINGENCIES & CAPITAL FUND	245,821	110,450
<b>Total - General Fund</b>	<b>4,788,056</b>	<b>4,564,125</b>



## EXPENDITURES – GENERAL FUND / GOVERNMENT SERVICES

- **Citizen Communication/PR** – in increased for additional costs related to publishing Your Town quarterly and communications related to water, street and other projects.
- **Training & Conferences** – reduced to reflect many trainings are being held remotely
- **City Planning/Consulting Fee** – last year reflected Master Plan consulting
- **Postage Meter** – increased cost of postage
- **Community Center Payments** – still projected reduced rentals and associated costs
- The **Building Inspection Contract** is reduced since the code enforcement services are now addressed by a full-time position. The costs for this position are shared with the DDA.
- There is only the **general election** in November in 2021.

**CITY OF LATHRUP VILLAGE  
SUMMARY OF PROPOSED EXPENDITURES  
FY 2021-22**

GENERAL FUND GOVERNMENT SERVICES	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Unfunded Pension Liability		-	-	-	-	-
Unemployment Insurance	2	50	-	45	50	0
Workers Compensation Insurance	1,094	8,500	-	332	8,500	0
Office Supplies	6,371	6,000	6,500	5,862	6,000	0
Office Supplies - COVID	1,260	4,500	4,500	3,967	4,000	(500)
Tax Tribunal Appeal Refunds	9,121	2,000	-	-	1,500	(500)
Memberships and Meetings	8,413	7,000	6,000	5,114	6,000	(1,000)
Building Inspection Contract	85,704	132,000	132,000	97,496	70,000	(62,000)
Code Enforcement	180	2,000	1,000	60	2,000	0
Cable TV Productions	36,945	40,000	40,000	31,352	40,000	0
Citizen Communication/ PR	10,331	10,000	17,000	11,450	20,000	10,000
Auditing Services	19,621	19,900	19,900	19,900	24,875	4,975
Telephone Billings	19,032	18,000	18,000	15,135	18,000	0
Vehicle Expense	6,712	7,500	6,000	5,022	7,500	0
City Appreciation Functions	179	1,000	-	-	-	(1,000)
Training	2,751	5,500	-	345	2,500	(3,000)
City Planning/Consulting Fees	4,300	6,000	1,000	435	2,000	(4,000)
City Beautification Projects	-	1,500	500	427	500	(1,000)
C.D.B.G. Funded Projects	1,250	4,000	-	-	2,000	(2,000)
Printing/Publishing Costs	11,910	12,000	15,000	12,499	12,000	0
Postage Meter	2,211	5,500	6,500	5,088	6,500	1,000
Liability Insurance Premiums	29,880	30,000	34,466	34,466	30,000	0
Miscellaneous	-	-	-	-	-	0
Government Operations	39,759	35,000	35,000	30,733	35,000	0
Technology	20,292	35,000	45,000	39,359	45,000	10,000
Library Contract Payments	119,938	149,200	11,938	59,969	152,930	3,730
Community Center Payments	35,167	25,000	5,500	2,733	20,000	(5,000)
Repayment to Water-Unfunded Pe	-	-	-	-	-	0
19600 Forest	-	-	-	-	-	0
27907 California NE Drive	-	-	-	-	-	-
Cash Short/Over	-	-	-	-	-	-
<b>Total - Government Services</b>	<b>472,421</b>	<b>567,150</b>	<b>405,804</b>	<b>381,788</b>	<b>516,855</b>	<b>(50,295)</b>
		0				

## EXPENDITURES – GENERAL FUND – ADMINISTRATION

### STAFFING

- There is a **2% salary increase** for officers and administrative staff.
- The **2nd Sergeant Position** has been filled and we are budgeting to fill 2 Full-time Officer Positions in the Police Department.
- The **12-hour shift** did not result in any cost savings and will not be continued.
- Part-time **Code Enforcement** position is no longer reflected in the part-time wages.
- **Legal Services** are reduced since there will not be contract negotiations this year.

CITY OF LATHRUP VILLAGE  
SUMMARY OF PROPOSED EXPENDITURES  
FY 2021-22

GENERAL FUND ADMINISTRATION	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Salaries & Wages - Permanent	339,499	366,481	369,486	254,464	389,700	23,219
Salaries & Wages - Part Time	4,964	46,664	25,000	16,588	15,000	(31,664)
Fringe Benefits	186,892	201,429	182,000	152,921	222,856	21,427
Code Enforcement - Legal Service	14,236	17,000	20,000	17,095	20,000	3,000
Elections	14,764	28,385	30,000	29,055	10,000	(18,385)
Legal Services	49,442	60,000	60,000	47,100	50,000	(10,000)
Board of Review	550	600	555	555	600	-
County Equalization Services	34,395	35,350	34,500	33,420	35,350	0
<b>Total - Administration</b>	<b>644,741</b>	<b>755,909</b>	<b>721,541</b>	<b>551,197</b>	<b>743,506</b>	<b>(12,403)</b>

## ADMINISTRATION EXPENDITURES HISTORICAL COMPARISON

FISCAL YEAR	AMOUNT
F.Y. 16-17	434,831
F.Y. 17-18	431,083
F.Y. 18-19	490,782
F.Y. 19-20	572,823
F.Y. 20-21	755,909
F.Y. 21-22	743,506

## EXPENDITURES – GENERAL FUND – BUILDING & GROUNDS

- **Temporary Salaries & Wages** are reduced, anticipating the reduction in the twice daily sanitizing.
- **Parking Lots & Grounds** is increased \$4,000 for contracting with City of Southfield for the required sweeping of the City Hall and DPW parking lots under the MS4 Permit.

**CITY OF LATHRUP VILLAGE  
SUMMARY OF PROPOSED EXPENDITURES  
FY 2021-22**

GENERAL FUND BUILDING & GROUNDS	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Salaries & Wages - Permanent	-	-	-	-	-	-
Salaries & Wages - Temporary	29,518	56,000	31,000	26,940	31,600	(24,400)
Fringe Benefits	-	-	-	-	-	-
Workers Compensation Insurance	-	-	-	-	-	-
Building Utilities Billings	44,117	45,000	45,000	31,650	45,000	-
Building Maintenance	28,613	40,000	42,000	35,407	38,000	(2,000)
Building Authority Lease Payments	-	-	-	-	-	-
Equipment Maintenance & Repairs	38	1,500	-	-	1,500	-
Parking Lots & Grounds	9,246	10,000	12,000	10,188	15,000	5,000
Vehicle Maintenance Expense	-	-	-	-	-	-
Building - Grants	7,928	7,928	7,928	2,569	7,928	-
Covid Exp - building	-	7,500	10,000	7,395	10,000	2,500
<b>Total - Building &amp; Grounds</b>	<b>119,461</b>	<b>167,928</b>	<b>147,928</b>	<b>114,149</b>	<b>149,028</b>	<b>(18,900)</b>

## BUILDING & GROUNDS EXPENDITURES

### HISTORICAL COMPARISON

FISCAL YEAR	AMOUNT
F.Y. 16-17	104,371
F.Y. 17-18	109,295
F.Y. 18-19	119,498
F.Y. 19-20	113,928
F.Y. 20-21	167,928
F.Y. 21-22	149,028

## EXPENDITURES - GENERAL FUND – PUBLIC SAFETY

- The Police Department is budgeted to be **fully staffed**. There should be a corresponding reduction in overtime.
- The actual costs for the contract with the City of Berkley for **Prison Lockup** is running lower than previously budgeted. This is reduced to be more closely aligned with actual experience over the past 2 years.
- The contacts for **Southfield Fire and Emergency Dispatch** services reflect a 2% increase.

### CITY OF LATHRUP VILLAGE SUMMARY OF PROPOSED EXPENDITURES FY 2021-22

GENERAL FUND PUBLIC SAFETY	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Salaries & Wages - Permanent	716,352	845,272	845,272	556,333	830,042	(15,230)
Salaries & Wages - O.T.	52,174	50,000	50,000	23,376	50,000	-
Part Time Employees	106,769	100,000	100,000	97,191	50,000	(50,000)
Fringe Benefits	373,296	529,777	529,777	326,702	527,148	(2,629)
Unemployment Insurance	130	100	100	88	100	-
Police Uniforms & Cleaning	9,927	15,000	15,000	6,684	15,000	0
Workers Compensation Insurance	15,500	15,800	15,800	332	15,800	0
Office Supplies	2,614	5,000	4,000	2,820	4,000	(1,000)
Office Supplies - Covid	-	5,500	5,500	4,305	5,000	(500)
Office Machines	3,743	3,000	3,000	1,948	3,000	-
Publications/Document Reducing	645	1,000	1,000	748	1,000	-
Code Enforcement/Training & Sup	-	-	-	-	-	-
Road Supplies	723	2,000	2,000	1,126	2,000	0
Evidence Supplies	807	1,500	1,000	107	1,000	(500)
Police Reserve Force	291	1,000	500	-	500	(500)
Training Programs	7,410	14,000	14,000	11,096	15,500	1,500
Firearms Training	4,657	4,500	4,000	2,426	4,500	0
Fire Services/Dispatch Payments	668,991	689,623	689,623	626,701	695,462	5,839
Telephone Billings	7,892	8,500	8,000	7,033	8,000	(500)
Radio Communications Agreement	8,524	16,200	16,200	8,603	16,200	-
Vehicle Maintenance Expense	43,231	37,000	37,000	30,761	37,000	-
Liability Insurance Premiums	24,480	25,092	25,092	25,092	25,594	502
Memberships & Meetings	2,975	3,500	3,500	2,725	3,500	0
Michigan Job Training Programs	1,909	2,000	2,000	1,927	2,000	-
Crime Prevention Programs	1,032	3,000	500	294	2,000	(1,000)
Animal Control	-	1,000	100	91	200	(800)
Prisoner Lockup	6,400	8,000	4,000	2,100	6,000	(2,000)
State of Michigan LEIN Use	-	-	-	-	-	-
Youth & Drug Prevention Programs	51	1,000	100	2	500	(500)
Unfunded Pension Liability	-	-	-	-	-	-
Motorcycle Lease	-	-	-	-	-	-
Police Forfeitures	-	-	-	-	-	0
<b>Total - Public Safety</b>	<b>2,060,522</b>	<b>2,388,364</b>	<b>2,377,064</b>	<b>1,740,611</b>	<b>2,321,047</b>	<b>(67,317)</b>

## PUBLIC SAFETY EXPENDITURES HISTORICAL COMPARISON

FISCAL YEAR	AMOUNT
F.Y. 16-17	2,285,508
F.Y. 17-18	2,045,770
F.Y. 18-19	2,046,640
F.Y. 19-20	2,060,566
F.Y. 20-21	2,388,364
F.Y. 21-22	2,321,047

## EXPENDITURES – GENERAL FUND – PUBLIC SERVICES

- Phase 1 of the **Sidewalk Maintenance Program** is being implemented. Property owners have the option to hire their own contractors for the repairs or to have the sidewalks repaired by the City’s contractor. The repayment plans could be extended. This requires the City to pay for the Sidewalk Program up front.
- The sections are residential south of 11 Miles/I-696 and the Southfield Business Corridor.
- Estimates are for approximately 450 sidewalk flag replacements (at \$150ea): \$67,000
- City Council agreed to pay for the **root grinding** of city trees (est. 29 at \$75ea): \$2,175
- Adding 15% contingency and engineering costs, total project is \$97,100.

LATHRUP SERVICES

- Contractual – A cost of living is not currently reflected in this budget.
- The contract is divided between
  - General Fund-Public Services-Contracted Services (31.32%)
  - Local Roads (16.17%)
  - Major Roads (16.17%)
  - Water Fund (18.17%)
  - Sewer Fund (18.17%).

**CITY OF LATHRUP VILLAGE  
SUMMARY OF PROPOSED EXPENDITURES  
FY 2021-22**

GENERAL FUND PUBLIC SERVICES	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Fringe Benefits (MERS)	6,769	14,000	14,000	10,597	12,000	(2,000)
DPS Utilities For Reimbursement	14,527	21,000	21,000	15,537	21,000	-
Equipment Maintenance	2,905	7,000	7,000	5,392	7,000	-
Park Maintenance	882	5,000	5,000	3,031	7,000	2,000
Sidewalk Maintenance Program	-	30,000	10,000	1,012	90,000	60,000
Vehicle Expense	-	-	-	-	-	-
<b>Subtotal - Public Services</b>	<b>25,083</b>	<b>77,000</b>	<b>57,000</b>	<b>35,569</b>	<b>137,000</b>	<b>60,000</b>
CONTRACTUAL SERVICES	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Miscellaneous		-			-	-
<b>Subtotal- Contractual Services</b>	<b>124,000</b>	<b>125,239</b>	<b>-</b>	<b>104,263</b>	<b>125,239</b>	<b>0</b>
LEAF COLLECTION	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Refuse Equipment & Roll-Off Expens	4,490	4,500	6,000	5,784	6,500	2,000
<b>Subtotal - Leaf Collection</b>	<b>4,490</b>	<b>4,500</b>	<b>6,000</b>	<b>5,784</b>	<b>6,500</b>	<b>2,000</b>
REFUSE COLLECTION & DISPOS	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
SOCRRA Refuse Collection Contract	335,496	372,000	372,000	273,546	379,440	7,440
<b>Subtotal - Refuse Collection &amp; D</b>	<b>335,496</b>	<b>372,000</b>	<b>372,000</b>	<b>273,546</b>	<b>379,440</b>	<b>7,440</b>
<b>Total - Public Services</b>	<b>489,068</b>	<b>578,739</b>	<b>435,000</b>	<b>419,162</b>	<b>648,179</b>	<b>69,440</b>
ELIGIBLE FOR REFUSE MILLAGE	339,986	376,500	378,000	279,330	385,940	9,440
FUNDED THROUGH GENERAL FUND	149,083	202,239	57,000	139,832	262,239	60,000



## EXPENDITURES – GENERAL FUND – RECREATION

- The **Community Room** is available for rental, however, there is a reduced number of attendees that are permitted. We anticipate that rental will not increase greatly.
- **Community Events** are difficult to project and remain reduced.
- **Concerts** are reduced because the Lathrup Village Community Foundation will be paying the performers directly. This line item represents the purchase of banners, signs, postcards, etc.

CITY OF LATHRUP VILLAGE  
SUMMARY OF PROPOSED EXPENDITURES  
FY 2021-22

GENERAL FUND RECREATION	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Salaries & Wages	32,535	32,895	32,895	27,202	45,518	12,623
Fringe Benefits	9,528	9,500	9,500	8,268	10,242	742
Workers Compensation Insurance	1,000	800	800	150	800	-
Office Supplies	220	650	650	586	-	(650)
Bus Transportation Services	1,420	3,000	-	-	1,000	(2,000)
Adult Programs	6,963	2,000	3,500	3,179	2,000	-
Special Programs/Sporting Events	-	-	-	-	-	-
Senior Activities	100	6,000	500	162	1,500	(4,500)
Children/Youth Activities	-	1,000	-	-	1,000	-
Community Events	24,835	20,000	7,500	5,631	8,500	(11,500)
Community Center Expense	-	-	-	-	-	-
Fitness Center	-	-	-	126	-	-
Dog Park	-	1,000	3,000	2,311	1,500	500
Recreation Center	-	-	-	-	-	-
Community Garden	-	-	500	-	1,000	1,000
Grant Funded Programs	-	-	-	-	-	-
Concerts in the Park	4,500	7,300	1,000	364	2,000	(5,300)
<b>Total - Recreation</b>	<b>81,101</b>	<b>84,145</b>	<b>59,845</b>	<b>47,979</b>	<b>75,060</b>	<b>(9,085)</b>

HISTORICAL COMPARISON  
**RECREATION EXPENDITURES**

FISCAL YEAR	AMOUNT
F.Y. 16-17	126,744
F.Y. 17-18	132,998
F.Y. 18-19	131,676
F.Y. 19-20	121,816
F.Y. 20-21	84,145
F.Y. 21-22	75,060

## MAJOR STREETS

- Public Act 51 figures are not finalized, but expected to be relatively flat.
- There is a need to set aside funding for the upcoming reconstruction of the next sections of 11 Mile Road
- The **Capital Improvement-Street Funds** reflects the use of street bond millage for projects.
- The tan shade reflects **Street Bond** related revenues & expenses

**CITY OF LATHRUP VILLAGE  
SUMMARY OF REVENUES - MAJOR STREETS  
FY 2021-22**

MAJOR STREETS	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
ACT 51 Funds	329,419	388,995	357,000	151,110	357,000	-
Transfer From Other Funds		-			-	-
Investment Interest	1,733	600	600	-	600	-
Transfer From Street Bond Rev			825,420	-	1,058,201	232,781
<b>Total - Major Street Revenues</b>	<b>331,152</b>	<b>389,595</b>	<b>1,183,020</b>	<b>151,110</b>	<b>1,415,801</b>	<b>232,781</b>

### MAJOR STREETS

FUND BALANCE - BEGINNING	188,739	181,836	404,125		620,787	216,662
EXPENDITURES (Net change)	(6,903)	222,289	216,662		86,875	(129,787)
FUND BALANCE - ENDING	181,836	404,125	620,787		707,662	86,875

**CITY OF LATHRUP VILLAGE  
SUMMARY OF PROPOSED EXPENDITURES  
FY 2021-22**

MAJOR STREET FUND MAJOR STREETS	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Salaries & Wages - Permanent						-
Salaries & Wages - Administration	5,670	6,907	7,000	4,177	5,569	(1,338)
Salaries & Wages - Temporary	-	-	-	-	-	-
Fringe Benefits	1,355	5,569	5,569	1,357	15,143	9,574
Workers Compensation Insurance	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-
Bond Interest					98,333	98,333
Auditing Services	5,360	4,311	4,311	4,311	5,521	1,210
Roadside Parks	-	-	-	-	-	-
Transfer to Local Streets	164,594	-	-	-	-	0
Administration & Engineering	1,639	5,000	1,639	1,639	4,000	(1,000)
Road Construction	-	-	-	-	-	-
Road Maintenance	1,915	5,000	2,000	1,393	5,000	-
Roadside Maintenance	5,031	5,000	-	-	1,000	(4,000)
Equipment Rental	-	5,000	5,000	3,350	5,000	-
Traffic Controls	21,691	25,000	25,000	8,251	25,000	-
Snow & Ice Removal	4,050	5,500	1,400	1,381	5,500	-
Non-Motor Facilities	-	-	-	-	-	-
Forestry	25,095	36,000	25,000	18,126	36,000	-
Capital Expenditure	37,638	-	-	-	-	-
<b>Subtotal - Major Streets</b>	<b>274,036</b>	<b>103,287</b>	<b>76,919</b>	<b>43,984</b>	<b>206,066</b>	<b>102,779</b>
CONTRACTUAL SERVICES	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Contractual Services	64,019	64,019	64,019	53,829	64,659	640
Public Service Building		-			-	-
Capital Imp - Street Bond		-	825,420	7,405	1,058,201	1,058,201
<b>Subtotal- Contractual Services</b>	<b>64,019</b>	<b>64,019</b>	<b>889,439</b>	<b>61,234</b>	<b>1,122,860</b>	<b>1,058,841</b>
<b>Total - Major Streets</b>	<b>338,055</b>	<b>167,306</b>	<b>966,358</b>	<b>105,218</b>	<b>1,328,926</b>	<b>1,161,620</b>

## LOCAL STREETS

- No funds from **Major Streets** or the **General Fund** will be transferred to the Local Street Fund.
- The Capital Improvement-Street Funds reflects the use of street bond millage for projects.
- The tan shade reflects **Street Bond** related revenues & expenses

**CITY OF LATHRUP VILLAGE  
SUMMARY OF REVENUES - LOCAL STREETS  
FY 2021-22**

LOCAL STREETS	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
ACT 51 Funds	154,032	129,665	164,000	70,652	169,000	39,335
Transfer From General Funds	-	149,200	149,200	149,200	-	(149,200)
Transfer in from Major Streets	164,594	-	-	-	-	0
Investment Interest	2,140	600	600	-	600	-
Miscellaneous Revenue	13,603	13,603	19,414	19,414	13,603	-
Special Assessments	-	-	-	-	-	-
Transfer from Street Bond Rev	48,542	-	825,420	-	1,058,201	1,058,201
<b>Total - Local Street Revenues</b>	<b>382,911</b>	<b>293,068</b>	<b>1,158,634</b>	<b>239,266</b>	<b>1,241,404</b>	<b>948,336</b>

**CITY OF LATHRUP VILLAGE  
SUMMARY OF PROPOSED EXPENDITURES  
FY 2021-22**

LOCAL STREET FUND LOCAL STREETS	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Salaries & Wages - Permanent	-	-	-	-	-	0
Salaries & Wages - Administration	5,670	5,569	5,569	4,177	5,569	0
Salaries & Wages - Temporary	-	-	-	-	-	0
Fringe Benefits	1,356	6,907	6,907	1,351	15,143	8,236
Workers Compensation Insurance	-	-	-	-	-	0
Bond Expense - Construction	-	-	-	9,250	-	0
Bond Interest	-	1,000	-	-	98,333	97,333
Auditing Services	3,185	3,381	3,381	3,381	3,381	(0)
Administration & Engineering	-	-	-	-	-	0
Road Construction	-	-	-	-	-	0
Road Maintenance	230,358	250,000	100,000	90,027	250,000	0
Roadside Maintenance	2,922	-	-	-	1,000	1,000
Equipment Rental	-	2,000	-	-	2,000	0
Traffic Controls	-	4,000	9,000	7,708	4,000	0
Snow & Ice Removal	4,823	5,000	7,000	6,895	5,000	0
Non-Motor Facilities	5,750	15,300	6,250	1,295	5,000	(10,300)
Capital Expenditure	37,638	-	-	-	-	0
Forestry	25,095	36,000	25,000	16,728	36,000	0
<b>Subtotal - Local Streets</b>	<b>316,796</b>	<b>329,157</b>	<b>163,107</b>	<b>140,812</b>	<b>425,426</b>	<b>96,269</b>
CONTRACTUAL SERVICES	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Contractual Services	64,019	64,659	64,659	53,829	64,659	0
Roadside Maintenance	-	-	-	-	-	0
Capital Imp - Street Bond	-	-	825,420	76,991	1,058,201	232,781
<b>Subtotal- Contractual Services</b>	<b>64,019</b>	<b>64,659</b>	<b>890,079</b>	<b>130,820</b>	<b>1,122,860</b>	<b>232,781</b>
<b>Total - Local Streets</b>	<b>380,814</b>	<b>393,816</b>	<b>1,053,186</b>	<b>271,632</b>	<b>1,548,286</b>	<b>329,050</b>

## WATER FUND – RATES

- FY 21/22 Water rate is increasing \$0.26 to \$43.74 (based on 1,000 units)
- If the Water Bond Interest payment were to be added to the water rate, the increase would be \$16.30 per month.
- Instead of adding to the water usage rate, the Water Bond is being repaid through the **CIP Surcharge at a flat rate of \$10.70** per month

### WATER RATE REVIEW

WATER	DETROIT	SOCWA	CITY	CAPITAL	TOTAL
WATER RATE - 20-21	0.00	17.73	16.50	9.25	43.48
WATER RATE - 21-22	0.00	17.99	16.50	9.25	43.74
INC./(DEC.) IN \$	0.00	0.26	0.00	0.00	0.26
INC./(DEC.) IN %	#DIV/0!	1.47%	0.00%	0.00%	0.60%

	F Y 2021- 2022	
	Revenue	Expenditure
SOCWA/DWSD	351,705	362,704
Penalties	25,000	
Meter Charge	80,645	
SOCWA Fixed Costs		40,296
Capital Improvement	180,838	
Water System Maint		90,000
Interest	4,500	
Lathrup Village Rates	322,575	
Other Water Expenses		210,631
Capital Bonds		0
Billing Expenses	40,000	10,000
CIP Surcharge - Flat	227,268	
<b>Total</b>	<b>1,232,530</b>	<b>1,231,752</b>

	Projected	Adjusted
Projected Sales:	23,000	19,550
Water Loss Ratio	0.150	15.00%
Fixed Monthly:	\$3,358/MO	40,296

## WATER EXPENDITURE

### HISTORICAL COMPARISON

FISCAL YEAR	AMOUNT
F.Y. 15-16	700,348
F.Y. 16-17	738,477
F.Y. 17-18	721,746
F.Y. 18-19	775,733
F.Y. 19-20	1,124,340
F.Y. 20-21	1,185,229
F.Y. 21-22	2,935,887

### FY 21-22 REVENUE REQUIREMENTS WATER

REVENUE SOURCE	FY 20-21	FY 21-22	INC./(DEC.)	% INC.
SALES	771,544	674,280	(97,265)	-14.425%
PENALTIES	25,000	25,000	0	0.000%
INTEREST	4,500	4,500	0	0.000%
METER CHARGE	81,139	80,645	(494)	-0.613%
CAPITAL PROJECTS	208,495	180,838	(27,658)	-15.294%
MISC	40,000	40,000		
CIP SURCHARGE - FLAT RATE	0	227,268		
<b>TOTALS</b>	<b>1,130,678</b>	<b>1,232,530</b>	<b>(125,416)</b>	<b>9.01%</b>
<b>REQUIRED RATES</b>	<b>38.64</b>	<b>45.79</b>	<b>7.15</b>	<b>15.61%</b>

## WATER FUND

- Water/CIP Bond related revenues/expenses are highlighted in blue shade
- **Revenues-Transfer from Bond**- is to cover the CIP projects
- **Capital Expense** –added for CIP projects: water meter, stop box replacement/verification, lead & copper line replacement, water main, fire hydrants, gate valves
- **Water Purchase** – SOCWA has projected a 2% increase

**CITY OF LATHRUP VILLAGE  
SUMMARY OF REVENUES - WATER FUND  
FY 2021-22**

WATER FUND	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Water Sales	599,830	771,544	771,544	555,523	674,280	(97,265)
Water Penalties	14,949	25,000	25,000	1,497	25,000	0
Investment Interest	3,029	4,500	1,800	1,417	4,500	-
Miscellaneous - Billing	40,000	40,000	40,000	17,759	40,000	-
Meter Charge	68,814	81,139	81,139	57,237	80,645	(494)
Replacement Reserve Revenue	-	208,495	208,495	-	180,838	(27,658)
CIP Surcharge - Flat Rate	-	-	-	-	227,268	227,268
Transfer from Bond	-	-	-	-	2,149,600	2,149,600
<b>Total - Water Revenues</b>	<b>726,622</b>	<b>1,130,678</b>	<b>1,127,978</b>	<b>633,434</b>	<b>3,382,130</b>	<b>101,852</b>

**CITY OF LATHRUP VILLAGE  
SUMMARY OF PROPOSED EXPENDITURES  
FY 2021-22**

WATER FUND WATER	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Salaries & Wages - Permanent	20,224	19,398	19,398	13,782	19,652	254
Fringe Benefits	93,360	147,426	147,426	91,282	168,991	21,565
Workers Compensation	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-
Water System Maintenance	75,032	90,000	90,000	33,051	90,000	0
Water Billing Expense	12,514	10,000	10,000	8,499	10,000	-
Auditing Services	4,980	5,129	5,129	5,129	5,232	103
Liability Insurance Premiums	7,130	7,803	7,803	7,803	7,959	156
Water Purchase	383,249	407,800	407,800	297,596	403,000	(4,800)
Rent & Utilities	4,917	4,917	4,917	4,917	4,917	-
System Depreciation	290,861	-	-	-	-	-
Capital Expense Bond- Water Meter	-	-	-	105	860,000	860,000
Equipment Replacement	258	7,000	2,000	545	2,000	(5,000)
Miscellaneous/Meetings/Training	1,339	3,100	2,500	1,616	1,880	(1,220)
Transfer Out To Capital Acquis	-	-	-	-	-	-
Water Main Project	-	400,000	400,000	371,044	356,600	(43,400)
Pension Expense	35,192	2,000	-	-	-	(2,000)
OPEB Expense	-	8,000	-	-	-	(8,000)
Capital Exp - Stop Box Replaceme	-	-	50,000	1,948	50,000	50,000
Capital Exp - Lead & Copper Line	-	-	50,000	6,139	100,000	100,000
Capital Exp - Water Main Repacent	-	-	-	32,371	475,000	475,000
Capital Exp - Fire Hydrants	-	-	100,000	26,160	84,000	84,000
Capital Exp - Gate Valves	-	-	100,000	290	224,000	224,000
<b>Subtotal- Water</b>	<b>929,057</b>	<b>1,112,573</b>	<b>1,396,973</b>	<b>902,276</b>	<b>2,863,231</b>	<b>1,750,658</b>
<b>CONTRACTUAL SERVICES</b>	<b>ACTUAL FY19-20</b>	<b>BUDGETED FY20-21</b>	<b>ESTIMATED FY 20-21</b>	<b>ACTUAL 2/28/2021</b>	<b>PROJECTED FY 21-22</b>	<b>INCREASE (DECREASE)</b>
<b>Subtotal- Contractual Services</b>	<b>71,937</b>	<b>72,656</b>	<b>72,656</b>	<b>60,487</b>	<b>72,656</b>	<b>0</b>
<b>Total - Water</b>	<b>1,000,994</b>	<b>1,185,229</b>	<b>1,469,629</b>	<b>962,763</b>	<b>2,935,887</b>	<b>1,750,658</b>

## SEWER FUND - RATES

- Rates are estimated to increase due to the Detroit/Evergreen Farmington 3% rate increase, the Chapter 20 drain project, and the Capital Improvements Bonds/Projects.
- The sewer rate increase is \$1.56

### SEWER RATE REVIEW

CALCULATION FORMULA	FY 20-21	FY 21-22	\$ INC.	% INC.
DETROIT/EVERGREEN FARM.	56.85	58.56	1.71	3.00%
LOOK BACK ADJUSTMENT	0.00	0.00	0.00	0.00%
EXCESS FLOW CHARGE	0.00	0.00	0.00	0.00%
OPERATIONS & MAINTENANCE	11.80	12.80	1.00	8.47%
DEBT SERVICE	7.69	8.00	0.31	4.03%
CITY	6.25	6.25	0.00	0.00%
<b>TOTAL</b>	<b>82.59</b>	<b>85.61</b>	<b>3.02</b>	<b>3.651%</b>

### FY 21-22 REVENUE REQUIREMENTS SEWER

REVENUE SOURCE	FY 20-21	FY 21-22	INC./ (DEC.)	% INC.
SALES/DISPOSAL	1,422,297	1,266,948	(155,349)	-10.92%
PENALTIES	43,000	43,000	0	0.00%
INTEREST	4,500	4,500	0	0.00%
INDUSTRIAL SURCHARGE	43,000	43,000	0	0.00%
TRANSFER IN - GENERAL FUND	0	0	0	
CAPITAL PROJECTS	265,972	250,240	(15,732)	-5.91%
DEBT SERVICE	173,333	156,400	(16,933)	-9.77%
			0	
<b>TOTALS</b>	<b>1,952,102</b>	<b>1,764,088</b>	<b>(188,014)</b>	<b>-9.63%</b>
<b>REQUIRED RATES</b>	<b>82.34</b>	<b>85.61</b>	<b>3.27</b>	<b>3.97%</b>

	F Y	
	2021	2022
	Revenue	Expenditure
Disposal	1,144,760	1,049,794
Industrial Surcharge	43,000	20,000
System Maintenance	250,240	273,000
<b>Contractual Services</b>		<b>72,656</b>
Interest	4,500	
Penalties	43,000	
Lathrup Village	122,188	
Other Sewer		86,519
Retention Tank		250,664
Debt Service	156,400	0
Capital	696,000	695,000
<b>Total</b>	<b>2,460,088</b>	<b>2,447,634</b>

## SEWER EXPENDITURES

### HISTORICAL COMPARISON

FISCAL YEAR	AMOUNT
F.Y. 15-16	1,242,797
F.Y. 16-17	1,342,699
F.Y. 17-18	1,341,224
F.Y. 18-19	1,459,704
F.Y. 19-20	1,584,934
F.Y. 20-21	2,033,799
F.Y. 21-22	2,919,481

**SEWER FUND**

- Sewer/CIP Bond related revenues/expenses are highlighted in blue shade

**CITY OF LATHRUP VILLAGE  
SUMMARY OF REVENUES - SEWER FUND  
FY 2021-22**

SEWER FUND	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Sewage Disposal	1,235,857	1,861,601	1,861,601	1,071,999	1,673,588	(188,013)
Sewer Penalties	39,178	43,000	35,000	54,783	43,000	-
Investment Interest	3,772	4,500	1,800	1,427	4,500	-
Capital Contributions (ARRA Funds)	-	-	-	-	-	-
Investment Interest - Bond	-	-	-	-	-	-
Miscellaneous	-	-	-	3,712	-	-
Industrial Surcharge	29,973	43,000	30,000	24,640	43,000	-
Federal State Grants	-	-	-	-	-	-
Replacement Reserve Revenue	-	-	-	-	-	-
Transfer in from Capital Bond	-	-	-	-	696,000	696,000
<b>Total - Sewer Revenues</b>	<b>1,308,780</b>	<b>1,952,101</b>	<b>1,928,401</b>	<b>1,156,562</b>	<b>2,460,088</b>	<b>507,987</b>

**CITY OF LATHRUP VILLAGE  
SUMMARY OF PROPOSED EXPENDITURES  
FY 2021-22**

SEWER FUND SEWER	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Salaries & Wages - Permanent	20,224	19,398	19,398	13,782	19,652	254
<b>Subtotal- Contractual Services</b>	<b>71,937</b>	<b>72,656</b>	<b>72,656</b>	<b>60,487</b>	<b>72,656</b>	<b>0</b>
Fringe Benefits	31,812	54,000	54,000	42,039	53,332	(668)
Sewer System Maintenance	29,883	410,000	410,000	176,497	273,000	(137,000)
Auditing Services	4,980	5,129	5,129	5,129	5,232	103
Liability Insurance Premiums	7,650	7,803	7,803	7,803	7,803	-
Sewage Disposal Service	981,444	1,029,210	1,029,210	771,908	1,049,794	20,584
Rent	-	500	500	-	500	-
Capital Expenditure	-	160,000	30,000	-	145,000	(15,000)
Industrial Surcharge	17,378	34,600	20,000	12,116	20,000	(14,600)
Miscellaneous	-	1,200	-	-	-	(1,200)
OPEB Expense	38,827	-	-	-	-	-
Pension Expense	-	-	-	-	-	-
<b>Subtotal- Sewer</b>	<b>1,204,136</b>	<b>1,794,496</b>	<b>1,648,696</b>	<b>1,089,760</b>	<b>1,646,970</b>	<b>(147,526)</b>
<b>RETENTION TANK</b>						
Electric	19,683	18,707	18,707	13,165	18,707	-
Water	1,437	5,000	5,000	1,048	5,000	-
Natural Gas	351	300	1,200	827	1,200	900
Telephone	2,495	3,000	3,000	2,501	3,000	-
Fuel for Generator	-	500	-	-	500	-
Supplies & Tools	-	1,400	1,000	-	-	(1,400)
Building & Equipment	10,608	15,000	7,000	5,828	6,000	(9,000)
Environmental Compliance - Non C	12,747	20,000	30,000	27,802	30,000	10,000
Bond Expense - Interest	33,334	40,179	174,711	30,566	174,679	134,500
Bond Expense - Paying Agent Fees	750	750	750	750	1,500	750
Excess Liability Insurance	8,800	8,900	8,900	8,900	9,078	178
Bond Exp - Construction	-	-	140,000	9,250	1,000	1,000
Capital Exp - Retention tank repairs	-	-	5,000	3,430	550,000	550,000
<b>Subtotal- Retention Tank</b>	<b>90,204</b>	<b>113,736</b>	<b>395,268</b>	<b>104,068</b>	<b>800,664</b>	<b>686,928</b>
<b>Total - Sewer</b>	<b>1,294,340</b>	<b>1,908,232</b>	<b>2,043,964</b>	<b>1,193,828</b>	<b>2,447,634</b>	<b>539,402</b>

## WATER & SEWER AVERAGE MONTHLY RATES

- **Minimum monthly water** rates on residential customers bills will increase from \$21.32 to \$32.13 per month.
- The typical residential water bill will be comprised of:

<b>WATER (ONLY) BILLING</b>	<b>FY 20/21</b>	<b>FY 21/22</b>
Minimum Bill Charge (up to 4 units)	\$ 17.39	\$ 17.50
Meter Charge – ¾" (depends on size)	\$ 2.93	\$ 2.93
Monthly Bill Charge	\$ 1.00	\$ 1.00
CIP Surcharge	n/a	\$ 10.70
<b>Total Minimum Water Bill</b>	<b>\$ 21.31</b>	<b>\$ 32.13</b>

<b>SEWER (ONLY) BILLING</b>	<b>FY 20/21</b>	<b>FY 21/22</b>
<b>Total Minimum Sewer Bill (up to 4 units)</b>	<b>\$ 33.04</b>	<b>\$ 33.56</b>

<b>TOTAL WATER</b>		
<b>BILL</b>	<b>FY 20/21</b>	<b>FY 21/22</b>
Water	\$ 21.32	\$ 32.13
Sewer	\$ 33.04	\$ 33.56
<b>TOTAL</b>	<b>\$ 54.36</b>	<b>\$ 65.69</b>
<b>WITHOUT BILL &amp; CIP CHARGES</b>	<b>\$ 50.43</b>	<b>\$ 51.06</b>

<b>Rate Comparisons (1,000 units)</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
Water Rates	38.61	39.38	39.97	43.48	43.74
Percent Increase	-0.31%	1.99%	1.50%	<b>8.78%</b>	<b>0.60%</b>
Sewer rates	78.5	81.70	82.34	82.59	85.61
Percent Increase	0.00%	4.08%	0.78%	<b>0.30%</b>	<b>3.65%</b>

Combined Rate	<b>117.11</b>	<b>121.08</b>	<b>122.31</b>	<b>126.07</b>	<b>129.35</b>
Overall Percent Increase	<b>4%</b>	<b>3.58%</b>	<b>1.02%</b>	<b>3.07%</b>	<b>2.60%</b>



**DEBT SERVICE**

- Reflects the principal payment on bond obligations
- The Capital Improvement Bonds does not have a principal payment due until Oct. 1, 2022.

**CITY OF LATHRUP VILLAGE  
SUMMARY OF PROPOSED EXPENDITURES  
FY 2021-22**

DEBT SERVICE ALL DEBT	ACTUAL FY19-20	BUDGETED FY20-21	ESTIMATED FY 20-21	ACTUAL 2/28/2021	PROJECTED FY 21-22	INCREASE (DECREASE)
Sewer Cap Imp Bonds	83,823	81,138	81,138	81,138	83,293	2,155
SRF Bond	40,179	44,429	44,429	44,429	43,554	(875)
Street Bonds		-			345,000	345,000
Capital Improvement Bonds		-			-	-
<b>Total - All Debt Service</b>	124,002	125,567	125,567	125,567	471,847	346,280

**CAPITAL EXPENDITURES**

FY 2021-2022		
ACCOUNT/FUND	EXPENDITURE	COST
Administration	City Hall Carpet Replacement	\$ 15,000.00
Administration		
Administration		
Administration		\$ -
Public Safety	New Portable Radios	\$ 30,000.00
Public Safety	Axon Taser	\$ 4,450.00
Public Safety	Mobile Data Computer Replace	\$ 3,000.00
Public Safety		\$ -
Public Safety		\$ -
Public Services		\$ -
Public Services	DPS - Leaf Vac Conversion Kit	\$ 8,000.00
Public Services		\$ -
Public Services	New Parking Lot - DPW -Phase 2	\$ 50,000.00
Recreation		\$ -
Recreation		\$ -
Water		
Water		
Sewer		
Sewer		
Major Streets		
Local Streets		
<b>TOTAL</b>		<b>\$ 110,450.00</b>

Administration		\$ 15,000.00
Public Safety		\$ 37,450.00
Public Services		\$ 58,000.00
Recreation		\$ -
Water		\$ -
Sewer		\$ -
Major Streets		\$ -
Local Streets		\$ -
<b>Total</b>		<b>\$ 110,450.00</b>

# City of Lathrup Village

## 2021 Capital Improvement Plan

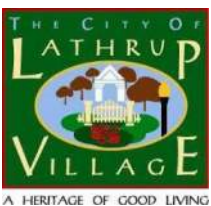


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PREPARED FOR:

**CITY OF LATHRUP VILLAGE  
PLANNING COMMISSION  
27400 SOUTHFIELD ROAD  
LATHRUP VILLAGE, MI  
48076**

FEBRUARY 2021



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# Introduction

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# Introduction

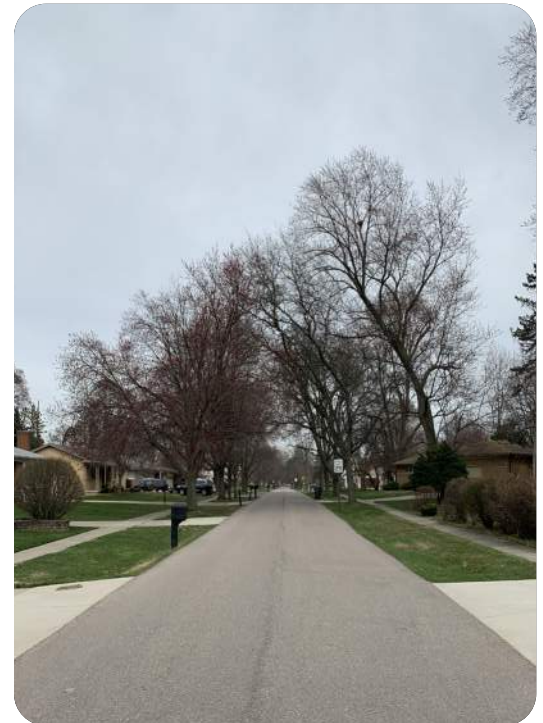
The 2021-2026 City of Lathrup Village Capital Improvement Plan (CIP) will serve as a tool to assist the city in turning long-range policy planning into real improvements on the ground. A six-year capital improvement plan and an annual update of that plan is a requirement for the City of Lathrup Village under the Michigan Planning Enabling Act of 2008. The following report identifies the major capital improvements needed and/or planned for the community, the time frame for implementation of those improvements, and the budget and revenue sources that will make those improvements a reality. Capital improvements cover multiple departments within the City of Lathrup Village and include new facilities, water and sewer line replacements and improvements, police equipment, parks and recreation facilities, non-motorized pathways, and professional services.



Drainage ditch repair (Giffels Webster, 2020)

## WHAT IS A CAPITAL IMPROVEMENT PLAN (CIP)?

A Capital Improvement Plan is a six-year schedule of public physical improvements which identifies the needs for improvements and the sources of funding to make those improvements. It provides a schedule of expenditures for constructing, maintaining, upgrading, and/or replacing a community's physical inventory. The CIP, therefore, is a tool to assess the long-term capital project requirements (the "big jobs") of Lathrup Village. Since capital improvement projects are spread across multiple community needs (fire protection, police, water and sewer, parks and recreation, municipal administration, etc.), the CIP prioritizes these projects across the entire community and over time, providing a comparison of the community's various needs and wants.



City Street in Lathrup Village (Giffels Webster, 2020)

## WHAT ARE CAPITAL IMPROVEMENT PROJECTS?

Capital improvement projects are major and infrequent expenditures, such as the construction of a new facility, a major rehabilitation or repair of an existing facility, or the purchase of major equipment. Capital improvement projects are non-recurring expenditures that tend to be large both in physical size and in cost, and have a long-term usefulness (10 years or more) . Examples of capital improvement projects can include:

- Construction of a new city hall
- Construction of a new police station
- Extension or replacement of a water/sewer line
- Major rehabilitation of a city's community center
- Creation of a new city park
- Large equipment and vehicles



Lathrup Village DPS yard (Giffels Webster, 2020)

Each city department is asked to take a long view look at future initiatives or improvements that may require capital purchases in order to be fully implemented. Each department works to improve the manner by which the city delivers services to its residents and stakeholders. Lists of need are developed based on research and discussions with communities that have similar needs. The majority of the capital purchases in these categories are funded through the general fund or other dedicated city funds. Thorough knowledge and research of our future planned costs allows for the pursuit of grant and other outside funding sources to meet our policy goals. The following sections discuss the city's various needs and proposed funding by department.

The term "major expenditure" is relative; what is "major" to one community might be "minor" to another. The City of Ann Arbor, for example, sets a minimum threshold of \$100,000 for projects to be included in the City's CIP, while the City of Rochester Hills sets a minimum of \$25,000. Lathrup Village's policy for determining a Capital Improvement is defined in the following section.

## WHAT IS THE CITY OF LATHRUP VILLAGE'S CAPITAL IMPROVEMENT POLICY (CIP)?

A capital improvement project is a major, nonrecurring expenditure that meets one of more of the following criteria:

- Any acquisition of land for a public purpose which costs \$5,000 or more.
- Any construction of a new public facility (city building, water/sewer lines, pathways), or any addition to an existing public facility, the cost of which equals \$5,000 or more and has a useful life of three or more years.
- A nonrecurring rehabilitation (not to include annual/recurring maintenance) of a building, its grounds, a facility, or equipment, the cost of said rehabilitation being \$5,000 or more with a useful life of three or more years.
- Purchase of major equipment which, individually or in total, cost \$5,000 or more with a useful life of three or more years.

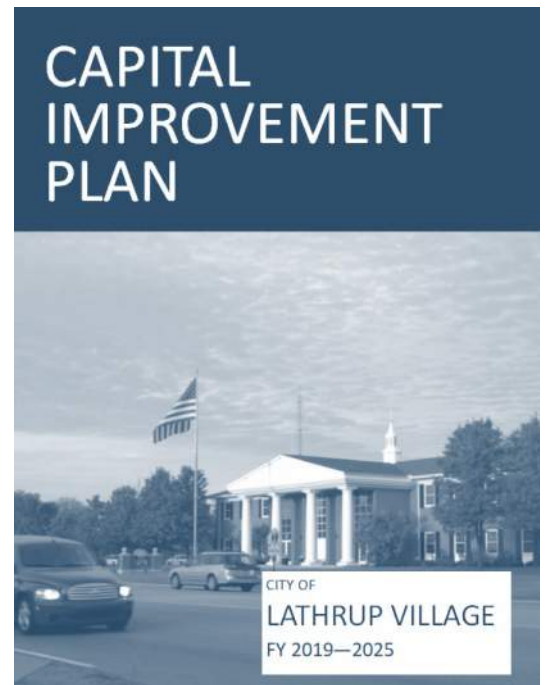
Planning, feasibility, engineering, or design studies related to an individual capital improvement project, or program implemented through individual capital improvement projects, with a cost of \$5,000 or more and a useful life of three or more years.

## WHAT IS THE ROLE OF THE CITY PLANNING COMMISSION IN THE CIP PROCESS?

The Capital Improvement Program is a dynamic planning document, intended to serve as a tool to implement the City of Lathrup Village's Master Plan. The Master Plan should correspondingly include capital improvement projects as well as guide long-term capital planning. The Planning Commission is uniquely qualified to manage the development and annual update of the City's CIP, based on their role in creating and updating the city's Master Plan. The Planning Commission's role will ensure that public works projects are consistent with the land uses identified within the Master Plan. By making a recommendation of approval for the CIP to the City Council, the Planning Commission agrees that the projects outlined within it reasonably address the city's capital improvement needs.



Lathrup Village public safety vehicles (Giffels Webster, 2020)



Lathrup Village 2019 CIP (Giffels Webster, 2020)



The CIP is an essential link between planning for capital improvement projects and budgeting for them. Once approved by the City Council, the CIP can be used to develop the capital project portion of the city's budget. Those projects included in the CIP's first year (2020) potentially form the basis for the upcoming year's capital project budget. As the CIP is annually updated, a continuous relationship will be maintained between the CIP and the city's annual budget. The annual update to the CIP will typically occur in advance of the preparation of the city's budget.

## WHAT ARE THE BENEFITS OF PREPARING A CAPITAL IMPROVEMENT PLAN?

- Prudent use of taxpayer dollars
- Prioritizing projects across the needs of the community and across departments (an "apples-to-apples" comparison)
- Generating community support by inviting public input
- Promoting economic development
- Improving the city's eligibility for State and Federal grants
- Providing an implementation tool for the goals and objectives of the city's Master Plan
- Transparency in identification of high-priority projects
- Coordination / cost-sharing between projects



Lathrup Village DPS yard (Giffels Webster, 2020)



Damaged storm sewer culvert (Giffels Webster, 2020)

## Program Areas

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# Program Areas

The following sections outline the Program Areas of the City of Lathrup Village's CIP:

1. Data Collection Process
2. Data Compilation Process
3. CIP Adoption Process

The components of the CIP are compiled and reported by Program Areas. The following table (Figure 1) displays the Program Areas used in this CIP (each assigned with a color). These program areas represent the stakeholders in the CIP.



Sarackwood Park (Google, 2020)

FIGURE 1 CIP PROGRAM AREAS	
AD	Administrative
DPS	Department of Public Services
DDA	Downtown Development Authority
PR	Parks & Recreation
PD	Police Department
R	Roads
S	Sewer
W	Water

**1. DATA COLLECTION.** Each of the stakeholders outlined above has either a master plan or schedule that defines the needs and resource level within their respective area of responsibility. To more easily identify projects, standard forms were created that allow the stakeholders to define their projects and resource allocation levels. The standard forms used for data collection are found in the Appendix.

A definition of the standard CIP forms is provided as follows:

- **PROJECT APPLICATION FORM** - Consists of project descriptions, schedules, necessity, and possible sources of funding. The information provides an understanding of the overall scope of each project and how it is valued within its program area and within the City. While stakeholders may be aware of major projects further out on the horizon, only those planned for within the six-year window of the 2020-2026 CIP were included.
- **PROJECT COST DETAIL FORM** - Consists of a matrix of six (6) budget years across the top of the form and a listing of costing components along the side of the form. The form is split into two (2) parts; the upper half is the capital cost for the project and the lower half is the cost of operations or maintenance for that project if applicable. Recognition of the operations and maintenance costs of a project is a valuable tool in forecasting future needs for resource allocation. Investment in a new facility is only worthwhile if there are funds available to operate and maintain it.
- **PROJECT RATING FORM** - This form is used when new projects are identified but cannot all be funded within a given fiscal year. The forms are used to rate both the importance and impact of a project within its program area and within the city. The ratings are weighted with emphasis given to those projects that are mandated by law, by agreement, or because they are a matter affecting health safety and welfare. Projects without a ranking were not competing for funding, either because they are mandatory or because no other similar projects were proposed.

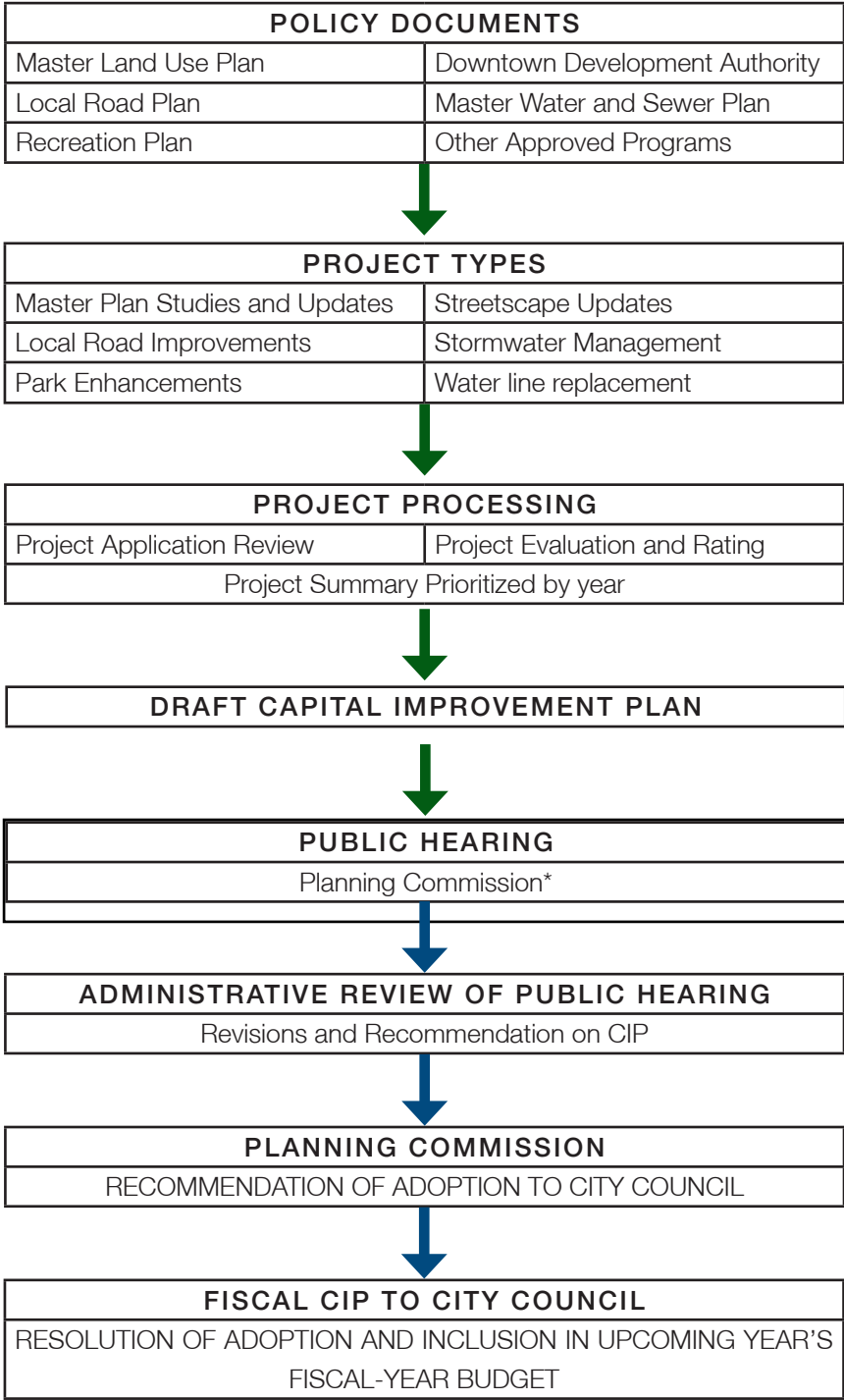
**2. DATA COMPILATION.** The information received from the stakeholders has been compiled into a Project Summary Worksheet. This worksheet contains all of the projects in the CIP over six (6) budget years with a cost summary of each budget year by program area and for the entire CIP. Included with the worksheet is the listing of possible funding sources and an estimate of the city's share for each project. The project summary worksheet can be found in the Appendix of this CIP.



Lathrup Village welcome sign (Giffels Webster, 2020)

# Figure 2 - CIP Adoption Process

**3. CIP ADOPTION PROCESS.** The adoption process involves a public hearing to solicit citizen input. The CIP will then be modified (if necessary), approved by the city Planning Commission (via a formal recommendation for approval to the City Council), and forwarded to the City Council for adoption. Adoption of the CIP by the City Council does not constitute an authorization to commit resources to any project. This approval is recognition of a plan for projects within the community that may move toward implementation in the future. The projects included within Year 1 of the Capital Improvement Plan potentially form the basis for the upcoming year’s capital projects budget. An outline of the process is displayed in Figure 2 on the following page.



# Project Inventory

Below is a summarized list of all projects considered for the 2020 Capital Improvement Plan. Project details are shown on the following pages; they can also be viewed online via the [Interactive CIP Dashboard Map](#).

Project Number	Name	Fiscal year start	Funding source	Total
<b>Administrative</b>				
AD21-01	Police Department building analysis	2021	General Fund	\$10,000
AD21-02	City Hall Lobby Renovation	2021	General Fund	\$30,000
AD21-03	City Hall Carpet Replacement	2021	TBD	\$15,000
<b>Administrative Total</b>				<b>\$55,000</b>
<b>Department of Public Services (DPS)</b>				
DPS21-01	Backhoe tractor (used)	2021/2022	TBD	\$85,000
DPS21-02	Leaf Vac Conversion Kit	2021/2022	TBD	\$8,000
DPS21-03	Pick Up Truck (plow ready)	2021/2022	TBD	\$45,000
DPS21-04	Parking Lot Replacement Phase I	2021/2022	TBD	\$51,000
DPS21-05	Parking Lot Replacement Phase II	2022/2023	TBD	\$50,000
DPS21-06	Parking Lot Replacement Phase III	2023/2024	TBD	\$50,000
<b>DPS Total</b>				<b>\$289,000</b>
<b>Downtown Development Authority (DDA)</b>				
DDA21-01	Hanging Flower Baskets	2021/2022	DDA Funds	\$9,225
DDA21-02	Alley feasibility study	2021/2022	DDA Funds	\$8,500
<b>DDA Total</b>				<b>\$17,725</b>
<b>Parks and Recreation (P&amp;R)</b>				
PR21-01	Splash Pad Study and Planning	2021/2022	General Fund	\$5,000
PR21-02	Goldengate Park Update Study and Planning	2021/2022	General Fund	\$5,000
PR21-03	Replace Sarackwood Playground Equipment	2022/2023	TBD	\$100,000
PR21-04	Acquisition and Development of SE Quadrant Park	2024/2025	TBD	TBD
<b>P&amp;R Total</b>				<b>\$110,000</b>
<b>Police</b>				
P21-01	Axon Taser	2020/2021	Police	\$17,800
P21-02	Patrol Vehicle	2021/2022	Police	\$45,000
P21-03	Mobile Data Computer Replacement	2022-2025	Police	\$12,000
P21-04	Speed Trailer	2020/2021	Police	\$30,000
P21-05	Mobile Radios	2021/2022	Police	\$40,000
P21-06	New Police Station Study	2021/2022	Police	TBD
<b>Police Total</b>				<b>\$100,350</b>

INTERACTIVE CIP DASHBOARD URL:

<https://oakgov.maps.arcgis.com/apps/opsdashboard/index.html#/45dd43a3429a404b9d8287f40d2e7d57>

# Project Inventory - continued

Project Number	Name	Fiscal year start	Funding source	Total
<b>Roads</b>				
R21-01	2021 Paving Program	2021/2022	Paving Bond Issue	\$1,328,000
R21-02	2021 Paving Program	2021/2022	Local/Major Road Fund	\$88,000
R21-03	2022 Paving Program	2022/2023	Paving Bond Issue	\$2,100,000
R21-04	2023 Paving Program	2023/2024	Paving Bond Issue	\$2,100,000
R21-05	2024 Paving Program	2024/2025	Local/Major Road Fund	\$200,000
<b>Roads Total</b>				<b>\$5,616,000</b>
<b>Sanitary Sewer</b>				
S21-01	Retention Tank repairs	2021 / 2022	CIP Bond Issue	\$500,000
S21-02	Sanitary Sewer Repairs	2021 - 2024	CIP Bond Issue	\$480,000
S21-03	2021 EFSDS CAP Projects	2021/2022	Water / Sewer Fund	\$800,862
S21-04	2022 Storm Sewer CCTV	2022/2023	Water / Sewer Fund	\$360,000
<b>Sanitary Sewer Total</b>				<b>\$2,140,862</b>
<b>Storm Sewer</b>				
ST21-01	Culvert Jet Cleaning	2021/2022	CIP Bond Issue	\$30,000
ST21-02	Ditches	2022/2023	CIP Bond Issue	\$300,000
ST21-03	Sidewalks	2022/2024	CIP Bond Issue	\$20,000
<b>Storm Sewer Total</b>				<b>\$350,000</b>
<b>Water</b>				
W21-01	Lead and Copper Exterior Identification	2021 - 2023	CIP Bond Issue	\$1,320,000
W21-02	2021 Water Main Replacement	2021 - 2023	CIP Bond Issue	\$2,185,000
W21-03	Lead Service Line Replacement	2021 - 2024	CIP Bond Issue	\$550,000
W21-04	Fire Hydrants Replace / Refurbish	2021 - 2023	CIP Bond Issue	\$552,000
W21-05	Gate Valve Replacement	2021 - 2023	CIP Bond Issue	\$972,000
W21-06	Water Meter Replacement	2021 / 2022	CIP Bond Issue	\$860,000
<b>Water Total</b>				<b>\$6,714,000</b>

INTERACTIVE CIP DASHBOARD URL:

<https://oakgov.maps.arcgis.com/apps/opsdashboard/index.html#/45dd43a3429a404b9d8287f40d2e7d57>

# Administrative

The City Administrator is responsible for the efficient administration of all City Departments, ensuring all laws and ordinances are enforced, development of an annual budget, and maintenance of an accounting system that shall conform with the laws and generally accepted accounting principles. The administrative departments include the office of the City Administrator, Treasurer, City Clerk, and the City's boards and commissions. This category also includes general inter-departmental needs such as copiers, printers and other office equipment.

AD21-01		Police Department Building Analysis
Project Year:	2021-2021	A study is need to determine where a larger police building could possibly be located. A larger facility is needed to accommodate growth - the current station is at capacity.
Estimated Cost:	\$10,000	
Funding Source:	General Fund	
Ranking:	TBD	
AD21-02		City Hall Lobby Renovation
Project Year:	2021-2021	Our City Hall building provides a first-impression for new residents and is a space that many Villagers visit monthly. Currently, the lobby of City Hall gives the impression that it is dark, dirty and dated. Additionally, City Office and Police Department counters are not ADA compliant.
Estimated Cost:	\$30,000	
Funding Source:	General Fund	
Ranking:	TBD	
AD21-03		City Hall Carpet Replacement
Project Year:	2021-2021	
Estimated Cost:	\$15,000	
Funding Source:	General Fund	
Ranking:	TBD	



# Department of Public Services

Lathrup Village has maintained a contract with the private company Lathrup Services to manage all of its public service provisions. Services such as water main repair, snow plowing, landscaping and general maintenance and repairs fall into this category.

DPS21-01		Backhoe Tractor
Project Year:	2020-2021	Current tractor is 12 years old and in need of replacement.
Estimated Cost:	\$60,000	
Funding Source:	General Fund	
Ranking:	TBD	
DPS21-02		Leaf Vac Conversion Kit
Project Year:	2021-2022	Newest vac is three years old; next oldest is 12 years old and needs to be moved to backup status to ensure continuation of leaf program. Current tractor is 12 years old and in need of replacement.
Estimated Cost:	\$100,000	
Funding Source:	General Fund	
Ranking:	TBD	
DPS21-03		Pick-Up Truck (Plow Ready)
Project Year:	2021-2022	
Estimated Cost:	\$40,000	
Funding Source:	General Fund	
Ranking:	TBD	
DPS21-04		Parking Lot Replacement (Phase I of III)
Project Year:	2022/2023	Entire DPS parking lot is falling apart and salt/dirt are getting into the storm sewers. It is hard to maneuver and is unsafe.
Estimated Cost:	\$7,500	
Funding Source:	General Fund	
Ranking:	TBD	
DPS21-05		Parking Lot Replacement (Phase II of III)
Project Year:	2022/2023	Entire DPS parking lot is falling apart and salt/dirt are getting into the storm sewers. It is hard to maneuver and is unsafe.
Estimated Cost:	\$15,000	
Funding Source:	General Fund	
Ranking:	TBD	
DPS21-06		Parking Lot Replacement (Phase III of III)
Project Year:	2023/2024	Entire DPS parking lot is falling apart and salt/dirt are getting into the storm sewers. It is hard to maneuver and is unsafe.
Estimated Cost:	\$30,000	
Funding Source:	General Fund	
Ranking:	TBD	

# Downtown Development Authority - Equipment

The DDA has proposed improvements to Southfield Road at the gateways to the City as incremental improvements while the Southfield Road improvement project awaits federal funding priority. These projects will bolster economic development efforts to keep Lathrup Village competitive and attractive for business development. Streetlight Improvements include transitioning street lights to LEDs and installment of additional streetlights in the Village Center, which will improve lighting and create a more walkable, safe, downtown.

DDA21-01		Hanging Flower Baskets
Project Year:	2020/2021 - 2025/2026	Purchase of Flower baskets, soil and flowers
Estimated Cost:	\$9,255	
Funding Source:	DDA Funds	
Ranking:	3	
DDA21-02		Light Pole Banners
Project Year:	2021/2022	
Estimated Cost:	\$8,500	
Funding Source:	DDA Funds	
Ranking:	3	

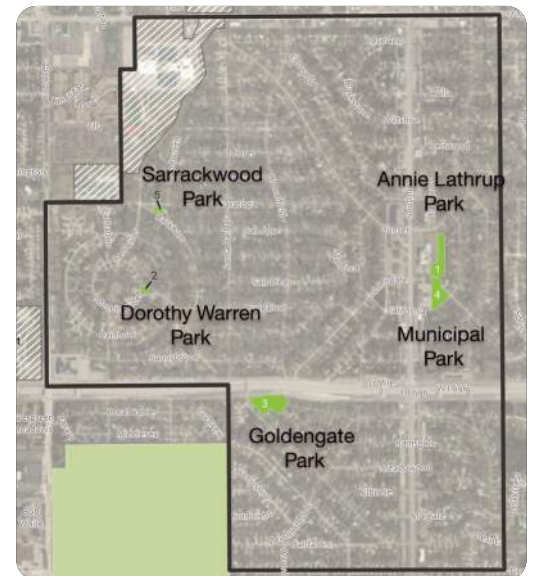


Existing Light pole banner on Southfield Road (Giffels Webster, 2020)

# Parks and Recreation

The Recreation Department includes upgrades to City Parks, Community Room, and Fitness Center. The City's parks are in need of restoration and upgrades to maintain safety and accessibility. Several parks are in need of additional wood chips and landscaping around play equipment in order to ensure safety of use. Drainage improvements around recreational amenities are additionally needed to reduce instances of standing water and to protect accessibility.

PR20-01		Splash Pad Study and Planning
Project Year:	2021/2022	Determine if a splash pad would be a good investment for the city, what the best location would be and what it would cost.
Estimated Cost:	\$5,000	
Funding Source:	General Fund	
Ranking:	TBD	
PR20-02		Goldengate Park Update Study and Planning
Project Year:	2021/2022	
Estimated Cost:	\$5,000	
Funding Source:	General Fund	
Ranking:	TBD	
PR20-03		Replace Sarackwood Playground Equipment
Project Year:	2021/2022	Funds will only be utilized if a Recreation Passport Grant is awarded to the City. If awarded, 75% (\$75,000) would be reimbursed. Total cost after installation, final inspection and grant reimbursement would be \$25,000.
Estimated Cost:	\$100,000	
Funding Source:	General Fund and Grant	
Ranking:	TBD	
PR20-04		Acquisition and Development of SE Quadrant Park
Project Year:	TBD	Acquire the land and develop a park in a currently vacant, private-owned property lot in the Southeast quadrant of the city. The lot is a little less than an acre in size. Project cost would depend on the types of features desired in the park.
Estimated Cost:	TBD	
Funding Source:	TBD	
Ranking:	TBD	



# Police

The Lathrup Village Police Department offers full policing services to its residents including routine patrol, traffic enforcement, detective services, community relations, and other specialized functions. Lathrup Village holds the distinction of being one of the Oakland County's safest cities.

P21-01		Axon Taser
Project Year:	2020 - 2023	Tasers increase officer safety and reduce liability to department by reducing lethal force. This funding request is for two years at \$4,450 per year.
Estimated Cost:	\$17,800	
Funding Source:	Police	
Ranking:	TBD	
P21-02		Patrol Vehicle
Project Year:	2021/2022	Need to replace older unit in fleet
Estimated Cost:	\$45,000	
Funding Source:	Police	
Ranking:	TBD	
P21-03		Mobile Data Computer Replacement
Project Year:	2022 - 2025	\$3,000 per year for four (years)
Estimated Cost:	\$12,000	
Funding Source:	Police	
Ranking:	TBD	
P21-04		Mobile Radios
Project Year:	2021/2022	Police communication equipment is needed for patrol vehicles and offices prep radios
Estimated Cost:	\$30,000	
Funding Source:	Police	
Ranking:	TBD	
P21-05		Expanded Police Station Study
Project Year:	Ongoing	A study is need to determine where a larger police building could possibly be located. A larger facility is needed to accommodate growth - the current station is at capacity.
Estimated Cost:	TBD	
Funding Source:	Police	
Ranking:	TBD	
P21-06		New Police Station
Project Year:	Ongoing	A study is need to determine where a larger police building could possibly be located. A larger facility is needed to accommodate growth - the current station is at capacity.
Estimated Cost:	TBD	
Funding Source:	Police	
Ranking:	TBD	

# Roads

The City of Lathrup Village has 26.2 miles of local roads and 7.36 miles of major streets. In November 2020, Lathrup Village Voters passed a millage for road and ditch repair to address the urgent needs of the transportation system. The millage funds a three-year project beginning in the spring of 2021 that will take three years to complete. The project will be paid for by the issuance of a bond twill be paid back over 10 years with an average millage rate of 3.9176 mills. Due to the significant cost savings, this project includes ditch grading, culvert replacement and culvert cleaning. These additional tasks will ensure that the new roads will achieve their maximum lifespan and improve the flooding after moderate to significant rains.

S21-01		Bond Paving Program
Project Year:	2021-2022	2021/2022: 2022/2023: 2023/2024:
Estimated Cost:	\$5,528,000	
Funding Source:	CIP Bond	
Ranking:	TBD	
S21-02		Local Road Paving Program
Project Year:	2021-2022	Locations TBD
Estimated Cost:	\$88,000	
Funding Source:	Local/Major Road Fund	
Ranking:	TBD	
S21-03		Culvert Jet Cleaning
Project Year:	2021-2022	
Estimated Cost:	\$30,000	
Funding Source:	CIP Bond	
Ranking:	TBD	
S21-04		Ditch Repair Program
Project Year:	2022-2023	
Estimated Cost:	\$300,000	
Funding Source:	CIP Bond	
Ranking:	TBD	
S21-05		Sidewalk repair
Project Year:	2022-2024	
Estimated Cost:	\$20,000	
Funding Source:	CIP Bond	
Ranking:	TBD	

# Sewer

## SANITARY SEWER

The Lathrup Village sanitary sewer system consists of approximately 145,000 linear feet (lft) of sewers ranging in size from 8 inch to 24 inches in diameter. Of the 145,000 lft of sewer, the older portion of the system is comprised of approximately 118,900 (82%) of vitrified clay pipe, while the newer portion of the system is comprised of approximately 26,100 (18%) lft of concrete pipe. Constructed in the 1920's as a combined sewer system, the city converted it to a dedicated sanitary sewer system in the 1960's (meaning that storm water and sanitary water are not permitted to mix). It is believed that all residents and businesses within the city are connected to the sanitary sewer and there are no active septic systems. Since the City of Lathrup Village reached its full development capacity the sanitary sewer system covers the entire city with no need for expansion.

During the construction of I-696, the system was severed and divided into a northern and a southern system that are metered and discharged into the Evergreen Farmington Sewage Disposal System (EFSDS). The sewer system north of I-696 is routed to a 3-million-gallon retention tank which is located at the west end of Sunnybrook, near Evergreen Road north of I-696. This facility is currently receiving significant maintenance and repair in order to safeguard the operation of the system.

Lathrup Village has invested heavily over the past couple of decades in its sanitary sewer system. As a result, the system is in good condition, but it does require maintenance to keep it from degrading. In the fall of 2020, the City invested in having 30,000 linear feet of sewer pipe inspected via closed circuit television. As a result of this process, the City Engineer recommended budgeting approximately \$120,000 for necessary repairs for each of the next four years.

### Sanitary Retention Tank

Lathrup Village has its own sanitary retention tank that is used to store inflow from the sanitary sewer system when the inflow rate is greater than the rate at which we are permitted to outflow to the Evergreen-Farmington Sewer Disposal System (EFSDS). In the past, there have been instances where the retention tank has filled up and the City was forced to allow the tank to overflow. As a result, the City is under a Consent Decree from the Michigan Department of Environment, Great Lakes and Energy (EGLE). In 2019, the city outsourced the operations and maintenance of the retention tank to the Oakland County Water Resource Commission (OCWRC). The County has notified us that the retention tank requires approximately \$500,000 in maintenance and repairs for safety and upgrades in order to obtain compliance with the Consent Decree.

## STORM SEWER

Of the four infrastructure categories of public infrastructure (sanitary sewer, storm sewer, roads and water), the city's storm sewer system has received the least amount of resources and attention in the last decade. Upkeep of ditches, culverts, and drains found in the right-of-way is, by City ordinance, the responsibility of the adjoining property owner.

For many blocks, ditches have not been properly maintained and the culverts have become damaged or have been shifted by the freeze/thaw cycle rendering them unable to perform their function. The result is a storm system that functions at a level below full capacity and leaves standing water in ditches for days following rainstorms. Poor maintenance on culverts have left them slow to drain or impassible, preventing storm water from reaching the proper drains which send water to the Rouge River. The current state of the storm and ditch system impacts the subsurface ground water levels and the volume of flow in the city's sanitary sewer system.

S21-01		Retention Tank Repairs
Project Year:	2021-2022	The retention tank requires approximately \$500,000 in maintenance and repairs for safety and upgrades
Estimated Cost:	\$500,000	
Funding Source:	CIP Bond	
Ranking:	TBD	
S21-02		Sanitary Sewers Repairs
Project Year:	2021-2024	Perform repairs found during the 2020 CCTV
Estimated Cost:	\$480,000	
Funding Source:	CIP Bond	
Ranking:	TBD	
S21-03		EFSDS CAP Projects
Project Year:	2022-2023	The EFSDS is now a Chapter 20 Drain, entitled "Evergreen-Farmington Sanitary Drain (EFSD). The City share of the project cost is estimated at \$2,080,800. The annual debt service is \$133,477.
Estimated Cost:	\$2,080,800 (\$133,477 annually)	
Funding Source:	Sewer Fund	
Ranking:	TBD	
S21-04		2022 Storm Sewer CCTV
Project Year:	2022-2023	Perform CCTV inspection on sewer pipes.
Estimated Cost:	\$120,000	
Funding Source:	Sewer Fund	
Ranking:	TBD	

# Water

Lathrup Village has approximately 31 miles of water main. Of that mileage, 17 miles of water main were installed prior to 1930 with the remaining 24 miles installed prior to 1972. The expected life of a water main is approximately 50 years. Because most of the system has already significantly outlived its useful life, the City experiences a much larger than expected number of costly water main breaks each year.

The City has been addressing this issue on an ongoing basis. In the fall of 2020, the City completed the Santa Barbara water main project, which installed about a mile of new water main to increase pressure and volume to the west side of the City. However, a large portion of the water system still needs to be replaced. As discussed in a prior recommendation, the opportune time to replace water main is simultaneous to road replacement. This dramatically reduces the cost of water main replacement and also eliminates any need to damage existing roadway in order to replace water main. The residents recently approved a three year road replacement project and it is recommended that the City replace as much water main as possible during this three-year project.

## Fire Hydrants

Lathrup Village has approximately 243 fire hydrants and approximately 60% of those were installed prior to 1930. The City estimates that 120 hydrants need to be replaced or refurbished in order to provide optimal functionality should their use be required to extinguish a fire. It is estimated that 60 hydrants will need to be replaced and 60 will be able to be refurbished. The estimated cost per hydrant is \$4,540. This equates to a total project cost of \$545,000. The recommendation is to address 40 hydrants per year for the next three years. Completing this project (along with water main improvements) will help to improve safety and ultimately improve the City's fire rating, which should result in lower insurance rates for businesses and residents.

## Water Main Gate Valves

Gate valves are used to provide isolation capability for water mains. When water mains require maintenance or repair, a gate valve can be closed to shut off the water supply to the water main in question. Lathrup Village has over 300 gate valves of which 60% were installed prior to 1930. Due to their age, a large number of these gate valves no longer function. This is huge problem, especially because of the large number of water main breaks the City experiences every year. In many instances, when a water main breaks, the contractor cannot shut off the water upstream because of a non-functioning gate valve. This means the repair must be done under pressure, which results in added expense for the repair, additional time that residents are without water, excessive water loss for which the City is liable, and safety risk for the water department staff. The City Engineer estimates that 162 gate valves require replacement. The cost of each replacement is estimated to be \$5,925, which equates to \$960,000 for the entire project. The 2021 CIP plans to replace 54 gate valves per year for the next three years.



# Water

## Distribution Service material Inventory (DSMI) and Lead\Galvanized Water Service Abatement

In response to the Flint water crisis, the State of Michigan adopted a variety of new regulations related to lead in the water system. As a result of these regulations, by 2025, the City is required to identify the material of all water service pipes leading into all homes and businesses in the City. Any service line that consists of lead or galvanized steel is required to be replaced with the cost born completely by the City. Starting in 2021, the City must replace a minimum of 5% of its lead/galvanized service lines each year for the next 20 years.

## Lead and Copper Exterior Identification

Service line material verification is required at both the water stop box (usually by the sidewalk in front of each home) and where the water service physically enters the home/business. The City has already launched a self-identification campaign for residents to identify the material inside their homes and businesses. Identifying the material at the stop box is a significantly more intensive process. It requires digging five feet down on both sides of the stop box and visually inspecting the pipes leading to and going from the stop box for 18 inches on each side. The estimated cost for each stop box identification is \$650. This estimate includes repairing the sidewalk when it is damaged during the identification process. In addition, most of the stop boxes in the City are over 75 years old and do not function well or at all. Because most of the work to replace the stop box will already be completed in the identification process, it is the opportune time to replace these old and failing devices. The additional cost to replace each stop box is \$75, bringing the total cost to \$725 per water service line. It is estimated that there will be 1,600 services to be verified and are anticipating conducting 500 verifications per year starting in 2021. Based on these numbers, the estimate to complete this project is \$1.16M. The City will also be applying for grant money to help defray some of these costs.

In addition, the City will be required to replace the lead and galvanized lines that are identified via the aforementioned methods. The cost of this abatement is estimated to run about \$4,500 to \$5,000 per line. While there is no way to accurately estimate how many lead and galvanized lines there are in the City, it does initially appear to be relatively low. The CIP is budgeting approximately to \$500,000 be utilized for this abatement.

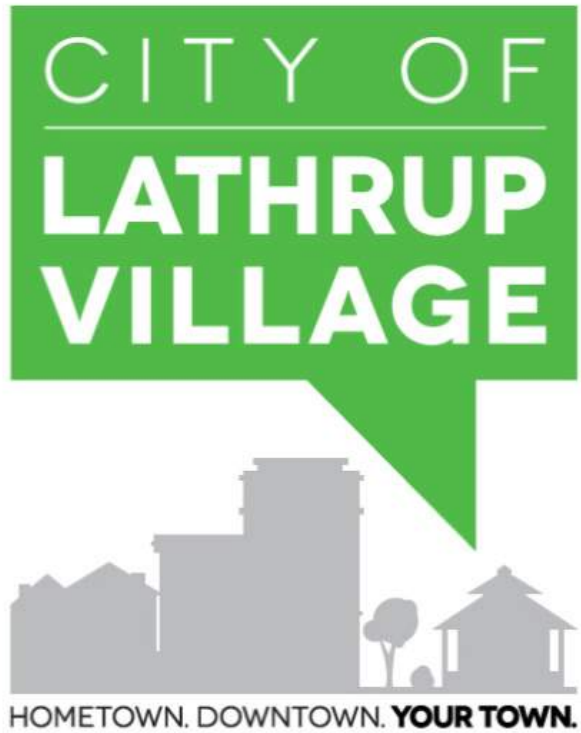
## Water Loss and Water Meters

Over the last five to ten years, the City has had larger than expected water losses. Lathrup Village purchases its water from Southeast Oakland County Water Authority (SOCWA), who meters the volume that the entire City uses. The City, in turn, bills residents and businesses based upon their individual metered usage. The discrepancy between these two meter readings has grown to 40%. This means the City is footing the bill for 40% of the City's water usage without reimbursement totaling a loss of over a quarter million dollars each year. While water loss is expected due to a variety of conditions (water main breaks, fire hydrant flushing, etc.), the rate should typically be closer to 20%. SOCWA has verified its meters are working correctly and the City has not found any significant areas of continued water loss outside of normal loss channels.

The primary area of concern lies with the water meters that are used in the City. Like most of the infrastructure, the city's water meters are quite old. It is very common for older meters to lose their accuracy and under-record actual usage. As such, all water meters in the City will be replaced. There are approximately 1,785 meters in use and the estimated cost of replacement and installation is \$860,000.

# Water

W20-01		Lead and Copper Exterior Identification
Project Year:	2021-2023	The City is required to identify the material of all water service pipes leading into all homes and businesses in the Cit by 2025.
Estimated Cost:	\$1,320,000	
Funding Source:	CIP Bond	
Ranking:	TBD	
W20-02		Water Main Repair Program
Project Year:	2021-2023	2021: Wiltshire & San Rosa 2022 & 2023: Goldengate, Bloomfield & Glenwood
Estimated Cost:	\$2,160,000	
Funding Source:	CIP Bond	
Ranking:	TBD	
W20-03		Lead and Copper Service Line Replacement
Project Year:	2021-2024	The City will be required to replace the lead and galvanized lines that are identified in the lead and copper exterior identification. The cost of this abatement is estimated to run about \$4,500 to \$5,000 per line.
Estimated Cost:	\$850,000	
Funding Source:	CIP Bond	
Ranking:	TBD	
W20-04		Fire Hydrant Replacement / Refurbish
Project Year:	2021-2023	It is estimated that 60 hydrants need to be replaced and 60 will be able to be refurbished.
Estimated Cost:	\$552,000	
Funding Source:	CIP Bond	
Ranking:	TBD	
W20-05		Gate Valve Replacement
Project Year:	2021-2023	The City's gate valves are very old and do not close correctly. Budget for the replacement of 27 valves per year for 6 years to replace all gate valves installed before 1930 . Useful life is 50 years
Estimated Cost:	\$972,000	
Funding Source:	CIP Bond	
Ranking:	TBD	
W20-06		Water Meter Replacement
Project Year:	2021/2022	Replace 1,600 boxes @ \$725 per box
Estimated Cost:	\$860,000	
Funding Source:	CIP Bond	
Ranking:	TBD	



Project		Fiscal Year Start	Funding Source	Estimated Cost			FY21/22	FY22/23	FY 23/24	FY24/25	FY25/26	FY26/27
No.	Name			Equip/Construction	Other	Total						
<b>Administrative</b>												
AD	21-01	Police Department building analysis	2021	General Fund		Study	\$ 10,000	\$ 10,000				
AD	21-02	City Hall Lobby Renovation	2021	General Fund		Update	\$ 30,000	\$ 30,000				
AD	21-03	City Hall Carpet Replacement	2021	TBD		Update	\$ 15,000	\$ 15,000				
<b>Total</b>							\$ 55,000	\$ 55,000				
<b>DPS</b>												
DPS	21-01	Backhoe tractor (used)	2021/2022		\$ 85,000		\$ 85,000	\$ 85,000				
DPS	21-02	Leaf Vac Conversion Kit	2021/2022		\$ 8,000		\$ 8,000	\$ 8,000				
85	20-03	Pick Up Truck (plow ready)	2021/2022		\$ 45,000		\$ 45,000	\$ 45,000				
DPS	20-04	Parking Lot Replacement Phase I	2021/2022		\$ 51,000		\$ 51,000	\$ 51,000				
DPS	20-05	Parking Lot Replacement Phase II	2022/2023		\$ 50,000		\$ 50,000		\$ 50,000			
DPS	20-06	Parking Lot Replacement Phase III	2023/2024		\$ 50,000		\$ 50,000			\$ 50,000		
<b>Total</b>							\$ 289,000	\$ 189,000	\$ 50,000	\$ 50,000		
<b>DDA</b>												
DDA	21-01	Hanging Flower Baskets	2021/2022	DDA Funds	\$ 9,225	-	\$ 9,225	\$ 9,225				
DDA	20-02	Alley Study - Feasibility + condition	2021/2022	DDA Funds	\$ 8,500	Study	\$ 8,500	\$ 8,500				
<b>TOTAL</b>							\$ 17,725	\$ 17,725				
<b>PARKS</b>												
PR	21-01	Splash Pad Study and Planning	2021/2022				\$ 5,000	\$ 5,000				
PR	21-02	Goldengate Park Update Study and Planning	2021/2022				\$ 5,000	\$ 5,000				
PR	21-03	Replace Sarackwood Playground Equipment	2022/2023				\$ 100,000	\$ 100,000				
PR	21-04	Acquisition and Development of SE Quadrant Park	2024/2025				\$ -				TBD	
<b>TOTAL</b>							\$ 110,000	\$ 110,000	\$ -			
<b>Police</b>												
P	21-01	Axon Taser	2021-2023	Police	\$ 17,800		\$ 13,350	\$ 4,450	\$ 4,450	\$ 4,450		
P	21-02	Patrol Vehicle	2021/2022	Police	\$ 45,000		\$ 45,000		\$ 45,000			
P	21-03	Mobile Data Computer Replacement	2022-2025	Police	\$ 12,000		\$ 12,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	
P	21-04	New Portable Radios	2021/2022	Police	\$ 30,000		\$ 30,000	\$ 30,000				
P	21-05	Body Cams	2021/2022	Police	\$ 40,000		\$ 40,000	\$ 40,000				
P	21-06	Expanded Station	TBD	TBD	\$ 1,500,000		\$ 1,500,000					
See AD-01		New Police Station	TBD	Police	TBD		TBD				TBD	
<b>TOTAL</b>							\$ 1,640,350	\$ 77,450	\$ 52,450	\$ 7,450	\$ 3,000	
<b>Roads</b>												
R	21-01	Bond Paving Program	2021/2022	Paving Bond Issue	\$ 4,856,109		\$ 5,845,000	\$ 1,532,322	\$ 2,116,391	\$ 2,116,583		
R	21-02	Local Road Paving Program	2021/2022	Local/Major Road Fund	\$ 88,000		\$ 88,000	\$ 88,000				
R	21-03	Culvert Jet Cleaning	2021/2022	CIP Bond Issue			\$ 30,000	\$ 10,000	\$ 10,000	\$ 10,000		
R	21-04	Ditches	2022/2023	CIP Bond Issue			\$ 300,000	\$ 50,000	\$ 125,000	\$ 125,000		
R	21-05	Sidewalks	2022/2024	CIP Bond Issue			\$ 20,000	\$ 20,000				
<b>TOTAL</b>							\$ 6,283,000	\$ 1,700,322	\$ 2,251,391	\$ 2,251,583	\$ -	\$ -

Project		Fiscal Year Start	Funding Source	Estimated Cost			FY21/22	FY22/23	FY 23/24	FY24/25	FY25/26	FY26/27
No.	Name			Equip/Construction	Other	Total						
<b>Sanitary Sewer</b>												
S 21-01	2021 Retention Tank Upgrades	2021 / 2022	CIP Bond Issue	\$ 550,000		\$ 550,000	\$ 550,000					
S 21-02	Sanitary Sewer Repairs	2022 / 2022	CIP Bond Issue	\$ 480,000		\$ 480,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000		
S 21-03	2021 EFSDS CAP Projects	2021/2022	Water / Sewer Fund	\$ 2,080,800		\$ 2,080,800	\$ 133,477	\$ 133,477	\$ 133,477	\$ 133,477	\$ 133,477	133,477.00
S 21-04	2022/2023 Storm Sewer CCTV	2022/2023	TBD	\$ 360,000		\$ 360,000		\$ 180,000	\$ 180,000			
S 21-05	2023 Sewer Improvements	2023 / 2024	CIP Bond Issue	\$ 120,000		\$ 120,000			\$ 120,000			
S 21-06	2024 Sewer Improvements	2024 / 2025	CIP Bond Issue	\$ 120,000		\$ 120,000				\$ 120,000		
S 21-07	2025 Sewer Improvements CCTV	2025 / 2026	Water / Sewer Fund	\$ 180,000		\$ 180,000					\$ 180,000	
<b>TOTAL</b>						<b>\$ 3,890,800</b>	\$ 803,477	\$ 433,477	\$ 433,477	\$ 253,477	\$ 313,477	\$ 133,477
<b>Water</b>												
W 21-01	Lead and Copper Exterior Identification	2021 - 2023	CIP Bond Issue	\$ 440,000		\$ 1,320,000	\$ 440,000	\$ 440,000	\$ 440,000			
W 21-02	Water Main Replacement	2021 - 2023	CIP Bond Issue	\$ 475,000		\$ 1,360,000	\$ 475,000	\$ 437,500	\$ 447,500			
W 21-03	Lead & Copper Service Line Replacement	2021 - 2024	CIP Bond Issue	\$ 50,000		\$ 500,000	\$ 150,000	\$ 200,000	\$ 150,000			
W 21-04	Fire Hydrants Replace / Refurbish	2021 - 2023	CIP Bond Issue	\$ 184,000		\$ 552,000	\$ 184,000	\$ 184,000	\$ 184,000			
W 21-05	Gate Valve Replacement	2021 - 2023	CIP Bond Issue	\$ 324,000		\$ 972,000	\$ 324,000	\$ 324,000	\$ 324,000			
W 21-06	Water Meter Replacement	2021 / 2022	CIP Bond Issue	\$ 860,000		\$ 1,660,000	\$ 860,000			\$ 325,000	\$ 475,000	
W 21-07	Water Main Replacement	2025/2026	Water/Sewer Fund	\$ 800,000		\$ 800,000	\$ 325,000	\$ 475,000				
W 21-08	Planned Use of Water/Sewer fund projects	2021/2024	Water/Sewer Fund	\$ 1,880,000		\$ 1,000,000	\$ 440,000	\$ 440,000				
<b>TOTAL</b>				<b>\$ 5,013,000</b>		<b>\$ 8,164,000</b>	\$ 3,198,000	\$ 2,500,500	\$ 1,545,500	\$ 325,000	\$ 475,000	\$ -

Ongoing project

**Locations**

City Hall

DPS Building

DDA

Municipal Park

Lathrup Park

Sarrackwood Park

Goldengate Park

SE Quadrant

Sewer/Roads/Water

**Address**

27400 Southfield Rd, Lathrup Village, MI 48076

19101 W 12 Mile Rd, Lathrup Village, MI 48076

["K:\Active Clients\Lathrup Village\DDA\GIS\PDF\TIF\\_DDA Boundary 5-15-2013.pdf"](#)

Lathrup Village, MI 48076

Lathrup Village, MI 48076

27999, 27801 Woodworth Way, Lathrup Village, MI 48076

18890 Rainbow Dr, Lathrup Village, MI 48076

["K:\Active Clients\Lathrup Village\CIP\2020\Forms\Completed\Parks\Lathrup Village SE quadrant.Pf"](#)

["K:\Active Clients\Lathrup Village\CIP\2019\Maps\2019 05 16 Project-Street Map.pdf"](#)

**Comment**

Behind City Hall  
Behind Annie Lathrup School

[\G"](#)



Project	PROJECT TOTAL	Year 1 FY 21/22	Year 2 FY 22/23	Year 3 FY 23/24	Year 4 FY 24/25	Comments
Lead & Copper Service Line Material ID & Stop Box Replacement	\$1,320,000	\$440,000	\$440,000	\$440,000		Admin to contract w Sundae. Split \$1.16M budget over 3 years. Approx 500 verifications per year.
Lead & Copper Service Line Replacments	\$500,000	\$50,000	\$50,000	\$50,000	\$350,000	Assuming 10 per year in years 1 to 3. Use remaining budget to do all known lines in year 4. Use SOCWA umbrella contract for work.
Water Meter Replacement	\$860,000	\$860,000				Budgeted amount. Can probably get project done for \$100K less. City to author an RFP for work. Targetting first week in Feb for completion of meter testing.
Sanitary Sewer Repairs	\$480,000	\$120,000	\$120,000	\$120,000	\$120,000	
Retention Tank Repairs	\$550,000	\$550,000				City to inform WRC that we will bond this work ourselves.
Water Main Replacements	\$1,360,000	\$475,000	\$437,500	\$447,500		Wiltshire & San Rosa in Year 1. Goldengate, Bloomfield & Glenwood in years 2 & 3. Funding from Water fund: FY 2024 \$325,000 and FY 2025 \$475,000
Fire Hydrants	\$552,000	\$184,000	\$184,000	\$184,000		40 hydrants refurbished/replaced per year @ \$4,540 per hydrant. City to contract with Sundae.
Gate Valves	\$972,000	\$324,000	\$324,000	\$324,000		54 replacements per year at \$5,925 per valve. City to contract with Sundae.
Sidewalks	\$20,000	\$20,000				
Ditches	\$300,000	\$50,000	\$125,000	\$125,000		
Culvert Jet Cleaning	\$30,000	\$10,000	\$10,000	\$10,000		
Bond Financing	\$145,000	\$145,000				
Legal Fees	\$32,000	\$32,000				City to contract with Sundae. Estimate is somewhat of an educated guess.
<b>Total Project Needs:</b>	<b>\$7,121,000</b>	<b>\$3,260,000</b>	<b>\$1,690,500</b>	<b>\$1,700,500</b>	<b>\$470,000</b>	
<b>Use Funds available from Water &amp; Sewer Fund</b>	<b>\$1,880,000</b>	<b>\$1,000,000</b>	<b>\$440,000</b>	<b>\$440,000</b>		
<b>Bond Need:</b>	<b>\$5,241,000</b>	<b>\$2,260,000</b>	<b>\$1,250,500</b>	<b>\$1,260,500</b>	<b>\$470,000</b>	<b>\$5,241,000</b>
		<b>BOND ISSUE</b>				
<b>Contingency</b>	<b>\$139,000</b>	<b>\$139,000</b>				
<b>Bond issuance</b>	<b>\$5,380,000</b>	<b>\$5,380,000</b>				

P



A HERITAGE OF GOOD LIVING

## Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

### COUNCIL COMMUNICATION:

**TO:** Mayor Garrett and City Council Members

**FR:** Sheryl Mitchell Theriot, City Administrator

**DA:** May 17, 2021

**RE:** Capital Improvement Plan 2021-2026

The 2021-2026 Capital Improvement Plan (CIP) serves as a tool to assist the city in long-range planning and improvements. The 6-year CIP and annual update is a requirement under the Michigan Planning Enabling Act of 2008.

A capital improvement project is a major, nonrecurring expenditure that generally has a public purpose and costs \$5,000 or more. This can include rehabilitation and new facilities and equipment, with a useful life of 3 or more years.

Jill Bahm, Planner from Giffels Webster and staff have worked extensively on the updates for the Capital Improvement Plan (CIP) 2021-2026. The CIP ensures the timely repair and replacement of ageing infrastructure, provides a level of certainty for residents, businesses and developer regarding the location and timing of public investment, and helps to identify the most economical mean of financing capital improvements.

The Planning Commission held a public hearing at their March 16, 2021 and voted to recommend City Council's adoption. The City Council has posted the public hearing and will take action at the May 17, 2021 meeting, along with the adoption of the budget.

### **RECOMMENDATION**

Projects as presented totaling: **\$5,285,974**

Fiscal Year 2021/22 Funding Sources:

- General Fund	\$ 110,450	(city hall, DPS, police)
- CIP/Special Assessments	\$ 110,000	(Culverts, ditches, sidewalks)
- Water/Sewer Fund	\$ 133,477	
- Water CIP Bonds	\$ 2,344,600	
- Road Bonds	\$ 2,116,402	
- Local & Major Streets	\$ 88,000	
- DDA Fund	\$ 17,725	
<b>TOTAL</b>	<b>\$4,920,654</b>	

### **Suggested Motion:**

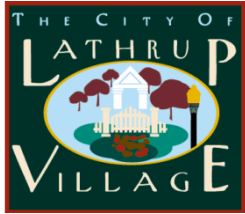
To receive the recommendations from the Planning Commission and approve the recommended amendments from the City Administrator in the Adoption of the Capital Improvement Plan for 2021-2026, as presented.

Project				Estimated Cost			FUNDING OPTIONS - FY 21/22											
No.	Name	Fiscal Year Start	Funding Source	Equip/Construction	Other	Total	FY21/22	CIP / GF / ARP	WATER / SEWER FUND	WATER BONDS	ROAD BONDS	LOCAL / MAJOR	DDA	FY22/23	FY 23/24	FY24/25	FY25/26	FY26/27
<b>Administrative</b>																		
AD21-01	Police Department building analysis	2021	General Fund		Study	\$ 10,000	\$ 10,000	\$ -						\$ 10,000				
AD21-02	City Hall Lobby Renovation	2021	General Fund		Update	\$ 30,000	\$ 30,000	\$ -						\$ 20,000.00				
AD21-03	City Hall Carpet Replacement	2021	General Fund		Update	\$ 15,000	\$ 15,000	\$ 15,000										
<b>Total</b>						\$ -	\$ 55,000	\$ 15,000										
<b>DPS</b>																		
DPS21-01	Backhoe tractor	2021/2022	General Fund	\$ 85,000		\$ 85,000	\$ 85,000							\$ 85,000				
DPS21-02	Leaf Vac Conversion Kit	2021/2022	General Fund	\$ 8,000		\$ 8,000	\$ 8,000	\$ 8,000										
DPS20-03	PickUp Truck (plow ready)	2021/2022	General Fund	\$ 45,000		\$ 45,000	\$ 45,000							45000				
DPS20-04	Paving Lot Replacement Phase 1	2021/2022	General Fund	\$ 51,000		\$ 51,000												\$ 51,000
DPS20-05	Paving Lot Replacement Phase 2	2022/2023	General Fund	\$ 50,000		\$ 50,000	\$ 50,000	\$ 50,000										
DPS20-06	Paving Lot Replacement Phase 3	2023/2024	General Fund	\$ 50,000		\$ 50,000	\$ 50,000							\$ 50,000				
<b>Total</b>				\$ 289,000		\$ 289,000	\$ 238,000	\$ 58,000						\$ 180,000	\$ -			\$ 51,000
<b>DDA</b>																		
DDA21-01	Hanging Flower Baskets	2020/2021	DDA Funds	\$ 9,225	-	\$ 9,225	\$ 9,225						\$ 9,225					
DDA20-02	Alley Study - Feasibility + condition	2020/2021	DDA Funds		-	\$ 8,500	\$ 8,500						\$ 8,500					
<b>TOTAL</b>						\$ 17,725	\$ 17,725						\$ 17,725					
<b>PARKS</b>																		
PR21-01	Splash Pad Study and Planning	2021/2022	General Fund			\$ 5,000								5000				
PR21-02	Goldengate Park Update Study and Planning	2021/2022	General Fund			\$ 5,000	\$ 5,000							5000				
PR21-03	Replace Sarackwood Playground Equipment	2022/2023	General Fund/Grant			\$ 100,000	\$ 100,000										TBD	
PR21-04	Acquisition and Development of SE Quadrant Park	2024/2025				\$ -											TBD	
<b>TOTAL</b>						\$ 110,000	\$ 105,000	\$ -						\$ 10,000				
<b>Police</b>																		
P21-01	Axon Taser	2021/2023	Police	\$ 17,800		\$ 13,350	\$ 4,450	\$ 4,450						\$ 4,450	\$ 4,450			
P21-02	Patrol Vehicle	2021/2022	Police	\$ 45,000		\$ 45,000								\$ 45,000				
P21-03	Mobile Data Computer Replacement	2022-2025	Police	\$ 12,000		\$ 12,000	\$ 3,000	\$ 3,000						\$ 3,000	\$ 3,000	\$ 3,000		
P21-04	New Portable Radios	2021/2022	Police	\$ 30,000		\$ 30,000	\$ 30,000	\$ 30,000										
P21-05	Body Cams	2021/2022	Police	\$ 40,000		\$ 40,000	\$ 40,000							\$ 40,000				
P21-06	Expanded Station	TBD	TBD	\$ 1,500,000		\$ 1,500,000								TBD				
See AD-01	New Police Station	TBD	TBD	TBD		TBD												TBD
<b>TOTAL</b>						\$ 100,350	\$ 77,450	\$ 37,450						\$ 92,450	\$ 7,450	\$ 3,000		
<b>Roads</b>																		
R21-01		1446512	2020/2021	Paving Bond Issue	\$ 1,446,512	\$ 204,328	\$ 1,650,840											
	FY 2021/22 Paving Program		2021/2022	Paving Bond Issue	\$ 1,997,873	\$ 118,529.00	\$ 2,116,402	\$ 2,116,402			\$ 2,116,402							
	FY 2022/23 Paving Program		2022/2023	Paving Bond Issue	\$ 1,998,054		\$ 1,998,054							\$ 1,998,054				
	<b>TOTAL</b>				\$ 5,442,439	\$ 322,857	\$ 5,765,296											
R21-02	2021 Local Road Paving Program (Santa Barbara)	2021/2022	Local/Major Road Fund	\$ 88,000		\$ 88,000	\$ 88,000					\$ 88,000						
R21-03	Culvert Jet Cleaning	2021/2022	Special Assessment	\$ 30,000		\$ 30,000	\$ 10,000	\$ 5,000						\$ 10,000	\$ 10,000			\$ 5,000
R21-04	Ditches	2023/2024	CIP Bond/Special Assess.	\$ 300,000		\$ 300,000	\$ 10,000	\$ 25,000						\$ 125,000	\$ 125,000			\$ 25,000
R21-05	Sidewalks	2022/2024	Special Assessment	\$ 300,000		\$ 300,000	\$ 80,000	\$ 80,000						\$ 100,000	\$ 100,000			\$ 80,000
<b>TOTAL</b>						\$ 6,483,296	\$ 2,304,402	\$ 110,000	\$ -	\$ -	\$ 2,116,402	\$ 88,000	\$ -	\$ 2,233,054	\$ 235,000	\$ -	\$ -	\$ -
<b>Sanitary Sewer</b>																		
S21-01	2021 Retention Tank Upgrades	2020/2022	CIP Bond Issue	\$ 550,000		\$ 550,000	\$ 550,000			\$ 550,000								
S21-02	2021-2024 Sanitary Sewer Repairs	2021/2024	CIP Bond Issue	\$ 480,000		\$ 480,000	\$ 120,000			\$ 120,000				\$ 120,000	\$ 120,000	\$ 120,000		
S21-03	2021 EFSDS CAP Projects	2021/2022	Water / Sewer Fund	\$ 2,080,800		\$ 2,080,800	\$ 133,477	\$ 133,477						\$ 133,477	\$ 133,477	\$ 133,477	\$ 133,477	\$ 133,477.00
S21-04	2022/2023 Storm Sewer CCTV	2022/2023	Water / Sewer Fund	\$ 360,000		\$ 360,000								\$ 180,000	\$ 180,000			
S21-08	2025 Sewer Improvements CCTV	2025 / 2026	Water / Sewer Fund	\$ 180,000		\$ 180,000											\$ 120,000	
<b>TOTAL</b>						\$ 3,590,800	\$ 803,477	\$ 133,477	\$ 670,000					\$ 433,477	\$ 433,477	\$ 253,477	\$ 253,477	\$ 133,477
<b>Water</b>																		
W21-01	Lead and Copper Exterior Identification	2021/2023	CIP Bond Issue	\$ 300,000		\$ 300,000	\$ 50,000			\$ 50,000				\$ 100,000	\$ 100,000			\$ 50,000
W21-02	2021 - 2023 Water Main Replacement	2021/2023	CIP Bond Issue	\$ 1,360,000		\$ 1,360,000	\$ 475,000			\$ 356,600				\$ 437,500				\$ 400,000
W21-03	Lead & Copper Service Line Replacement	2021/2024	CIP Bond Issue	\$ 500,000		\$ 500,000	\$ 100,000			\$ 100,000				\$ 200,000	\$ 150,000			\$ 50,000
W21-04	Fire Hydrants Replace / Refurbish	2021/2023	CIP Bond Issue	\$ 552,000		\$ 552,000	\$ 84,000			\$ 84,000				\$ 184,000	\$ 184,000			\$ 100,000
W21-05	Gate Valve Replacement	2021/2022	CIP Bond Issue	\$ 972,000		\$ 972,000	\$ 224,000			\$ 224,000				\$ 324,000	\$ 324,000			\$ 100,000
W21-06	Water Meter Replacement	2021/2022	CIP Bond Issue	\$ 860,000		\$ 860,000	\$ 860,000			\$ 860,000								
W21-07	2024 Water Main Replacement	2024/2025	CIP Bond Issue	\$ 325,000		\$ 325,000										\$ 325,000		
W21-08	2025 Water Main Replacement	2025/2026	Water / Sewer Fund	\$ 475,000		\$ 475,000											\$ 475,000	
<b>TOTAL</b>				\$ 5,344,000		\$ 5,344,000	\$ 1,793,000	\$ 1,674,600						\$ 1,245,500	\$ 758,000	\$ 325,000	\$ 475,000	\$ 700,000
<b>TOTAL BY FUNDING SOURC FOR FY 2021/22</b>							<b>\$ 4,920,654</b>	<b>\$ 220,450</b>	<b>\$ 133,477</b>	<b>\$ 2,344,600</b>	<b>\$ 2,116,402</b>	<b>\$ 88,000</b>	<b>\$ 17,725</b>					
<b>SPECIAL NOTE</b>																		
W21-09	Planned Use of Water/Sewer Funds for Projects	2021/2024	Water / Sewer Fund	\$ 1,880,000		\$ 1,880,000	\$ 1,000,000	\$ 1,000,000						\$ 440,000	\$ 440,000			

Water CIP Bond	YEARLY AMOUNT		\$5,380,000
FY 20/21 Sanitary Sewer			
FY 20/21 Water	\$ 700,000	\$ 700,000	
FY 21/22 Sanitary Sewer	\$ 670,000		
FY 21/22 Water	\$ 1,674,600		
		\$ 2,344,600	
FY 22/23 Sanitary Sewer	\$ 120,000		
FY 22/23 Water	\$ 1,245,500		
		\$ 1,365,500	
FY 23/24 Sanitary Sewer	\$ 120,000		
FY 23/24 Water	\$ 758,000	\$ 878,000	
FY 24/25 Sanitary Sewer	\$ 120,000		
FY 24/25 Water	\$ 325,000	\$ 445,000	
<b>TOTAL</b>		\$ 5,733,100	\$ (353,100)

Road Bond	YEARLY AMOUNT		\$5,845,000
FY 20/21	\$ 1,650,840		
FY 21/22	\$ 2,116,402		
FY 22/23	\$ 1,998,054		
FY 23/24			
		\$ 5,765,296	\$ 79,704

Lead & Copper Exterior Identification - revised			
Stop Boxes	1200	\$75	\$90,000
Exterior ID	350	550	\$192,500
			\$282,500



A HERITAGE OF GOOD LIVING

**Dr. Sheryl L. Mitchell Theriot**

**City Administrator**

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**COUNCIL COMMUNICATION:**

**TO:** Mayor Garrett and City Council Members

**FR:** Sheryl Mitchell Theriot, City Administrator

**DA:** May 17, 2021

**RE:** Downtown Development Authority (DDA) – Fiscal Year 2021-22 Budget

The DDA Board met on April 16, 2021 and voted to recommend the attached budget to City Council for your approval, with the following modifications:

- Revenues – TIFA-Capture Taxes is increased from \$255,000 to \$305,000
- Fund Balance - \$750,000 is designated for the Southfield Road Project and
- \$91,500 of Fund Balance is identified as Operating Reserves

The Expenses for FY 2021-22 are projected as \$304,754.

The Cost Share Agreement between the DDA and City of Lathrup Village is also included.

**Suggested Motion:**

**Adopt the DDA Fiscal Year 2021/22 Budget, with the approved modifications, and incorporate into the City of Lathrup Village's overall Fiscal Year 2021/22 budget.**

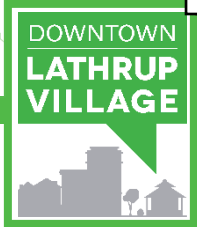


**Lathrup Village**  
**Downtown Development Authority**  
**2021/2022 Budget**



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## Mission

The Lathrup Village Downtown Development Authority's mission is to undertake public improvements that have the greatest impact to strengthen the downtown area and attract new investments. To serve this mission, the DDA is dedicated to combining public and private resources for the physical and economic development of properties located within the district borders.

## Board of Directors

- Dan Sugg, Chair
- Fred Prime, Vice Chair
- Kelly Garrett, Mayor
- Sheryl Mitchell, City Administrator/DDA Secretary
- Bryan Ford
- Bobbi Lovins
- Pam Shermeyer
- Mark Watts
- Shyla Beltur

## Staff

- Susie Stec, DDA Director
- Cori Dahl, DDA Manager
- Pam Bratschi, Treasurer





## Historical Snapshot

Over the years, DDA activities included hosting events, implementing business assistance programs such as a façade improvement grant, sign grant, and streetscaping initiatives. These activities demonstrate the DDA's desire to foster a business-friendly environment while transforming the commercial corridor into an identifiable & desirable destination. While the DDA intends to continue and expand these activities, the COVID-19 pandemic challenged us to refine and find new ways to support our business community more fully. The 2020 DDA Annual Report details how the pandemic reshaped our activities last year.

Southfield Road is the main commercial corridor; however, this thoroughfare poses many challenges to fostering a thriving business district. Some of these challenges include a wide public right-of-way, lack of curbing and pedestrian crossings, high travel speeds, and an old stormwater ditch system. The Road Commission for Oakland County (RCOC) has spent numerous years working with Lathrup Village, Southfield, and Beverly Hills to develop a preferred alternative for the reconstruction of Southfield Road. The required environmental assessment for the preferred alternative was submitted in 2021; however, it is generally believed that federal funding will not be secured for several more years. As a result, the city is working with RCOC to design interim improvements with construction to be completed in 2024.

## Planned Activities: 2021/2022

### *Business Development*

Lathrup Village is a great location for small business startups – space is affordable and major transportation arteries are easily accessible. While attracting new business remains a priority, supporting and retaining current business is our current focus. At the outset of the pandemic, it was immediately recognized that our small businesses needed financial support if they were to weather the storm. In response to the emerging economic hardships of the pandemic, several financial assistance programs were developed by the county. This was supplemented by Lathrup Village DDA with the establishment of an incubator program – Lovin' Lathrup Village Business Relief Mini-Grants.

Our assistance has not been exclusively financial but has included a concerted effort to provide opportunities for increased digital marketing, virtual events, and distribution of personal protective equipment (PPE). Other examples include expanding Small Business Bingo to be a month-long event, launching Live in LV videos, implementing Fireside Fridays, and



establishing a quarterly e-newsletter specifically for businesses. These activities will continue and will be expanded in the upcoming fiscal year.



*DDA Director and Manager with Lovin' Lathrup Village Business Relief Awardee, Valerie Bryant*

### *Streetscaping and Beautification*

In previous years, the DDA budget allocated funds for a façade improvement and sign grant programs. While the sign grant program has been successfully utilized by Lathrup Village business, the façade improvements program funds are not being sought after, despite being promoted. To encourage use of these funds, address site-related challenges experienced by our property owners, and promote investment in the community, the façade program guidelines have been expanded to include site beautification activities such as landscaping and parking lot improvements.

Enhancing the “curb appeal” of Southfield Road continues to be a DDA priority. In the past, the uncertainty of *when* the long-awaited Southfield Road reconstruction will occur put the DDA in limbo and resulted in an overall lack of investment. In 2020 the DDA began beautification & streetscaping efforts through the installation of banners, flowers, and trash receptacles. We also “adopted” Southfield Road through the RCOC Adopt-A-Road Program and increased the number of corridor cleanups. Streetscaping improvements will continue in 2021 with the installation of additional hanging baskets, landscaping improvements at both gateway flowerbeds and at City Hall. To help facilitate continued improvements, the DDA Board of Directors has established a Beautification Task Force.



*Volunteers at the Lovin' Lathrup Village Corridor Clean-Up.*

Working with the Parks & Recreation Department, the DDA will be hiring part-time, seasonal staff to maintain the aforementioned flowerbeds and watering of the hanging flower baskets along the corridor.



*Hanging Flower Baskets that will be featured throughout the corridor*

### *Events*

DDA-sponsored events include the annual Southfield Corridor Cleanup, Small Business BINGO, Small Business Saturday Artisan Market, Fireside Fridays, Spring into Self-Care, and a



Juneteeth Celebration. There is close coordination of events & programming between the DDA & Parks & Recreation Department. Opportunities to expand the DDA presence at events will be explored. The DDA will continue providing grand opening ribbon-cuttings to new businesses.



*Residents at a Fireside Fridays event.*

### *Training & Strategic Planning*

Now that staffing has stabilized, efforts are being made to ensure board members have access to training and they are actively encouraged to take advantage of these opportunities. The Board of Directors participated in strategic planning efforts lead by the National Main Street Center to guide our COVID-19 recovery efforts. These workplans will be the foundation to guide our activities over the next few years.

### *Joint Meetings*

The DDA Board of Directors will continue participating in joint meetings with City Council and Planning Commission to ensure consistent communication and collaboration on planning projects, zoning ordinance amendments, and related initiatives.

### *Future Development*

2020 saw the redevelopment of Lathrup Plaza (southeast corner of I-696/Southfield), beginning construction stages of BP Gas Station, and completion of phase two of the Lathrup Apartments along the 11 Mile Service Drive. 2021 will bring improvements to Discount Tire, a new MRI/Life Center, a new physical therapy practice, and the third (and final) phase of the



apartments. In addition, there is a significant amount of speculation and interest from the cannabis industry. City Council will be making a final determination whether to allow these uses in the community. If permitted, cannabis will likely have a significant impact on development activity.

The city continues to refine its processes to better align with the Redevelopment Ready Communities (RRC) best practices. This has included updating the city's development guide, establishing pre-application meetings, and generally fostering a welcoming, business-friendly atmosphere. It is expected that these efforts will help attract future development.

### *Main Street Oakland County*

Lathrup Village is an associate level community – the second rung of Main Street Oakland County's three-tiered system. The DDA's goal is to move up to the Select level which will provide greater access to MSOC resources and enhanced funding opportunities. The DDA continues to work closely with MSOC on numerous programs and initiatives.

## DDA Revenue

### *Revenue 2010 through 2019*

Revenues have significantly declined since their peak in 2009. Since that time, DDA revenues have been reduced by more than 50 percent due to the devaluation of commercial property (see chart on Page 12). In 2015, revenues began to slightly improve which has continued now into the new decade. Commercial properties are seeing investment and values are expected to increase, but not at the quick pace at which they decreased during the Great Recession.

While the COVID-19 pandemic has had an immediate economic impact on businesses small & large, it remains to be seen what impact this will have in the medium to long-term. Lathrup Village as a whole is anticipating significant tax revenue losses; however, remaining cautiously optimistic that anticipated projects come to fruition.

Reliant on tax revenues, DDAs across the county have been encouraged to diversify revenue sources. Efforts to identify new potential sources of revenue be encouraged.

### *Revenue Sources*

The revenue sources for the DDA are outlined and briefly described below:

*Tax Increment Financing (TIFA-CAPTURE TAXES):* Tax increment financing is the largest funding source. This funding mechanism captures increases in taxable value for the DDA. Since the

2008 Great Recession, taxable value – and the DDA’s revenue – declined dramatically. Some properties even dipped below their base valuation, which is the value of the properties when the DDA was established in 1998 and 1999. The development of The Mint provided a significant increase.

*DDA Millage (TAX COLLECTED OTHER):* The DDA levies an additional millage on properties within its boundaries. This is the second largest funding source for the DDA. The 2020/21 millage rate was **1.8823 mils** for every dollar of taxable value in the DDA District. This rate is anticipated to remain the same in 2021/2022. Often, as property values increase, the Headlee Amendment requires millage rates to roll back to not exceed the rate of inflation.

*Special Assessment:* There is an ongoing payment to the DDA for the reimbursement of construction costs for the public-private parking lot adjacent to The Jagged Fork. The DDA Director is in communication with the property owners to either pay-off the outstanding balance or re-establish a payment plan. Efforts to collect these funds have been hampered by the COVID-19 pandemic.

*Investment Interest:* The DDA earns interest on its saved fund balance.

*Federal/State Grants:* The DDA routinely seeks out and applies for grant funding to support its programs & initiatives.

*Miscellaneous Revenues:* This is comprised of personal property taxes paid to the state and passed on to the DDA.



Table: 2021-2022 Budget Revenue Summary

REVENUES	BUDGETED 19/20	ACTUAL 19/20	BUDGETED 20/21	AMENDED JAN 20/21	ACTUAL 3/31/21	PROPOSED 21/22	INCREASE (DECREASE)
TIFA-CAPTURE TAXES	92,837	308,173	255,000	255,000	31,987	255,000	-
TAX COLLECTED OTHER	45,000	36,147	24,643	24,643	24,313	24,643	-
SPEC ASSESSMENT - REVENUE	1,800	-	1,800	1,800	-	1,800	-
INVESTMENT INTEREST	10,000	13,097	10,000	10,000	2,080	10,000	-
FEDERAL/STATE GRANTS	-	5,866	-	-	4,000	-	-
MISC. REVENUES	6,000	11,445	6,000	6,000	17,850	6,000	-
<b>Total Revenues</b>	<b>155,637</b>	<b>374,728</b>	<b>297,443</b>	<b>297,443</b>	<b>80,230</b>	<b>297,443</b>	-

## DDA Expenditures

Throughout the fall of 2020, the DDA Executive Committee and City worked to develop a Cost-Share Agreement that clearly articulated shared expenses and areas ripe for formalized collaboration. This agreement was adopted in January 2021 and is included in the appendix. The expenditures outlined below are aligned with this agreement.

### *Proposed 2021-2022 Expenditures*

*Salary & Wages:* The DDA pays the salary for the DDA Director, DDA Manager, and a percentage of the City Administrator, City Treasurer, and Parks & Recreation Coordinator salaries.

*Employee Taxes & Benefits:* The DDA pays the taxes and benefits for the DDA Director, DDA Manager, and a percentage of the City Administrator, City Treasurer, and Parks & Recreation Coordinator salaries.

*Part Time Seasonal Crew:* A two-person crew to performance maintenance in the district.

*Legal Services:* This fund covers the costs of legal advice and/or the drafting of agreements.

*Office Supplies:* This fund covers general office supplies, Adobe subscriptions for staff, and shared cost of website and Zoom subscription.



*Tax Tribunal Returns:* The DDA sets aside approximately \$2,000 for the Tax Tribunal refunds.

*Auditing & Accounting:* The DDA sets aside approximately \$800 for these financial services.

*Training and Memberships:* Training sessions and memberships are important for staff and boards/commission. These opportunities help sharpen skills, educate about latest trends and research, and build social capital for the city. Funds in this line item include registration and travel expenses for regional, state & national conferences. It also covers memberships for the DDA Board of Directors, Planning Commission and Historic District Commission, as the focus of the latter bodies lies within the district boundaries.

*Main Street Program:* The funds in this line item are broadly defined for business assistance, with an eye toward COVID-19 relief such as the Business Relief Mini-Grant program. The DDA will work to craft additional programs are more accessible to Lathrup Village businesses and effective at achieving the district goals. This line also includes costs incurred in the Southfield Corridor Cleanups, Small Business BINGO, Artisan Fair, and updated rebranding efforts.

*Streetscaping:* Investing in the DDA district includes the maintenance of the two gateway gardens/signs in the district, landscaping surrounding City Hall. This fund also includes hanging flower baskets, planters, new seasonal banners, and holiday decorations.

*Planning/Consulting Fees:* This includes a monthly fixed retainer cost, development plan review fees, zoning ordinance updates, and implementation of the Comprehensive Plan. In 2021/22 this will also include an alley maintenance & feasibility study.

*Printing/Publication Costs:* Expenses related to advertising and marketing of the DDA and events.

*Postage Fees:* Expenditures for mailing DDA-related items.

*Repairs & Maintenance:* This fund reflects investment in the DDA district and is used for paying electricity bills for the streetlights within the district, as well as the I-696 Service Drive Mowing & Snow Removal, and alley maintenance.

*Miscellaneous Expenditures:* This includes general and/or unanticipated costs, as well as general board of directors' costs and portion of liability insurance premium.





*Depreciation Infrastructure:* This is related to the annual audit regarding infrastructure – primarily alleys – in the DDA district and is typically determined well after the budgeting process.

*Capital Expenditure:* This fund would include investments in the DDA district in the form of equipment purchases or maintenance.

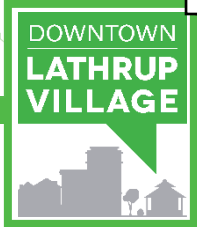
*Sign Grant Program:* This program was reinstated two years ago and has been successful tool for new and existing businesses.

*Façade Improvement Program Grant:* A program expressly identified in the TIF Plan, the façade improvement program was reinstated two years ago. While it has not been as popular as the Sign Grant Program, it is still a resource. The program will be revamped to be more responsive to business/property owner needs related to overall site beautification.



Table 2021-2022 Budget Expenditures Summary

EXPENDITURES	AMENDED 19/20	ACTUAL 19/20	BUDGETED 20/21	AMENDED JAN 20/21	ACTUAL 3/31/21	PROPOSED 21/22	INCREASE (DECREASE)
SALARIES & WAGES	56,136	56,434	71,820	112,790	74,862	116,174	3,384
PART TIME SEASONAL CREW	5,840	2,294	5,500	900	-	5,000	4,100
EMPLOYEE TAXES & BENEFITS	23,618	28,176	22,000	34,000	28,947	34,000	-
LEGAL SERVICES	900	-	900	900	-	900	-
OFFICE SUPPLIES	72	72	200	2,900	1,055	1,480	(1,420)
TAX TRIBUNAL RETURNS	874	-	2,000	2,000	-	2,000	-
AUDITING & ACCOUNTING	800	800	800	800	800	800	-
TRAINING/MEMBERSHIP	2,000	1,969	4,500	2,000	75	4,500	2,500
MAIN STREET PROGRAM	15,814	4,991	20,000	43,000	51,783	16,500	(26,500)
STREETSCAPING	22,910	5,535	10,000	32,000	25,020	24,000	(8,000)
PLANNING/CONSULTING FEES	38,186	28,621	46,250	46,250	37,216	42,100	(4,150)
PRINTING/PUBLICATION COSTS	884	884	2,000	2,000	945	1,500	(500)
POSTAGE FEES	-	-	200	200	-	200	-
REPAIRS & MAINTENANCE	10,630	10,630	9,500	19,500	9,706	19,500	-
MISC. EXPENDITURES	1,516	2,118	1,300	6,100	1,271	6,100	-
DEPRECIATION INFRASTRUCTURE	-	31,335	-	-	-	-	-
CAPITAL EXPENDITURE	-	-	-	-	-	-	-
SIGN GRANT PROGRAM	2,000	2,000	10,000	10,000	386	10,000	-
FAÇADE GRANT PROGRAM	-	-	20,000	20,000	-	20,000	-
<b>TOTAL EXPENDITURES</b>	<b>182,180</b>	<b>175,858</b>	<b>226,970</b>	<b>335,340</b>	<b>232,064</b>	<b>304,754</b>	<b>(30,586)</b>

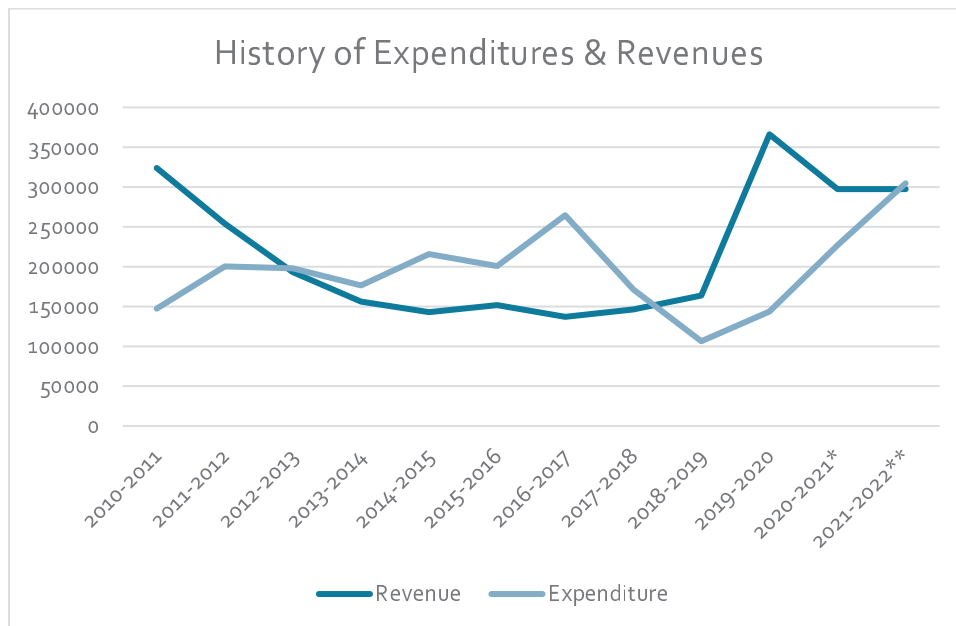


*History of Expenditures and Revenues*

The following charts and graphs are meant to provide an overview of previous budget years.

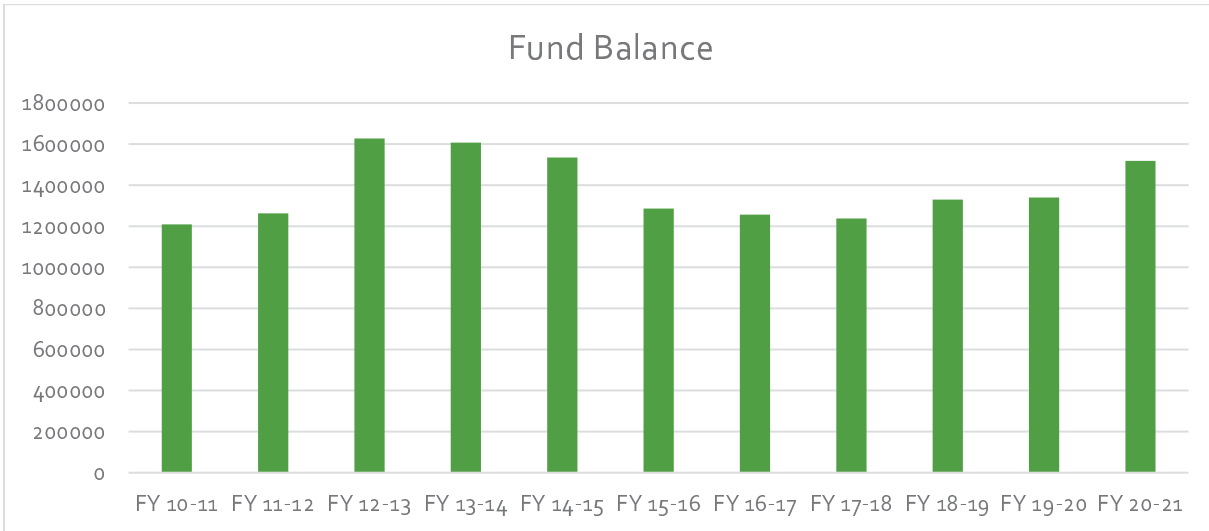
History of Expenditures and Revenues		
Fiscal Year	Revenue	Expenditure
2010-2011	323,943	147,303
2011-2012	254,118	200,418
2012-2013	193,228	198,028
2013-2014	156,217	176,392
2014-2015	142,843	215,848
2015-2016	151,691	200,782
2016-2017	137,045	264,682
2017-2018	146,375	171,420
2018-2019	163,875	106,400
2019-2020	366,232	143,678
<b>2020-2021*</b>	<b>297,443</b>	<b>335,340</b>
<b>2021-2022**</b>	<b>297,443</b>	<b>304,754</b>

\*budgeted      \*\*projected





Fund Balance: FY 10-11 to FY 20-21



The DDA has successfully built a healthy fund balance with the intent of utilizing those funds as the primary match for the reconstruction of Southfield Road. The DDA has only use its fund balance for operational expenses in a limited manner. Additionally, in accordance with PA 57, the DDA intends to start dipping into the fund balance to enhance the physical appearance and functioning of the Southfield Road corridor, as well as enhance the programs of the DDA.

Historical Fund Balance	
Fiscal Year	Fund Balance
FY 10-11	\$1,209,248
FY 11-12	\$1,262,948
FY 12-13	\$1,627,708
FY 13-14	\$1,607,533
FY 14-15	\$1,534,528
FY 15-16	\$1,286,278
FY 16-17	\$1,256,738
FY 17-18	\$1,237,849
FY 18-19	\$1,329,994
FY 19-20	\$1,340,050
<b>FY 20-21*</b>	<b>\$1,518,413</b>

\*As of 3/31/21



## Appendix

**LATHRUP VILLAGE DOWNTOWN DEVELOPMENT COST SHARE AGREEMENT**  
**2021 -2026**

THIS AGREEMENT is entered into between LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY (hereinafter referred to as "DDA"), and the CITY OF LATHRUP VILLAGE (hereinafter referred to as the "CITY").

WHEREAS, DDA has demonstrated special expertise in promoting the economic, physical and aesthetic redevelopment and maintenance of the downtown area, and these activities are directly and indirectly related to implementing the Development Plan and Tax Increment Financing Plan; and

WHEREAS, the expenses related to these activities are above and beyond what the CITY would incur, and it is more practical and efficient for the CITY and DDA to share or take on the expenses set forth herein than it would be for the CITY to incur these expenses on their own.

NOW THEREFORE, for mutual consideration, the parties hereby agree as follows:

1. **Term of Agreement.** The term of this Agreement shall be from January 1, 2021, through June 30, 2026, to be reviewed every 3-years.
2. **DDA Scope of Services.** DDA, its Director and staff shall devote their best professional efforts towards the following:
  - A. Provide staff assistance for the CITY by:
    - Coordinating with CITY staff in preparation of the DDA budget.
    - Administration of DDA grant programs to include disseminating information and distributing press releases about DDA grant programs; coordinating application intake; coordinating review of applications for completeness; conducting committee meetings for application review and recommendations; preparation and administration of grant contracts; inspection and validation of completed work and coordination of payment of grant funds.
    - Administer all planning and zoning related activities, including management of planning consultants.
    - Attending CITY Commission meetings and various committee meetings as requested by CITY staff.
  - B. Develop and implement projects and programming that further the mission and Development Plan of the DDA, including corridor cleanups, beautification, and placemaking projects.

- C. Assisting CITY staff and CITY Commissioners on projects, meetings, and workshops pertaining to downtown redevelopment.
  - D. Maintain an inventory/database of occupied and vacant properties in the DDA district to be updated quarterly.
  - E. Assist CITY with Code Enforcement and property maintenance activities in the DDA district.
  - F. Work with the CITY to evaluate and prioritize public infrastructure needs in the DDA district, emphasizing alley repairs, and establish an alley maintenance fund.
  - G. Coordinate and work with CITY on public infrastructure projects in the DDA District, including Southfield Road project, installation of side street parking, alleyways, bus stops, non-motorized transportation, etc.
  - H. Implement the Downtown Development Plan and support the CITY's implementation of the Comprehensive Plan.
  - I. Manage the maintenance contract for the I-696 Service Drive.
  - J. Maintain and enhance the streetscaping along Southfield, 11 Mile and Twelve Mile Roads, to include features such as banners, flower baskets, and holiday decorations. The DDA will also maintain the gateway flowerbeds, flowerbeds and planters at City Hall.
  - K. Promote programs and initiatives of the DDA and CITY by way of social media, e-newsletters, website, and printed marketing materials.
3. **CITY Scope of Services.** The CITY, its City Administrator and staff shall devote their best professional efforts towards the following:
- A. Providing all financial services required of the DDA.
  - B. Assisting the DDA with organizing and management of promotional activities and events held in Municipal Park and/or Community Room, by way of the Parks & Recreation Department.
  - C. Promoting awareness of the downtown community through management of quarterly promotions annually including but not limited to the Outdoor Winter Market/Artisan Fair.
  - D. Attending DDA Board of Directors meetings and various committee meetings as requested by DDA staff.
  - E. Facilitate operational need of the DDA including office space, technology & software, etc.

4. **Compensation.** The DDA agrees to share the following annual expenses with the CITY:

- A. I-696 Service Drive Maintenance - \$5,000
- B. Streetscaping - \$10,000
- C. Technology/Software - \$2,700
- D. Planning consultant fees - \$15,300
- E. Liability insurance - \$4,657
- F. A percentage of the salaries and fringe benefits for the employees listed below. Percentage split is identified listing first the DDA, then the CITY:
  - DDA/CED Director (90/10)
  - DDA & Special Projects Manager (90/10)
  - City Administrator (10/90)
  - Treasurer (10/90)
  - Parks & Recreation Coordinator (15/85)
  - Code Enforcement Officer (45/55)

5. **Reporting.** DDA shall provide an account of activities to the CITY, through Board of Directors agendas, minutes and Director Reports provided to the CITY. These reports shall include detailed information regarding projects and programs of the DDA.

SIGNED BY DDA this 3<sup>rd</sup> day of FEBRUARY, 2021

SIGNED BY CITY this 3<sup>rd</sup> day of FEBRUARY, 2021

City of Lathrup Village  
BY: [Signature]  
Mykale Garrett, Mayor

Lathrup Village Downtown Development Authority  
BY: [Signature]  
Susie Stec, DDA Director

BY: [Signature]  
Sheryl L. Mitchell Theriot, City Administrator

BY: [Signature]  
Yvette Talley, City Clerk





A HERITAGE OF GOOD LIVING

**Dr. Sheryl L. Mitchell Theriot**

**City Administrator**

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

**COUNCIL COMMUNICATION:**

**TO:** Mayor Garrett and City Council Members

**FR:** Sheryl Mitchell Theriot, City Administrator

**DA:** May 17, 2021

**RE:** Fiscal Year 2021-22 – Rate and Fee Schedule

The only proposed changes to the current Rate and Fee Schedule is for the Registration and License Fees for Landlords. The current schedules reflect:

**RESIDENTIAL& COMMERCIAL RENTAL LICENSING**

- Prior to Occupancy \$ 75.00\*
- After Occupancy \$ 100.00\*
- Re-inspection \$ 40.00

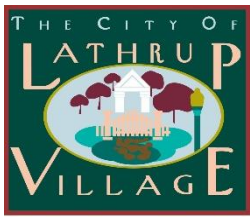
\*Both fees include cost of initial inspection

However, City Code Section 18-183 – Registration and fee schedule, specifically identifies that an annual registration fee schedule shall be established by city council in 6 categories, along with a penalty fee for renting without a license, inspection trip charge (in excess of 3 trips in a single registration period), late registration fee, and conditional license fee.

The recommendation is to bring the fees in alignment with our city code and that the rates reflect the actual inspection costs for commercial and residential rental property.

**Suggested Motion:**

**That the City Council hereby resolves to amend the Rate and Fee Schedule to include the Annual Registration and Fee Schedule for commercial and residential rental property as presented, effective on July 1, 2021, in the Fiscal Year 2021/22 budget.**



A HERITAGE OF GOOD LIVING

## City of Lathrup Village

27400 Southfield Road  
Lathrup Village, Michigan 48076  
248.557.2600  
[www.lathrupvillage.org](http://www.lathrupvillage.org)

Item 11C.

### MEMORANDUM

TO: Sheryl Mitchell Theriot, City Administrator  
FROM: Susie Stec, Community & Economic Development Director  
DATE: May 15, 2021  
RE: Proposed Rental Registration and Fee Schedule

Staff has been working over the past several months to ensure the city is consistently applying the various standards outline in Chapter 18 – Businesses, of the city code; specifically, as it relates to Article II – Business licenses and Article IV – Landlords and Tenants. During the annual review of the city’s fee schedule, it was determined that the rentals fees were not in alignment with Section 18-183. Registration and Fee Schedule. Currently the city charges \$75 pre-occupancy and \$100 post-occupancy. These rates are applied uniformly to all rentals regardless of type (i.e. residential, commercial, multi-tenant or single-tenant). Additionally, the current fees do not cover the costs billed to the city by the inspectors.

To remedy this staff evaluated fees in neighboring communities and conferred with the city’s Building Department consultants to develop the fees proposed below. The proposed fees will cover the administrative and inspection costs associated with rental licensing.

#### Section 18-183. Registration and Fee Schedule

(c) The annual registration fee schedule shall be established by city council resolution in the following categories:

- (1) Single-family dwelling; **\$150**
- (2) Two-family dwelling; **\$150**
- (3) Multiple-family dwellings, apartment, etc. containing three to ten units; **\$300 + \$25/unit**
- (4) Multiple-family dwellings, apartments etc. containing eleven to fifty units; **\$300 + \$25/unit**
- (5) Multiple-family dwellings, apartments, etc. containing in excess of 50 units; **\$300 + \$25/unit**
- (6) Commercial and office structures; **\$300 + \$25/unit**
- (7) Penalty fee for renting without license; **\$300 (in addition to regular fee)**
- (8) Inspection trip charge (in excess of three trips in a single registration period). **\$225**
- (9) Late registration fee. **\$25 (in addition to regular fee)**
- (10) Conditional license fee. **\$500 plus \$500 bond (bond to be returned when conditions met)**

***Suggested action: Motion by City Council to adopt the Rental Registration and Fee Schedule as written, effective on June 1, 2021.***

# CITY OF LATHRUP VILLAGE

ANNUAL FISCAL RESOLUTIONS  
Fiscal Year 2021- 2022

## (1) RESOLUTION ADOPTING BUDGET

**WHEREAS**, the City Administrator has prepared and submitted to the City Council a recommended budget covering the next fiscal year, a public hearing has been held after due notice, and all other Charter requirements for the adoption of an annual budget have been met; and

**WHEREAS**, a Proposed Budget has been studied, reviewed, modified, reduced to writing, and filed with the City Clerk, which meets with the approval of the City Council and is now ready for adoption in final form;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council does hereby adopt the Proposed Budget now on file with the City Clerk, and has been modified to date as being the Budget of the City of Lathrup Village for the fiscal year commencing on July 1, 2021; and

**BE IT FURTHER RESOLVED** that the City Clerk be directed to date and initial such budget document for purposes of identification.

## (2) GENERAL PURPOSES TAX LEVY

**WHEREAS**, the City Council has approved a budget document for the next fiscal year and it is necessary to provide a levy of the amounts necessary to be raised by general ad valorem taxes on property for general municipal purposes;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council does hereby levy an annual ad valorem tax for the fiscal year commencing on the next July 1st upon all real and personal property subject to such taxation within the City at the rate of 17.8783 mills upon each dollar of State Taxable Valuation assessed thereon according to law (such levy being calculated to raise the sum of \$2,734,128 more or less) to be used for general municipal purposes; that this levy is made pursuant to the authority of Section 9.1 of the Charter and is exclusive of, and in addition to, all other special purpose levies for such year.

## (3) REFUSE COLLECTION AND DISPOSAL TAX LEVY

**WHEREAS**, the City Council has approved a budget document for the next fiscal year and it is necessary to provide a levy of the amounts necessary to be raised by general ad valorem taxes on property to defray the costs of collecting and disposing of "garbage" (in this City termed "refuse"),

**NOW, THEREFORE, BE IT RESOLVED** that the City Council does hereby levy an annual ad valorem tax for the fiscal year commencing on the next July 1st upon all real and personal property subject to such taxation within the City at the rate of 2.6816 mills upon each dollar of State Taxable Valuation assessed thereon according to law ( such levy

being calculated to raise the sum of \$601,122 more or less) to be used to pay the cost of establishing and maintaining a system for the collection and disposal of refuse; that this levy is made pursuant to the statutes in such case made and provided, and specifically 1917 PA 298, 1947 PA 179, and MSA 5.2681, all as amended to date.

#### **(4) UNLIMITED TAX GENERAL OBLIGATION BONDS TAX LEVY**

**WHEREAS**, the City Council has approved a budget document for the next fiscal year and it is necessary to provide a levy of the amounts necessary to be raised by general ad valorem taxes on property to defray the costs of street improvement projects,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council does hereby levy an annual ad valorem tax for the fiscal year commencing on the next July 1st upon all real and personal property subject to such taxation within the City at the rate of 3,9307 mills upon each dollar of State Taxable Valuation assessed thereon according to law ( such levy being calculated to raise the sum of \$410,097 more or less) to be used to pay the cost of constructing street improvements throughout the City, consisting of paving, repaving, resurfacing, reconstructing, and improving streets (the "Project"); that this levy is made pursuant to the statutes in such case made and provided, and specifically 1909 PA 279 and 2001 PA 34, all as amended to date, and an approving vote of the electors of the City of Lathrup Village.

#### **(5) DOWNTOWN DEVELOPMENT AUTHORITY**

**WHEREAS**, the City council has adopted a budget for the next fiscal year and it is necessary to provide a levy of the amounts necessary to be raised by general ad valorem taxes on property within the City's Downtown Development Authority District, as recommended and submitted by the Downtown Development Authority;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council does hereby levy an annual ad valorem tax for the fiscal year commencing on the next July 1<sup>st</sup> upon all real and personal property subject to such taxation within the Downtown Development Authority District at a rate of 1.8823 mills upon each dollar of State Taxable Valuation assessed thereon according to law (such levy being calculated to raise the sum of \$305,000 more or less) to be used exclusively for Downtown Development Authority purposes or as authorized by an adopted agreement with the City of Lathrup Village.

**(6) ANNUAL APPROPRIATIONS RESOLUTION**

**WHEREAS**, the City Council has adopted a budget for the next fiscal year which is now on file with the City Clerk,

**NOW, THEREFORE, BE IT RESOLVED** that the Council does hereby appropriate the following sums for the following purposes for the fiscal year commencing the next July 1st:

Government Services & Library	\$ 516,855
Administration	\$ 743,506
Buildings and Grounds	\$ 149,028
Public Safety	\$2,321,047
Public Services/Refuse	\$ 648,179
Recreation	\$ 75,060
Contingencies & Capital Fund	\$ 110,450
Major Streets	\$1,328,926
Local Streets	\$1,548,286
Water	\$2,935,887
Sewer	\$2,447,634
Debt Service	\$ 471,847
Capital Acquisitions	\$ 110,450
Downtown Development Authority	\$ 304,754
<b>Total</b>	<b>\$13,711,909</b>

**(7) WATER RATES**

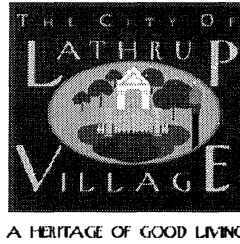
**WHEREAS**, the City Council has approved a budget document for the next fiscal year and it is necessary to provide a fee of the amounts necessary to be raised by a rate per thousand cubic feet to defray the costs to operate the water system of the City hereinafter detailed,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council does hereby levy an annual fee of \$43.74 per thousand cubic feet on all water customers of the City commencing the next July 1st; that said fee is set pursuant to Sections 78-222 and 34-491 of the Code of Ordinances for the City of Lathrup Village.

**(8) SEWER RATES**

**WHEREAS**, the City Council has approved a budget document for the next fiscal year and it is necessary to provide a fee of the amounts necessary to be raised by a rate per thousand cubic feet to defray the costs to operate the sewer system of the City hereinafter detailed,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council does hereby levy an annual fee of \$85.61 per thousand cubic feet on all sewer customers of the City as well as necessary surcharges for certain wastewater imposed upon the City by the Evergreen-Farmington Sewage Disposal System commencing the next July 1st; that said fee is set pursuant to Sections 78-383, 34-496, and 34-487 of the Code of Ordinances for the City of Lathrup Village.



# INFRASTRUCTURE STUDY GROUP

CITY OF LATHRUP VILLAGE  
27400 Southfield Road, Lathrup Village, Michigan 48076

## ROAD RECOMMENDATION TO CITY COUNCIL

MONDAY, APRIL 5, 2020

### **Infrastructure Committee 2022 Construction Street Recommendation:**

Goal: To recommend the specific roads for construction during the Summer 2022 road improvement project.

Background: In July of 2020, City Council accepted the recommended road improvement proposal from the Infrastructure Committee and voted to place the recommended road initiative on the November 3, 2020 ballot. During that election, Lathrup Village residents adopted the proposal and project implementation has started. The accepted proposal indicated that the Infrastructure Committee would recommend the specific streets slated for each summer construction season to City Council. While it may seem like the street recommendation for the summer of 2022 construction project is early, the engineering work actually needs to occur during the several months. This document serves as the road recommendation so that engineering work for the summer 2022 project can begin.

### Road Recommendation:

The committee recommends 2.24 miles of road repaving for the 2022 construction season.

These specific roads are noted below:

- Lacrosse: Bloomfield to Santa Barbara
- Glenwood: Santa Barbara to Bloomfield
- Saratoga: Bloomfield to Sunset
- Cambridge: Santa Barbara to Bloomfield
- San Rosa: Southfield Road to the City Line

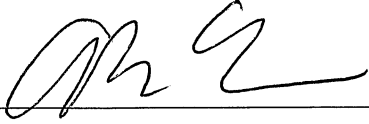
- Wiltshire: Southfield Road to the City Line
- East California: Southfield Road to Southfield Road
- Lathrup Boulevard: Southfield Road to Coral Gables
- Rainbow Court: Rainbow Drive to Rainbow Court
- Eldorado Place: Middlesex to Rainbow Drive
- Cambridge\*: Southfield Road to Lathrup Boulevard

\* - Contingent upon approval of their ditch special assessment district.

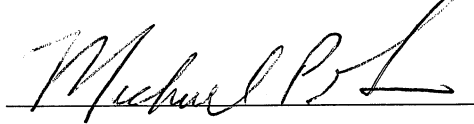
The recommendation for the specific roads for the summer of 2022 project was created by both the City and Project Engineers based upon engineering concerns, minimizing disruption and lowering costs. The advantage of this approach is that it produces an unbiased recommendation, as the engineers are unaware of specific resident concerns, City politics, where individual reside, etc. For this project, the engineers chose mostly 1A Full Reconstruction roads. These roads are the most expensive category to reconstruct. By grouping them together for construction in the same season, the engineers felt that the City could command a lower price due to the volume of similar work and economies of scale. Also, because one of the 1A Full Reconstruction roads is located south of I696, the engineers felt that it made sense to tackle the only other two (very short) roads south of I696 eligible under the three-year program. By grouping these roads together, the City will save on future mobilization costs. Two streets, Wiltshire and San Rosa, were chosen because their water mains are being replaced during the summer of 2021, which necessitates subsequent repaving in 2022.

In addition, the engineers also factored in that CMS Energy will be conducting gas line replacements during the summer of 2023 on the east side of Southfield Road between 11 and 12 Mile Road. By getting the more intensive construction in that area out of the way in 2022, there should be minimal conflicts with CMS Energy in 2023. Lastly, in making their selections, the engineers also factored in disruption concerns and did not select adjacent streets for repaving. This was to mitigate parking concerns and to ensure residents will not have excessively long walks to their homes during street closures.

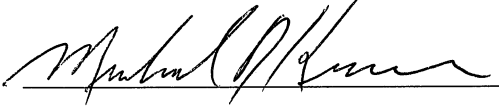
This recommendation is made by the following voting members of the Infrastructure Committee:



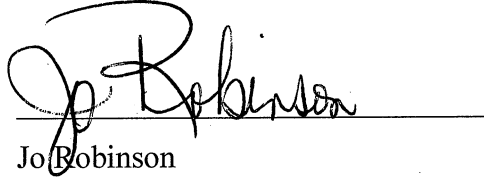
Bruce Kantor, Committee Chair  
Mayor Pro Tem



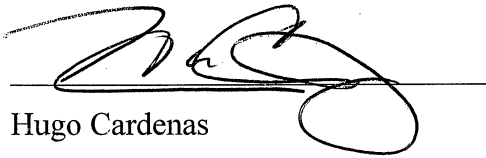
Michael Griffin



Mike Keenan



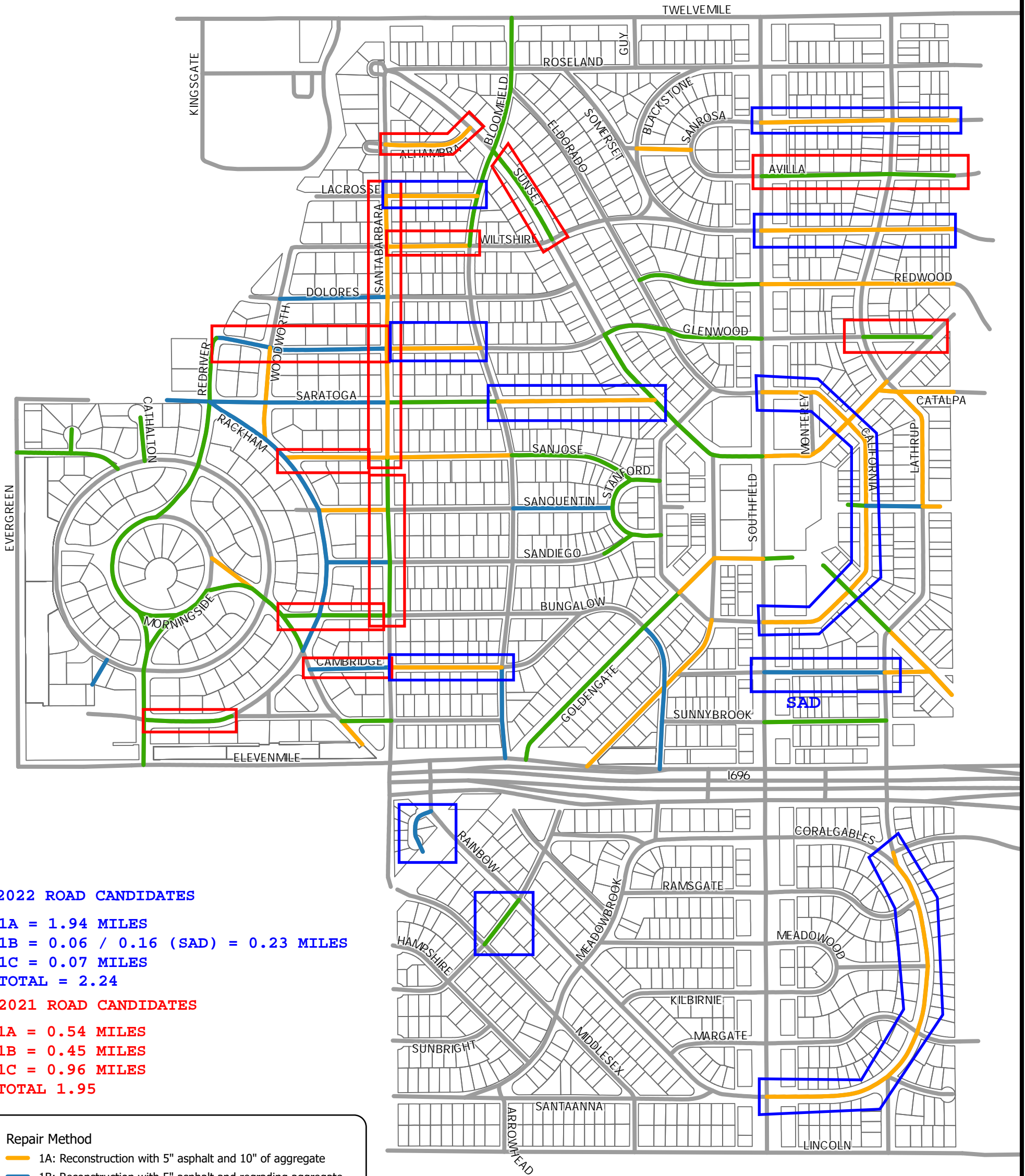
Jo Robinson



Hugo Cardenas



# Lathrup Village Eligible Roads to be Repaired



## 2022 ROAD CANDIDATES

1A = 1.94 MILES  
 1B = 0.06 / 0.16 (SAD) = 0.23 MILES  
 1C = 0.07 MILES  
 TOTAL = 2.24

## 2021 ROAD CANDIDATES

1A = 0.54 MILES  
 1B = 0.45 MILES  
 1C = 0.96 MILES  
 TOTAL 1.95

**Repair Method**

- 1A: Reconstruction with 5" asphalt and 10" of aggregate
- 1B: Reconstruction with 5" asphalt and regrading aggregate
- 1C: Rehabilitate with milling 3" and placing 3 1/2" of asphalt
- Other Roads

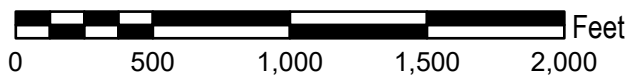
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Engineers  
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 Landscape Architects  
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A HERITAGE OF GOOD LIVING

## Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

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Office: 248.557.2600 x 225 | Cell: 248.520.0620

### COUNCIL COMMUNICATION:

**TO:** Mayor Garrett and City Council Members

**FR:** Sheryl Mitchell Theriot, City Administrator

**DA:** May 17, 2021

**RE:** Comprehensive Plan - Release of Draft for 63 day Review Period

The most recent Master Plan was adopted in 2014. It was determined to incorporate a Comprehensive Plan as the planning document, which includes planning policies, land use plan, zoning and implementation plan.

- **Comprehensive Plan Draft:** Planning Commission recommended at their March 16<sup>th</sup> meeting that City Council approve the release of the draft comprehensive plan to adjacent communities for review (requirement of the Michigan Planning Enabling Act). The review period is 63 days, after which time, the PC will hold a public hearing on the plan and consider adoption.
  - **The required action item for council at this time is to direct staff to release the draft plan as required by the MPEA. Then it will go to the county, city of Southfield and other agencies noted in the original letter of intent to plan.**

Proposed Timeline:

**March 16** – Planning Commission approved sending draft to council for public review

**May 17** – City Council approves release of draft for comment (63 days – about July 19)

- Clerk sends copies out for comment

**June 15** – Planning Commission scheduled Public Hearing for July 20 (notice required at least 15 days before in newspaper)

**July 20** – Planning Commission holds public hearing. Approval by Resolution of Plan requires 2/3 vote of the members. Send to council

**July 26** – Council resolution for approval

**Suggested Motion:**

**Approve the release of the Draft Comprehensive Plan for the 63 day comment period, as required by the Michigan Planning & Enabling Act, and instruct the City Clerk to distribute copies to Oakland County, City of Southfield, and other agencies noted in the original letter of intent to plan.**

# memorandum

**DATE:** April 12, 2021  
**TO:** Susie Stec, Community & Economic Development Director  
**FROM:** Jill Bahm, Eric Pietsch & Matt Wojciechowski, Giffels Webster  
**SUBJECT:** 2021 Draft Comprehensive Plan

---

## 2021 Comprehensive Plan Update

[At this link please find the final working draft of the Lathrup Village Comprehensive Plan.](#) Included are some items for discussion. To date, we have completed the following items:

- **Data collection & Inventory.** Compiled data and images, to be analyzed in following task elements:
  - Update and assess demographic data to understand changes over the past five years
  - Conduct a downtown assessment to provide a general analysis of the Southfield Road corridor.
  - Conduct a traffic and parking assessment to update the conditions in the city.
  - Update the 2014 market analysis
- **Planning Policies.** Review policies (goals and objectives) and update current goals based on input from the Planning Commission.
- **Public Input.**
  - Stakeholder meeting: In August 2019, a public meeting of City Council, Planning Commission, Downtown Development Authority and staff was held to discuss strengths, weaknesses, opportunities and threats within Lathrup Village.
  - Community and business surveys
  - Virtual open house: an online platform was used to provide information and solicit additional engagement from the community. This forum received 324 views and averaged approximately 28 responses per question.
- **Land Use Plan Element.** After assessing the existing data and meeting with the Planning Commission to review public input and current conditions, we have updated the land use plan element. We have updated language in the future land use chapter and included an updated land use map.
- **Zoning and Implementation Plan.** The plan has an updated zoning plan and action strategies, some of which are carried forward from the 2015 plan. The Zoning Plan compares the Land Use Plan classifications to zoning districts and existing uses
  - Recommend strategies to amend the zoning text and map to implement plan

recommendations

- Recommend additional implementation strategies—short and long term
- Assign implementation tasks to appropriate bodies

**Next Steps:**

- **April 19:** At their March meeting, the Planning Commission made a motion to request City Council to authorize staff to distribute the plan to the required reviewing agencies, consistent with the Michigan Planning Enabling Act. City Council will review the draft and authorize staff to distribute the plan as required.
- **July 20, 2021:** Following the required 63-day review period, the Planning Commission will hold a public hearing and take action to adopt the Master Plan.
- City Council also may wish to adopt the Master Plan.
- The Planning Commission may wish to consider a list of implementation items to tackle this year and in 2022.



# CITY OF LATHRUP VILLAGE

## 2021 Comprehensive Plan

Working Draft - April 2021



# Acknowledgments

## **Planning Commission**

Mark Piotrowski, (Chairperson)  
Jason Hammond (Vice Chairperson)  
Anna Thompson (Secretary)  
Wilbert Fobbs III  
Charo Hulleza  
Bruce Kantor, City Council Liaison  
Les Stansbery

## **City Council**

Kelly Garrett (Mayor)  
Bruce Kantor (Mayor Pro Tem)  
Ian Ferguson  
Donna Stallings  
Saleem Siddiqi

## **City of Lathrup Village Staff**

Dr. Sheryl Mitchell Theriot, City Administrator  
Susan Stec, Director - Community & Economic Development  
Cori Dahl, DDA & Special Projects Manager

with assistance from



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# What is in this Comprehensive Plan?

This Comprehensive Plan includes an updated Recreation Plan, Downtown Plan and Master Plan. Together, these plans address housing, transportation, community development and other community features in a coordinated fashion. The plan establishes a vision of the future, and includes plans to achieve the vision. Implementation of the plan will take place over many years.

## THE PLACE

This section describes the City of Lathrup Village and its context locally. It also includes a summary of how land is used as well as information about the population. It is helpful to review this section to understand where the city is today. There are no significant changes to either land use or demographics since the 2015 Master Plan.

## THE PEOPLE

This section summarizes public input collected during the planning process. It also outlines the vision, goals and objectives for the long-term future of the city. The format of the goals have changed since the 2015 Plan, but are generally point the city in the same direction.

## THE PLAN

The future land use map - an illustrated guide to how land will be used in the next 10-15 years - is included in this section. There are no significant changes since the 2015 Master Plan. There are new sections on resiliency and sustainability as well as neighborhoods to lay the foundation for future action strategies to not only make the city more resilient, but also to tap into the strength of the city's neighborhoods to realize a variety of benefits. Updates to the planning for the commercial corridors (Southfield Road and the mile roads, effectively serve as the Downtown Plan.

## THE PROGRAM

This section includes a zoning plan - the roadmap for changes needed to the Zoning Ordinance that regulates development. Action strategies that support the goals of the Plan are included with priorities and leads to move implementation forward.

### Comprehensive Plan Chapters

Location/Regional Setting

Demographics

Existing Land Use

Public Input

Goals and Objectives

Future Land Use

Resiliency & Sustainability

Housing

Neighborhoods

Commercial Corridor

Zoning Plan

Action Strategies



# Introduction

## Introduction to the Master Plan

The City of Lathrup Village's Master Plan Update represents an opportunity to affirm the course for new development and redevelopment of the City as identified and described in the 2009 Master Plan and refined in the 2015 Master Plan. This Plan contains the community's vision, goals, objectives, and strategies.

The Master Plan addresses future land use, housing, transportation, and community development and other community features in a coordinated fashion. It portrays a clear statement of community goals and objectives, establishes a vision of the future, and includes plans to achieve the vision. If followed carefully, the Master Plan will have a lasting impact on the built and natural environment. Decisions made when the Plan is developed will likely be implemented over many years.

The Master Plan is long-range in its view and intended to guide development in the City over a period of 10 to 20 years. It is reviewed and/or updated every five years, as required by state law (Michigan Planning Enabling Act of 2008). The information and concepts presented in the Master Plan are used to guide local decisions on public and private uses of land and the provision of public facilities and services. A sound Master Plan promotes a land use pattern that is consistent with a community's goals. It establishes long-range, general policies in a coordinated, unified manner, which can be continually referred to in decision-making.

This Comprehensive Plan includes a Recreation Plan, Downtown Plan and Master Plan. The Recreation Plan is included as a complete document in the appendix to satisfy requirements of the Michigan Department of Natural Resources.

### What is Included in a Master Plan Update?

A Master Plan Update considers current demographic data and land use as well as demographic and economic projections to determine what, if any, impact there may be on land use in the community. Important elements for this Update include:

**Housing:** What is the City's current housing supply? How does it meet the needs of the City's current residents? How might the housing needs of the community change over the next 5-10-20 years? Is the current shape of housing adequate?

**Transportation:** In 2010, the City prepared an access management plan to understand road safety issues on Southfield Road. The following year, the City created a Complete Streets Plan that defined the City's transportation network and identified strategies to improve that network for all users. During that time and in the years that followed, the Road Commission for Oakland County has been studying how to improve Southfield Road in light of the vision the City of Lathrup Village has for a revitalized commercial corridor and new Village Center. This work continues today. How do current plans for Southfield Road impact the City's transportation network? Are there any updates or refinements needed that should be incorporated in the Master Plan?

**Village Center & Commercial Development:** the 2015 Master Plan illustrated a new vision for the revitalization of the Southfield Road corridor that centered on the "hub of the wheel" as the intentionally designed, yet unrealized Village Center for the City. Since then, that vision has been refined, Zoning Ordinance standards created, and design guidelines adopted that set up a framework for redevelopment in the Village Center. How do demographic and economic conditions impact this vision today? How does the pattern of development over time and ownership of property today influence when, where, and how revitalization occurs?

## Relationship between the Master Plan and Zoning Ordinance

Zoning is a regulatory mechanism for controlling the classification and regulation of land use. It has the force of law. The Zoning Ordinance controls land uses based on today's conditions.

The Master Plan is not an ordinance, it does not change the zoning of anyone's property, and it does not have the force of law. It is a set of policies and strategies to enhance and improve a community over a long planning horizon. While the Zoning Ordinance and Zoning Map regulate current and proposed land use, the Master Plan and its maps and policy statements are intended to guide land use decision-making for 10-20 years. The Master Plan is a community's "vision," while the zoning ordinance governs the path to that vision. State law requires that the zoning ordinance be based on a plan. Therefore, the Master Plan forms the basis upon which zoning decisions are made. With a valid Master Plan in place, zoning decisions consistent with the plan and ordinance are presumed by the courts to be valid.

The Future Land Use Plan Map shows generalized land use and does not indicate precise size, shape or dimension of parcels of land. In addition, the recommendations of the Land Use Plan have a long-range planning horizon and do not necessarily imply that short-range rezoning is appropriate.

### The Planning Process

The Master Plan Update process begins with an inventory and analysis of existing conditions. The Planning Commission reviews the City's regional setting, development history, existing land use, and population characteristics. Problems, opportunities, and community assets were identified.

Concurrent with the existing conditions analysis, the Planning Commission gathered public input through a variety of means, both in-person (prior to Covid-19 health restrictions on gatherings) and online. This input, as well as the experience of City officials, helps inform goals and objectives that guide the "Plan" elements of the Master Plan.

Finally, the Planning Commission will update its plan for Land Use, with focus on thoroughfares, housing, and commercial development. Recommendations for plan implementation will be included in each of the Plan chapters.

By working closely with the residents, business owners, planning experts, and surrounding communities, the City of Lathrup Village will develop a plan that attempts to balance the competing interests that affect land use decisions. These include jobs and tax base on one side and protection of quality of life and natural resources on the other. Through careful implementation of the plan, the City can build on its tax base and provide for high-quality new growth, while preserving community character, and protecting the overall health, safety and welfare of its citizens.

### Role of City Board and Commissions

There are three main bodies that influence the development and implementation of the City's Master Plan:

- City Council: Legislative body that passes laws and sets policy for the City. The City Council approved the 2015 Master Plan that confirmed a new direction for the Southfield Road Corridor and a new Village Center. The City Council adopts Zoning Ordinances that provide a legal framework for redevelopment as envisioned in the Master Plan.
- Downtown Development Authority (DDA): Implements plans and policies in the DDA district. The DDA funded the Village Center concept plans that refine the Master Plan's direction for the Village Center.

- **Planning Commission:** Recommends policy relating to land use and is the approving body for development and redevelopment. The Planning Commission developed the new Zoning Ordinance and design guidelines to help property owners/developers visualize specific elements and standards for Village Center development. The Planning Commission also prepared a Complete Streets plan that plans for improvements to the City's transportation network.

In August 2019, a Joint Meeting served as an opportunity for the City Council, Planning Commission and DDA to kickoff the Master Plan process by exploring the existing conditions and demographic projections for the City. The results of this joint meeting will help guide the Planning Commission as that body leads the Master Plan Update process. Generally, the members in attendance at the meeting identified the following issues:

- **Housing:** While the City should give serious consideration to the housing needs of older adults in the community, efforts should also be made to attract younger people and families to the City. The issue of school quality (both perception and reality) is commonly identified as a serious concern for the community.
- **Transportation:** Currently, the regional public transit, the Suburban Mobility Authority for Regional Transportation (SMART) operates in Macomb, Oakland and Wayne Counties. While SMART is supported by federal and state funding as well as fares, its local contributions come through a transit property tax millage from opt-in communities. While the SMART lines run through the City of Lathrup Village, they do not stop in the City. Several members at the joint meeting feel that public transit is a need that the City should begin addressing.
- **Village Center:** The City is doing a good job at making proactive changes to the regulatory framework and procedures that impact development. Additionally, the corridor would benefit from business retention and recruitment activities. New economic opportunities may present themselves as the City's population ages as well.
- **Other issues:** The demographics show that the City is becoming more diverse. The City may wish to explore what impact that may have on local government, community sustainability, and civic engagement, if any.
- **Recreation:** The City is also doing a good job at providing a variety of recreational programs for its residents. There is a concern over "competition" for recreation activities and facilities as well as over funding for long-term operation and maintenance. Through the Recreation Plan (being updated concurrently), the City will explore park upgrades, new technologies and opportunities for connectivity throughout the city.

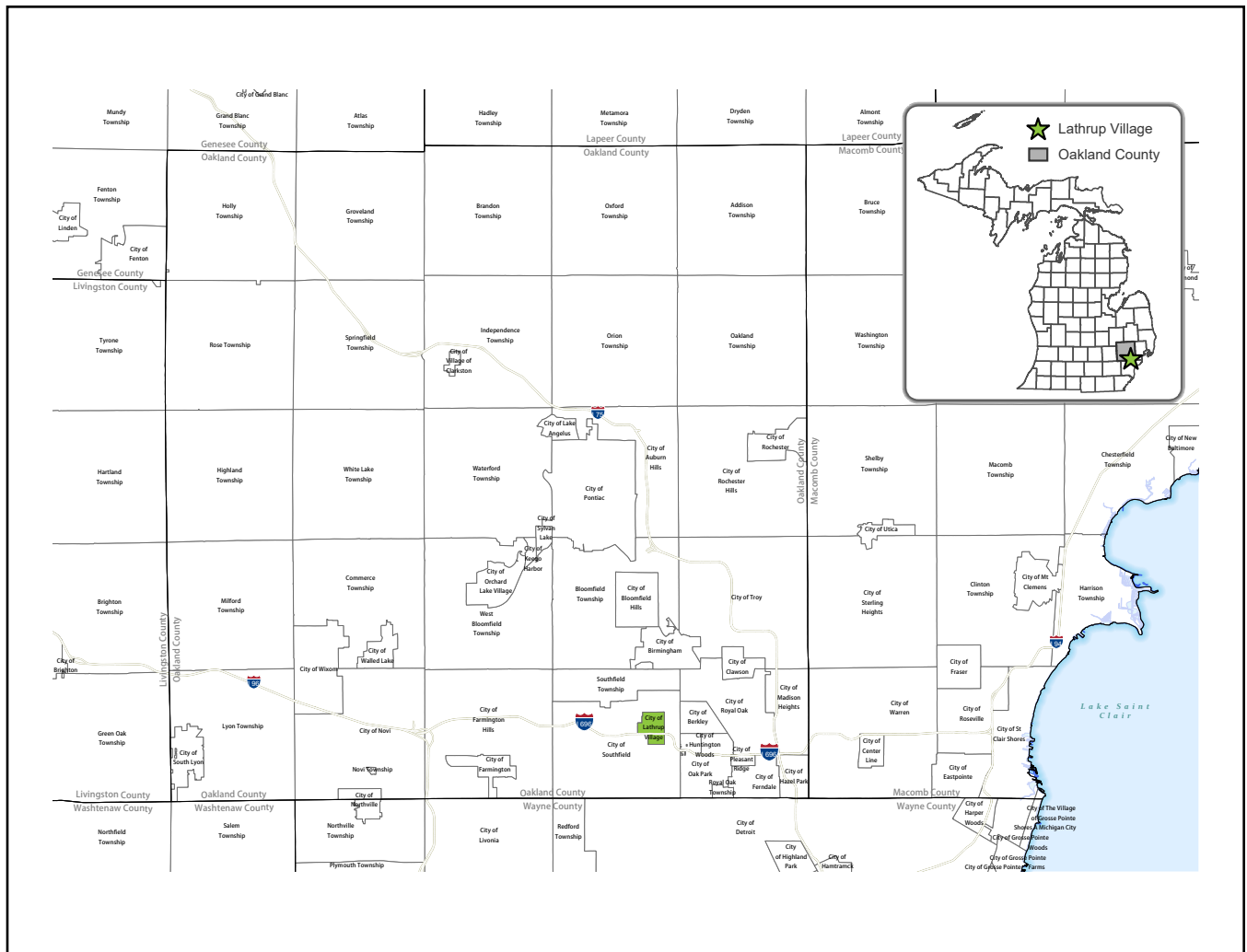
## Location & Regional Setting

# Location & Regional Setting

## Regional Setting

The City of Lathrup Village is situated in southern Oakland County and covers 1.5 square miles. Lathrup Village is completely surrounded by the City of Southfield, which borders the City of Detroit to the north; the city is located approximately 13 miles from Downtown Detroit. Other surrounding communities include Beverly Hills and Bingham Farms to the north, Berkley and Oak Park to the east, and the City of Farmington Hills to the west. Interstate 696, an east-west state highway, runs through the southern portion of the city. Southfield Road, which becomes the Southfield Freeway (M-39), runs north-south through the eastern portion of the city.

MAP 1: REGIONAL LOCATION





## Southeast Michigan

The City of Lathrup Village is included in the Detroit Metropolitan Area. The location and access to the city provides people with the opportunity to live in Lathrup Village and commute to jobs throughout Oakland, Macomb and Wayne counties.

## Oakland County

Oakland County is located in Southeast Michigan and is among the wealthiest counties in the state with a median household income of \$67,465 in 2017, compared to \$56,124 for all U.S. households. It is the second most populated county in the state, experiencing steady growth throughout the 20th century. The Southeast Michigan Council of Governments (SEMCOG) predicts the population to remain fairly steady with a slight increase through 2040. Oakland County contains both highly developed urban areas, as well as open spaces and rural areas, with diverse topography, rivers, and lakes. According to Oakland County's Existing Land Use data for 2015, 43% of the county was made up of single-family residential areas, followed by park, recreation, and conservancy uses (14%), and open spaces (10%). Oakland County's top employment sectors are knowledge-based services, private education/healthcare, and services to households and firms. The county is a major hub for automotive corporate offices and has one of the highest concentrations of engineers per population in the country.

## Economic Growth in the Region

According to SEMCOG, the seven-county regional planning agency that spans the Metropolitan Area, the overall forecast from 2015 to 2045 shows the region emerging from the Great Recession with moderate growth in households and jobs. Overall regional population growth will remain slow at 0.26% per year. Total employment in Southeast Michigan is estimated to grow, on average, only 0.1% per year between 2015 and 2030. (Source: 2017 Economic and Demographic Outlook for Southeast Michigan through 2045).

## Aging Population in the Region

According to SEMCOG, in 2016, people aged 45 to 64 accounted for 28.4% of the SEMCOG region's population, compared with 26.2% nationally. The share of the population 65 and older is similar in the region and the nation, 14.8% and 14.9%, respectively.

In comparison, the younger age cohorts, that is, those under 45, constitute a smaller share in the region than in the nation. Those aged 25 to 44 account for only 24.9% of the region's population compared with 26.4% nationally; and those under 25 make up 31.9% of the region's population compared with 32.6% nationally.

The implication is that the share of the over-65-year-old population will grow more dramatically going forward in the SEMCOG region than in the nation.

## Planning in Neighboring Communities

In addition to the wider regional influences discussed, planning and zoning efforts in neighboring communities can influence the city's growth and development.

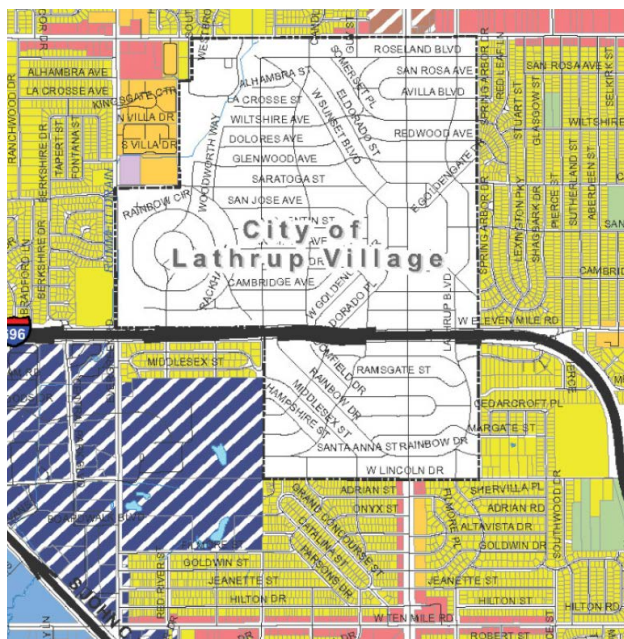
### City of Southfield

The City of Lathrup Village is completely surrounded by the City of Southfield. The map below right shows the future land use for areas of Southfield adjacent to Lathrup Village. For the most part, the majority of adjacent future land use is designated "Moderate Density Residential" and includes homes on lots that are 20,000 sq ft or less. This type of development is compatible with the existing and planned land use in Lathrup Village. One other residential land use, "Low Density Multiple Family Residential" abuts Lathrup Village south of 12 Mile Road, east of Evergreen. Southfield indicates this area is for buildings two stories or less in height. One area that could impact Lathrup Village is the area north of the City along Southfield Road that the City of Southfield designates as the "North Southfield Road Subarea." This area is described as a "Unique area that contains a mixture of multi-cultural retail and services." Southfield's current plan notes that the objectives for this area include:

- Establish a land use pattern that characterizes the North Southfield Road Corridor as a unique destination consisting of compatible yet diversified uses.
- Plan for a safe, efficient circulation system that provides sufficient access by all modes of transportation between nodes of activity within the corridor and the adjacent residential neighborhoods.
- Establish open space and beautification efforts to create an identifiable character for the subarea, which will reflect a pleasant, appealing atmosphere for working, shopping and residing in the north Southfield Road area.
- Develop a specific Corridor Overlay Zoning District and consolidate regulations into one concise set of reasonable and consistent standards for new development and redevelopment.

- Maintain the diverse, identifiable character of the corridor, while promoting vitality through private sector investment.
- Encourage the acquisition, demolition and reuse of those properties that, by virtue of their location, condition, or value, no longer function at their highest economic potential.
- Enhance the visual and aesthetic qualities of the corridor through streetscape, landscape, roadway improvements and portals.
- Establish the mechanisms necessary to achieve the recommendations for the North Southfield Road Corridor Subarea. Southfield notes that the land use in this corridor will consist of "concentrated nodes of activity, primarily commercial and office, compact enough to create critical mass of business activity, with ancillary multiple-family residential uses, similar to the Local Mixed-Use designation." Further, Southfield suggests that "the maximum size of retail uses should be limited to 75,000 square feet, or mid box uses such as grocers, electronics, office and clothing stores. Big box uses should not be permitted, except as described below, due to the shallow lot depths, proximity to residential uses, and the need to create a synergy of uses."

MAP 2: CITY OF SOUTHFIELD FUTURE LAND USE MAP



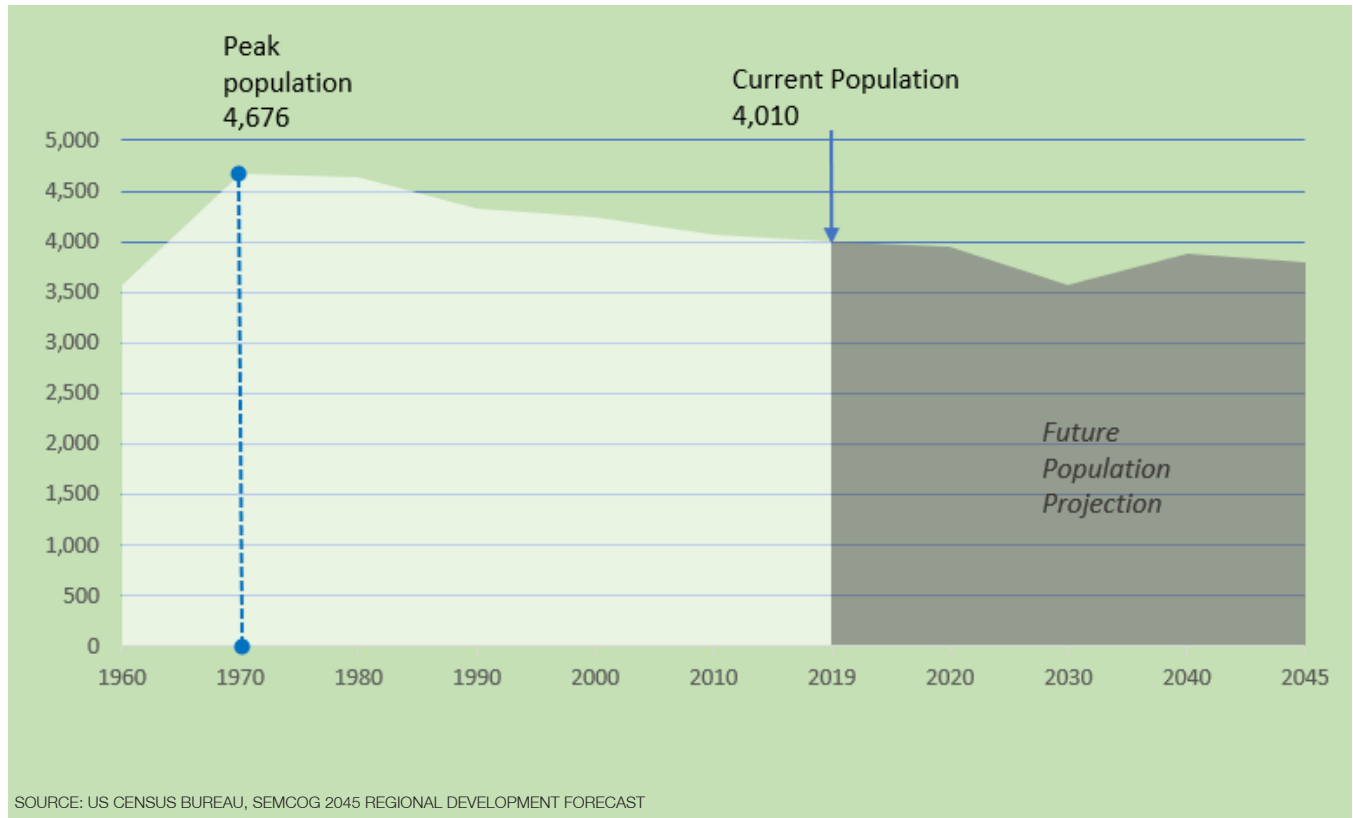
## Demographics

# Demographics

## Population

Lathrup Village has a population of 4,010 according to the ACS' 2019 data. This is a population decrease of 2% from 2010 (see Chart 1). SEMCOG predicts that the city's population will fairly steadily decrease over the next few decades, with an estimated population of 3,803 in 2045. Comparatively, Lathrup Villages' decline in population is unique in that other surrounding communities, including Oakland County as a whole, have seen an increase in population (See Table 1).

**CHART 1: LATHRUP VILLAGE POPULATION TRENDS AND PROJECTIONS**



SOURCE: US CENSUS BUREAU, SEMCOG 2045 REGIONAL DEVELOPMENT FORECAST

TABLE 1: ADJACENT COMMUNITY POPULATION TRENDS AND PROJECTIONS 2010-2045					
	2010	2018	% Change 2010-2018	2045 Projection	% Change 2045 projection
Lathrup Village	4,075	4,150	1.8%	3,803	-8%
Berkley	14,970	15,360	2.6%	14,964	-2.5%
Southfield	71,758	73,392	2.3%	83,816	14%
Oakland County	1,202,362	1,250,843	4%	1,319,089	5.5%

SOURCE: U.S. CENSUS BUREAU, DECENNIAL CENSUS, AND 2018 AMERICAN COMMUNITY SURVEY 5-YEAR ESTIMATES

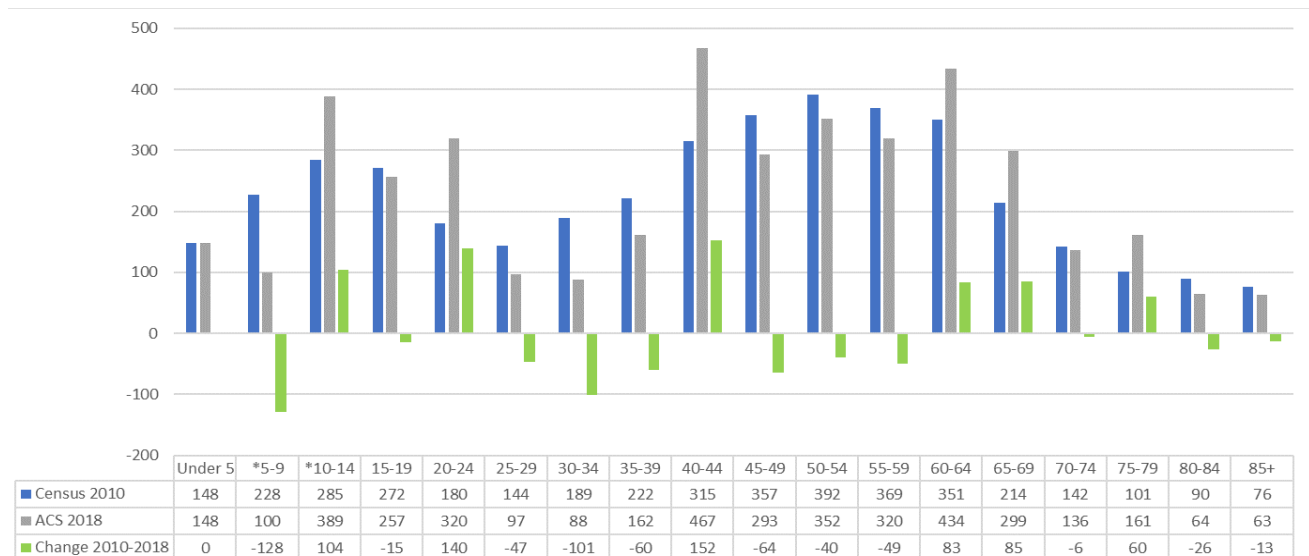
**Population by age**

The city's largest population cohort are adults age 40-44 - people who are typically nearing the end of their family-forming years. The cohorts containing those aged 45-49, 50-54 and 55-59 all saw a decline in population between 2010-2017. Some younger cohorts, however, saw an increase, particularly in the 20-24 cohort and the under 5 cohort, indicating some young families may be starting to move into the city. The median age of Lathrup Village was 46.8 in 2018, above the county, state and national figures.

TABLE 2: CITY OF LATHRUP VILLAGE MEDIAN AGE COMPARISON: 2000 - 2018			
	2000	2010	2018
Lathrup Village	40.5	45.8	46.8
Oakland County	36.7	40.2	42.5
SEMCOG	34.6	38.3	38.8
Michigan	35.5	38.1	39.8
US	35.3	36.9	37.6

SOURCE: U.S. CENSUS BUREAU, DECENNIAL CENSUS, AND 2014-2018 AMERICAN COMMUNITY SURVEY 5-YEAR ESTIMATES

**CHART 2: LATHRUP VILLAGE POPULATION BY AGE COHORT TRENDS 2010-2018**

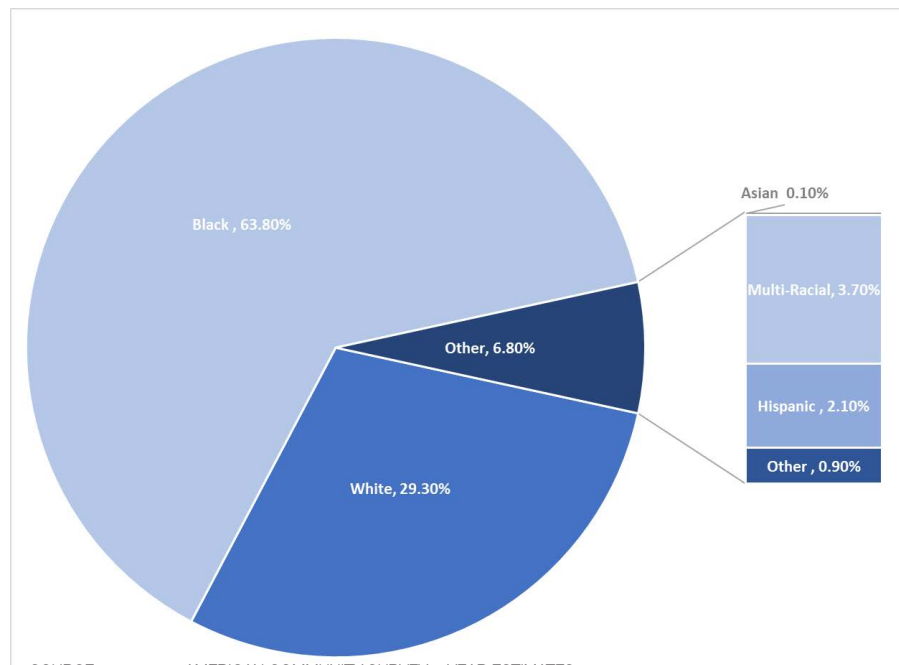


SOURCE: US CENSUS BUREAU, DECENNIAL CENSUS, 2014-2018 AMERICAN COMMUNITY SURVEY 5-YEAR ESTIMATES

**CHART 3: LATHRUP VILLAGE RACE COMPOSITION, 2018**

**Race**

In Lathrup Village, 63.8% of the population is black which is a 2.9% increase in black residents since 2010. White residents comprise of 29.3% of the city's population. There are 4.3% fewer white residents in 2018 than there were in 2010. Hispanic, Asian, Multi-Racial, and other residents make up less than 7% of the population in Lathrup Village.



SOURCE: 2014-2018 AMERICAN COMMUNITY SURVEY 5-YEAR ESTIMATES



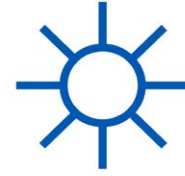
**4,150**

**TOTAL POPULATION**



**4.3**

**PERSONS PER ACRE**



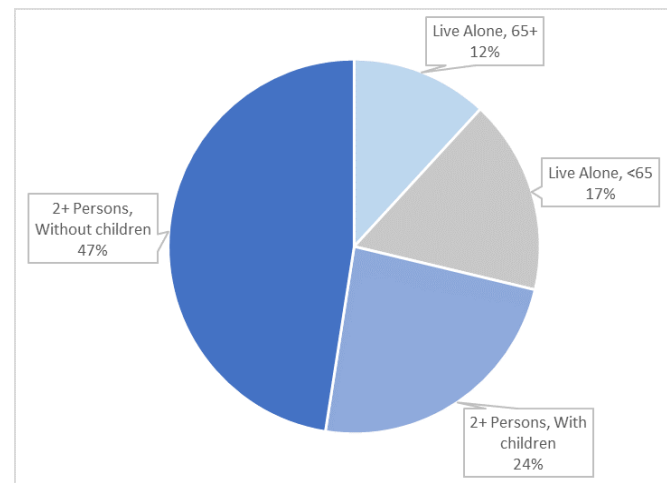
**3,525**

**DAYTIME POPULATION**

**Households**

In 2018 there were 1,586 households in the City of Lathrup Village. Two or more persons without children made up 48% of all households, followed by households with children (24%) and those living alone under 65 (35.7%). The average household size is 2.59, slightly larger than the county, region and state averages.

**CHART 4: LATHRUP VILLAGE HOUSEHOLD COMPOSITION, 2018**



SOURCE: 2014-2018 AMERICAN COMMUNITY SURVEY 5-YEAR ESTIMATES

TABLE 3: HOUSEHOLD COMPOSITION COMPARISON, 2018				
Data: ACS	Lathrup Village	Oakland County	SEMCOG Region	Michigan
Total Number of Households	1,586	501,260	1,856,913	3,957,466
Average Household Size	2.47	2.44	2.46	2.47
With children	375	145,273	545,845	2,520,001
Two of more persons without children	757	207,198	745,845	1,437,465
Live alone	454	148,789	566,017	1,172,606
Live alone under 65	263	92,069	352,498	693,154
Live alone 65 and over	191	56,720	213,519	479,452

SOURCE: U.S. CENSUS BUREAU, DECENNIAL CENSUS, AND 2014-2018 AMERICAN COMMUNITY SURVEY 5-YEAR ESTIMATES

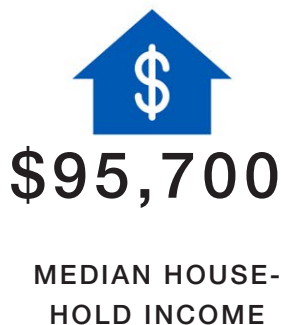


TABLE 4: LATHRUP VILLAGE MEDIAN HOUSEHOLD INCOME COMPARISON: 2010-2018		
	2010	2018
Lathrup Village	\$93,976	\$95,700
Southfield	\$58,962	\$54,428
Berkley	\$75,483	\$82,095
Oakland County	\$76,453	\$76,387
SEMCOG	\$61,153	\$59,494

Source: SEMCOG, American Community Survey 2018

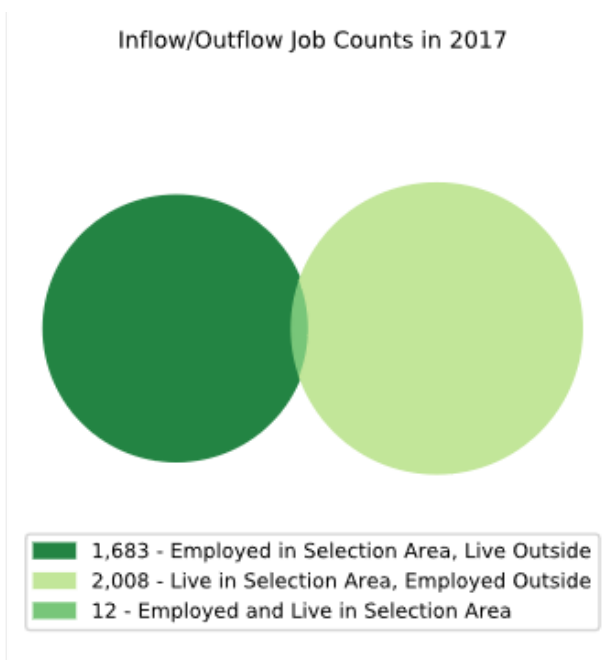
**Income and poverty**

In 2018, Lathrup Village’s median household income was \$95,700, and increase from \$93,976 in 2010. The city has a higher median household income than Southfield, Berkley, Oakland County, and the general Southeast Michigan area. However, 11.2% of the population is living below the poverty line which is a significant increase from 4.2% in 2010.

**Worker Inflow and Outflow**

Of the total residents living in Lathrup Village less than 1% of them also work in the Lathrup Village. Approximately, 99% of the city’s citizens commute elsewhere for employment. The most common destination for employment is Detroit with 24.6% of the population commuting there, followed by Southfield, Farmington Hills, Troy, and Dearborn. For those commuting to work, 91% drive alone, 3.5% carpool, and 1.8% utilized public transportation. There has been a 2.8% increase in residents driving alone to work. In 2018, there was a 1% decrease in persons walking to work and nobody chose to bike to work. A majority of Lathrup Village residents travel 15-30 minutes to work and almost all households have access to at least one personal vehicle.

**CHART 5: LATHRUP VILLAGE WORKER INFLOW AND OUTFLOW, 2017**

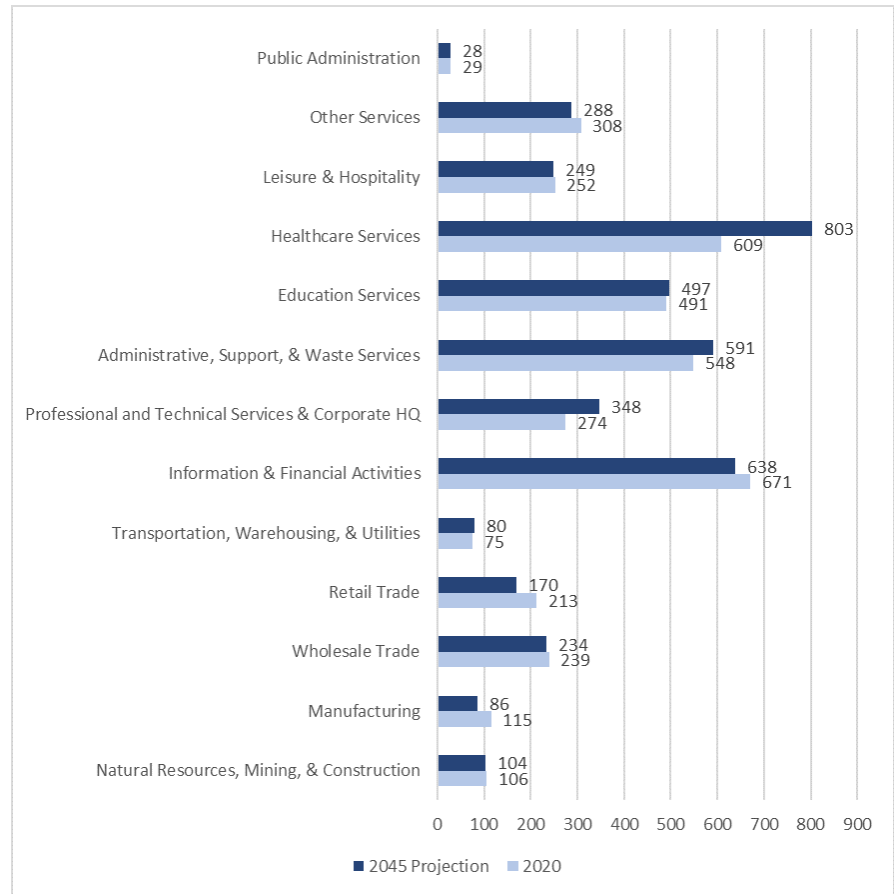


Source: AMERICAN COMMUNITY SURVEY 2017 ESTIMATES

**Economy and workforce**

For 2020, there is a projected total of 3,930 jobs in Lathrup Village. The top industries in the area include Information and Financial Services, Healthcare Services, Administrative Support and Waste Services, and Educational Services. The 2045 projections suggest that the Healthcare Services, Professional and Technical Services, and Administrative Support industries will grow the most in the next twenty-five years.

**CHART 6: LATHRUP VILLAGE TOP INDUSTRIES, 2018-2045**



SOURCE: SEMCOG 2045 REGIONAL DEVELOPMENT FORECAST

**Educational Attainment**

Education is often tied to economic well-being. The residents of Lathrup Village are highly educated, with 96.5% of the population having attained at least a high school degree in 2018 and 57% having attained a bachelor's degree or higher. These figures exceed the rates of Oakland County (94.1% and 47.4% respectively) and those of Michigan (91.1 % and 29.6%) (See Table 4)

	Lathrup Village	Oakland County	Michigan
High school graduate or higher	96.5%	94.1%	91.1%
Bachelors degree or higher	57%	47.4%	29.6%

SOURCE: 2018 AMERICAN COMMUNITY SURVEY 5-YEAR ESTIMATES

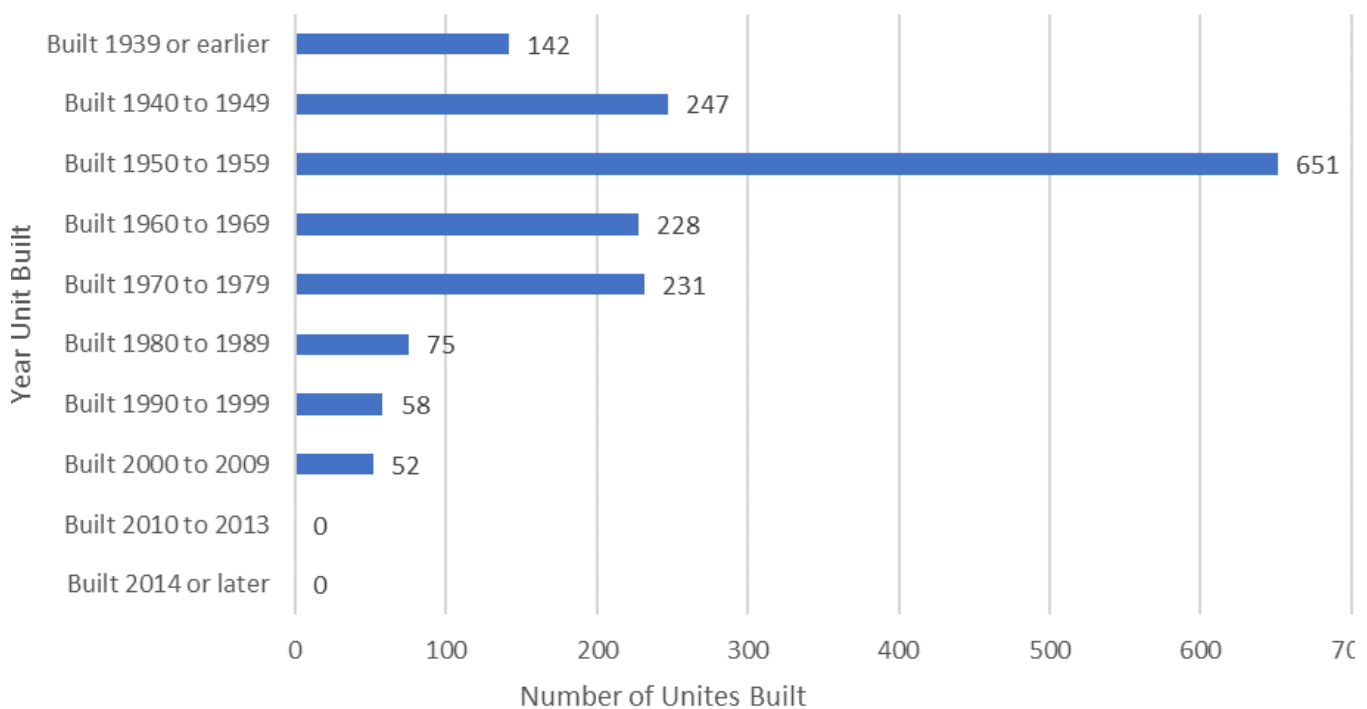


**Housing**

Of the City’s 1,586 housing units (note - this differs from the number of households), 38.6 percent (651 units) were built between 1950-1959. According to 2018 ACS data, 29 percent of householders have moved into their units since 2010.



**CHART 7: AGE OF HOUSING STOCK IN LATHRUP VILLAGE**



SOURCE: 2017 AMERICAN COMMUNITY SURVEY 5-YEAR ESTIMATES

**TABLE 6: LATHRUP VILLAGE HOME OWNERSHIP RATES COMPARISON, 2018**

	Owner Occupied	Renter Occupied	Vacant
Lathrup Village	88%	7%	6%
Southfield	44%	47%	9%
Berkley	78%	17%	5%
Oakland County	66%	27%	7%
SEMCOG	61%	28%	11%

SOURCE: AMERICAN COMMUNITY SURVEY 2014-2018 5-YEAR ESTIMATES

**Housing types**

As shown on Chart 5, the Lathrup Village housing stock is predominately comprised of detached single-family units, which represent 89% of all units. Attached single units (6%), 3-4 unit (3%), and two-unit structures (2%) are the next most predominant housing types, respectively. The city saw its first manufactured housing units constructed between 2010-2015, which along with 10-29 unit buildings total 1% of the city housing stock. The median housing value in the city is \$184,000 which is lower than Oakland County, \$228,800, but higher than the median value in Southeast Michigan, \$164,700.

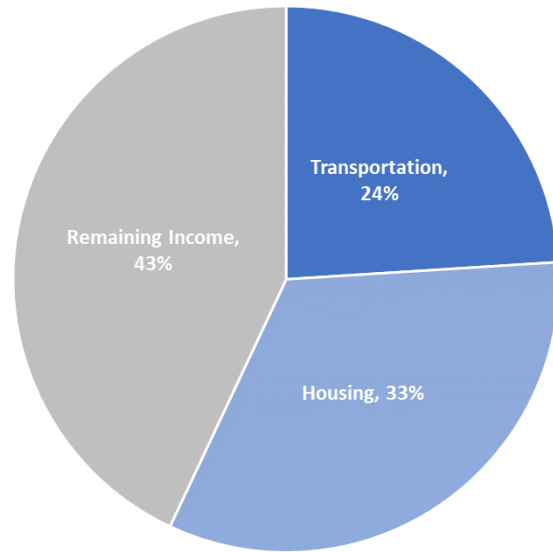
**Attainable and Affordable Housing**

In many communities, young adults and the elderly have limited housing options due to a combination of their lower income levels along with the pricing and availability of housing. This kind of financial challenge can impact people of all ages.

The general rule of thumb based on guidance from the U.S. Department of Housing and Urban Development is to spend a maximum of 30% of a household’s income on housing costs, yet many people find themselves spending more on housing, leaving less of their income available for other household expenses. Finding attainable housing can be challenge and it can stress family finances.

In Lathrup Village, on average the population spends 33% of income on housing and 24% on transportation. In the city people spend between 54% to 66% on housing and transportation combined.

**CHART 8: COST OF HOUSING AND TRANSPORTATION IN LATHRUP VILLAGE**



SOURCE: HOUSING AND TRANSPORTATION AFFORDABILITY INDEX

**CHART 9: LATHRUP VILLAGE HOUSING BY TYPE, 2018**



SOURCE: U.S. CENSUS BUREAU, 2014-2018 AMERICAN COMMUNITY SURVEY 5-YEAR ESTIMATES

## Existing Land Use

The City of Lathrup Village is largely developed. Land use within the City of Lathrup Village is mainly comprised of single family detached homes, with its commercial uses consolidated primarily along the Southfield Road corridor. The table at right and the map on the following page show the existing land use within the city.

### Historic District

The 2009 Master Plan describes the Historic District as a significant influence on the past, present, and future of the community.

Developed in the 1920's, the physical layout of the City mirrors many of the older village and city plans developed during the Garden City Movement. The plan is based on a radial pattern, which focuses on the village center at the confluence of Southfield Road and California Drive. California Drive is an octagon so it has two intersections with Southfield Road at either end of the village center. Major streets emanate from the center, which gives Lathrup Village its historic character and appeal.

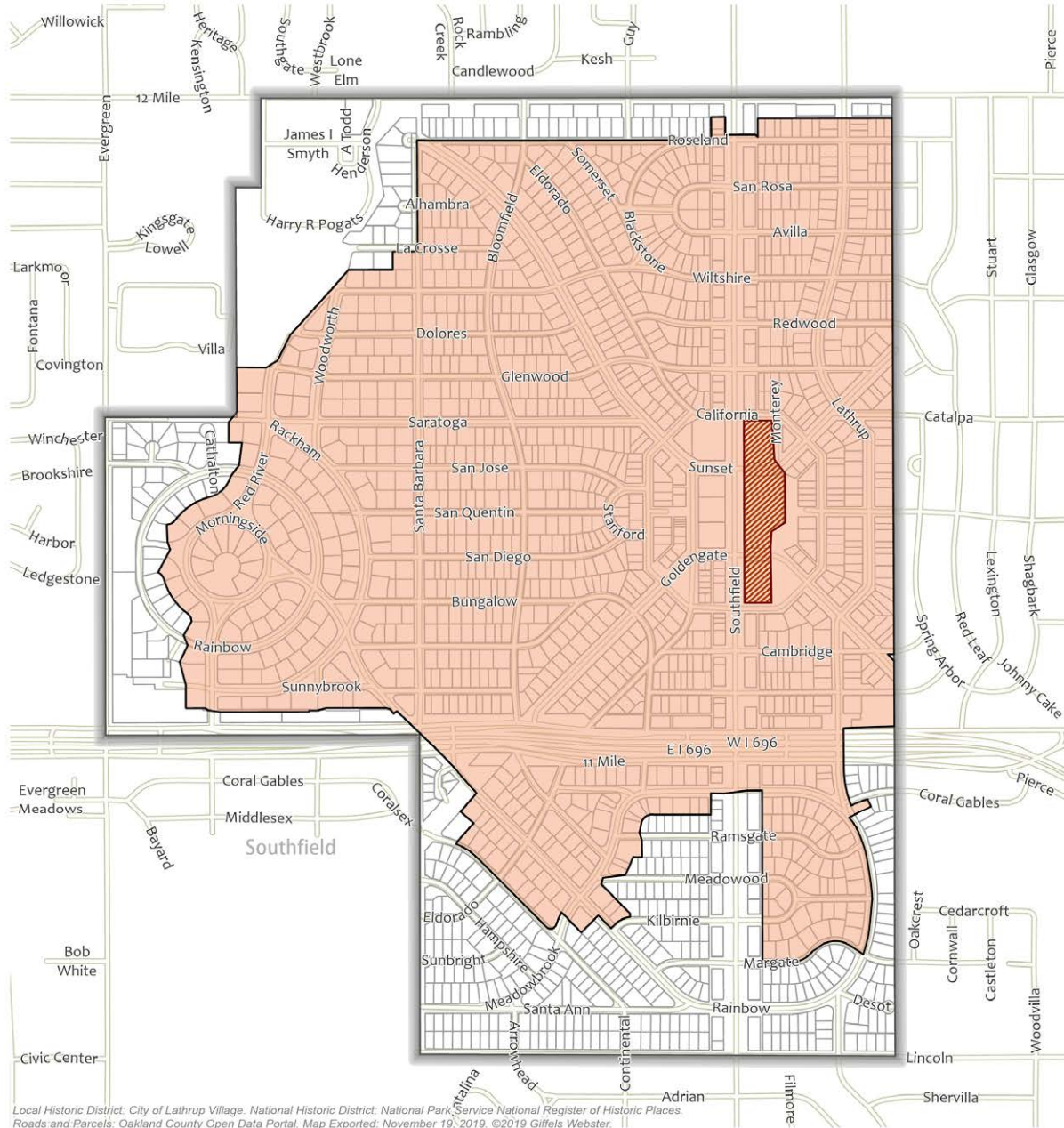
The City pursued historic district status in the mid-1990's, and the Lathrup Village Historic District was formally recognized and approved by the U.S. Secretary of the Interior on March 16, 1998. The Lathrup Village Historic District includes 1,081 contributing properties and 132 non-contributing properties.

TABLE 7: LATHRUP VILLAGE LAND USE: 2015		
	Acres	Percent of Total
Single-Family Residential	522.6	54.1%
Multi-Family Residential	12.1	1.3%
Retail	13	1.3%
Office	19.6	2%
Hospitality	0.5	0.1%
Medical	6.1	0.6%
Institutional	48.2	5%
Industrial	0.4	0%
Agricultural	0	0%
Recreation/Open Space	7.6	0.8%
Cemetery	0	0%
Parking	1.1	0.1%
Extractive	0	0%
TCU	322.9	33.5%
Vacant	10.9	1.1%
Water	0.2	0%
Total	965.2	100%

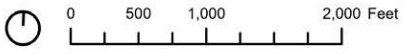
Two predominant buildings were constructed in the town core area: the Annie Lathrup School and the Town Hall. The Town Hall was eventually demolished in the 1990's as part of a commercial development project. The Annie Lathrup School is the City's only remaining historic structure on Southfield Road.



MAP 3: LATHRUP VILLAGE HISTORIC DISTRICT



Local Historic District: City of Lathrup Village. National Historic District: National Park Service National Register of Historic Places.  
 Roads and Parcels: Oakland County Open Data Portal. Map Exported: November 19, 2019. ©2019 Giffels Webster.



- Local Historic District
- National Historic District



**Historic Districts**  
 CITY OF LATHRUP VILLAGE

## Community Facilities

The City of Lathrup Village offers a wide range of community facilities and services. People in the city enjoy four public parks, a community center, and some pedestrian amenities. The location and quantity of community facilities helps determine the experiences of residents and visitors in Lathrup Village.

### Fire Department

Lathrup Village is served by the Southfield Fire Department. The department has an 88-member force and operates out of five fire stations located throughout the City of Southfield. The Southfield Fire Department is trained to provide high-quality fire response as well as emergency medical services, water rescue, hazardous materials response, inspections, public education, and CPR training for the community. This department is the busiest in Oakland County.

### Police Department

There are 3 divisions within the Lathrup Village Police Department: Patrol Division, Detective Bureau, and Evidence Technicians. In addition, the department has 3 special units including the Bike Team, Motorcycle Unit, and Motor Carrier Unit. The City of Lathrup Village also utilizes 6 Reserve Officers to assist the department and provide monthly community outreach. The city operates a community policing strategy which uses community interaction and support as a method of controlling crime, identifying suspects, and creating trust between the residents and the police department.



Municipal Park

### Lathrup Village Community Center

The Lathrup Village Community Center offers several amenities and public facilities for residents. The Community Room is a rentable gathering space which also has a commercial kitchen available for use. There is also a public fitness center with exercise equipment available to residents by yearly membership. The city hosts classes and programming for tumbling, martial arts, dance, and cooking through their Parks and Recreation Department. Lathrup Village in conjunction with the Lathrup Village Community Foundation sponsors a Concert in the Park series during the summer. Residents and visitors can gather at the city's parks to enjoy local music and the sense of community.

### Parks

There are 4 parks located in the City of Lathrup Village: Annie Lathrup Park, Goldengate Park, Lathrup Village Municipal Park, and Sarrackwood Park. The parks include many amenities such as walking paths, playground areas, outdoor skating rinks, picnic tables, barbecue capabilities, gazebos, and accessible parking. More information about the City of Lathrup Village's parks can be found in the Recreation Plan in the appendix.

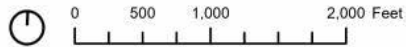
### Water and Sewer

Lathrup Village provides extensive water and sewer services to homes throughout the city. In the spring and summer of 2019 and 2020 the city began a project to place new water mains along Santa Barbara Drive and replace existing water mains along Roseland Boulevard.

MAP 5: LATHRUP VILLAGE PARKS MAP



Parks and Schools: City of Lathrup Village. Roads and Parcels: Oakland County Open Data Portal. Map Exported: November 19, 2019. ©2019 GiffelsWebster.



- Southfield Park
- Schools
- Lathrup Village Park



**Parks**  
CITY OF LATHRUP VILLAGE



## Transportation

### National Functional Classification of Roads

Road Network and Classifications - An important element of the Master Plan process is the development of a plan for the overall system of streets and roads in a community. This system provides for the movement of people and goods from places both inside and outside the community. Road rights-of-way also provide places for various public utilities such as water lines, gas lines, sanitary and storm sewers, cable television lines, electrical power and telephone lines. Because of these combined roads and utility functions, the system of roads in a community can impact economic conditions, environmental quality, and energy consumption, land development and overall quality of life in a community.

Existing Road Classifications in Lathrup Village-Traditional transportation planning identifies several major categories of road classifications known as National Functional Classification (NFC). These classifications were created by the US Department of Transportation, Federal Highway Administration and are based on mobility and access provided by certain roads. As roads are modified over time, they may not fall neatly into one classification or another, but their functions for motorized travel can generally be understood. It is important to note that substantial variations in road characteristics exist although the NFC may be the same for many roads in a community. The City of Lathrup Village currently has, or is served by, roads that fall generally into the following categories:

- **Principal Arterials:** Principal arterials generally carry long distance, through-travel movements. They also provide access to important traffic generators, such as major airports or regional shopping centers. In Lathrup Village, I-696, Southfield Road, and 12 Mile Road serve the community as principal arterial roadways.

- **Urban Minor Arterial:** The main function of arterial roads is to serve as routes for through traffic, while providing access to abutting properties and minor intersecting streets. Minor arterials carry through-travel movements but carry trips of shorter distance and to lesser traffic generators. Arterials are eligible for federal funding. The southern portion of Evergreen Road and eastern portion of 11 Mile Road currently function as the minor arterial road within Lathrup Village.
- **Urban Major Collector Street:** Collector streets primarily permit direct access to abutting properties and provide connections from local streets and neighborhoods to minor arterials. Through traffic movement from one part of the municipality to another is deliberately discouraged on these streets. Collectors provide the opportunity to connect to arterials, allowing for the reduction in the number of curb cuts onto arterials and ensuring fewer interruptions for arterial traffic. Collectors are eligible for federal funding. Examples of existing collector roads include the western portion of 11 Mile Road and the eastern portion of Lincoln Drive.
- **Urban Local Streets:** Local streets provide access to abutting land. These streets make up a large percentage of total street mileage, but they almost always carry a small portion of vehicle miles traveled. They offer the lowest level of mobility and may carry no through traffic. Local roads are not eligible for federal funding. Examples of this class of roadway include local residential streets located within the city.

### Southfield Road

Safety, connectivity and mobility are key transportation issues that must be addressed in the City. Since the 2009 Master Plan, the City has engaged the Road Commission for Oakland County (RCOC), as well as its neighbors along the Southfield Road corridor in reworking the Road Commission's plan to rebuild Southfield Road. Then, the plan featured a wide boulevard that would extend from Mt. Vernon (approximately 9.5 Mile) to 14 Mile roads—running through Southfield, Southfield Township, Lathrup Village, and Beverly Hills. Instead, prompted by Lathrup Village's vision of a Village Center and revitalized commercial corridor, the RCOC has been studying alternatives.

A preferred alternative has been agreed upon by the communities impacted and The City of Lathrup Village continues to work with the RCOC to refine this design to both improve vehicular and pedestrian safety and circulation, while at the same time encouraging a new vibrant type of redevelopment of property along this important commercial corridor. Beyond Southfield Road, the City believes it is important to address transportation needs of the City in a comprehensive way. In 2010, the City of Lathrup Village developed its Complete Streets Plan that lays out a framework to knit together the four distinct quadrants of the City. Implementation has been ongoing.

### Trails and Pathways

**Sidewalks** – The City of Lathrup Village has a highly connected network of sidewalks throughout the residential districts in the city. The commercial areas of the city are accessible to pedestrians traveling from residential districts but there are several intersections along Southfield Road with unmarked crosswalks. In addition, there are very few crosswalks along Southfield Road which makes pedestrian travel dangerous and disconnected in the commercial district. There, most notably, the pedestrian crosswalks over the I-696 and 11 Mile Road intersection are missing critical markings. This is a highly trafficked section of the city and connects the northern neighborhoods to the southern part of the city. Safe, well-marked, illuminated pedestrian crosswalks and paths are necessary at this location to ensure continuity throughout the city and comfortable pedestrian amenities. Most residential parts of the city have sidewalks on both sides of the street and link to the city's parks and local destinations. Few of the intersections located in the neighborhoods have marked crosswalks which is a safety concern when neighborhood streets connect to roads with higher speeds.

**Shared-Use Paths** - Bike-ways are defined as rural wide paved shoulders, shared-lane markings, and local, county, or national bike routes. In Lathrup Village, bike-ways are located along Roseland Boulevard, Lathrup Boulevard, Saratoga, Catalpa Drive, and southern Evergreen Road. Along westbound 12 Mile Road there is one existing shared-use path. Shared-use paths are typically eight



Sidewalk at Lathrup Boulevard on the south side of 11 Mile Road

to ten-foot paved surfaces used for bicyclists and pedestrians. They are separate from roadways and allow safe travel or recreation for joggers, walkers, and bicyclists. Bicycle travel on the shared-use paths and within the residential areas in Lathrup Village is considered comfortable and safe for most people. However, bicycle paths along 11 Mile Road, Southfield Road, Evergreen Road, and the eastern portion of 12 Mile Road are categorized as Tier 4 routes which means they are comfortable for very few bicyclists to travel. There are several bike-way and pedestrian network improvements planned for Lathrup Village. The planned infrastructure projects include a bike route along eastbound 12 Mile Road, Santa Barbara Boulevard, and Goldengate Drive leading to Goldengate Park.

## Vision, Goals & Objectives

# Public Input

In August 2019, a Stakeholder Meeting was held in preparation for the Comprehensive Plan process. City leaders participated in the joint meeting and offered input on the strengths, weaknesses, opportunities, and challenges within the city of Lathrup Village. Participants worked in

small groups and identified what they believed to be the needs of the city. The following tables show the results from their feedback.

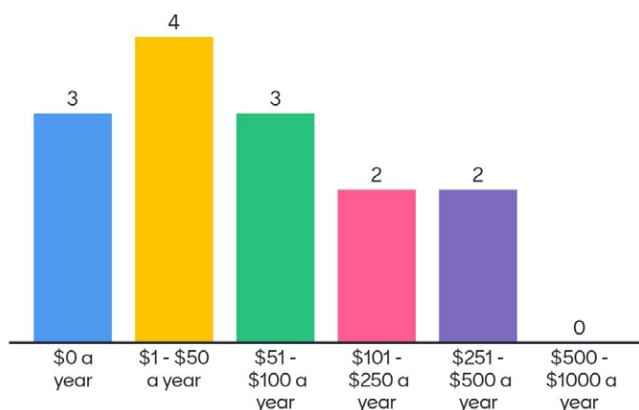
Housing				Commercial Corridor				Recreation				Village Center			
Strengths	Count	Weaknesses	Count	Strengths	Count	Weaknesses	Count	Strengths	Count	Weaknesses	Count	Strengths	Count	Weaknesses	Count
Variety/Identity/Diversity	13	High Taxes	1	Highway Access	1	Restrictive	2	Concerts/ Events	9	No bike Lanes / Unconnected Trails	8	High traffic Volume	1	Speed of Streets	3
Owner Maintenance	1	Lack of Mixed Housing	3	Parking	1	Lack of Sidewalks	2	Modern/ Clean parks	6	Not Community Focused / Needs Volunteers	3	Centrally Located (Regional Hub)	1	No Downtown	6
Mix of People/Families	1	Street Improvements	10	Low vacancies	1	Southfield Road Plan Stagnated	2	Programs/ Community Participation	6	Lack of Staff	1	Banners	2	Not Walkable	4
Home Values Increasing	2	No variance in Housing (Age of Occupancy Type)	3	Convenience/ Small Businesses	7	Lack of Greenery/ Streetscaping	3	Community Groups/Clubs	3	Lack of infrastructure / technology	1	Safety	1	Lack of Action Plan	2
Greenery	2			High Visibility	1	Few Restaurants	8	Children's Garden	1			Access to people/ Residential Areas	2	Outdated City Center Outdated Parking	3
Unpaved Roads	1			Restaurants	3	No New Development / Old Stock	13	Large Population of Outdoorsy People	2			Well Maintained/ Beautification	2	Lathrup School impeded progress of corridor	2
Low vacancy Rate	1					Need More Lights	1					Opportunity for New Development / Redevelopment	4	Lack of Consistent Attraction	1
Neighbors are Friends	1					Lack of Initiatives	1					Character of Lathrup School	1		
Large Pop of Musicians	1														
Skilled/ Motivated / Underpaid staff	1														

Housing		Commercial Corridor		Recreation		Village Center	
Opportunities	Challenges	Opportunities	Challenges	Opportunities	Challenges	Opportunities	Challenges
Good Quality Housing	School System	Workable plan for existing stock of buildings	Lack of Definition / Vision	Fill up Calendar of Events	Competition	Lathrup School	traffic Speed
Quality School System	Roads	swapping city offices/school	No Incentive to Redevelop	Obtain sponsorships from local businesses for events	Lack of Funding	Creative adaptive reuse for building stock	Lack of Pedestrian Crossings
Good Housing Value	Maintenance	parking solution (off-street)	Lack of Parking	Install bike lanes/paths	Southfield Rd Uncertainty	more trees / lighting / garbage cans	No Cooperation / Action
Housing in Good Condition	No New Land	Redev ready comm/grant opps	Southfield Rd Redevelopment	use events to draw businesses to the city	Low Priority (Resource Allocation)	Enhanced walkability / pedestrian bridge	Inaction
Historic	Taxes	Curb appeal / existing landscaping	Failure to Attract Catalyst Development	Park upgrades		build on comm support for VC	Auto Uses Dominating
Attracting Young Families		make redev desirable	Lack of Funding	implement tech into Parks+Rec		Ride-Share autonomous vehicles	Scale of Village Center
Attracting Older Residents				Adding Staff/Funding			Access to Village Center from Other Parts of City



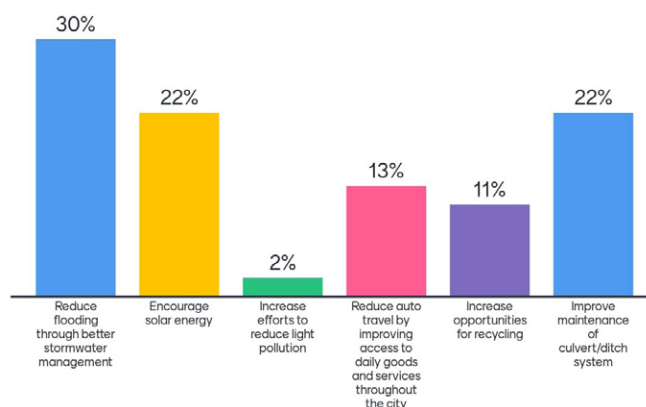
- Improve sidewalk repair. When repair directives are issued to homeowners regarding sidewalk deficiencies, include “opt-up” options allowing residents to elect additional assessment for correction of sidewalk design issues.
- Eliminate chronic and persistent flooding of sidewalks
- Require that drainage improvements associated with ditch and street repair include provision for creating swale connections
- Eliminate sidewalk gaps
- Make grocery and restaurant access available on a walkable basis in all four quadrants
- Make pedestrian crossings safer on Southfield through mini-boulevards and traffic calming pinch points at intersections on an interval of approximately every three blocks.
- Make access to I-696 or Southfield Rd less dangerous during busy hours.
- Work with regional authorities to enhance rapid public transportation connections along Southfield Rd. to major Detroit destinations, thereby enhancing the value of existing apartments on Southfield as well as our detached housing for people who wish to be more independent of automotive transportation.

Participants were also asked to consider measure their willingness to contribute to mobility improvements in Lathrup Village. The question asked, “How much would you be willing to spend annually to improve walkability and cycling access in Lathrup Village?”. In total, 14 people



responded to this question. 50% of participants said they would be willing to spend between \$1-\$100 annually to make these improvements. The next question required participants to select the neighborhood where they live within the city. In total, 20 participants responded to the prompt. Most of the respondents indicated they lived in the neighborhoods north of I-696. The Northeast and Upper Northwest neighborhoods had the most residents submit feedback and represented 65% of the total responses. On this question, only 1 participant was from the Southeast neighborhood and only 1 participant was from the Southwest neighborhood.

Next, participants responded to questions about tactics for promoting sustainability and resiliency in Lathrup Village. The first question asked, “Which of the following areas would you like to see the city focus on to improve sustainability?” and required respondents to select their priorities from six pre-generated options. In total, 18 people responded to this question. The most pressing issue for residents was to “Reduce flooding through better stormwater management” with 30% of the vote. Encouraging solar energy and improving the maintenance of culvert/ditch systems were tied as the second most voted focus for the city.



Responses to survey questions: How much would you be willing to spend on improving walkability (left) and What areas should the city focus on to improve sustainability (right).

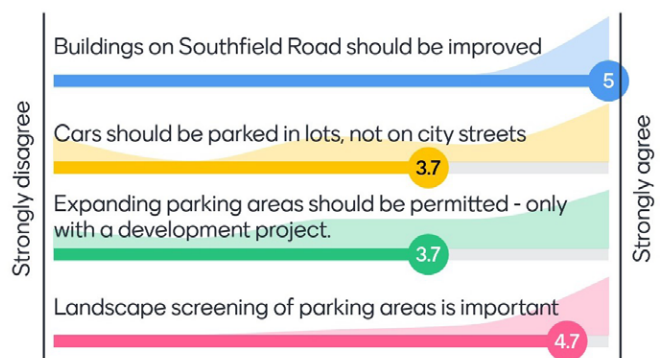
- “Build faith in the future of the City through consistent code enforcement and persistent, sustained improvements to infrastructure.”
- “Convert the liability of outmoded ditch-based drainage system into an asset. Through improvements and enhancements to our system such as underdrains, swales, and rain gardens, our system when fully functioning can be marketed as a design for a responsible, nature-friendly ecological design for the future.”
- “Reduce housing costs by requiring that all homes going through turnover of ownership and all rental properties meet R-61 standards in the insulation of attic floors or other pertinent energy standards.”
- “Reduce home-ownership and housing costs by providing inducements for solar power installations.”

Lathrup Village should implement efforts to become more prepared for future weather disasters, economic crisis, or health concerns. The current COVID-19 pandemic reaffirms the city’s focus on resiliency. Participants were asked, “How should the city be planning for the next natural disaster or health crisis?”. This was an open-ended question that received 11 responses. Many participants indicated the need for an emergency response plan, disaster recovery plan, or financial reserves for emergencies. Below is some of the feedback this question received:

- “Response team for emergency planning and getting information out to the residents so they know what resources are available during a crisis.”
- “Develop a disaster recovery plan and present to residents annually.”
- “Ensure adequate police fire medical staff are readily available to support LV in a timely manner.”
- “To keep a financial reserve for disasters. Appoint a leader to purchase supplies for distribution to the community at the onslaught of a disaster. Items should be predetermined in order that they be secured immediately upon notice of such disaster.”
- “Build a fund to provide loans to struggling families and businesses. Improve communications to households without internet technology.”

The public was also asked to consider three redevelopment sites located within the city. The virtual open house asked what types of developments they would like to see at each site. For the House in the Woods site in total 19 people provided their feedback on redevelopment. Respondents suggested a new dog park or green space, new homes, picnic areas, and enhanced community amenities on the site. At 26026 Southfield Road 13 people provided their feedback on redevelopment. Participants had many different ideas for the site, but some common feedback was to create space for new restaurants or groceries, community park or sports facilities, and multi-family condominiums or apartments. Finally, at the Annie Lathrup School site 12 people provided their feedback on redevelopment. Some common recommendations were to implement mixed use development with housing and local retail, a community center, and food vendor spaces.

In addition to the three development sites, participants were also asked to consider the reconfiguration of on-site parking for new businesses along Southfield Road. This virtual open house section provided a concept sketch to help respondents visualize the challenges on Southfield Road and the potential solutions. In total, 15 people submitted their feedback. Participants were asked, “What do you think about redevelopment and parking?” and instructed to rank the importance of four redevelopment principles. Improving the building quality along Southfield Road gained the most consensus amongst the categories; all respondents strongly agreed that improving the building was important. Landscape screening was also a highly agreed upon component of the Southfield Road redevelopment. In general, all of the options were mostly agreed upon.



Input on parking for Southfield Road redevelopment

# Goals & Objectives

## What are goals, objectives, and strategies?

- Goals are general guidelines that explain what the community wants to achieve. Goals are usually long-term and represent global visions such as “protect the city’s natural resources.” Goals define the “what,” “why,” and “where,” but not the “how.” Identifying obstacles to overcome is also useful in defining goals.
- Objectives identify the milestones that mark progress in achieving goals and provide more of the “how” goals will be implemented. For example, with a goal of “protect the city’s natural resources,” an objective to “maintain the city’s tree cover” is something that may be measured and tracked over time.
- Action items are more specific and define the steps to accomplish objectives and attain the identified goals. The most effective action strategies will include who will tackle that task and when it should be accomplished. For the above example objective of maintaining tree cover, one action strategy might be: “Using the city’s GIS data, map the current tree cover in the city.” This may be assigned as a staff item to be completed within one to three years.

Within each category, the goals are presented in clear, concise bullet points that address the following:

- What do we want?
- Why?
- Where? (Note: generally, the goals that follow apply throughout the city, but the question is included here as a guide for the future; some goals may apply in specific areas of the city)
- What are the potential obstacles or related considerations that may impact achieving the goal

The answers to these questions are informed by city officials and the community through its feedback.

The image shows a vertical blue bar with five white icons and their corresponding category names. From top to bottom:
 

- COMMUNITY CHARACTER**: An icon showing a multi-story building, a house, and a smaller structure.
- HOUSING**: An icon showing three houses of varying sizes.
- COMMERCIAL & INDUSTRIAL DEVELOPMENT**: An icon showing a large industrial building with a chimney.
- PUBLIC SERVICES & FACILITIES**: An icon showing a street lamp, trees, and a bench.
- TRANSPORTATION**: An icon showing a traffic light.



## What do we want?

An authentic positive identity for the city that is reflected in residential neighborhoods as well as along commercial corridors that focuses on a mixed use, multiple story, walkable downtown for the City.



### Why?

- A positive identity for the city provides a sense of community and belonging for residents and businesses.
- A positive image and identity for the city helps support local businesses and attract new businesses.

**Where?** Throughout the city

### Potential obstacles/related considerations?

- Physical improvements to the appearance of the city requires public and private investment.
- Outside perception of the city takes time to change.

### Community Character Planning Objectives:

1. Redevelop properties in the Village Center - the historic center of the city.
2. Improve communication between residents, the City and businesses.
3. Promote the city's positive identity in the region.
4. Promote the use of quality building design and materials to enhance the appearance and long-term maintenance of new development.
5. Protect established neighborhoods and business districts from the potentially negative impacts of development, including noise, traffic, waste, odor, and other nuisances through effective and thoughtful site and building design.



# What do we want?

Attractive, safe, quiet and well-maintained neighborhoods; a diversified range of housing for people of all ages and abilities; and active neighborhoods that promote community connectedness.



### Why?

- Safe housing in walkable environments allows older residents to “age in community.”
- Attractive, walkable neighborhoods close to destinations appeals to younger residents and families.
- Ensure sufficient equitable housing for lower income residents.

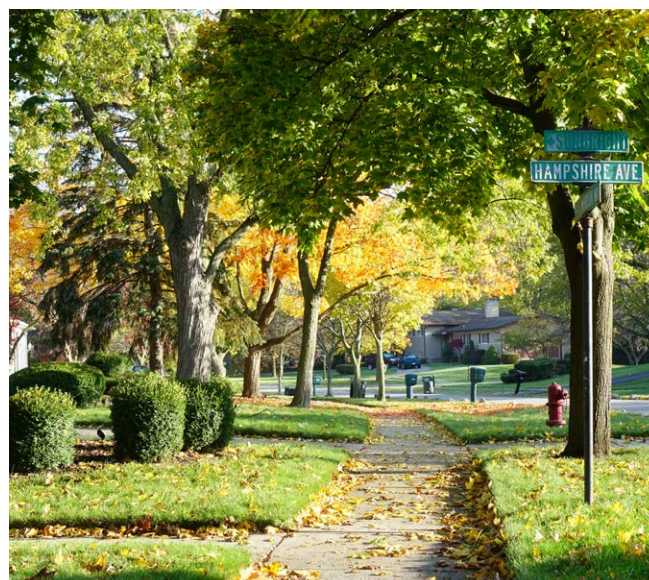
**Where?** Throughout the city

### Potential obstacles/related considerations?

- All housing should be safe and well-maintained.
- Residents looking for larger, “move-up” housing may not find it in the city.
- Zoning regulations should support housing types desired by current and future residents.

### Housing Objectives:

1. Encourage maintenance of and reinvestment in existing neighborhoods.
2. Ensure that infill and redeveloped residential properties are compatible with the surrounding area and adjacent parcels.
3. Provide a diverse range of housing options that meet the affordability, maintenance, and lifestyle needs of current and future residents.
4. Support neighborhoods by improving walkability and access to goods and services.



## What do we want?

Thriving local businesses and an employed workforce; a convenient selection of goods and services; and a diverse tax base with a resilient economy.



### Why?

- Provide meaningful, well-paying jobs for residents.
- Provide entry-level jobs for younger residents.
- Offer access to local goods and services for residents.

### Where? Throughout the city

- Local goods and services should be accessible locally.
- Regional employment should be accessible to regional transportation facilities.

### Potential obstacles/related considerations?

- Outdated commercial buildings may not meet the needs of current and future businesses.
- Transportation options may limit the ability for workers to reach businesses.
- Economic activity should be compatible with residential areas in terms of noise, traffic, lights, upkeep, and other nuisances.

### Commercial & Industrial Development Objectives:

1. Encourage entrepreneurship and growth for diverse businesses of all sizes to promote a balanced local economy.
2. Provide incentives and flexible zoning mechanisms for commercial property owners and tenants to upgrade existing commercial and industrial sites.
3. Promote the mix of commercial and office uses in a way that fosters collaboration and business growth, while creating a desirable environment for the local workforce.
4. Promote walkability by ensuring sufficient local destinations for goods and services.



## What Do We Want?

Recreation facilities and programming that meet the needs of and are accessible to all residents; well-maintained infrastructure that meets the needs of current and future residents, businesses and visitors; and excellent public services that meet the health, safety and welfare needs of the community.



### Why?

- Provide access to recreation facilities and programming that is essential to building a socially and physically healthy community.
- Plan for and budget resources for infrastructure expenditures that are likely to grow over time as neighborhoods age.
- To provide a high level of service to city residents, including responsive, well-equipped emergency services

**Where?** Throughout the city



### Potential obstacles/related considerations?

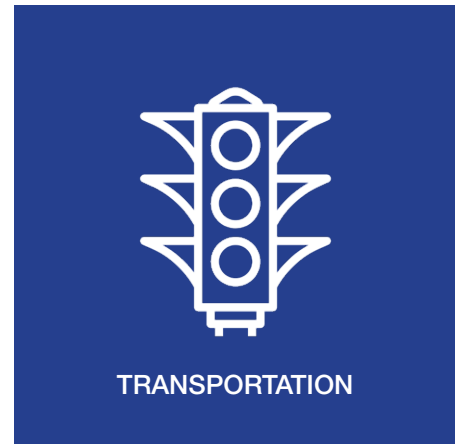
- Increasing costs of repair and replacement of infrastructure
- Additional resources will be needed to maintain aging parks and recreation facilities, while potentially adding and/or expanding facilities, amenities and programs

### Public Services & Facilities Objectives:

1. Expand the range of recreational opportunities and facilities in Lathrup Village in accordance with residents' needs and abilities.
2. Continue to seek opportunities to share facilities with other public and quasi-public agencies such as the school districts and non-profit organizations and institutions.
3. Replace aging infrastructure as necessary, with technologically advanced, state-of-the-art infrastructure and materials.
4. Continue to cooperate with surrounding communities and the County to provide public services.
5. Keep recreation and capital improvement plans up to date.

# What Do We Want?

An efficient and safe multi-modal transportation network that offers mobility options to residents of all ages and abilities.



## Why?

- To improve traffic safety
- To reduce traffic congestion by offering non-motorized options for local travel
- To appeal to residents and businesses looking for a community with a variety of transportation options
- To provide transportation choices that improve independence for residents of all ages and abilities
- To improve community health by encouraging non-motorized travel

**Where?** Throughout the city

## Potential obstacles/related considerations?

- Current land use pattern dictates motorized travel
- Current road design supports motorized travel



## Transportation Objectives:

1. Promote the use of accepted traffic calming and access management techniques that make all travel safe and efficient.
2. Provide a safe, efficient non-motorized pathway system that provides links to various land uses throughout the city that gives residents choices about their modes of travel.
3. Promote public education about roadway planning and decision making to help residents and property owners understand the short- and long-term goals of transportation projects.
4. Require transportation infrastructure decisions that support the land use recommendations of the Master Land Use Plan.
5. Explore innovative traffic designs and flexible engineering standards to improve the safety and efficiency of travel for motorized and non-motorized travel.
6. Explore opportunities for alternative transportation methods for those who don't have access to a car.
7. Monitor and plan for future trends in transportation in terms of autonomous/connected vehicles.



## Future Land Use

## Future Land Use

The Future Land Use Plan Map is a representation of the City's preferred land use arrangement. The map identifies general locations for various uses envisioned by the Planning Commission. The Master Plan is a guide for local decisions regarding land use. The recommendations in the Land Use Plan do not necessarily imply that rezoning is imminent. Rather, the recommendations set a long-range planning goal.

Illustrated on the Future Land Use Plan Map are the following future land use categories: Single Family Residential, Multiple Family Residential, Mixed Use, Commercial Vehicular, Office, Village Center, Institutional, Parking and Open Space. Descriptions of these categories are provided below:

**Single Family Residential:** Residential land uses account for the largest land use category in the 2015 Master Plan; there is no change to the category, except to note that there will likely be opportunities for new single family residential, in the form of attached single family residential dwellings, in the Village Center and mixed use areas. It is envisioned that occasional lots will be converted to parking adjacent to the parcels along Southfield Road to encourage redevelopment. Historic homes are encouraged to be preserved.

**Multiple Family Residential:** The 2015 Master Plan had limited areas designated for multiple family uses, located primarily along 11 Mile Road and Evergreen Road. Again, this plan considers that there are opportunities to increase the provision of multiple family residential in conjunction with redevelopment along the Southfield Road Corridor, in both the Village Center and mixed use areas.

**Mixed Use:** The 2015 Master Plan identified the blocks north of the Village Center and blocks south of 11 Mile Road as mixed use, to be redeveloped with residential, office, and "lower trip-generation retail businesses." Most of the Southfield Road Corridor (except the Village Center and mile road intersections) are designated as Mixed Use.

**Commercial Vehicular:** The intent of the Commercial Vehicular category is to serve transient customers creating higher trip generation to the commercial site. These areas are located along Southfield Road at the intersections of 11 Mile Road and 12 Mile Road. The uses envisioned within this land use class would include retail; restaurant; service businesses, such as banks, professional offices; and gas stations. No changes are proposed for this land use category.

**Office:** This land use category is reserved exclusively for professional office use. These areas are located along 12 Mile Road where professional offices are currently located and at the northeast corner of 11 Mile Road and Evergreen Road.

**Village Center:** The Village Center encompasses all of the segments of the California Drive octagon and, as a result, establishes a concentrated area for commercial and civic activities. It is envisioned that there will be a mix of public and private property, including residential, office, retail, restaurant, entertainment, gathering spaces, and recreation areas. The final configuration of Southfield Road will dictate the size and development footprint of the area. It is anticipated that the internal road network will be developed to continue the alley system and the conceptual "Park Street Promenade." The current civic facilities are intended to remain in the Village Center area, but may be leveraged or reconfigured to accommodate the redevelopment as envisioned for a vibrant, compact, pedestrian-oriented downtown area.



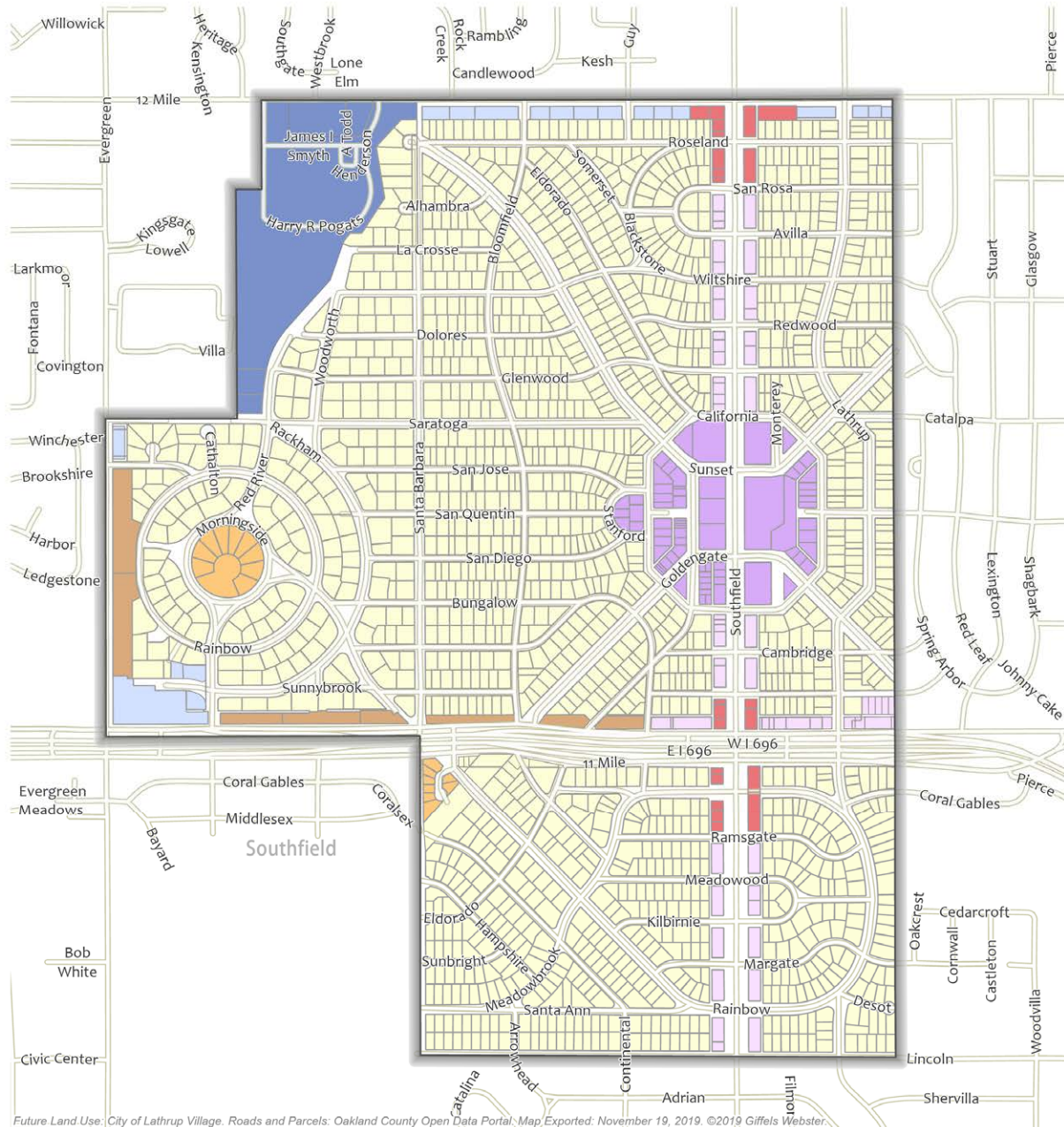
**Institutional:** Schools, churches, and public facilities are regarded as institutional land uses, and therefore are spread throughout the City in order to provide services to a wide range of residents.

**Parking (deleted in 2021):** The 2009 Master Plan classified properties adjacent to the Southfield Road parcels as “Mixed Use Expansion Areas;” they were identified as Parking in the 2015 Master Plan Update. While these areas continue to be envisioned as supplemental rear parking areas as a way to facilitate redevelopment, it may be confusing to show them only as parking. The redevelopment of Southfield Road properties continues to be directed to the Southfield Road frontage.

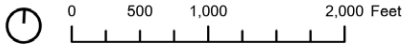
**Open Space:** These areas accommodate existing public parks, publicly owned open space, and open areas formed by converging rights-of-way. Open space areas within residential developments are classified under the appropriate residential land use category. Open space areas in the Village Center area are included in the Village Center land use category, recognizing the value of open space in a downtown environment. No changes have been identified for adding or subtracting open space. The City currently has four developed park properties and one undeveloped park property:

1. Annie Lathrup Park: Approximately two acres in size, Annie Lathrup Park has a 1/4 mile walking / jogging asphalt pathway, with a large center grassy area, two out-door skating rinks with benches and trash cans.
2. Goldengate Park: Located south of the Interstate 696 highway that divides the City of Lathrup Village into north and south sections, Goldengate Park was developed in 1989 and is approximately 2 1/2 acres. Its amenities include a walking path that leads into and out of the residential areas, four designated play ground areas, two bench swings, picnic tables, grills, trash cans, split rail fencing, and a small parking lot.
3. Lathrup Village Municipal Park: Located directly behind the City’s Municipal Building, the Lathrup Village Municipal Park encompasses approximately two acres. The park has a picnic shelter with brick BBQ and electric capabilities, picnic tables, playground equipment, children’s garden, gazebo with electric service, brick paver walkway, large grassy open area, ample parking, and close to the municipal building for restrooms.
4. Sarrackwood Park: Situated between Saratoga, Rackham and Woodworth Way streets, Sarrackwood Park is approximately 3/4 of an acre. This park has playground equipment, picnic tables, trash cans, split rail fencing, and a small garden area.
5. Dorothy Warren Pocket Park, on Morningside Street.

MAP 6: LATHRUP VILLAGE FUTURE LAND USE MAP



Future Land Use: City of Lathrup Village. Roads and Parcels: Oakland County Open Data Portal. Map Exported: November 19, 2019. ©2019 Giffels Webster.



- Single Family
- Cluster Housing
- Multiple Family
- Public Service
- Office
- Commercial - Vehicular
- Mixed Use
- Village Center
- Gateway Overlay



**Future Land Use**  
CITY OF LATHRUP VILLAGE

## Resiliency & Sustainability

## Resiliency & Sustainability

As we plan for the future, many of the challenges we will face are related either directly or indirectly to our place in larger systems, both natural and man made. We often have little direct local control over these systems, but adapting to change and discovering our role in contributing to the health of these systems is nonetheless essential to planning for a community that can survive and thrive even in the face of the most severe challenges.

Michigan is affected by our changing climate in many ways, some of which may seem counterintuitive. For instance, as average annual temperatures rise, the chance of prolonged deep freezes such as those experienced in the 2013-2014 and 2014-2015 winters may increase, as warming elsewhere on the planet destabilizes the jet stream, allowing Arctic air that would normally be trapped further north to descend into the Upper Midwest.

A changing climate has far-reaching implications for Michigan's agricultural and tourism economies, waterfront development, and communities with older stormwater management infrastructure. Within the last decade, Lathrup Village has experienced multiple heavy rain events that have led to property damage and decreased mobility and must anticipate that more flooding will occur in the future, damaging property, impairing access to parts of the city, and creating financial distress for local residents and businesses.

### Sustainability vs. Resiliency

Though they are related, resiliency and sustainability are not the same. Sustainability is the more familiar, well-established concept, and focuses on decreasing or eliminating the detrimental future impacts of our current activity. Resiliency recognizes that our built environment will be subject to stresses and is the practice of designing that environment in a way that can endure those stresses.

Planning for resiliency must consider that some threats are ongoing, persistent stresses, while others are sudden shocks, single events that disrupt the day-to-day functioning of the community.

## Effects of Climate Change

Climate Change is not merely a future threat; changes in the local climate have already been recorded in places around the world, and Michigan is no exception. For instance, according to data from the National Oceanic and Atmospheric Administration, average temperatures in the Great Lakes region rose 2.3 degrees Fahrenheit from 1951 to 2017, extending the frost free season by 16 days, while total annual precipitation increased 14 percent and the number of heavy precipitation events rose 35 percent. By 2070, average temperatures in southern Michigan are expected to rise an additional 4 degrees, and the annual number of days above 95 degrees will correspondingly rise by between 5 and 10. Communities will experience between 25 and 35 fewer nights below freezing, and average annual ice cover on the lakes will continue to decline.

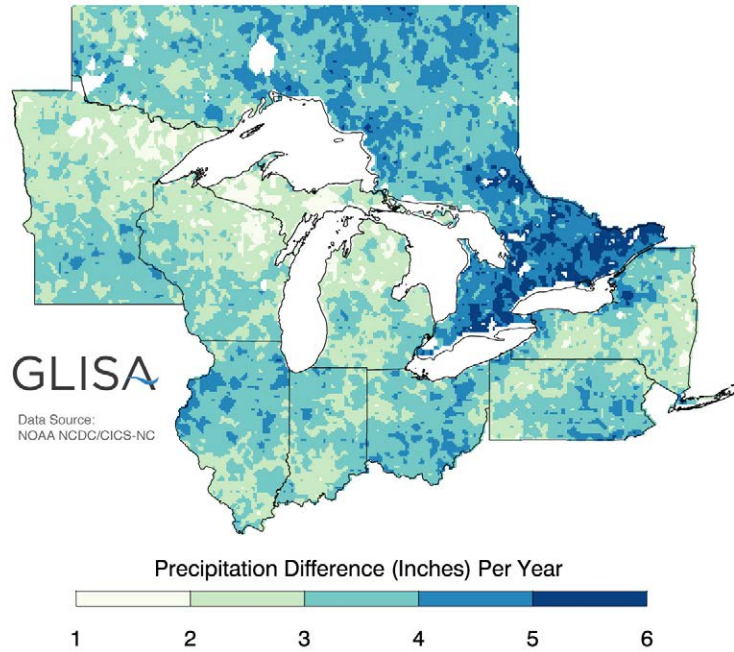
As the frequency and intensity of severe weather events continues to increase, communities will experience economic disruption. For instance, while the frost-free season has nominally increased, farmers in many of Michigan's agricultural communities have not benefited in recent years due to abnormally late frosts (such as those in mid-May, 2020) or heavy rain events, which have damaged early crops or delayed planting of late crops. Rising temperatures and more very hot days may effect the timing of summer festivals and tourism. Communities must be prepared to anticipate the local effects of regional climate trends.



(Jim Gade, via Unsplash)

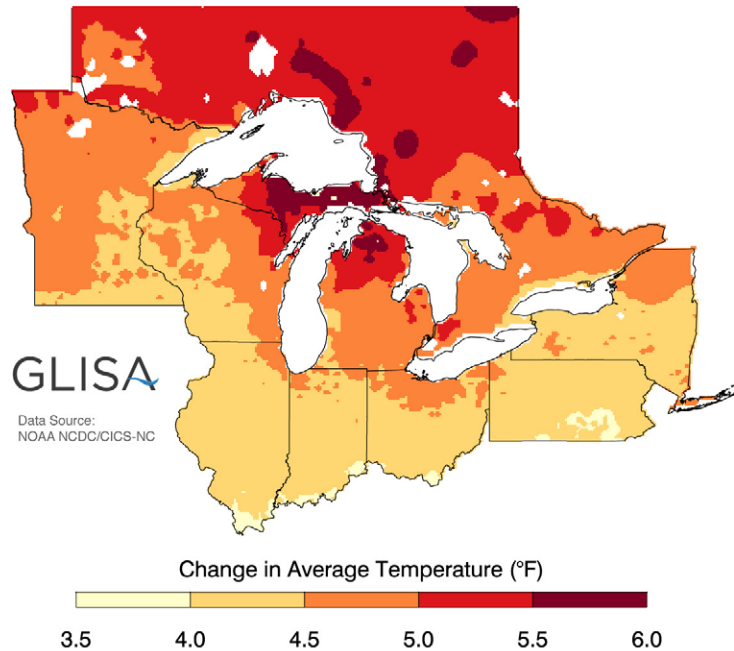
According to the National Oceanic and Atmospheric Association, average annual precipitation in the Great Lakes region is expected to increase over the next several decades. While the change may seem small, projections indicate that the average rise will be driven by an increase in heavy precipitation days, and that there will also be a modest increase in the number of consecutive dry days each year. In other words, rainfall is expected to become more concentrated in heavy storms.

### Projected Change in Average Precipitation Period: 2041-2070 | Higher Emissions: A2



Average temperatures in the Great Lakes region have increased and will continue to increase well into the future, even if greenhouse gas emissions are sharply reduced soon; if emissions are not curbed, the increase will be greater. Lathrup Village will likely see about a 4.5-degree rise in average temperatures over the next several decades, with more than 30 additional days over 90 degrees and more than 10 additional days over 95 degrees. The area is expected to see at least 30 fewer nights below 32 degrees by 2070.

### Projected Change in Average Temperature Period: 2041-2070 | Higher Emissions: A2



Above: Maps courtesy National Oceanic & Atmospheric Administration's Great Lakes Integrated Sciences and Assessments Program (GLISA)

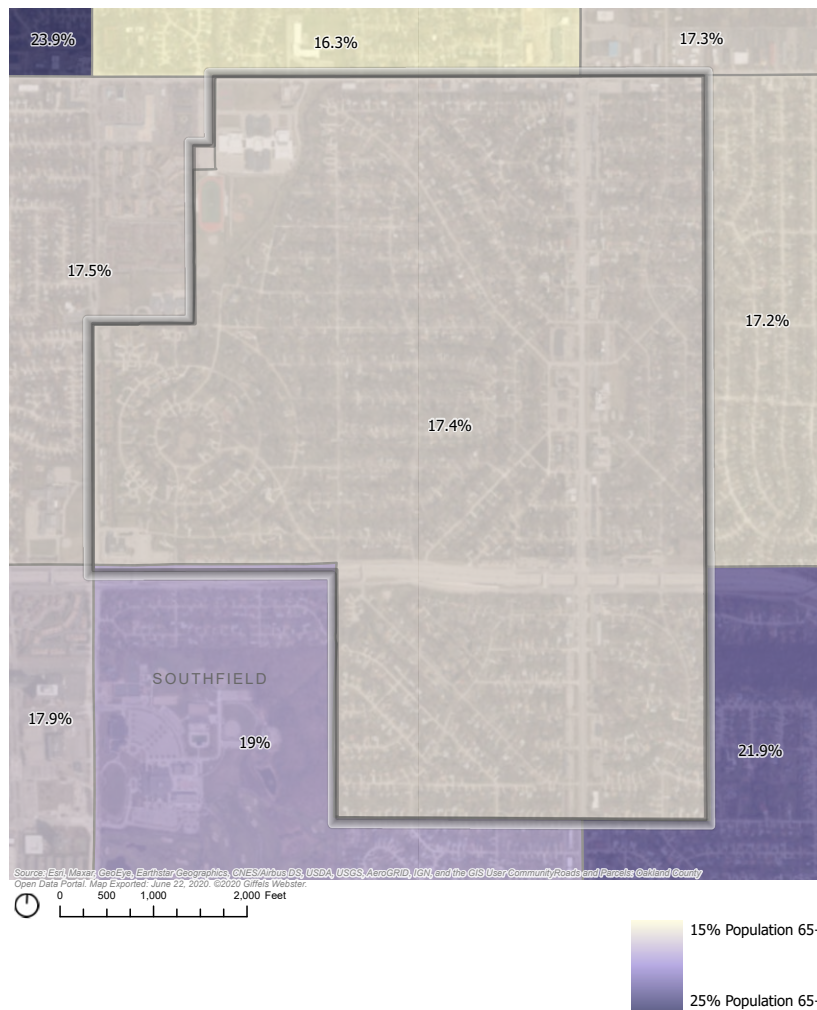
**Addressing Resiliency & Identifying Vulnerable Populations**

Resilient communities anticipate likely shocks, understand trends in stressors, and prepare for potential worst case scenarios. Understanding where a community is physically most vulnerable to specific events, and understanding which members of the community are likely to be most vulnerable in each case is key to effective planning. This chapter discusses in general terms what the community may expect in the future and what might be done to prepare for it; this plan recommends the development of a community resiliency plan.

Though an entire community will be affected by a major event such as a severe storm, flood, or long power outage, certain segments of the population are more vulnerable to the effects of such events, and in some cases are also more likely to live in locations that are more likely to be severely affected. Though the most vulnerable populations will vary based on the specific event, certain population segments warrant special attention even in a general analysis:

- Low-income households
- The elderly
- The disabled
- Children

**MAP 7: LATHRUP VILLAGE PERCENT OF POPULATION OVER AGE 65**



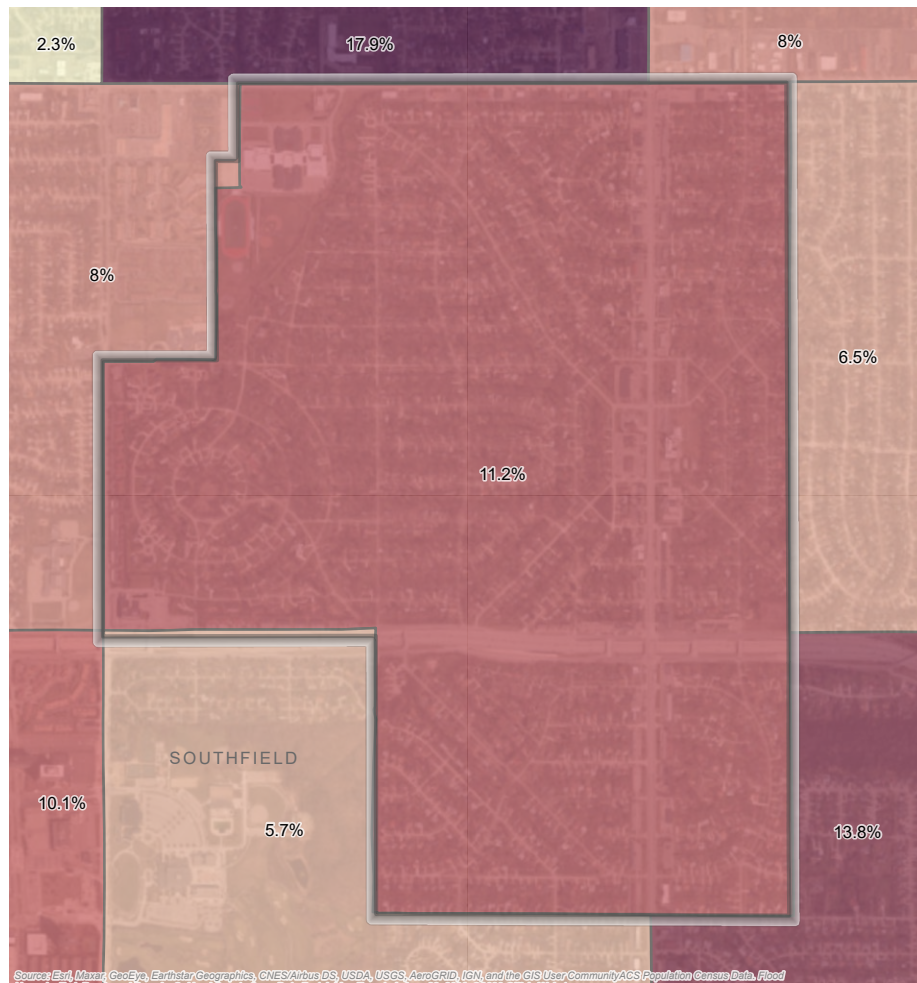
Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community, Roads and Parcels, Oakland County Open Data Portal. Map Exported: June 22, 2020. ©2020 Giffels Webster

Low-income households are often located in areas with limited open space and tree canopy and are often less likely to have access to disaster mitigating items such as air conditioning and reliable transportation. Low-income households may also lack the financial resources to support quick recovery after a disaster or to prepare effectively for likely future events. The elderly and disabled may similarly lack financial resources and mobility, and may be more socially isolated than other groups. Especially in extreme heat events, the elderly and very young children are much more likely to be badly affected, including to the point of hospitalization, than the general population.

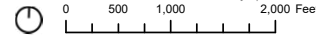
Different disasters are most likely to affect different areas, and communities can use geographic information systems to map relative risk levels for different neighborhoods. Identifying vulnerable populations living in especially vulnerable areas allows a community to focus resources where the need is greatest.

The maps on these pages show the neighborhoods with the highest proportions of senior residents and the highest levels of poverty, indicating that these areas may require special attention when planning for resiliency.

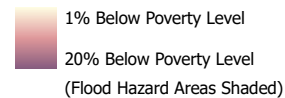
**MAP 8: LATHRUP VILLAGE PERCENT OF POPULATION BELOW THE US CENSUS POVERTY THRESHOLD**



Source: Esri, Maxar, GeoEye, Earthstar, Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community/ACS, Population Census Data, Flood Hazards, Esri, Roads and Parcels, Oakland County Open Data Portal, Map Exported: June 22, 2020. ©2020 Giffels Webster.



No Hazard Flood Zones within this extent



**POVERTY LEVELS**  
by Census Tract  
CITY OF LATHRUP VILLAGE





**Public Outreach**

Resiliency planning should include a public outreach process in two basic parts: education and input. Education includes making community members aware of potential threats and the process of planning for them, with an emphasis on outreach to the most vulnerable members of

the community. The input process should offer the opportunity for residents and other stakeholders such as municipal staff and business owners to engage in detailed, focused conversations regarding resiliency planning issues. It is important for the community to engage in vigorous outreach through multiple channels to get people involved.

**Mitigation, Adaptation, and Risk Reduction**



**Extreme heat**

Average temperatures in the Great Lakes region rose 2.3 degrees Fahrenheit from 1951 through 2017. Extreme heat is dangerous for vulnerable populations and can also tax electrical infrastructure, leading to power outages, which in turn can increase the risk for the people most prone to succumbing to heat. Designating specific locations with backup power sources (such as municipal halls, libraries, and schools) as cooling stations can provide vulnerable residents with an essential escape from the heat. There may be a need to provide transportation to cooling stations for those with limited mobility options.



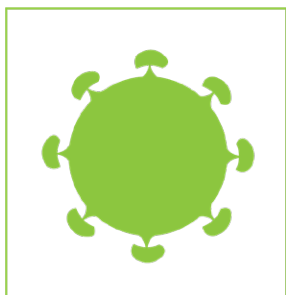
**Heavy rain and flooding**

Heavy rain events are already more common in Michigan than they were in the mid-to-late 20th Century, having increased by 35% from 1951 to 2017, as total annual precipitation increased by 14%. They are anticipated to become even more common in the future.



**Severe winter storms**

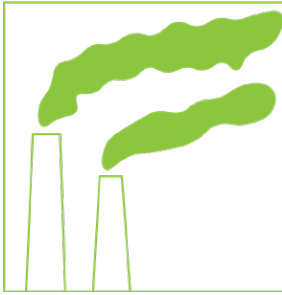
As temperatures rise, winter precipitation levels are anticipated to rise as well, and mixed precipitation events with more heavy ice may become more common. Severe winter storms can result in power outages, impeded mobility, damage to structures and trees, and lost economic productivity. Municipal costs for snow removal should be included in budget planning. While storms are the primary focus of future concern, communities also benefit from planning for extreme cold—locations designated as cooling stations in the summer can become warming stations in the winter.



**Public health emergencies**

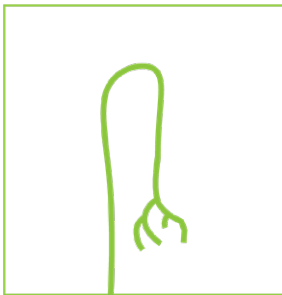
The 2020 SARS-COV-2 pandemic brought with it unprecedented economic disruption, forced short-term changes in social habits, destroyed numerous small businesses, and led to a very large increase in unemployment in a very short time period. Planning for public health emergencies needs to consider the many dimensions of the social fabric that are heavily impacted, including the availability of medical services, government’s ability to continue functioning under quarantines or stay-at-home orders, and the locations and numbers of vulnerable populations. Local police, fire, and ambulance services may be particularly taxed in a future public health emergency.

## Mitigation, Adaptation, and Risk Reduction



### Damage to natural systems

Human activity is rarely in balance with the natural systems it occurs within. While resource extraction and pollution offer two very obvious examples of human activity, nearly all modern human development activity has some impact on natural systems, including loss of habitat, interruption of habitat, and increased emissions due to greater travel distances as development moves outward into wild places. A combination of rising temperatures and agricultural runoff that changes the nutrient balance in major water bodies has led to much higher frequency of toxic cyanobacteria and algae blooms, particularly in Lake Erie. These blooms can impair drinking water quality and limit recreational opportunities, including fishing and watersports. It is important for a community to understand its water source and the health of its own groundwater, particularly if the majority of residents use well water.



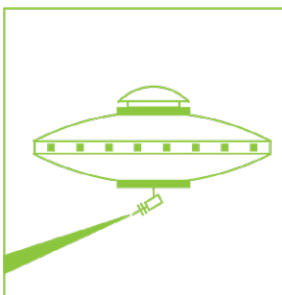
### Food systems

As the climate changes and weather patterns shift accordingly, planting and harvesting conditions become less predictable, and the potential for crop losses increases. In 2019, unusually heavy rains across much of Michigan made planting during the typical time difficult for many farmers. While the number of frost-free days has increased by an average of 16 days across the Great Lakes region from 1951 to 2017, the timing of those extra days has not uniformly added to the growing season. In recent years, unexpected late freezes after earlier-than-usual warm weather lead to the loss of large portions of fruit crops such as apples and cherries.



### Drought

We most frequently think of drought as a prolonged period without precipitation. While this kind of drought is certainly possible in the future in Michigan, the more likely effects of the changes the state is experiencing will be changes in seasonal distribution of storms with precipitation. Winter rainfall will become more common, snowpack overall may decrease, and stream levels will peak earlier in the year, affecting water availability and the timing of groundwater recharge. Drought is exacerbated by higher temperatures, which lead to increased evaporation rates; even with higher average rainfall, land may become drier, and as rain becomes less frequent in the hottest summer months, mid-summer drought could become a regular challenge. Dry conditions bring with them the possibility of wildfires, which are not uncommon in rural Michigan but could grow in scale and intensity in coming years. It is important to understand the community's water sources and how extended periods of drought might affect water availability.



### Unanticipated events

No community can plan for every possible future event or scenario. This is why developing resiliency, improving sustainability, understanding vulnerabilities, and identifying emergency resources is so important.

# Housing & Neighborhoods

# Housing Analysis

In many communities, young adults and the elderly have limited housing options due to a combination of their lower income levels along with the pricing and availability of housing. This kind of financial challenge can impact people of all ages.

The general rule of thumb based on guidance from the U.S. Department of Housing and Urban Development is to spend a maximum of 30% of a household's income on housing costs, yet many people find themselves spending more on housing, leaving less of their income available for other household expenses. Finding attainable housing can be challenge and it can stress family finances.

The chart below demonstrates that nearly half of all renter households and about a quarter of owner households are cost burdened. Cost burdened is defined as households spending more that 30 percent of income on housing. In 2001, only slightly more that 40 percent of renters were cost burdened. The supply of multifamily for-sale housing is decreasing. Multifamily for-sale housing has historically represented about 20 to 25 percent of total multifamily permits. This type of housing is often more attainable because of its lower cost. In the past 8 years, multifamily for-sale housing has represented 6 to 7 percent of total permits, reflecting a significant post-Great Recession decline.

**REVIEW OF HOUSING GOALS AND OBJECTIVES**

**WHAT DO WE WANT?**  
 Attractive, safe, quiet and well-maintained neighborhoods; a diversified range of housing for people of all ages and abilities; and active neighborhoods that promote community connectedness.

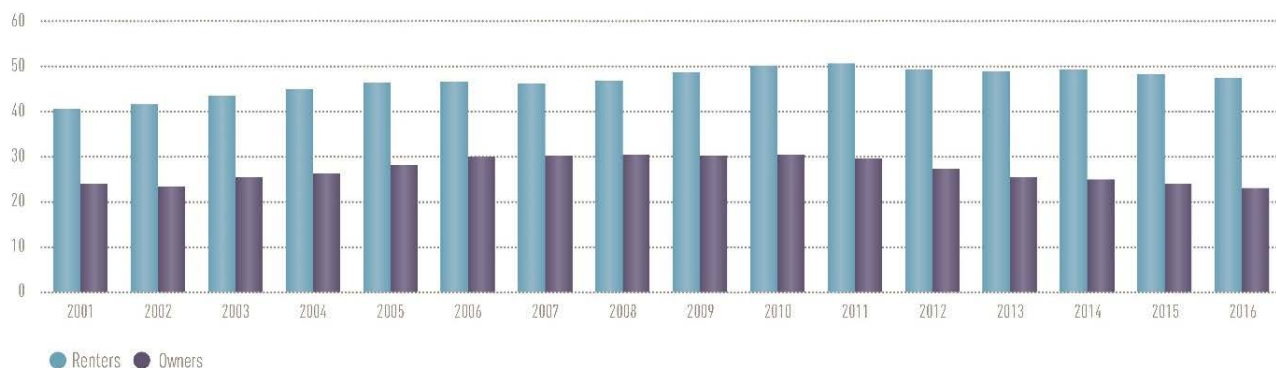
**HOUSING OBJECTIVES:**

1. Encourage maintenance of and reinvestment in existing neighborhoods.
2. Ensure that infill and redeveloped residential properties are compatible with the surrounding area and adjacent parcels.
3. Provide a diverse range of housing options that meet the affordability, maintenance, and lifestyle needs of current and future residents.
4. Support neighborhoods by improving walkability and access to goods and services.

**CHART 9: COST-BURDENED US HOUSEHOLDS BY OWNER/RENTER**

**Nearly Half of Renter Households and a Quarter of Owner Households Are Cost Burdened**

Share of Households with Cost Burdens (Percent)



Notes: Cost-burdened households pay more than 30% of income for housing. Households with zero or negative income are assumed to have burdens, while households paying no cash rent are assumed to be without burdens.  
 Source: JCHS tabulations of U.S. Census Bureau, American Community Survey 1-Year Estimates.

**ATTAINABLE HOUSING**

Benchmark: Thriving communities provide a wide spectrum of housing options to support all residents. The availability of “attainable” housing helps accommodate everyone from young adults who are just beginning to live on their own, to older residents looking to downsize while staying in the community. While there is no universal definition of “attainable housing,” The term was recently defined by the Urban Land Institute as “non-subsidized, for-sale housing that is affordable to households with incomes between 80 and 120 percent of the area median income (AMI).”

New construction has delivered larger homes with more bedrooms even though household size was dropping. “Although one- or two-person households make up more than 60 percent of total households, nearly 50 percent of the homes delivered are four bedrooms or more. Less than 10 percent of the homes offer fewer bedroom options like one and two bedrooms,” as noted by ULI.

The same ULI report notes that small housing, under 1,400 square feet, has historically represented about 16 percent of new construction, but in the last cycle, it has averaged closer to 7 percent. When combined with the next size category, 1,400 to 1,800 square feet, the overall distribution of “small homes” has declined from just under 40 percent to 22 percent. Homes over 2,400 square feet have increased from 32 percent to 50 percent of new construction since 1999, according to the ULI .

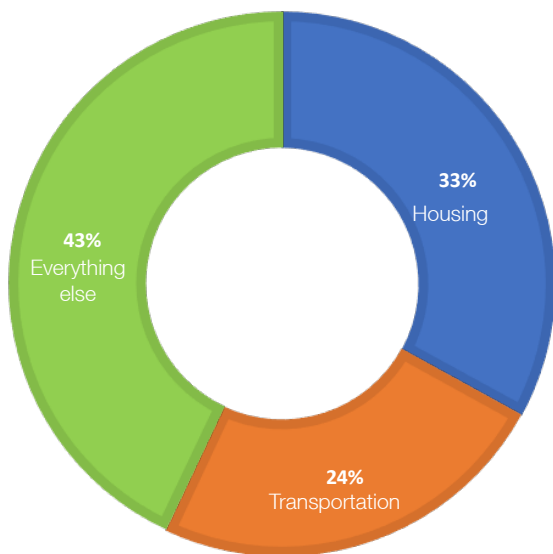
**What does this mean for Lathrup Village?**

As noted above, attainable housing has been defined as non-subsidized, for-sale housing that is affordable to households with incomes between 80 and 120 percent of the area median income (AMI).”

In terms of affordability, in general, housing costs should not exceed 30% of income. In consideration of the outflow of residents for jobs outside the city, transportation costs should also be included in the consideration of affordability, as they generally are the second biggest household expense (after housing).

The Center for Neighborhood Technology compiles data based on a variety of sources to create a “Housing + Transportation Affordability Index.” Their analysis typically shows that residents living in areas considered “affordable” in terms of housing costs less than 30% of median household income may often incur higher transportation costs. They suggest that housing and transportation costs combined should not exceed 45% of median household income. In Lathrup Village, the average housing costs are about 33% of income, while transportation costs are about 24% of income. Together, these two expenses consume about 54% of the household income for Lathrup Village residents.

**CHART 10: ANNUAL EXPENDITURES FOR HOUSING & TRANSPORTATION**



Source: Center for Neighborhood Technology

## Housing in Lathrup Village

The City's residential neighborhoods, by and large, are what defines the character of Lathrup Village. Most of the City's neighborhoods are included in the Historic District as described earlier. Maintaining this character has been a continuing goal of the City for many years. Key considerations include encouraging ongoing home and yard maintenance, blight enforcement, and tree maintenance and preservation.

As noted earlier, the demographics of the City is changing; the population is getting older. Given that the vast majority of housing units in the City are single family detached homes, the Comprehensive Plan should consider how to address the housing needs of its residents in the future. Older adults should be able to "age in place" in their existing homes. However, new trends in population shifts suggest that younger and older adults alike are interested in vibrant, more urban-style communities. Through public input and previous planning efforts, the community has expressed a need to both retain existing residents as well as attract younger people to the City.

The current composition of the city's housing stock is well-suited for young families with its selection of single family residential homes, the majority of which has three or more bedrooms. However, there are few opportunities for young adults or empty nesters looking to get started or downsize into a smaller home with low maintenance. To offer options to its current and future residents, Lathrup Village has made zoning changes to accommodate this housing style as a part of envisioned redevelopment in the Village Center and Southfield Road Corridor. Providing alternatives to single family detached housing is a key component of a future Village Center, and also can give older adults the opportunity to "age in community."

It should be noted that needs of older adults go beyond housing, and include access to transportation, opportunities for socialization, and access to services.

## Aging in Place

Issues related to aging in place include home design and maintenance. The home must be safe and accessible for older residents. Improvements can range from the simple, such as replacing light switches and faucets, to more significant improvements, such as kitchen and bath remodeling. The City should explore ways to educate the community on the elements of Universal Design, which is intended to make spaces that are accessible to all, not only aging adults, but also families with small children.

Another issue for older adults staying in their homes is the ability, often physical, to maintain their homes as they have in the past. There are several actions that can be taken that can help to mitigate the burden. One option would be to identify qualified, quality "handymen" entities that would agree to provide services to local residents at a reduced or fixed cost basis. Utility companies often have maintenance contracts on significant appliances as well. The entities involved would benefit through increased promotion at no cost to them and potentially stable and consistent business.

A second option would be to establish a small local company to furnish services on a fixed price or a variety of services for one monthly price. This would operate much like a condominium association and some homeowners associations around the country; but could cover not just exterior but interior minor maintenance elements as well.

Reaching out to aging adults in the community can sometimes be challenging. Strong neighborhood groups can help bridge the gaps in information from service providers, the city and older residents. The neighborhood concept is discussed further in the next section.

## Neighborhoods

Neighborhoods are the fundamental building blocks of a community. More than just the area in which people live, neighborhoods also include shops, restaurants, parks, places of worship and schools. They tend to be the places where we can attend to at least some of our daily needs within close proximity of where we live.

Often, neighborhoods draw together people of similar ethnicities, incomes and life circumstances. Sometimes they have defined boundaries based on streets or natural features. Regardless of their shape or composition, neighborhoods can serve as a needed link between the individual and the overall community.

Neighborhoods are connected by physical elements like streets and sidewalks as well as by loose or formal social connections, like a neighborhood watch program, neighborhood association, time bank or phone chain. Well-connected neighborhoods are better able to share information about the community at large, encourage civic participation in events and activities, and raise awareness of resources that may be available for people when they're needed. In disconnected neighborhoods, people may be less likely to feel they're part of the overall community and may miss out on opportunities to participate in civic life. This presents challenges for local governments as well as schools, businesses and service organizations. Strengthening neighborhood connections helps tie the community together and improve quality of life for all.

Planning at the neighborhood level can provide an opportunity to engage more people because the topics have more immediacy and relevance. It can take advantage of some built-in neighborhood networks, where they exist, that provide another avenue for communication and outreach. While often neighborhood groups get active when faced with a controversial development project (as evidenced by the common term NIMBY – Not in My Back Yard), proactive neighborhood engagement might better prepare a community for new development/redevelopment.

Neighborhood planning looks at issues specific to an area within a larger community. Some of the issues that could prompt long-range planning include:

- Preservation and Conservation. Conserving the built and natural heritage of an area
- Sustainability. Developing sustainability policies and initiatives
- Access and Civic Engagement. Improving access to local democracy, social services, and government institutions
- Housing and Community Development. Addressing sector-specific issues such as housing or economic development
- Transportation and Connectivity. Enhancing opportunities for active transportation by changing the physical treatment of neighborhood streets and public spaces<sup>1</sup>

The American Planning Association developed a Policy Guide on Neighborhood Collaborative Planning in 1998. It finds that “neighborhoods are the strategic building blocks of overall community development. Neighborhood collaborative planning requires understanding of the economic, social and physical characteristics in order to maintain both the sense of place and the sense of community.”<sup>2</sup> The APA recommends seven general policies about neighborhood planning:

- Comprehensive plans provide the framework for neighborhood planning and should be done within the context of a community-wide plan.
- Where there are identifiable neighborhoods, a jurisdiction's comprehensive plan should reflect neighborhood plans and neighborhood plans should support the broader needs of the community and region.
- Planning decisions should be directed to the most

<sup>1</sup> Neighborhood Planning for Resilient and Livable Cities, Part 1 of 3: Why Do Neighborhoods Matter and Where Are We Going Wrong? Jayne Engle, Montreal. Nik Luka, Montreal and Uppsala. September 2014

<sup>2</sup> American Planning Association Policy Guide on Neighborhood Collaborative Planning, 1998.



appropriate level. Planning decisions that have limited impact on the community as a whole should be made by, or on the basis of advice given by, those neighborhood groups primarily affected. On the other hand, planning decisions that affect the community as a whole should not be overly influenced by a single neighborhood's needs or interests.

- Neighborhoods should be encouraged to seek the best organizational structure that is suited to achieve their goals and objectives such as, but not limited to neighborhood associations, co-ops, development corporations.
- Neighborhood-based coalitions that assist in the development of individual neighborhood organizations, articulate neighborhood views on community wide issues, and facilitate coordination in the planning process should be encouraged and supported by local government.
- Advocacy planning for neighborhoods should be accepted as a legitimate role for professional planners, both publicly and privately employed.
- To be effective in many cases, neighborhood planning needs to go beyond addressing the physical conditions of the area and also examine issues of social equity. To that end, the APA at the national,

chapter and division levels should work with social service, housing, economic development, public health, educational, recreational, judicial and other organizations to ensure that the issues social equity, children and families receive attention through the efforts of planners.

Communities of all sizes may find thinking at the neighborhood level to be more meaningful for residents and businesses. For example, in Los Angeles, their long-range plans recognize that “many residents do not identify with the City as a whole, but, instead, with their own neighborhood.” By planning at the neighborhood level, the city notes, “planning measures can reinforce those neighborhoods and connect them to one another and to larger districts, thereby defining a citywide structure.”<sup>3</sup> The city’s strategies for overall growth include focusing on neighborhoods by: improving the appearance of commercial corridors, creating open space and adding visual and recreational amenities; re-purposing rights-of-ways to open space corridors that link neighborhoods to parks; concentrating development in transit-served areas and corridors; allowing streets to function as open space, with design and functional improvements.

<sup>3</sup> The General Plan Framework, City of Los Angeles, CA.



The challenge for communities is not letting the hyperlocal focus of neighborhood planning and involvement result in competition between neighborhoods or let the voice of the neighborhoods drown out strategies that are good for the overall community. Keeping a “glocal” perspective means that it is important to plan and act locally in neighborhoods while nurturing the relationships between neighborhoods and the community at large, highlighting neighborhood action strategies that result in resilient and livable communities.

What are the essential elements of neighborhood planning? Planning at the neighborhood level requires an understanding of the following:

- **Geographic boundaries.** Think of neighborhoods in terms of walkability – a ten- to 15-minute walk radius – generally one half to one mile. Are there physical boundaries such as busy streets, highways, rail lines, large facilities or other barriers that serve as limits to one’s walkability in a neighborhood or otherwise serve as an edge to a clear district?
- **Demographics.** What are the characteristics of the neighborhood? Understanding the income, race, age and household makeup of a neighborhood can help shed light on where issues of equity may need to be addressed.
- **Land uses.** To be walkable and serve some of the daily needs of its local population, a neighborhood needs more than just homes. Are there a mix of uses – perhaps not within the neighborhood, but at its edges, that provide destinations for neighborhood residents? Is there a school, library, park or other community facility that helps define the neighborhood?
- **Transportation networks.** How do people travel within and out of the neighborhood? Are there non-motorized transportation facilities like sidewalks and/or shared-use paths?
- **Historic Assets.** Are there any significant structures that are only found in a specific neighborhood? Historic structures like homes and schools can contribute to the character of a neighborhood – depending on their condition.
- **Natural Resources and Environment.** Are there any natural resources in the neighborhood? How do those resources connect to other neighborhoods or even beyond the community’s borders?
- **Public realm.** Are there public spaces like parks, plazas or civic spaces that give the neighborhood the opportunity to engage? Sidewalks and streets should be considered as part of the public realm. How do homes and other land uses in the neighborhood interact with the public realm – particularly its streets and sidewalks?
- **Social network.** Is there an existing social network in the neighborhood for the facilitation and delivery of news and information? How does the neighborhood access community resources offered locally and regionally?
- **Context.** Where is the neighborhood within the context of the community as a whole? What boundaries – physical or social – separate neighborhoods from each other or important community assets? How can individual neighborhoods better interact with other neighborhoods as well as contribute to an improved overall community?

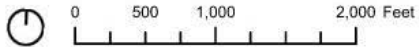
As shown on the map on the following page, the city somewhat naturally can be divided into five neighborhoods, using physical boundaries of Southfield Road and I-696. An additional road boundary of Saratoga provides an easy dividing point between the north and south for the northwest neighborhoods.

While city residents are largely plugged in to community events and activities, efforts to reinforce community and neighborhood identity can help residents communicate with each other as well as help the city more effectively communicate with residents.

MAP 9: LATHRUP VILLAGE NEIGHBORHOODS



Roads and Parcels: Oakland County Open Data Portal. Map Exported: May 05, 2020. ©2020 Giffels Webster.



- Upper Northwest
- Lower Northwest
- Northeast
- Southeast
- Southwest



**Neighborhoods**  
CITY OF LATHRUP VILLAGE

# Commercial Corridors/Downtown Plan

# Commercial Corridors/Downtown Plan

## Background

Public Act 197 of 1975 is an economic development tool that provides the authority for communities in the State of Michigan to create a Downtown Development Authority. This act was amended and replaced by PA 57 of 2018, which consolidates the state's redevelopment tools that utilize tax increment financing (TIF).

The Lathrup Village Downtown Development Authority was created by the City Council on January 12, 1998 because the city experienced notable property value deterioration and loss along Southfield Road. The DDA district is generally described as incorporating all public and private real estate along 11 Mile Road, 12 Mile Road, and Southfield Road including public rights-of-way and alleys. See Map 11.

The future success of Lathrup Village's current effort to revitalize its commercial area will depend, in large measure, on the readiness and ability to initiate public improvements that strengthen the commercial area and when feasible to participate in the development of new private uses that clearly demonstrate the creation of new jobs, the attraction of new business, and the generation of additional tax revenues.

The DDA leverages public investment, in the form of Tax Increment Financing revenues and a 1.9 mil tax on Southfield Road properties, to attract private investment in the city. The DDA works with state, regional, and county officials to strengthen the economic position of our existing businesses.

The benefit of using tax increment financing as a method to finance district improvements is that all local units of government levying taxes within the City of Lathrup Village contribute to the revitalization of the business district. These include:

- City of Lathrup Village (All Millages)
- Oakland County
- Oakland County Parks
- Huron Clinton Metroparks
- Oakland County Community College

Benefits to the DDA are broad and include:

- Business owners from increased traffic
- Property owners from increased property values
- Area residents from increased dining, shopping, and cultural opportunities and, often, increased property values
- Lathrup Village from increased property values and reputation as a destination

The DDA is a strong supporter of community events that reinforce the positive image of a thriving city. These year-round activities attract people to the heart of the city, and raise awareness within the region of the city's strengths.

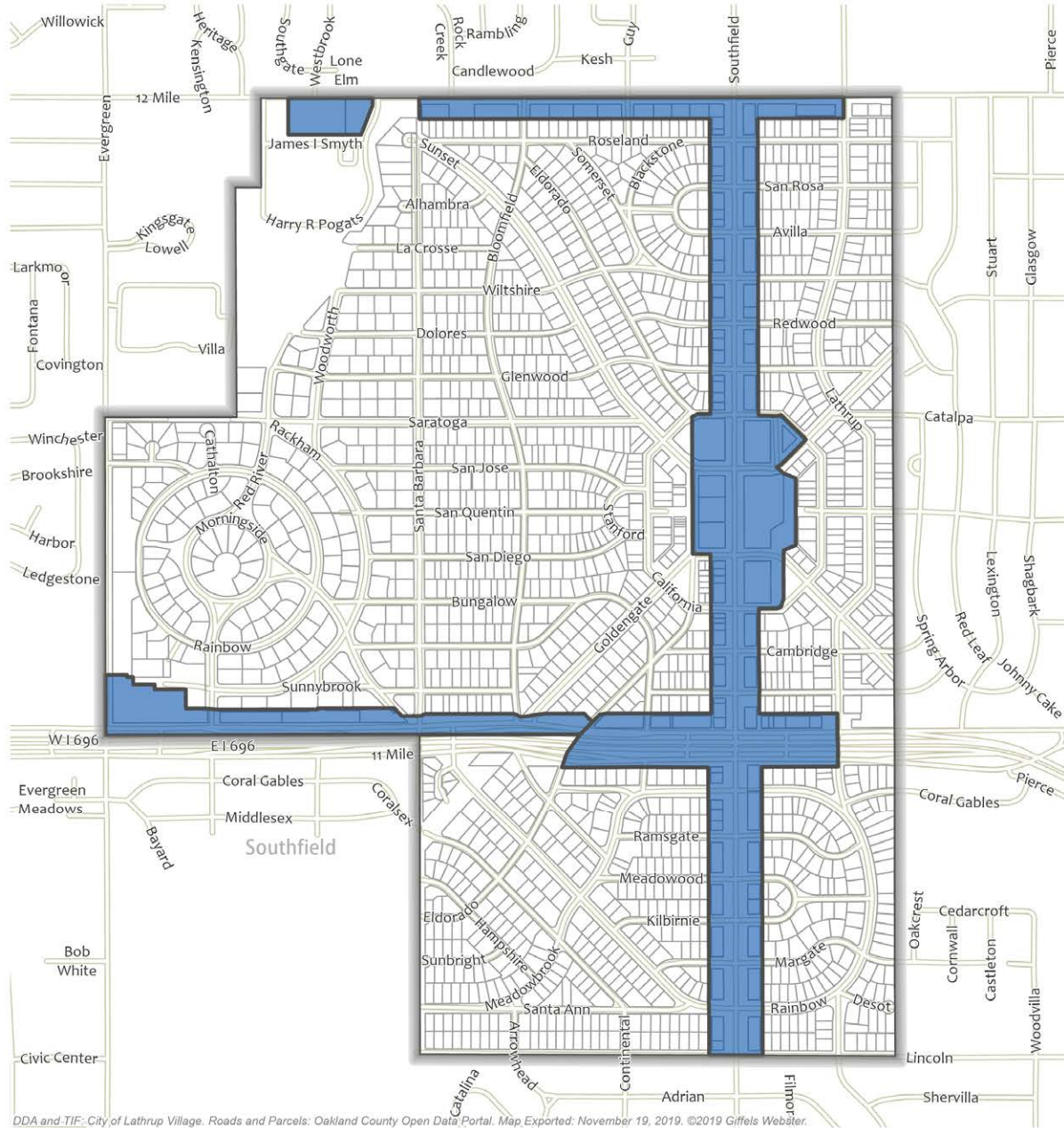
## Market Study

In late 2019 and early 2020, a market study was prepared, in conjunction with this Comprehensive Plan. The market study is framed by changing demographics and trends in residential, retail, office and industrial uses. It should be noted that the market study was conducted before the Covid-19 pandemic. Pandemic-related changes to gatherings of all kinds began in March 2020 and continue into 2021. In the short-term, people have worked and attended school remotely when possible and have stopped traveling, dining out, going to sporting events and other activities that involve large gatherings of people. The long-term impacts of the pandemic are unknown, but communities are looking for ways to offer flexible land-use regulations to be prepared for future needs.

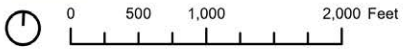
The 2020 market study included a survey of residents (about 90 residents responded). With respect to shopping, residents responded that:

- Typical households spend \$122 per week on average on groceries and related products.
- The three primary areas for grocery shopping, which is a surrogate for convenience shopping in general, are Southfield at Twelve Mile and Evergreen and Royal Oak.
- Most households purchase groceries at Kroger, Aldi, Market Fresh, Meijer, and Trader Joes.

MAP 10: LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY (DDA) DISTRICT BOUNDARIES



DDA and TIF: City of Lathrup Village. Roads and Parcels: Oakland County Open Data Portal. Map Exported: November 19, 2019. ©2019 Giffels Webster.



  Downtown Development Authority and Tax Increment Financing District



**DDA and TIF**  
CITY OF LATHRUP VILLAGE

- Less than one-third of the households have members that purchase grocery items at non-supermarket, non-box operations, like independent bakeries, farmers' markets, and health food stores, at least twice per month. Many of the products purchased are available throughout the entire year.
  - Online purchases are significant and symbolize the exportation of dollars from the community. About one-half of the households purchase merchandise online at least once per week. Nearly two-thirds (65%) of the homes have someone that buys merchandise online at least twice per month, indicating further exportation of dollars. It should be noted that the Covid-19 pandemic likely increased the number and frequency of online purchases significantly.
  - At least 64% have one or more members purchasing either or both lunch and dinner outside of the home at food preparation establishments at least once per week.
  - A substantial number of households have at least one person who eats lunch outside the home at least once per week. (This implies there is a lunch trade market from residents of the area as well as potential employees and others who live outside the area).
  - The preferred food service establishment for lunch and dinner is "local non-chain full-service restaurants."
- About three-fourths (74%) of all households that will potentially move defined being near work, recreational opportunities, and walking areas as being either "extremely important" or "very important." No responding household defined walkability as "not being important at all," and only six percent identified it as being "not so important."

## Market Study Findings

### Housing

- The market could support 77 additional non-senior-oriented housing units and 130 market-rate senior-related housing in Lathrup Village by 2030. With redevelopment efforts, the city could see up to 150 new senior-related housing units by 2030.
- These could be in the form of single-family structures or non-single-family structures such as duplexes, townhomes, mid-rise three to four-story structures, and other attached structures.
- Many of the residents of the new housing would likely result from the relocation of existing residents, freeing existing housing for households headed by other active adults or younger.

### Related Goods & Related Services

New rooftops (additional housing units) result in increased spending and demand for retail goods and related supportable space. Spending will occur in many places, including operations near home and work. Online purchases, vacation spending, and other activity will continue to diminish local sales. On the other hand, people working within the area, employed nearby, and those coming to Lathrup Village for a range of purposes will spend money in the city. Particularly during midday, people who work nearby come to the city for food services and other retail.

In terms of housing, nearly all of the respondents own their homes and most reside there all year. Almost half have lived in their current home at least 10 years. Other housing-related findings include:

- About one-half of all households say they may be or are likely to move from their current home in the next five years. Those residents say that lifestyle changes and medical conditions are the two primary reasons for likely moves.
- For those that may or are likely to move, the majority will seek the same size or smaller units than that which they currently occupy.

Walkability continues to be important for Lathrup Village residents. Of those who may or are likely to move, "walkability" is a significant issue.



The Jagged Fork is a popular restaurant for breakfast and lunch in Lathrup Village.



Most of the Southfield Road corridor is occupied by one story commercial buildings, filled with office, retail and personal service uses.

While there does not seem to be a demand for additional retail goods and related service space, there is the potential to capture exported space in “Food,” “General Merchandise,” and “Miscellaneous” retail that includes operations such as Barber/Beauty salons, Book Stores, Florist/ Nurseries, Paper/Paper Products, and Gifts and Novelties. The catalytic activity and focus could be on specialty food activity.

**Office Space**

The office market continues to change with the increased emphasis on flexible work arrangements, co-working space, and in-home live/work activity. Added rooftops increase demand for professional services and related space derived from the new households. Rooftop growth and the identified desire of people to work near home also provides the opportunity for office space growth.

New demand generates about 137,000 square feet of office space by 2030. However, about forty-five percent of the space will be “in homes.” There is a potential unmet niche for co-working space in Lathrup Village. Personal and professional service space should be viewed as likely uses to fill vacant spaces. Again, post-pandemic changes could result in lower demand for office space - or increased use of in-home offices.



Office buildings in the corridor are dated; many house different uses than the office uses originally intended.

**Market Study Recommendations**

- Enhance walkability within neighborhoods.
- Create or enhance spaces for activity for meetings, small family events, etc.
- Expand specialty food opportunities beyond a traditional farmers’ market.
- Continue supporting the enhancements of building façades through grants
- Work with property owners to address the former school buildings and property and contiguous properties. Recruit a developer or developer partner to buy, lease, or pursue partnership options with current owners. Explore mixed-use of activity on the site and buildings that include active adult and the gamut of senior living arrangements
- Utilize space on first floors for year-around and seasonal pop-up retail activities
- Explore reuse for the above in combination with co-working space.
- Expand community activity space for arts, culture, educational training.

The following is also suggested:

- If needed to increase development density options, explore the transitioning of alleys in the rear of the key parcels to private use or consideration in density requirements.
- Consider and explore funding for potential five-year tax abatement, an equity financing fund, public-private investment funding entity for a stake in redevelopment, or other mechanisms to diminish short-term redevelopment risk and increase the probability of property redevelopment.

The complete Market Study is found in the Appendix.



Enhancing walkability will support residents’ desires and needs to walk and bicycle in and around Lathrup Village.





# Village Center

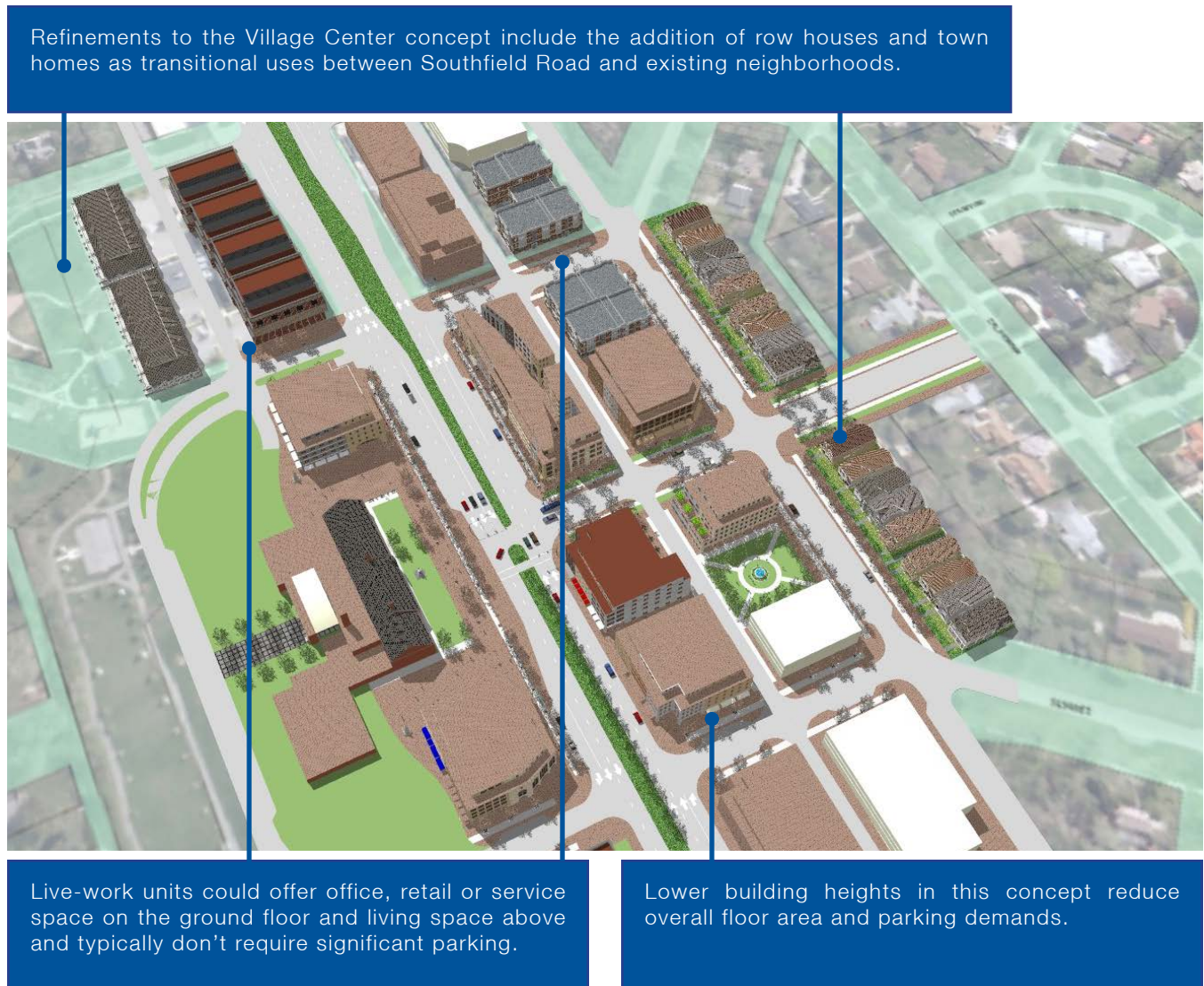
The concept for the Village Center was first established in the 2009 Master Plan. It was further fleshed out and illustrated to include a conceptual development layout and precedent images from developments across the US, intended to help the community, property owners and developers understand what the Village Center could become.

Prior to this Comprehensive Plan process, some city officials, property owners and residents expressed concern that, after 12 years of envisioning redevelopment, nothing has been realized. And yet, it remains clear that the corridor remains in need of redevelopment to improve the city's tax base.

Other goals of the city - providing destinations to which residents can walk, a variety of housing opportunities and improving walkability - all are reflected in the Village Center concept. While the conversations tend to revolve around the redevelopment of the school property (see Redevelopment Sites in the pages that follow), there may be other opportunities to spur redevelopment in the corridor.

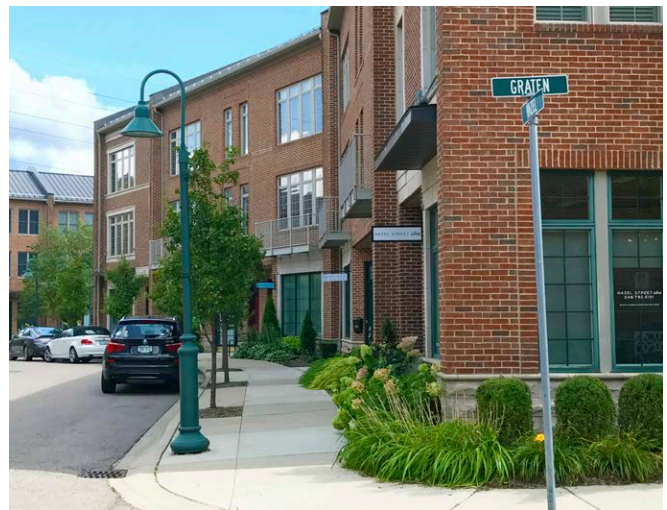
Housing is one of the strongest elements of the current real estate market. In the refined development concept, opportunities to add row houses, town homes and stacked flats in the transition areas could add the needed rooftops to draw additional retail and restaurant uses the city desires.

**FIGURE 1: VILLAGE CENTER REDEVELOPMENT CONCEPT**





Attached townhomes in Royal Oak (above) and Dearborn (below).



Examples of live-work buildings in Birmingham, MI



Roanoke Commons in Roanoke, TX is a 15,000 sf two-story development with commercial uses on the ground floor, active outdoor space and residential dwellings on the upper floor. Source: Newstream Commercial

## Redevelopment Sites

To implement the goals of this Comprehensive Plan, three specific redevelopment sites have been identified by the City that are currently vacant or under-utilized, given their location, unique features, and size. Concepts for redevelopment of these suggest key components that are envisioned and approaches to facilitate redevelopment.

### 26026 Southfield Road

This site is currently undeveloped and zoned MX - Mixed Use. Permitted uses include general retail business, personal service establishments, office uses, second-floor residential, and restaurants. Surrounding parcels to the north and south on the east side of Southfield Road, as well as across Southfield Road to the west are zoned MX. Property to the east is zoned single-family residential. Generally, the parcels along Southfield Road are developed with a mix of office and strip commercial. The site also has high accessibility to the major thoroughfare of I-696 via Southfield Road.

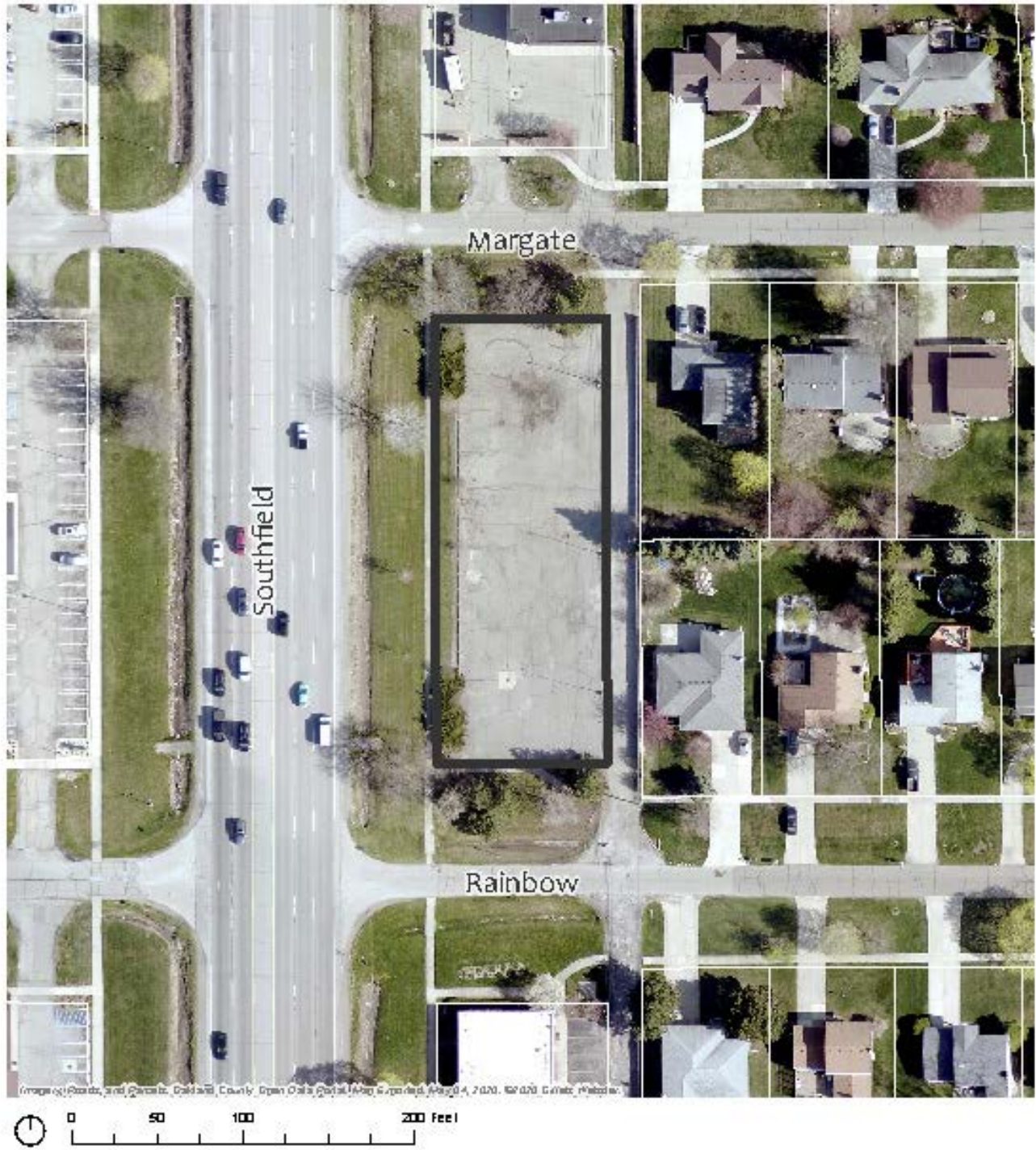


Above: 26026 Southfield Road abuts single family homes and is separated by an existing masonry wall.

Below: The site is currently an undeveloped parking lot with expansive frontage on Southfield Road.



MAP 11: LATHRUP VILLAGE SOUTHFIELD ROAD REDEVELOPMENT SITE



**26026 Southfield Road**  
CITY OF LATHRUP VILLAGE

## Components of the Redevelopment

### Land Use

This parcel located on the east side of Southfield Road, south of I-696 in the southeast neighborhood. It has been vacant for at least ten years. Properties to the north, south and west along Southfield Road are developed with one-story buildings that are used for a mix of retail, office and personal service uses. Buildings in this portion of the corridor are setback considerably from Southfield Road, due to the large right-of-way in this area.

### Building Form

Most of the buildings in the corridor occupy the width of their lots and have parking in the front. However, it is envisioned that moving buildings to the front lot line with minimal setbacks would narrow the built environment along the corridor, creating a greater sense of place. This type of enclosure would encourage walkability by creating more of a human scale for the corridor. Parking would be provided behind the building and “tuck under” parking could also be provided as the two-story concept model illustrates.

### Transportation

Southfield Road is a heavily traveled roadway that serves many communities. However, not everyone can or wants to drive their own vehicle. The site has a bus stop that is essentially a small patch of built-up ground that spans a drainage culvert along Southfield Road. The connection to the sidewalk should be enhanced and the stop could also be improved with a bench and/or other shelter structure.

In addition, all parts of the site should be served by non-motorized transportation facilities that connect to adjacent sidewalks, roadways and sites as identified in the city’s Complete Streets plan. Connections and wayfinding signage should be provided to the existing sidewalk network. It is anticipated that vehicular access will tap into the existing street network.

### Sustainability

Development on this site should be based on a framework of sustainable building and site design practices that offers a model for development and redevelopment elsewhere in the city. The use of low-impact design, pervious paving materials, and native landscape materials should be prioritized. Redevelopment of the site should include native, low-maintenance landscape with trees, shrubbery and other plantings with seasonal color.

### Development of the District

Zoning for the parcel is currently MX Mixed Use, which supports the development concept illustrated below. Design guidelines, similar to those the city has for the Village Center district, should be developed to further illustrate the important elements of building design that support pedestrian activity.

FIGURE 2: SOUTHFIELD ROAD REDEVELOPMENT SITE



## House in the Woods

The “House in the Woods” site is somewhat renowned in the city, as it was originally developed in 1927 with a home for Louise Lathrup Kelley, original developer of Lathrup Village. The house was listed on the National Register of Historic Places in 1998, along with that portion of the city built through 1953. In 2009, the house was struck by lightning and burned to the point it was no longer salvageable. The structure was removed and site was acquired by the city. Since the acquisition, the city allowed interested residents the opportunity to convert the property into a nature preserve. Unfortunately, the volunteer effort was not sustainable.



Above: Historic photo of the house (source: Detroit Public Library Digital Images)

Below: The site is currently undeveloped and heavily wooded.



MAP 12: LATHRUP VILLAGE HOUSE IN THE WOODS REDEVELOPMENT SITE



**House in the Woods**  
CITY OF LATHRUP VILLAGE

## Components of the Redevelopment

### Land Use

Given its location in the middle of the neighborhood, residential uses are preferred by the city, who has considered developing the site as a park. However, the cost of development in addition to ongoing maintenance and operation of a park require resources that would be taken away from other city parks and the city prefers to see the site developed with homes, which also returns the site to the tax rolls.

### Building Form

Replicating the building form of the adjacent homes would result in two, possibly three, new homes. However, arranged in a more compact fashion, eight to ten smaller homes could be developed on this site. These homes may be desirable by older residents looking for smaller homes (especially if built as ranches or laid out for first floor living), and more manageable yards as well as by younger professionals looking to move into the city. In creating a compact site layout, a small common space to be enjoyed by all of the neighborhood residents is another benefit.

### Transportation

It is anticipated that pedestrian and vehicular access will tap into the existing street network. There are no sidewalks in this portion of the city, but the area is covered by a bike route.

### Sustainability

Sustainable building and site design practices can offer a model for development and redevelopment elsewhere in the city. The compact site design allows new homes to be built while minimizing the amount of land needed. Other low-impact design techniques, including the use of native landscape materials should be prioritized.

### Development of the District

Zoning for the parcel is currently zoned R3 Single Family Cluster Housing, which allows single-family dwelling units to be developed with varied yard setback requirements to (a) facilitate development of parcels that are difficult to develop under the usual standards, (b) allow for a single-family detached residential development without

increasing the permitted density, and/or (c) enhance useful open space and preserve significant trees and other natural features through the proper utilization of density transfer techniques.

Currently, this type of development would require council approval under the variance provisions of the zoning ordinance. Specific standards relating to building form, placement and architectural standards should be developed for this district to allow the type of compact development noted here.





## Annie Lathrup School

The Annie Lathrup School is the last remaining historic structure on Southfield Road. This building is currently vacant. The structure is significant because it tells the story of Lathrup Village as well as provides an example of a different architectural character and building form than is seen elsewhere in the corridor. The school is designated as a local historic district, which means that the alteration of the boundaries of the district or modification of the structure require review and approval by the Historic District Commission.

The former Annie Lathrup School has been vacant for several years and is deteriorating. The school sits on a large parcel on Southfield Road, and is adjacent to City Hall and the community park. The parcel is at the heart of the Village Center district, which encompasses all of the segments of the California Drive octagon.



Above: The Annie Lathrup School site is vacant with large adjacent parking lots.

Below: The site is one of the only historical buildings in the city and features ornate brick work and stone details.



MAP 13: LATHRUP VILLAGE ANNIE LATHRUP SCHOOL REDEVELOPMENT SITE



**Annie Lathrup School**  
CITY OF LATHRUP VILLAGE

## Components of the Redevelopment

### Land Use

The vision for a “village center” was first expressed in the city’s 2009 Master Plan, which illustrated a plan for the revitalization of the Southfield Road corridor that centered on the “hub of the wheel” where several of the city’s streets converge. Since then, that vision has been refined, Zoning Ordinance standards created, and design guidelines adopted that set up a framework for redevelopment in the Village Center. The Annie Lathrup School is a highly visible redevelopment parcel that could begin to provide the type of mixed use the City envisions for the Village Center. It is envisioned that this site will retain the historic structure and allow for additional buildings that could incorporate a mix of public and private property, including residential, office, retail, restaurant, entertainment, gathering spaces, and recreation areas.

### Building Form

While it is envisioned that the existing structure will be rehabilitated, new buildings are also expected and should be placed in a way that complements the school. Building walls and spaces between buildings will give pedestrians a protected feeling while providing space for pocket parks, plazas, courtyards or linkages and passageways to the rear of buildings. Off-street parking lots in front of buildings detract from the pedestrian-focused site layout that is desired. Roads should support the built environment and accommodate pedestrian and vehicular access. Buildings are envisioned to be at least two stories in height, and may be a maximum of five stories on Southfield Road, when the top floor is set back ten (10) feet from all building sides. Other buildings will be a maximum of three stories on other roads. Public spaces should include the following:

- Opportunities for people to gather formally, such as for art fairs, concerts, or other events, as well as informally, for a rest, a chance meeting, or to people-watch.
- Courtyards and Arcades—Spaces created by buildings that foster a feeling of intimacy and create a sense of connection from people to place

- The current civic facilities are intended to remain in the Village Center area, but may be leveraged or reconfigured to accommodate the redevelopment as envisioned for a vibrant, compact, pedestrian-oriented downtown area.

### Transportation

The basic building blocks of the transportation network are the preservation of the existing historic building (Annie Lathrup School) and two main roadways that accommodate vehicular traffic with a pedestrian-friendly focus that includes on-street parking, wide sidewalks and abundant landscaping. Key elements in the concept include:

- Southfield Road: The existing 160 ft ROW includes double rows of street trees create a sense of place and makes corridor greener. It could be narrowed to 120 ft of ROW, depending upon the ultimate future road cross-section, which would provide more area for adjacent land development.
- A new Street, “Park Street Promenade”: Features a 100 ft ROW. Again, double rows of street trees create a sense of place and makes corridor greener—more “park-like.” This street will connect the Annie Lathrup School Plaza to the western end of the downtown area.

### Sustainability

Development on this site should be based on a framework of sustainable building and site design practices that offers a model for development and redevelopment elsewhere in the city. The use of low-impact design, pervious paving materials, and native landscape materials should be prioritized. Redevelopment of the site should seek to rehabilitate the existing structure to the greatest extent possible.

### Development of the District

Zoning for the parcel is currently VC Village Center. Future amendments to this district may be needed to refine building and site standards and also to provide additional graphics that help illustrate building regulations. In addition, the city should explore other properties in the Village Center district for catalyst development potential.



These images illustrate the preservation of the Annie Lathrup School structure and its enhancement by adjacent development, outdoor spaces and plazas.

## Transportation & Complete Streets

Lathrup Village has developed around a framework of existing roads and streets in a grid and radial pattern reflecting principles of the Garden City movement. Bounded on the north by 12 Mile Road, to the west by Evergreen, to the south by Lincoln Drive and to the east by Lathrup Boulevard, Lathrup Village is a traditional pre-WW II community embedded within a metropolitan area.

As the city awaits long-anticipated road reconstruction on its main commercial and through artery, Southfield Road, this Comprehensive Plan will identify additional opportunities to improve the entire transportation network.

### Complete Streets

Complete Streets is a term used to describe a transportation network that includes facilities for vehicles, pedestrians, cyclists, and other legal users. Complete streets provide transportation choices, allowing people to move about their communities safely and easily. In 2011, the City prepared a Complete Streets Plan, which was included as a supplement to the Master Plan. In addition to the plan, the City adopted a complete streets ordinance that facilitates the implementation of plan elements in conjunction with other public infrastructure improvements. This map has been updated as improvements were made and include the neighborhoods as identified earlier.

Key components in the Plan include elements to guide the transformation of Southfield Road from a 5-lane automobile-oriented thoroughfare into a safe and efficient roadway that accommodates a variety of users, including pedestrians. Examples of these elements include:

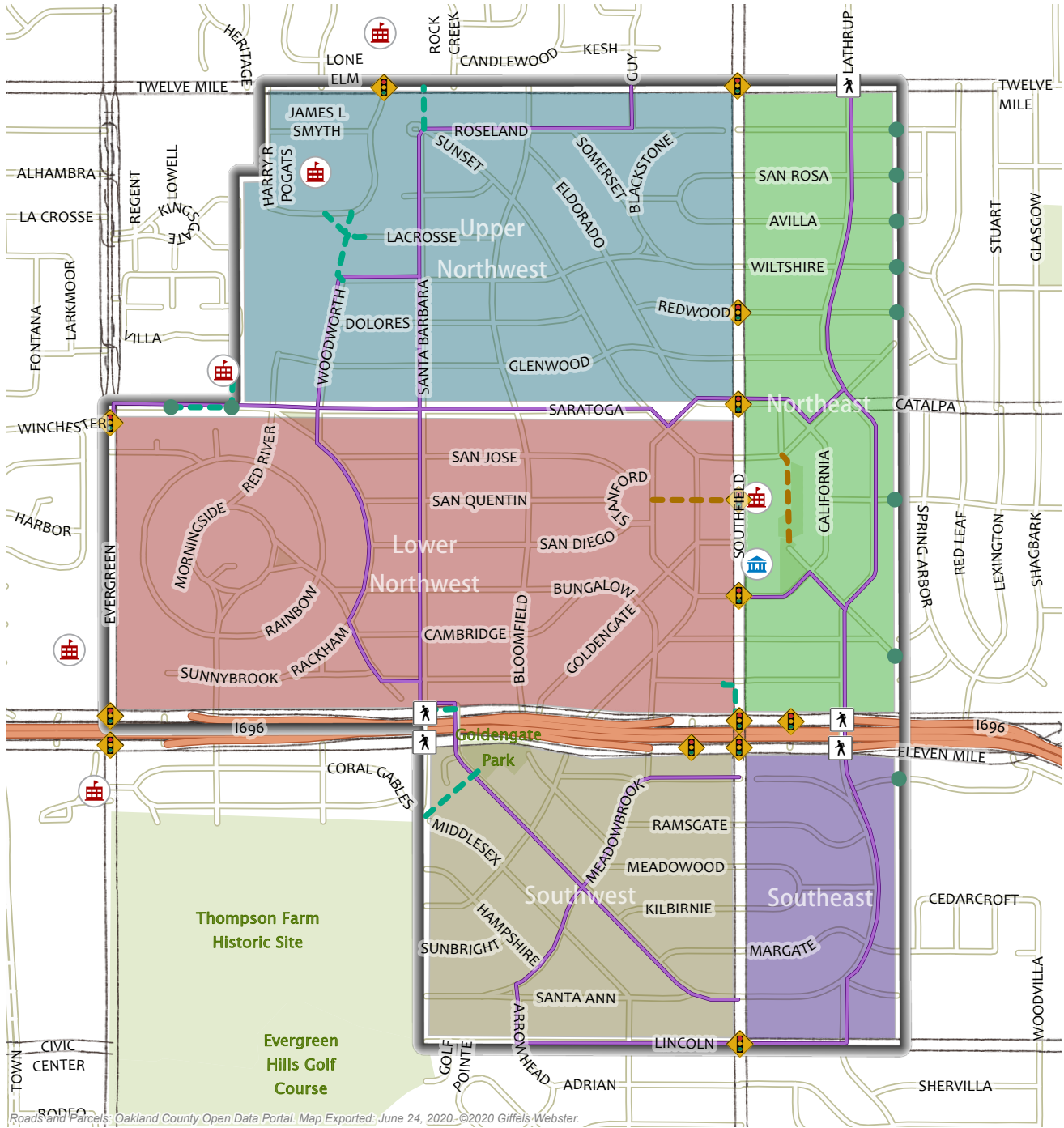
- Village Center: the context of the surrounding area influences the function of the roadway. Roads in this area will feature elements that are more suitable for a denser, walkable urban setting, such as the following:
  - o Parallel on-street parking
  - o Bike lanes routed into the Village Center
  - o Travel speeds of 35 mph or less
  - o Buildings directly abutting the road right-of-way
  - o Wider sidewalks serving pedestrian activities, including outdoor dining



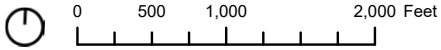
The updated Village Center concept includes the median is currently shown in the RCOC preferred alternative (2020) and the pedestrian crossings that will be critical in joining the east and west sides of Southfield Road.

- o Streetscape elements including lighting and landscaping
- o It is anticipated that at least one new street will be constructed in the Village Center, perpendicular to Southfield Road. This street will function as a “collector street,” in this case connecting local streets to the central business district and to minor and principal arterials.
- o Roads including Eldorado, California (about one block east and west of Southfield Road), and Monterey will link the Village Center with local streets. The street portions of these roads will contain two lanes of traffic as well as two designated bike lanes, and two lanes of parallel on-street parking in the Village Center. These streets will also include space for sidewalks, landscaping, street lighting, and street furniture.
- o In the Village Center, local streets will provide access to abutting land and consist of all streets that do not belong to one of the higher systems. These streets will typically have formally striped, on-street parallel parking on both sides of the street. The form of the village local streets will be impacted by adjacent land uses, which will be typically more dense than the rest of the City.

MAP 14: COMPLETE STREETS PLAN



Roads and Parcels: Oakland County Open Data Portal. Map Exported: June 24, 2020. ©2020 Giffels Webster.



- Road Open to Pedestrians Only
- Pedestrian Signal
- Traffic Signal
- City Hall
- School
- Road Extension
- Shared-Use Path
- Bike Route
- Parks
- Upper Northwest
- Lower Northwest
- Northeast
- Southeast
- Southwest



**Complete Streets and Neighborhoods**  
CITY OF LATHRUP VILLAGE

- **Backstreets/Alleys.** In Lathrup Village, alleys are designated behind buildings along both sides of the Southfield Road Corridor; the framework for these alleys exist and in some cases are currently utilized as a way to move between properties without using Southfield Road. A built-out alley network can accommodate service delivery and provide short block-to-block access for motorists, minimizing travel movements on adjacent roadways.
- **Pedestrian crossings.** Street intersections are typically considered the best locations for pedestrians to cross the street. The best crossings minimize crossing distance, maintain visibility, and allow sidewalk ramps to be placed within the sidewalk. In Lathrup Village, all of the major signalized pedestrian crossings take place where two streets meet or cross. Most crossings are existing, except for those proposed in the Village center area. A pedestrian-only crossing is proposed along 12 Mile Road and the 11 Mile Road service drives. The existing crossing at Sunset Boulevard will be relocated to where the new road will meet Southfield, and three additional crossings will be added, making it easier for non-motorized travelers to cross this major roadway.

### Access Management

Access management is a strategy used to coordinate road design and land use to improve the flow of traffic, capacity and safety. An Access Management Plan was developed for the Southfield Road Corridor in 2010 to address safety and efficiency of the roadway. This plan considered the Village Center concept and contained concepts and recommendations aimed at improving safety in the corridor. These included the reduction and elimination of driveways, improvement of the alleys to facilitate access to properties along the roadway and uniform spacing of traffic signals. With the completion of the RCOC's final preferred alternative design in late 2020, the Access Management plan has been updated (see appendix). The city should consider this plan with respect to the alley network, which is also a potential parking area to facilitate redevelopment of Southfield Road properties.

### Transportation Network

As discussed in the earlier community facilities section, the city has a somewhat complete transportation network; however, the non-motorized connections within this network are weak and should be strengthened. Issues of note have deep roots in the development of regional transportation facilities and include:

- **I-696:** This freeway is a major commuter route linking second and third tier Detroit suburbs between I-275/I-96, I-75 and I-94. Before its construction, however, the I-696 project was controversial. Lathrup Village, Pleasant Ridge, and the Detroit Zoo filed lawsuits in an attempt to stop construction of the freeway, which eventually did what these opponents knew it would: divide neighborhoods and communities. While the interstate provides great access to the region, it poses a significant physical barrier between the north and south ends of this small city.
- **Southfield Road:** Southfield Road became an important north-south roadway in the mid-20th century, with demand for suburban living and access afforded by new federal highways leading from Detroit. The expansion of Southfield Road to a five lane "super-highway" was heralded by the local leaders of the time, who could not have envisioned that mass transit systems would falter and personal automobile traffic would dominate the landscape. The City is engaged with the Road Commission for



I-696 through Lathrup Village

Oakland County (RCOC) as that agency develops a road reconstruction project that improves traffic flow and safety. The city continues to advocate for resident and business owner demands for a more walkable community.

- Other major roads such as 11 and 12 Mile Roads also provide cross-town access between communities. These roadways generally have a sidewalk system in place, linking neighboring communities of Southfield and Berkley to Lathrup Village.
- Local streets provide access into neighborhoods and provide the safest and most comfortable facilities for non-motorized transportation. Most of the city's streets have sidewalks.
- The City opted into the SMART bus system in 2015 and enjoys six bus signed bus stops in each direction through the community. While one bus stop, at City Hall, offers riders a safe place to wait out of the elements, few of the other stops do.

**Pedestrian Improvements**

Bus stops - Most of the city's signed bus stops are considered deficient, as they are at the edge of paved/unpaved shoulders; have narrow unpaved paths over a culvert to the nearest sidewalk; are located in the grass; are far-removed from a driveway or sidewalk. To provide safer bus stops for riders, the following improvements should allow bus riders to walk no more than 500 ft to reach the nearest bus stop. In addition:

- Bus stops should generally be located on the far side of stop-controlled side streets, so that stopping buses do not impair the sight lines to the left available to drivers waiting to pull out.
- Where feasible, bus stops should be located in lanes (or tapers) not used by through traffic.
- Each bus stop should be equipped with a shelter, loading platform, and appropriate sidewalks.



This bus stop at City Hall (above) is accessible via a concrete sidewalk from the public sidewalk, concrete pad, covered shelter, bench and waste receptacle. Unfortunately, most of the city's other bus stops look like the one below, with no direct sidewalk access or safe place to wait for the bus.  
Source: Google Earth



Crosswalks – The only crosswalks on Southfield Road in the city are at the existing traffic signals at WB Lincoln, EB 11 Mile, WB 11 Mile, Sunset/E. Goldengate, and EB 12 Mile. The crosswalks at Sunset/E. Goldengate are roughly 2,100 ft north of 11 Mile and 3,000 ft south of 12 Mile. Such long distances between designated pedestrian crossings are especially undesirable in the Village Center location, and they have been observed to result in relatively frequent random pedestrian crossings. Improvements should allow pedestrians to walk no more than about 500 ft to reach the nearest crosswalk.



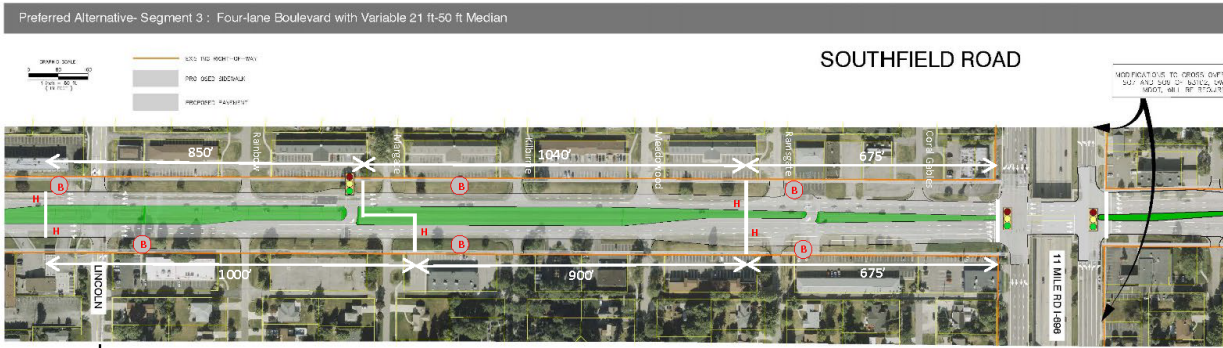
MAP 15: CROSSWALK IMPROVEMENTS: LINCOLN TO 11 MILE ROAD

**Legend**

Wide white stripe = Enhanced pedestrian crossing

H = HAWK signal; if not so marked (such as at same location but on other side of boulevard), crossing will be controlled by conventional traffic signal

B = Bus stop (with shelter, loading platform, and connecting sidewalks)



City of Southfield<sup>1</sup>

City of Lathrup Village

Average crosswalk spacing = 850 ft  
Average bus stop spacing = 940 ft

<sup>1</sup> Crosswalk, related HAWK signals, & bus stop south of city limit would require Southfield buy-in.

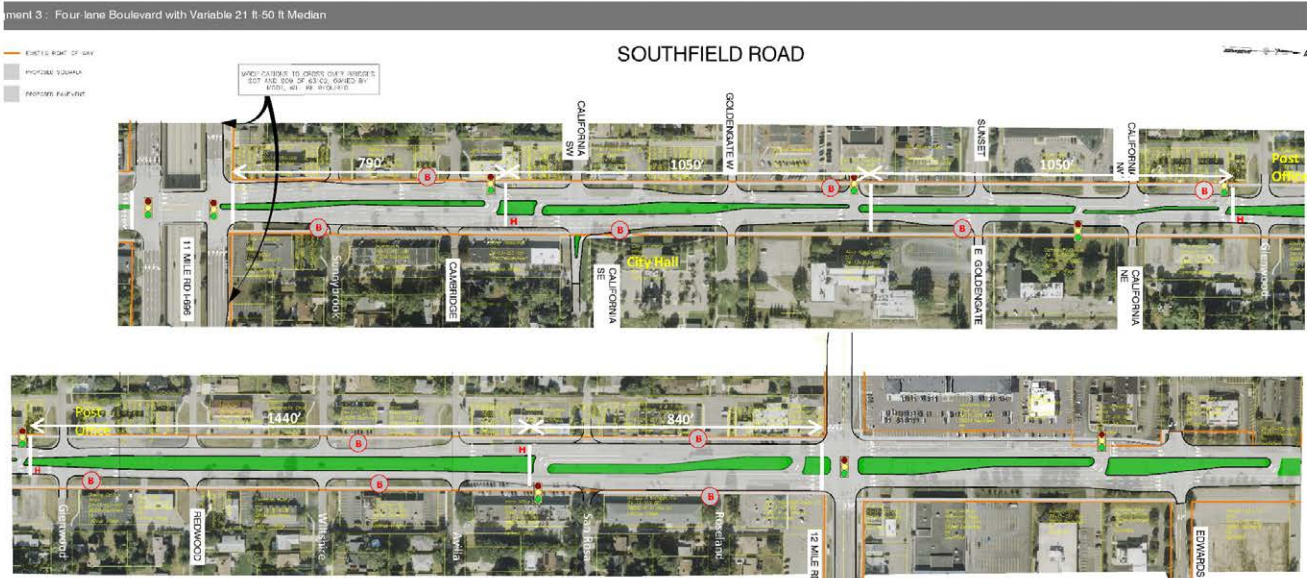
MAP 16: CROSSWALK IMPROVEMENTS: 11 MILE TO 12 MILE ROADS

**Legend**

Wide white stripe = Enhanced pedestrian crossing

H = HAWK signal; if not so marked (such as at same location but on other side of boulevard), crossing will be controlled by conventional traffic signal

B = Bus stop (with shelter, loading platform, and connecting sidewalks)



City of Lathrup Village

City of Southfield

Average crosswalk spacing = 1,035 ft (or 895 ft w/1440 ft excluded)  
Average bus stop spacing = 925 ft NB & 1,065 ft SB (985 ft overall)



HAWK signal in Tucson, AZ. Source: Federal Highway Administration (FHWA)

At a HAWK crossing, drivers receive multiple cues to emphasize the potential presence of a pedestrian. These cues include a unique configuration of the HAWK beacon (two red lenses over a single yellow lens), high-visibility crosswalk markings (ladder-style markings as opposed to only two transverse white lines), a stop bar approximately 50 ft from the crosswalk, 8-inch solid lane lines between through travel lanes, signs that can be illuminated and read "CROSSWALK." When activated, the HAWK uses a red indication to inform drivers to stop, thereby creating a time period for pedestrians to cross the major roadway.

The maps on the previous page illustrate potential crosswalk locations on Southfield Road. Because the crosswalks are illustrated over the RCOC's preferred alternative for Southfield Road improvements, it is anticipated that they could be installed prior to reconstruction.

- The locations of conventional traffic signals in the Southfield Road reconstruction project should be equipped with crosswalks, to take advantage of the fact that traffic in at least one direction on Southfield Road will be stopping for crossing vehicular traffic. The plan assumes that HAWK signals (aka Pedestrian Hybrid Beacons) can be installed on the opposing side of the boulevard at such locations, to serve pedestrians desiring to safely complete their crossing of the highway.
- HAWK signals are also proposed – on both sides of the boulevard – near Lincoln, Ramsgate, and San Rosa. The signal near Lincoln would have to be south of the intersection to provide the best spacing relative to other signals, but its installation would require City of Southfield approval.
- Crosswalks on Southfield Road should be highlighted with special pavement treatments and equipped with state-of-the-art signalization (such as count-down signals).

# Implementation

# Zoning Plan

The Zoning Plan is intended to guide short-term implementation of the long-term recommendations illustrated on the Future Land Use Map. The intent of the Zoning Plan is to highlight specific key or priority areas where existing zoning is significantly lacking appropriate standards or would inhibit development in accordance with the Master Plan.

Zoning is one of the City’s most effective tools for implementing the recommendations of the Master Plan; however, there is not always a direct correlation between the Plan’s future land use designations and the City’s current zoning districts. The reason for this is that the Future Land Use Map represents the City’s preferred long-range land use arrangement, while the Zoning Ordinance regulates specific use and development of property today. Some of the Plan’s recommendations may spur a need to create new zoning districts and/or amend existing districts. As an implementation tool, the Zoning Matrix illustrates how the future land use designations generally correspond to the existing zoning districts. It is important to remember that in many cases, zoning amendments would be necessary to be consistent with the intent and recommendations of the Master Plan. These are included as implementation strategies that follow.

Future Land Uses	Existing Zoning Districts								Review/Amendment to District Recommended	New Zoning District	
	R-1 Single Family	R-2 Multiple Family	R-3 Cluster	PS Public Service	O Office	CV Commercial Vehicular	MX Mixed Use	VC Village Center			GO Gateway Overlay
Single Family Residential	⊙		⊙								
Multiple Family Residential		⊙									
Mixed Use							⊙			⊙	
Commercial Vehicular						⊙					
Office					⊙				⊙		
Village Center								⊙		⊙	
Institutional				⊙							
Open Space	N/A										

The best plans are those that are implemented in a consistent, incremental, and logical manner. The implementation matrix that follows is designed to show how the goals of the Master Plan are fulfilled by action strategies. All boards, commissions, and authorities are encouraged to read through all of the strategies to understand how they all work together to create a better community to live, work, and play.

IMPLEMENTATION MATRIX CATEGORIES	
Matrix Categories	Definitions
Action Strategy	The actions necessary to carry out goals and objectives
Lead Body	Identifies the primary party responsible for accomplishing the action strategy
Priority	Identifies and prioritizes the time frame for the action strategy to be implemented.
Potential Funding Sources	Lists potential funding sources that could be utilized to accomplish the action strategy. See Funding Sources Matrix Below for reference details.
Supporting Partners	Identifies other parties involved in the accomplishment of the action strategy

FUNDING SOURCES	
MATRIX ID	TYPE OF FINANCING SOURCE
1	General fund and/or other typical financial mechanisms available to the city for general government operation and for public infrastructure and services improvement
2	Tax increment financing revenues as provided by the Downtown Development Authority (DDA) or other TIF revenues, including brownfield redevelopment.
3	Historic Preservation programs, including historic tax credits.
4	Redevelopment and urban renewal programs (Community Development Block Grant (CDBG), etc).
5	Special Improvement District programs that may be created for maintenance and improvement of public facilities. Certain funds may also be used for planning, design, construction, managing, marketing activities and business recruiting services.
6	Grants related to transportation improvement, streetscape enhancement and alternate modes of travel programs; funds to improve air quality in areas that do not meet clean air standards; funds for recreation-related acquisitions and improvement.
7	Non-traditional grants and funding programs for beautification, enhancement and public art.
8	Public-Private Partnerships (P3)

## Implementation Matrices

In order to illustrate the connection between goals, objectives and action strategies, each of the implementation matrices that follow align with the Master Plan goals, which are noted at the top of each matrix. Within each matrix, the action items are broken into subcategories intended to assist with identification and prioritization. Not all goals contain action items within each subcategory and some goals are repeated as they can advance more than one goal. The matrix subcategories include:

- **Zoning Action Items.** These are items requiring zoning amendments and will generally be led by staff and the Planning Commission.
- **Advocacy Action Items.** These will be items involving education of the community, including residents, business owners, property owners, developers and design professionals. They will be led by a combination of staff, boards and commissions. This may also involve city staff and officials working with county and state officials to coordinate plans and funding, as appropriate.
- **Capital Improvement Action Items.** These involve large capital investments, such as equipment, projects or studies, that require inclusion into the City's Capital improvement plans in order to determine the most efficient time and method of completion and may involve multiple municipal departments
- **Other Action Items.** Other items may involve research, study and further evaluation by staff and/or other boards and commissions.

The Planning Commission has assigned priorities to the action items. These time frames are intended as guides and may be adjusted as resources allow or as other issues arise. Generally, priority rank 1= 1-3 years; priority rank 2 = 3-5 years and priority rank 3 = greater than 5 years.

Abbreviations in the following tables include:

- PC = Planning Commission
- CC = City Council
- DDA = Downtown Development Authority

## Housing & Neighborhoods

**What do we want?** Attractive, safe, quiet and well-maintained neighborhoods; a diversified range of housing for people of all ages and abilities; and active neighborhoods that promote community connectedness.

ACTION STRATEGY	LEAD BODY	PRIORITY	POTENTIAL FUNDING SOURCE	SUPPORTING PARTNERS
<b>ZONING ACTION ITEMS</b>				
Review the Zoning Ordinance to ensure standards support a variety of housing options for young adults, families and older adults.	PC	1	1	Staff, CC
Ensure the Zoning Ordinance allows appropriate residential retrofits for accessibility in order to help seniors remain in their homes.	PC	2	1	Staff, CC
<b>ADVOCACY ACTION ITEMS</b>				
Develop resource kit to help homeowners find resources for ongoing maintenance.	Staff	2	1	CC
Assist neighborhoods with a framework for building associations that can enhance engagement and support needs of residents.	Staff	2	1	CC
Improve community engagement and communication between the city and residents through neighborhood associations. Develop a communications plan.	Staff	2	1	CC
<b>CAPITAL IMPROVEMENT</b>				
Continue public investment in new and existing pathways, sidewalks, parks, roads, and street trees to improve the quality of life in existing neighborhoods	CC	1	1, 5,6	Staff
<b>OTHER ACTION ITEMS</b>				
Consider creating a tree protection ordinance to not only preserve existing trees, but also to facilitate ongoing maintenance and enhance the city's tree cover.	CC	2	1, 6	Staff, PC

## Community Character

**What do we want?** An authentic positive identity for the city that is reflected in residential neighborhoods as well as along commercial corridors.

ACTION STRATEGY	LEAD BODY	PRIORITY	POTENTIAL FUNDING SOURCE	SUPPORTING PARTNERS
<b>ZONING ACTION ITEMS</b>				
Develop streetscape standards to improve public rights-of-way in the Village Center.	PC	1	1	Staff, CC
Review Zoning Ordinance to ensure list of uses is flexible to promote and enhance economic activity.	PC	2	1	Staff, CC
Review and update zoning standards for the VC district to ensure flexibility, consistent with the city's vision for the district.	PC	2	1	Staff, CC
<b>ADVOCACY ACTION ITEMS</b>				
<b>CAPITAL IMPROVEMENT</b>				
Conduct an infrastructure audit to understand needs. Prioritize improvements according to the opportunity to leverage private investment through redevelopment .	CC	1	1	Staff
Identify appropriate funding opportunities for the variety of infrastructure improvements.	CC	2	1, 2, 5	Staff
Incorporate placemaking strategies into all development and redevelopment, in conjunction with the principles and vision of the Master Plan, Village Center Concept, and Village Center Design Guidelines.	CC	2	1, 2, 5, 6	Staff, PC
<b>OTHER ACTION ITEMS</b>				
Identify specific key parcels that, when assembled and redeveloped, may leverage additional private investment.	CC	1	1, 2, 5, 6	Staff, DDA
Define the City's role in terms of property acquisition, assembly, and redevelopment. Outline public/private partnership strategy.	CC	2	1, 2, 5, 6	Staff, DDA
Identify funding source(s) and financial mechanisms for public and private investment.	CC	2	1, 2, 5, 6	Staff, DDA



## Commercial Development

**What do we want?** Thriving local businesses and an employed workforce; a convenient selection of goods and services; and a diverse tax base with a resilient economy.

ACTION STRATEGY	LEAD BODY	PRIORITY	POTENTIAL FUNDING SOURCE	SUPPORTING PARTNERS
<b>ZONING ACTION ITEMS</b>				
Review Zoning Ordinance to ensure list of uses is flexible to promote and enhance economic activity.	PC	1	1, 2	Staff, DDA, CC
Review and update zoning standards for the CV and MX districts to ensure flexibility, consistent with the city's vision.	PC	2	1, 2	Staff, DDA, CC
<b>ADVOCACY ACTION ITEMS</b>				
<b>CAPITAL IMPROVEMENT</b>				
Conduct an infrastructure audit to understand needs. Prioritize improvements according to the opportunity to leverage private investment through redevelopment .	CC	1	1	Staff
Identify appropriate funding opportunities for the variety of infrastructure improvements.	CC	2	1, 2, 5	Staff
<b>OTHER ACTION ITEMS</b>				
Create a survey of structures and incorporate these properties into a list of strategic property acquisitions.	DDA	1	1, 2	Staff
Define the City's role in assembling development sites through strategic land banking.	DDA	2	1, 2	Staff, CC
Identify funding source(s) and financial mechanisms for public and private investment.	DDA	2	1, 2, 6, 8	Staff, CC
Develop streetscape standards to improve the appearance of the public right-of-way.	DDA	1	1, 2, 6	Staff, PC, CC
Create gateways to the City through the creation of distinct "Gateways" that combine landscape architecture and architectural techniques and structures. These gateway areas will reinforce the idea of Lathrup Village being a destination for shopping and doing business.	DDA	2	1, 2, 6	Staff, PC, CC
Assess the Access Management Plan alongside the use of alleys to facilitate redevelopment and adopt policy guidelines for the use of the alleys.	CC	2	1, 2, 6	Staff, PC, CC

ACTION STRATEGY	LEAD BODY	PRIORITY	POTENTIAL FUNDING SOURCE	SUPPORTING PARTNERS
<b>OTHER ACTION ITEMS</b>				
Update communications tools (i.e., Surveys, phone calls, in-person visits) to gather input from business owners. Consider an approach that solicits the positives as well as the challenges.	DDA	2	2	Staff, CC
Evaluate the participation and findings of communication tools and identify strategies to support redevelopment activities.	DDA	2	2	Staff, CC
Update the understanding of what destination commercial uses need to be successful and assess how Lathrup Village can meet those needs now and in the future.	DDA	2	2	Staff, PC
Update the recruitment strategy that matches key parcels suitable for destination commercial with available property in the City.	DDA	1	2	Staff
Update the City's incentives policy to supplement the assets the City already has to offer new businesses.	DDA	3	2	Staff, CC
Update strategies to retain existing businesses that fit the recommendations of the market analysis.	DDA	2	2	Staff
Assess the City's development review process annually for efficiency and effectiveness. Make improvements as needed.	DDA	2	2	Staff, CC, PC
Through proactive updated marketing efforts, position Lathrup Village as the community of choice for developers that understand the City's vision.	DDA	2	2	Staff, CC

## Public Facilities and Services

**What do we want?** Recreation facilities and programming that meet the needs of and are accessible to all residents; well-maintained infrastructure that meets the needs of current and future residents, businesses and visitors; and excellent public services that meet the health, safety and welfare needs of the community.

ACTION STRATEGY	LEAD BODY	PRIORITY	POTENTIAL FUNDING SOURCE	SUPPORTING PARTNERS
<b>ZONING ACTION ITEMS</b>				
Review city zoning and engineering standards to ensure that stormwater management practices are adequate to contain water from more frequent severe storm events.	PC	1	1	Staff, CC
Amend landscaping provisions to encourage more natural stormwater management practices, increase tree canopy, and reduce overall impervious surface on developed sites.	PC	1	1	Staff, CC
<b>ADVOCACY ACTION ITEMS</b>				
Support efforts of Southfield Public Schools to engage Lathrup Village families by sharing the district's educational accomplishments and promoting opportunities for quality education.	CC	3	1	Staff
Strengthen relationships with adjacent communities to facilitate quality development, regional connectivity, and efficient and effective municipal services.	CC	2	1	Staff
<b>CAPITAL IMPROVEMENT</b>				
Implement the Recreation Plan by planning for and funding capital improvements.	CC	2	1, 6	Staff, PC, Recreation Committee
Assess public facility needs and plan for improvements in the capital improvement plan.	CC	2	1, 4, 5	Staff, PC
<b>OTHER ACTION ITEMS</b>				
Continue to keep the Recreation Plan updated.	CC	2	1, 6	Staff, Recreation Committee
Continue exploring alternatives to improve the effectiveness and efficiency of public services.	CC	2	1	Staff
Develop a city-wide resiliency plan. Include contingency planning for extreme heat events and identify public resources that can be brought to bear to aid residents during emergencies. Utilize neighborhood associations to maintain communications to all residents.	CC	2	1, 4	Staff, PC, DDA
Continue to seek opportunities to share facilities with other public and quasi-public agencies such as the school districts and non-profit organizations and institutions.	CC	2	1	Staff, PC

## Transportation Network

**What do we want?** An efficient and safe multi-modal transportation network that offers mobility options to residents of all ages and abilities.

ACTION STRATEGY	LEAD BODY	PRIORITY	POTENTIAL FUNDING SOURCE	SUPPORTING PARTNERS
<b>ZONING ACTION ITEMS</b>				
<b>ADVOCACY ACTION ITEMS</b>				
Continue discussions with the Road Commission for Oakland County on the Southfield Road improvement plan. The proposed road improvement project should be designed in conjunction with the City's Complete Streets Plan, its Access Management Plan, and local input. The resulting plan should suggest corridor enhancements, on-street parking areas, pedestrian crossings, traffic signalization, corridor lighting, and geometric changes to the roadway.	Staff	1	1	PC, CC, DDA
<b>CAPITAL IMPROVEMENT</b>				
Continue to use the Capital Improvement Plan, the Non-Motorized Transportation Plan, and other funding opportunities to make improvements to the City's existing non-motorized transportation network that connect residential areas, parks and recreational facilities, civic uses, and commercial destinations, pursuant to the City's Non-Motorized Transportation Plan.	CC	1	1, 2, 5, 6	Staff, PC, DDA
Integrate Complete Streets infrastructure and design features into street planning, design, construction, and reconstruction to improve the safety and accessibility of the City's transportation network.	CC	1	1, 2, 5, 6	Staff, PC, DDA
<b>OTHER ACTION ITEMS</b>				
Work with SMART and the Road Commission for Oakland County to improve bus stops in terms of safety and comfort of riders.	CC	2	1, 2, 5, 6	Staff, PC, DDA
Enhance the experience of non-motorized users by integrating street lighting, furniture, and other amenities as appropriate, given street function and land use context.	CC	1	1, 2, 5, 6	Staff, PC, DDA





A HERITAGE OF GOOD LIVING

**Dr. Sheryl L. Mitchell Theriot**

**City Administrator**

City of Lathrup Village

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**COUNCIL COMMUNICATION:**

**TO:** Mayor Garrett and City Council Members

**FR:** Sheryl Mitchell Theriot, City Administrator

**DA:** April 19, 2021

**RE:** Sign Ordinance

Attorney and Planner have submitted an updated to the sign ordinance. Key features include:

- The addition of “backlit signs” in the “sign illumination” Section 52.23k
- For all sign uses, up to 3 square feet of temporary free standing or wall sign area is permitted at all times
- Free standing signs have a 65-day time limit
- Wall signs have a 28 day per year limit, with not one display period exceeding 14 days
- Temporary signs shall not be illuminated
- Building/Land sale signs – time limit is equal to for the temporary sign is equal to the time the property is listed for sale/lease

In October 2020, the Planning Commission reviewed the planned changes and added the following:

- Backlit signs are restricted to a 4” spread of illumination
- Clarification that non-residential temporary signs require permits
- For temporary signs, a rigid border for signs less than 6 square feet is not required
- Added 11- and 12-Mile Roads
- Wall signs shall not be painted directly onto a building; remove prohibited signs

# memorandum

**DATE:** April 5, 2021  
**TO:** Susie Stec, Manager – Community & Economic Development  
**FROM:** Jill Bahm, Giffels Webster  
**SUBJECT:** Sign Ordinance

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The Sign Ordinance, a separate ordinance from the Zoning Ordinance, is due for an update, specifically to address current case law and lighting concerns. Some of the key issues addressed in this update include the following:

- Content-based regulations in a sign code are likely to face the strict scrutiny test from the courts, which is extremely challenging to overcome. These sign types such as “announcement bulletin” and “directory sign” have been replaced with “temporary signs.”
- Section 52-23.k. has been added to address sign illumination. Of note is the addition to regulate the spread of illumination for backlit signs, in response to complaints about some signs in Lathrup Village.
- Temporary signs are substantially updated, mostly due to the impacts of the Reed v. Gilbert case. While many comments received in public input involved temporary and permanent real estate signs, the ordinance strives to balance between free speech and regulation; generally, it removes content-based regulations. For all uses, up to 3 square feet of temporary free standing or wall sign area is permitted at all times. This responds to case law that found that an opportunity needs to exist to express viewpoints and opinions at all times. There are additionally allowances for temporary signs as well. Freestanding signs have a 65-day time limit. Wall signs have a 28 days per year limit, with not one display period exceeding 14 days. If a building or land area is offered for lease or sale, the time limit for temporary signs is equal to the time the property is listed for sale or lease. The ordinance clarifies that temporary signs shall not be illuminated.

The Planning Commission reviewed the proposed changes and offered comments in October 2020. In response to that meeting, the following revisions were made:

- Backlit signs are restricted to a 4” spread of illumination
- Clarification that non-residential temporary signs require permits
- For temporary signs, a rigid border for signs less than six square feet is not required
- Clarification added to the mile roads (11 and 12 Mile Roads)
- Clarification that wall signs shall not be painted directly onto a building; remove them from prohibited signs.

As these regulations are not included in the Zoning Ordinance, the Planning Commission is not required to hold a public hearing.

**CITY OF LATHRUP VILLAGE, OAKLAND COUNTY, MICHIGAN**  
**AN ORDINANCE TO AMEND ARTICLE 2 SIGN ORDINANCE,**  
**OF THE CITY CODE FOR THE CITY OF LATHRUP VILLAGE.**

An ordinance to amend the City of Lathrup Village Sign Ordinance to amend definitions related to signs and amend the Sign Ordinance with updated provisions and regulations relating to sign illumination and temporary signs.

**THE CITY OF LATHRUP VILLAGE ORDAINS:**

**Section 52-21 Intent.**

1. **Intent.** These regulations establish rules and standards for the construction, location, maintenance and removal of privately-owned signs. Directional, emergency, or traffic-related signs owned by city, county, state or federal government agencies are not regulated by this chapter.

The execution of these regulations recognizes that the purpose of this chapter is to protect the dual interest of the public health, safety and welfare and to ensure the maintenance of an attractive physical environment while satisfying the needs of sign users for identification, communication, and advertising. In order that such purposes can be achieved, the following objectives shall be applied for this chapter and any future additions, deletions and amendments:

- A. **General.** Ensure that signs are located, designed, constructed, installed and maintained in a way that protects life, health, morals, property and the public welfare
- B. **Public Safety.** Protect public safety by prohibiting signs that are structurally unsafe or poorly maintained; that cause unsafe traffic conditions through distraction of motorists, confusion with traffic signs, or hindrance of vision; and that impede safe movement of pedestrians or safe ingress and egress from buildings or sites
- C. **Protect Aesthetic Quality of Districts and Neighborhoods.** Prevent blight and protect aesthetic qualities by preventing visual clutter and protecting views; preventing intrusion of commercial messages into non-commercial areas; and eliminating signs and sign structures on unused commercial properties. Also, to avoid glare, light trespass, and skyglow through selection of fixture type and location, lighting technology, and control of light levels;
- D. **Free Speech.** Ensure that the constitutionally guaranteed right of free speech is protected and to allow signs as a means of communication;
- E. **Reduce Conflict.** Reduce conflict among signs and light and between public and private information systems
- F. **Business Identification.** Allow for adequate and effective signage for business identification and other commercial speech, non-commercial speech, and dissemination of public information, including but not limited to, public safety information and notification as may be required by law.
- G. **Foster Economic Development.** Ensure that signs are located in a manner that does not cause visual clutter, blight, and distraction, but rather promotes identification and communication necessary for sustaining and expanding economic development in the City.



- H. Recognize Unique Areas. Acknowledge the unique character of certain districts, e.g., the Village Center and Mixed Use districts, and establish special time, place and manner regulations that reflect the unique aesthetic, historical, and/or cultural characteristics of these areas.

### **Section 52-22 Definitions**

*Abandoned sign* means a sign which no longer advertises or identifies a business, lessor, owner, or activity conducted upon, or product available on or off the premises where such sign is displayed.

*Add-on sign* means a secondary sign that is attached to another sign, including a building sign, or to a sign support for another sign.

*A-Frame sign* – See “pedestrian sign”.

*Ancillary sign* is a sign that is secondary to the use of the building or business.

*Animated sign* is a sign that uses movement or change of lighting, including a flashing sign, to depict action or create the effect of a scene. Such a sign does not include changeable copy signs (see “Changeable Copy Sign”).

*Banner* means a temporary sign that is produced on a non-rigid surface on which copy or graphics may be displayed.

*Billboard* - See “off-premise sign”.

*Blade sign* means a sign that is suspended from an overhang, canopy, marquee, or awning and hangs perpendicular to the building wall. An 8-foot clearance is required between a blade sign and finished grade.

*Building frontage* is the portion of the side of a building occupied by a single business where the main entrance of the business is located. Only one entry can be considered the main entrance for the business.

*Building façade* is the portion of any exterior elevation of a building extending vertically from grade to the top of a parapet wall or eaves and horizontally across the entire width of the building elevation.

*Changeable copy sign* means a sign or portion thereof with characters, letters, or illustrations that can be changed or rearranged without altering the face or the surface of the sign. A sign on which the message changes more than eight times per day shall be considered an animated sign and not a changeable copy sign for purposes of this chapter.

*Channel letter sign* means a sign comprising individual letters that are independently mounted to a wall or other surface and internally illuminated with a covered translucent face.

*Cladding* is a non-structural covering designed to conceal the actual structural supports of a sign.

*Copy* is the words, letters, numerals, figures, designs, symbols, insignia, trademarks, and background on a sign surface in either permanent or changeable form.

*Copy area* is the area of a sign that contains the copy, excluding any framing.

*Display window* means any glass or other translucent material comprising a panel, window or door through which a window sign would be visible to the general public from any sidewalk, street or other public place.

*Feather (or flutter) sign* means any sign that is comprised of material that is suspended or attached in such a manner from a pole or stake as to attract attention by waving and/or fluttering from natural wind currents. It also includes similar signs that do not move or flutter.

*Flashing sign* means illuminated sign on which the artificial light is not maintained stationary or constant in intensity and color at all times when such sign is in use.

*Halo sign* means a sign illuminated such that light from the letter is directed against the surface behind the letter producing a halo lighting effect around the letter. Also known as a “backlit” sign.

*Inflatable sign* means a sign consisting of a balloon or other gas filled structure.

*Marquee sign* means a display sign attached to or hung from a marquee canopy or other covered structure projecting from and supported by the building and extending beyond the building wall or building line.

*Master sign plan* means a plan designed to show the relationship of signs for any cluster of buildings or any single building housing a number of users or in any arrangement of buildings or shops which constitute a visual entity as a whole.

*Monument sign* means a sign extending upward from grade which is attached to a permanent foundation for a distance of not less than 50 percent of its length, and which may be attached or dependent for support from any pole, posts, or similar uprights provided such supports are concealed within the sign structure.

*Neon sign* (see “Outline Tubing Sign”).

*Non-conforming sign* means any sign which was lawfully erected prior to the effective date of this ordinance governing signs in the City of Lathrup Village but which is no longer in compliance with current ordinance standards.

*Off-premises sign* means a display sign that contains a message unrelated to or not advertising a business transacted or goods sold or produced on the premises on which the sign is located.

*On-premises sign* means a sign which advertises or identifies only goods, services, facilities, events, or attractions on the premises where located.

*Outline tubing sign* is a sign consisting of glass tubing filled with neon or other material, which glows when electric current is passed through it.

*Pedestrian sign* means a sign near street or sidewalk level, oriented and scaled to the pedestrian rather than the motorist. Such signs shall be self-supporting, as with an A-frame type sign, and not be permanently installed.

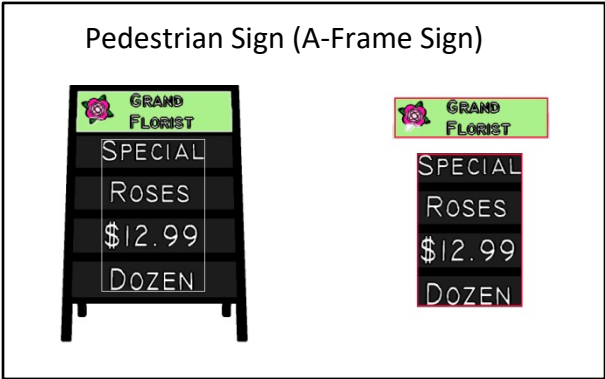
*Pole sign* means a permanent sign that is mounted on a freestanding pole(s) or other support that is placed on, or anchored in, the ground and that is independent from any building or other structure

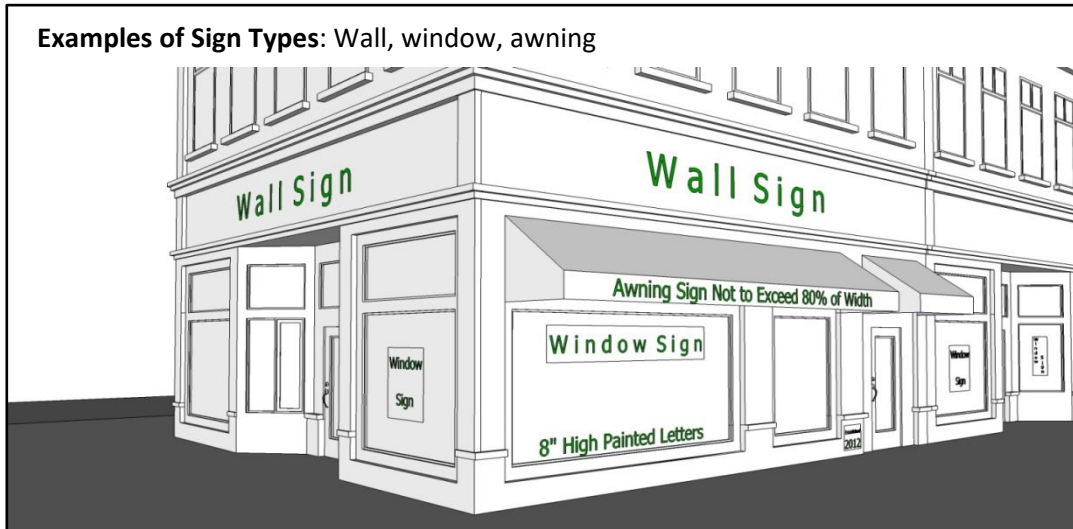
*Projecting sign* means a sign which is affixed to any building or structure other than a marquee, and any part of which extends beyond the building wall and the horizontal sign surface is not parallel to the building or structure.

*Roof sign* means any sign erected and constructed wholly on and over the roof of a building and supported by the roof structure.

*Sign* means any words, numbers, figures, presentations, designs, objects, trademarks, inflatables, announcements, pennants, emblems, banners, pictures or other symbols or similar devices which attract attention or make known such things as an individual, firm, profession, business, event, commodity or service and which are visible from the street, public right-of-way, or place that is open to the public, such as a private parking lots for shopping centers and office buildings. Sign shall include any structure designed to be used for such display. For the purpose of removal, such term shall also include sign supports. A sign shall not include any of the above that is customarily affixed to a person or clothing that is being actively worn by a person.

*Sign area* is the surface display area of a sign. The area of a sign shall be calculated by means of the smallest square or rectangle that will encompass the extreme limits of the writing, representation, emblem, logo or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed, except that lower case letters with ascenders and descenders that extend beyond the limits of the sign height by a maximum of 12 inches, will not be calculated into the total sign area (See graphic). In the case of a flat, 2-sided sign, the surface area of the sign shall only be calculated on one side of the sign. In the case of a multiple-faced sign, the area of all faces shall be considered as one surface (see graphic).





*Sign height* shall be computed as the distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the lower of: (1) existing grade prior to construction; or (2) mounding or excavating solely for the purpose of locating the sign. In cases in which the normal grade cannot reasonably be determined, sign height shall be computed on the assumption that the elevation of the normal grade at the base of the sign is equal to the elevation of the nearest point of the crown of a public street or the grade of the land at the principal entrance to the principal structure on the zoning lot, whichever is lower.

*Temporary sign* means a sign that is not attached to a permanent supporting structure on the real estate on which the sign is located and is intended to be displayed for a limited period of time.

*Village center district* shall mean the zoning district created by the City of Lathrup Village Zoning Ordinance.

*Wall sign* means a sign attached to or erected against the wall of a building with the face in a plane parallel to the plane of the building wall.

*Window sign* means a sign displayed and visible through building glass area from a sidewalk, street or other public place which may or not be, painted or affixed on the interior glass or other window material.



**Individual Copy on Freestanding Sign**  
 Calculate sign area defined by imaginary panel drawn around outside of copy



**Copy on Oval Panel of Freestanding Sign**  
 Calculate sign area defined by imaginary panel drawn around actual oval panel



**Individual Copy and Logo on Freestanding Sign**  
 Calculate sign area defined by imaginary panel drawn around outside of copy and logo. Add together for total sign area



**Individual Copy on Wall Sign – Letters Placed on Building**  
 Calculate sign area defined by imaginary panel drawn around outside of copy

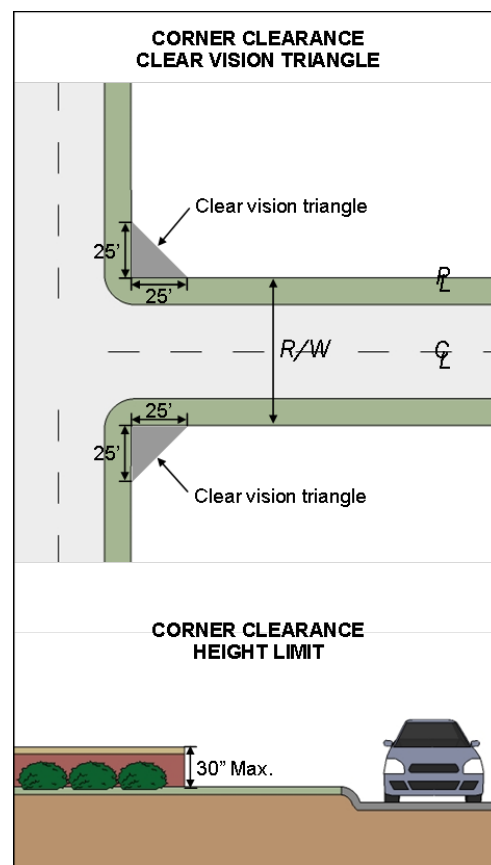
### Sign Area Calculation Guidelines



Ascenders and Descenders Extending Up to 12 inches Beyond the Sign Area Rectangle Will Not Count Towards the Total Sign Area Calculation

## Section 52-23 General Requirements

- A. All signs shall complement the building for which they are serving in terms of color, materials and design.
- B. A clear vision zone shall be free of all signs except public safety signs.
- C. No sign shall interfere with, obstruct the view of, or cause confusion with any authorized public sign, signal or device.
- D. All signs shall comply with the requirements of the City of Lathrup Village Building Code. All letters, figures, characters, insignia or representations upon any sign shall be safely and securely attached.
- E. If a property line, easement or right-of-way line is altered in a manner that affects the setbacks required by this Ordinance, a new sign permit or variance must be obtained.
- F. A sign requiring a permit may be relocated on the same premises provided that a new sign permit is obtained and all requirements are met.
- G. No sign shall be located in or project into a public right-of-way or private road or dedicated easement, except governmental signs and signs installed by the applicable road agency or utility company, or as otherwise expressly permitted in this section.
- H. Paper sheets shall not be applied in any manner to any sign or any building, except any allowed window signs as otherwise permitted in this Ordinance.
- I. Nothing in this ordinance shall be construed to prohibit non-commercial messages on signs that are otherwise allowed herein.
- J. No sign, sign structure or sign support shall project over the roof of any building, nor obstruct or obscure any building windows or significant architectural elements. All signs shall be maintained in good condition.
- K. Illumination.
  - a) Illuminating devices for signs shall comply with the City of Lathrup Village Electrical Code.
  - b) The light for any illuminated sign shall be so shaded, shielded or directed that the light intensity or brightness meet the requirements of Section 5.8 of the Zoning Ordinance.
  - c) The source of illumination may be internal or external but shall not be both internal and external. The source of the light shall not be exposed.
  - d) Glare control for sign lighting shall be achieved through the use of full cutoff fixtures, shields, and baffles, and appropriate application of fixture mounting height, lumens, aiming angle, and fixture placement.
  - e) Backlit signs shall use only white light for illumination. Such signs shall spread their illumination a maximum of four inches beyond the sign elements.



- L. Signs shall not have scrolling, blinking, flashing, animated or fluttering lights or other illuminating devices which have a changing light intensity, brightness or color.

### Sections 52-24 Sign Types Permitted by District

52-24. Sign Types Permitted by District				
A. Residential Districts (R-1, R-2, R-3). Permits required, unless otherwise noted				
Sign Type	Location	Max. Sign Surface Display Area	Max. Height	Number
Residential Use Monument Sign See Section 52-25.A.	At entrance road for subdivision development within boulevard median or 10 ft from street right-of-way line	32 sq ft per side	5 ft from ground level to top of sign	1 per subdivision development entrance

52-24. Sign Types Permitted by District				
B. Office Districts (O & GO). Permits required, unless otherwise noted				
Sign Type	Location	Max. Sign Surface Display Area	Max. Height	Number
Principal Wall Signs	On principal building façade to be placed at the sign band, when provided.	Setback from lot line from 0 to 100 ft: 10% of ground floor, street-facing building face up to 64 sq ft Setback more than 100 ft: 15% of ground floor, street-facing building face up to 64 sq ft	Not to exceed height of building	1 per business with individual exterior entrance or, if a common entrance is provided, one per building
Ancillary wall sign	At a building entrance	10 sq ft	Not to exceed height of building	1 per building
Monument sign See Section 52-25.A.	At the property entrance, setback 10 ft from street right-of-way line	32 sq ft per side	5 ft from ground level to top of sign	1 per parcel. 1 additional sign is permitted if the parcel has more than 100 feet of frontage on 11 or 12 Mile Roads provided

				they are separated by 100 ft. minimum.
Other signs	See Section 52-25.E			

### 52-24. Sign Types Permitted by District

#### C. Commercial Districts (CV). Permits required, unless otherwise noted

Sign Type	Location	Max. Sign Surface Display Area	Max. Height	Number
Principal Wall Signs	On principal building façade to be placed at the sign band, when provided.	0-100 ft setback from lot line: 10% of ground floor, street-facing building face up to a maximum of 64 sq ft  100+ ft setback from lot line: 15% of ground floor, street-facing building face up to a maximum of 64 sq ft	Not to exceed height of building	1 per street level business with principal building frontage.  Corner buildings shall be permitted 1 on each frontage
Rear façade wall sign	On rear façade of building when parking provided in rear yard or when rear façade faces a street.	24 sq ft	Not to exceed height of building	1 per building
Ancillary wall sign	At a building entrance	10 sq ft	Not to exceed height of building	1 per building
Monument sign See Section 52-25.A	10 ft. from street right-of-way line	42 sq ft per side	6 ft from ground level to top of sign	One per parcel, except multiple-tenant building with 100 ft or more contiguous frontage on 11 Mile, 12 Mile or Southfield Roads may have two signs, separated by 100 ft. minimum



Other signs	See Section 52-25.E
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52-24 Sign Types Permitted by District				
D. Pedestrian-Oriented Business Districts (MX and Village Center). Permits required, unless otherwise noted				
Sign Type	Location	Max. Area	Max. Height	Number
Wall Sign	On principal building façade at the sign band	10% of ground floor street-facing building face up to a maximum of 64 sq ft.	Not to exceed height of building	1 per street level business with building frontage. Corner buildings shall be permitted 1 on each frontage
Projecting Sign or Blade sign See Section 52-25.D.	i. At least 8 ft. above ground level ii. No closer than 20 ft to another such sign iii. No higher than the 2nd floor of a multi-story building	16 sq. ft. total	4 ft. from bottom edge of sign	1 per occupant at street level
Window Sign— No permit required	In business windows	Ten (10) percent of the total glass area on that side of the building and on the floor where the sign will be located	—	—
Rear façade wall sign	On rear façade of building when parking provided in rear yard or when rear façade faces a street.	24 sq ft	Not to exceed height of building	1 per building
Monument sign (in MX district only)	10 ft minimum front and side yard setbacks	40 sq ft per side	5 ft from ground level to top of sign	1 per parcel
Temporary Pedestrian or A-Frame Sign — No permit required. See Section 52-25.C.	i. May be located in public right-of-way, but shall maintain 4 ft clear pedestrian area on sidewalks and be setback 4 feet from the back of curb. ii. No closer than 20 ft. from another such sign	6 sq ft per side	4 ft from ground level to top of sign	1 per business
Other signs	See Section 52-25.E			

## Section 52-25. Additional Requirements for Sign Types that Require a Permit.

### A. Monument Signs.

- i. The total area, including the sign and all supporting structure components for monument signs, shall be limited to no more than three times the size of the sign surface display area of the sign.
- ii. Unless a monument sign is mounted on a natural feature, such as a boulder, the monument sign shall have a minimum twelve (12) inch high base, constructed of clay brick or integrally colored concrete brick, stone, marble, decorative metal or other similar masonry materials.
- iii. The street number must be affixed on the sign face or on the supporting structure of monument signs and must be kept visible from the adjacent street. Street numbers must use minimum eight (8)-inch tall letters or characters. The street number does not count toward the total sign display area.
- iv. The minimum height of all letters and numbers on a monument sign shall be as follows:

Posted Roadway Speeds	Minimum Letter and Number Height
45 mph or greater	6 inches
30-40 mph	4.5 inches
25 mph or less	3 inches

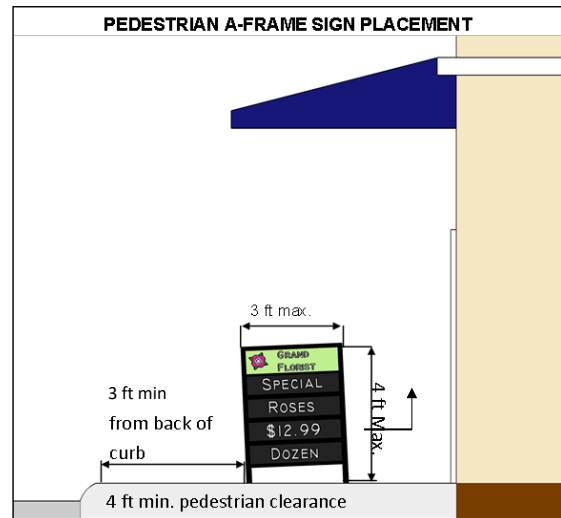
The height of letters and numbers on an incidental message or within a logo may be less than stated above, provided the primary message meets the above standards. In no case shall letters or numbers less than the above standards comprise more than ten percent of the total sign area.

### B. Wall Signs.

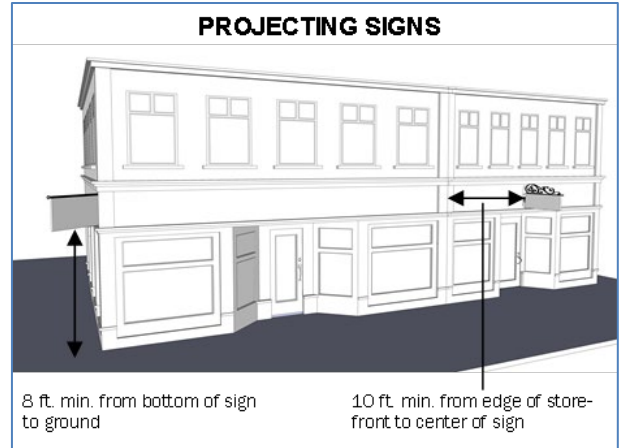
- i. Wall Signs shall be flush-mounted, shall not be mounted on the roof of any building and shall not project above the roofline. Wall Signs shall not cover any portion of a wall opening. Wall Signs shall not project beyond the top or ends of the wall to which they are attached; however, letters may extend beyond the top and in front of the advertising structure. Wall Signs shall not protrude more than twelve (12) inches measured from the wall to which it is attached.
- ii. Wall Signs shall be safely and securely attached to structural members of a building by means of metal anchors, bolts, or expansion screws. All wall sign anchoring devices shall meet the standards of the City Building Code. No nails, tacks, or wires shall be permitted to protrude from the front of any sign.
- iii. Wall Signs shall not exceed a width of more than two-thirds of the subject building frontage.
- iv. Any building or sign damage created due to the removal or replacement of a wall sign must be repaired.
- v. Wall Signs are not allowed on property used for single-family or duplex residential purposes.
- vi. Wall Signs shall not be painted directly on a building.

### C. Temporary Pedestrian or A-Frame Signs:

- i. A-Frame Signs shall be permitted in the following districts: MX and Village Center Districts.
  - ii. The area of the A-frame sign shall not exceed six (6) square feet per side or a total of 12 sq ft total.
  - iii. One (1) such sign shall be permitted per customer entrance or per on-site business, whichever is less.
  - iv. The sign height of the sign structure shall be no greater than four (4) feet and the width shall be no greater than three (3) feet.
  - v. The sign shall not be illuminated in any manner.
  - vi. The sign shall be located a minimum of three (3) feet from the back of street curb and it shall not be located in a manner as to interfere with vehicular or pedestrian traffic flow or visibility. A four (4) ft minimum pedestrian clearance area is required.
  - vii. The sign is permitted only during operating business hours or from the hours of 6:00am to 10:00pm, whichever is less, and must be stored inside when the establishment is not open to the general public.
  - viii. A-Frame signs shall be spaced a minimum of 20 feet apart.
  - ix. The sign must be professionally constructed of weather-proof, durable material, and kept in good repair.
  - x. The sign shall have a black or silver/gray frame. Changeable message panels shall be either professionally printed or white changeable letters shall be used on a black or dark color background. A "blackboard-style" message area, similar to those used for daily restaurant specials, may all be used for all or a portion of the sign area.
  - xi. The signs shall not be illuminated, nor shall they contain moving parts, or have balloons, windsocks, pinwheels, streamers, pennants, or similar adornment attached to them.
- D. **Projecting Signs.** Projecting signs are for the primary benefit of pedestrians and are encouraged to be decorative in design. Such signs shall only be permitted under the following provisions:
- i. Projecting signs shall only be permitted in the MX and Village Center districts.
  - ii. Projecting signs shall be placed on the sign band, when provided, unless a wall sign prohibits placement there.



- iii. Projecting signs shall be a minimum of 8 feet above ground level, shall be placed no closer than 20 feet from another projecting sign (measured center of sign to center of sign), shall be no taller than 4 feet above the bottom edge of the projecting sign, shall be no greater than 16 square feet in area, and shall project no farther than 4.5 feet from the façade.
- iv. Projecting signs shall be placed no closer than 10 feet to the horizontal edge of the storefront façade associated with the subject establishment provided; however, that this subsection shall not apply to the corner portion of a corner building.
- v. Projecting signs shall have a maximum depth (thickness) of 2 feet; however, up to 33 percent of the sign may be up to 4 feet thick in order to provide for creative sign design.
- vi. Support structures for projecting signs shall be constructed of a material and color to match the sign and complement the building.



**E. Other Signs.**

- i. **Outline Tubing Sign:** Outline tubing signs are limited to two square feet and one per business.
- iii. ii. **Parking of Vehicles Displaying Signs.** Mobile signs are prohibited. Commercial vehicles and trucks 1) displaying signs that are typically found on said vehicles and 2) that have a primary function of carrying goods or people, not advertising, may be permitted to park on the site of the principal use provided parking shall be in a rear or interior side yard.

**F. Temporary Signs.** Temporary signs shall be permitted as follows:

52-25 F. Maximum Area per Sign Face, Maximum Height, and Allowed Type of Temporary Signs				
District	Permitted Types	Maximum Area of All Temporary Signs by Type	Maximum Area of Any Individual Sign	Maximum Height (Freestanding)
(1) Residential (no permits required)	Freestanding	0.2 square feet (sf) of sign area per linear foot of street frontage, provided the maximum allowable total area shall not be less than 15 sf nor more than 48 sf	12 square feet	5 feet
	Wall <sup>1</sup>	3 square feet per building in single family residential districts; 12 square feet per building in multiple family residential districts.	3 square feet in single family districts; 12 square feet per building in	

			multiple family residential districts	
(2) Non-Residential	Freestanding	0.6 square feet (sf) of sign area per linear foot of street frontage, provided the maximum allowable total area shall not be less than 32 sf nor more than 100 sf	32 square feet	6 feet
	Wall <sup>1</sup>	20 square feet	20 square feet	

<sup>1</sup>The display period for temporary wall signs shall be limited to a total of twenty-eight (28) days per calendar year. Such signs shall not be displayed for any continuous period greater than fourteen (14) days. After this time expires, the sign shall be removed. See Section 52-27 for permit requirements.

- i. Freestanding temporary signs shall be setback five feet from all property lines. The maximum display time of freestanding temporary signs is 65 days. After this time expires, the sign shall be removed. Once the temporary sign is removed, there shall be a gap of at least thirty (30) days between display of the same temporary sign on the same zoning lot.
- ii. Notwithstanding the above, 3 square feet of temporary freestanding or temporary wall sign area is allowed on each zoning lot at any time and without expiration of display time. The area of this sign is counted towards the area maximum in Table 8.A.
- iii. When all or a portion of a building or land area on a zoning lot is listed or advertised\_for sale or lease, the maximum display time for temporary signs shall be the duration the building, building unit or land is listed or advertised for sale or lease. Once a building unit is leased or sold, the sign shall be removed if it has been displayed for more than 65 days. In all cases, the sign area limits in the Table 8.A. shall apply.
- iv. Temporary signs shall be constructed of durable, all-weather materials and designed to remain in place and in good repair so long as they remain on display; provided, however, that each zoning lot may have one temporary freestanding sign up to three square feet constructed of any non-illuminated material. All temporary freestanding signs larger than six square feet shall have a frame or rigid border.
- v. Temporary signs shall be subject to the maintenance standards of this section.

#### **52-26 Signs Not Requiring a Permit.**

- A. Changing advertising copy on an approved sign
- B. Painting, repainting, cleaning and other normal maintenance and repair of a sign or a sign structure.
- C. **Traffic control signs on private property**, such as "Stop," "Yield," restricted parking, and similar signs, the face and size of which meet traffic engineering standards.

- D. **House number signs.** A sign bearing the house number shall not exceed two square feet in area and shall be illuminated only by the reflector method, placed behind the building line and erected so that the light source is not visible from outside the premises.
- E. **Signs** up to one per non-residential driveway, limited to two square feet per sign and a maximum height of two and one-half feet.
- F. Signs up to two (2) square feet, limited to one for each occupant of a multi-tenant building at each entrance.
- G. **Window signs.** Window signs shall be permitted for non-residential uses. Window signs on a building side shall not exceed ten (10) percent of the total glass area on that side of the building and on the floor where the sign will be located. Window signs shall include permanent and temporary decals and static vinyl clings that are visible from the exterior. Such signs shall be calculated on the full extent of the graphic representation, regardless of its opacity.
- H. **Flags:** Flags of any country, state, municipality or similar entity shall be displayed on a flagpole or similar support, setback a minimum of 5 ft from any property line. The maximum height shall not exceed 30 feet. The total number of flags on any lot shall not exceed four (4).

#### **Section 52-27 Permitting - Sign Permit Application Requirements.**

- A. Sign permits shall be issued by the Planning and Zoning Administrator or his/her designee upon approval of a written application. Where electrical permits are required, they shall be obtained at the same time as the sign permit.
- B. The permit application shall identify the following:
  - i. Name and address of the sign owner and the property owner
  - ii. Name and address of the person who will erect the sign
  - iii. Location of the sign
  - iv. Drawing in color showing design, size, height, materials
  - v. Topography of land in the parcel
  - vi. Any other pertinent information the Administrator may require to ensure compliance with the ordinances of the City.
  - vii. Fees for sign permits shall be set by the City Council.
  - viii. A sign permit shall expire if the sign for which the permit was issued has not been erected within six (6) months of issuance of the permit.
  - ix. All plans shall address the removal of all previously installed signage and repairs to mounting surfaces impacted by previous mountings.
- C. The Planning and Zoning Administrator or his/her designee shall consider and deny, approve, or approve with conditions, all sign applications for which an application is made and a review fee is paid. The Planning and Zoning Administrator may initiate a review by the Downtown Development Authority, if the site falls within the DDA district.

**Section 52-28 Prohibited Signs.** The following signs are prohibited:

- A. Add-on signs
- B. Animated signs
- C. Beacon lights
- D. Banners (except street banners advertising community/special events)
- E. Feather and flutter signs
- F. Festoons
- G. Inflatable signs
- H. Mirrors or mirrored signs
- I. Moving signs
- J. Obsolete signs
- K. Pennants
- L. Pole signs
- M. Roof signs
- N. Snipe signs

**Section 52-29 Non-conforming Signs**

- A. A non-conforming sign may remain as long as the sign is properly maintained and not detrimental to the health, safety and welfare, except as provided in subsection F, Amortization, below.
- B. If the property upon which the sign is located is vacant and the previous use is abandoned, the entire sign (including above-ground base, height, poles, size, wires, panels and any other element) shall be removed within 30 days of the property becoming abandoned.
- C. A non-conforming sign shall not:
  - i. Be relocated, expanded or changed, except as to periodic message changes.
  - ii. Be structurally altered so as to prolong the life of the sign or to change the shape, size, type, placement or design of the sign.
  - iii. Be altered or repaired after being damaged if the repair or the re-erection of the sign would cost more than fifty percent (50%) of the cost of a similar sign.
- D. For the purpose of this Section of the Ordinance, the terms "altered", "repaired", "changed" and "expanded" shall not include normal maintenance, reducing the copy area, changing copy, changing ornamental molding, frames or other such features or landscaping below the copy area, installing or changing electrical wiring.
- E. If a property line, easement or right-of-way line is altered that affects the setbacks required by this Ordinance, the owner of the sign, building or property shall either (1) remove the non-conforming sign, (2) conform with this Ordinance, or (3) apply for a variance.



- F. Amortization. Any existing sign that does not comply with all of the provisions of this Article 2, Sign Ordinance, on the effective date of the ordinance:
- i. Shall not be changed to another type of sign which is not in compliance with this chapter.
  - ii. Shall not be structurally altered so as to prolong the life of the sign or so to change the shape, size, type, or design of the sign.
  - iii. Shall not have its face or faces changed unless the sign is brought into conformance with the requirements of this chapter, or unless the sign is an off-premises sign or billboard constructed to permit a change of face.
  - iv. Shall not be re-established or otherwise used, after the activity, business or usage to which it relates has been discontinued for a period of 90 days or longer.
  - v. Shall not be re-established after damage or destruction if the estimated expense of reconstruction exceeds 50% of the appraised replacement cost as determined by the building official.
  - vi. Shall not ever be placed, maintained, or displayed by someone other than the person who owned the premises on the date of adoption of the ordinance from which this chapter is derived.
  - vii. Shall not be placed, maintained, or displayed by any person or entity on or after December 31, 2020.

### **Section 52-30 Maintenance.**

- A. Damaged or Abandoned Signs.
- i. Signs which are broken, torn, bent or whose supports are broken, bent or damaged, and signs that are not reasonably level and plumb shall be repaired and installed in a manner prescribed by the Enforcement Officer and / or Building Official, but in no case shall repair requirements exceed building code requirements and the original condition of the sign and/or its supports.
  - ii. Abandoned signs shall be removed or put into service. Removal of such signs shall include removal of the poles and/or supports.
- B. All signs shall be maintained in good structural condition, in compliance with all building and electrical codes, and in conformance with this Code. Failure to comply with this section may result in action by the Enforcement Officer or Building Official to rescind the permit with subsequent removal of the entire structure.
- C. A sign shall have no more than 20 percent of its surface area covered with disfigured, cracked, ripped or peeling paint, poster paper or other material for a period of more than 30 successive days.
- D. A sign shall not stand with bent or broken sign facing, with broken supports, with loose appendages or struts, or more than 15 degrees from vertical for a period of more than 30 successive days, unless determined by the Building Official to pose a safety hazard, in which case immediate action may be required.
- E. A sign shall not have weeds, trees, vines, or other vegetation growing upon it, or obscuring the view of the sign from the public right-of-way from which it is to be viewed, for a period of more than 30 successive days.

- F. An internally illuminated sign shall not be allowed to stand with only partial illumination for a period of more than 30 successive days.

### **Section 52-31 Enforcement**

- A. The Building Department, Police Department or agent(s) designated by the City shall remove a sign immediately and without notice if the condition of the sign presents an immediate threat to public health, safety or welfare, with all costs to remove assessed against the responsible person.
- B. The Building Department, Police Department or agent(s) designated by the City shall remove a temporary or movable sign if it violates the terms of this ordinance.
- C. In addition, the enforcement and penalty provisions of the Zoning Ordinance apply to signs.

### **Section 52-32 Appeals & Variances**

- A. An appeal may be taken to the city zoning board of appeals by a person aggrieved, or by an officer, department, board, or bureau of the city. An appeal shall be taken within a time as shall be prescribed by the board by general rule, by the filing with the officer or body from whom the appeal is taken and with the board of a notice of appeal specifying the grounds for the appeal. The officer or body from whom the appeal is taken shall immediately transmit to the board, all the papers constituting the record upon which the action appealed from was taken.
- B. Effect of appeal. An appeal stays all proceedings in furtherance of the action appealed from unless the officer or body from whom the appeal is taken certifies to the board, after the notice of appeal is filed, that by reason of facts stated in the certificate, a stay would in the opinion of the officer or body cause imminent peril to life or property, in which case proceedings shall not be stayed otherwise than by a restraining order which may be granted by the board or by the circuit court, on application, on notice to the officer or body from whom the appeal is taken and on due cause shown.
- C. Hearings and notices. The board shall fix a reasonable time for the hearing of the appeal and give due notice of the appeal to the persons to whom real property within 300 feet of the premises in question is assessed, and to the occupants of single- and two-family dwellings within 300 feet, the notice to be delivered personally or by mail addressed to the respective owners and tenants at the address given in the last assessment roll. If a tenant's name is not known, the term "occupant" may be used. Upon the hearing, a party may appear in person or by agent or by attorney. The board shall decide the appeal within a reasonable time.
- D. Board decisions. The board may reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination appealed from and shall make an order, requirement, decision, or determination as in its opinion ought to be made in the premises, and to that end shall have all the powers of the officer or body from whom the appeal is taken.
- E. Practical difficulties or unnecessary hardship. Where there are practical difficulties or unnecessary hardship in the way of carrying out the strict letter of this chapter, the board may

in passing upon appeals vary or modify its rules or provisions relating to the construction, or structural changes in, equipment, or alteration of buildings or structures or the use of land, buildings or structures, so that the spirit of this chapter shall be observed, public safety secured, and substantial justice done.

- F. Finality of decisions. The board is empowered to grant rehearings on any appeal for any of the reasons authorizing relief from a judgment or order of the circuit courts of this state. Subject to this provision, board decisions shall be final, and subject only to judicial appeals as provided by law. In the event of a judicial appeal, the board shall comply with any judicial orders any may take any action authorized by law pursuant thereto.

### **Section 52-32. Liability insurance.**

- A. Liability insurance for signs. If any monument or wall sign is suspended over the right-of-way of a public street or property, or if the vertical distance of such sign above the street is greater than the horizontal distance from the street, as to be able to fall or be pushed onto public property, then the owner of such sign shall keep in force a public liability insurance policy, approved by the city attorney, in the amounts set by resolution of the city council. The policy shall indemnify the owner from all damage suits or actions of every nature, brought or claimed against the owner, for or on account of injuries or damages to persons or property received or sustained by any person through any act of omission or negligence of the owner, his/her agents or employees regarding such sign.
- B. Liability insurance for sign erectors. Every person, before engaging in or continuing in the business of erecting, repairing or dismantling signs, boards or other display signs in the city, shall first furnish the city a public liability insurance policy approved by the city attorney, in the amounts set by resolution of the city council. The policy shall indemnify the erector from all damage suits or actions of every nature brought or claimed against the erector for or on account of injuries or damages to persons or property received or sustained by any person through any act of omission or negligence of the erector, his/her agents or employees in the erection, repair or dismantling of any sign, board or other display sign. The policy shall contain a clause whereby the policy cannot be cancelled until after a written notice of intention to cancel has been filed with the city clerk at least ten days prior to the date of cancellation. The policies shall be renewed annually on or before the first day of May of each year and certificates of renewal or new policies shall be filed with the city clerk.

### **PART 2.**

If any section, paragraph, sentence, clause and/or phrase of this Ordinance or the application thereof is declared unconstitutional, unenforceable or invalid by the valid judgment of any court of competent jurisdiction such unconstitutionality, unenforceability or invalidity shall not affect any of the remaining sections, paragraphs, sentences, clauses and/or phrases of this Ordinance, since the same would have been enacted by the City of Lathrup village without the incorporation in this Ordinance of any such

unconstitutional, unenforceable or invalid section, paragraph, sentence, clause or phrase. To this end, the provisions of this Ordinance are hereby declared severable.

PART 3.

All other Ordinances, or any parts thereof, which are in conflict with the provisions of this Ordinance, are hereby repealed. To the extent that any provision or provisions of this Ordinance are inconsistent or in conflict with any other provision of the Code of Ordinances or any regulation of the City, the provisions of this Ordinance shall be deemed to control.

PART 4.

This Ordinance shall become effective upon final adoption and publication of the same in the manner prescribed by law.

This Ordinance was introduced on \_\_\_\_\_, by \_\_\_\_\_; Notice of Public Hearing was published on \_\_\_\_\_. A Public Hearing was held, the title having been read and the Ordinance considered, on motion to adopt by \_\_\_\_\_, seconded by \_\_\_\_\_, a record vote was taken and the following result was had:

**YEA:**

**NAY:**

**ABSENT:**

**WHEREUPON**, the presiding officer declared the above Ordinance duly adopted on the \_\_\_\_\_ day of \_\_\_\_\_.

**ATTEST:**

\_\_\_\_\_

\_\_\_\_\_

**CITY OF LATHRUP VILLAGE, OAKLAND COUNTY, MICHIGAN**  
**AN ORDINANCE TO AMEND ARTICLE 2 SIGN ORDINANCE,**  
**OF THE CITY CODE FOR THE CITY OF LATHRUP VILLAGE.**

An ordinance to amend the City of Lathrup Village Sign Ordinance to amend definitions related to signs and amend the Sign Ordinance with updated provisions and regulations relating to sign illumination and temporary signs.

**THE CITY OF LATHRUP VILLAGE ORDAINS:**

**Section 52-21 Intent.**

1. **Intent.** These regulations establish rules and standards for the construction, location, maintenance and removal of privately-owned signs. Directional, emergency, or traffic-related signs owned by city, county, state or federal government agencies are not regulated by this chapter.

The execution of these regulations recognizes that the purpose of this chapter is to protect the dual interest of the public health, safety and welfare and to ensure the maintenance of an attractive physical environment while satisfying the needs of sign users for identification, communication, and advertising. In order that such purposes can be achieved, the following objectives shall be applied for this chapter and any future additions, deletions and amendments:

- A. **General.** Ensure that signs are located, designed, constructed, installed and maintained in a way that protects life, health, morals, property and the public welfare
- B. **Public Safety.** Protect public safety by prohibiting signs that are structurally unsafe or poorly maintained; that cause unsafe traffic conditions through distraction of motorists, confusion with traffic signs, or hindrance of vision; and that impede safe movement of pedestrians or safe ingress and egress from buildings or sites
- C. **Protect Aesthetic Quality of Districts and Neighborhoods.** Prevent blight and protect aesthetic qualities by preventing visual clutter and protecting views; preventing intrusion of commercial messages into non-commercial areas; and eliminating signs and sign structures on unused commercial properties. Also, to avoid glare, light trespass, and skyglow through selection of fixture type and location, lighting technology, and control of light levels;
- D. **Free Speech.** Ensure that the constitutionally guaranteed right of free speech is protected and to allow signs as a means of communication;
- E. **Reduce Conflict.** Reduce conflict among signs and light and between public and private information systems
- F. **Business Identification.** Allow for adequate and effective signage for business identification and other commercial speech, non-commercial speech, and dissemination of public information, including but not limited to, public safety information and notification as may be required by law.
- G. **Foster Economic Development.** Ensure that signs are located in a manner that does not cause visual clutter, blight, and distraction, but rather promotes identification and communication necessary for sustaining and expanding economic development in the City.

- H. Recognize Unique Areas. Acknowledge the unique character of certain districts, e.g., the Village Center and Mixed Use districts, and establish special time, place and manner regulations that reflect the unique aesthetic, historical, and/or cultural characteristics of these areas.

### **Section 52-22 Definitions**

*Abandoned sign* means a sign which no longer advertises or identifies a business, lessor, owner, or activity conducted upon, or product available on or off the premises where such sign is displayed.

*Add-on sign* means a secondary sign that is attached to another sign, including a building sign, or to a sign support for another sign.

*A-Frame sign* – See “pedestrian sign”.

*Ancillary sign* is a sign that is secondary to the use of the building or business.

*Animated sign* is a sign that uses movement or change of lighting, including a flashing sign, to depict action or create the effect of a scene. Such a sign does not include changeable copy signs (see “Changeable Copy Sign”).

*Banner* means a temporary sign that is produced on a non-rigid surface on which copy or graphics may be displayed.

*Billboard* - See “off-premise sign”.

*Blade sign* means a sign that is suspended from an overhang, canopy, marquee, or awning and hangs perpendicular to the building wall. An 8-foot clearance is required between a blade sign and finished grade.

*Building frontage* is the portion of the side of a building occupied by a single business where the main entrance of the business is located. Only one entry can be considered the main entrance for the business.

*Building façade* is the portion of any exterior elevation of a building extending vertically from grade to the top of a parapet wall or eaves and horizontally across the entire width of the building elevation.

*Changeable copy sign* means a sign or portion thereof with characters, letters, or illustrations that can be changed or rearranged without altering the face or the surface of the sign. A sign on which the message changes more than eight times per day shall be considered an animated sign and not a changeable copy sign for purposes of this chapter.

*Channel letter sign* means a sign comprising individual letters that are independently mounted to a wall or other surface and internally illuminated with a covered translucent face.

*Cladding* is a non-structural covering designed to conceal the actual structural supports of a sign.

*Copy* is the words, letters, numerals, figures, designs, symbols, insignia, trademarks, and background on a sign surface in either permanent or changeable form.

*Copy area* is the area of a sign that contains the copy, excluding any framing.

*Display window* means any glass or other translucent material comprising a panel, window or door through which a window sign would be visible to the general public from any sidewalk, street or other public place.

*Feather (or flutter) sign* means any sign that is comprised of material that is suspended or attached in such a manner from a pole or stake as to attract attention by waving and/or fluttering from natural wind currents. It also includes similar signs that do not move or flutter.

*Flashing sign* means illuminated sign on which the artificial light is not maintained stationary or constant in intensity and color at all times when such sign is in use.

*Halo sign* means a sign illuminated such that light from the letter is directed against the surface behind the letter producing a halo lighting effect around the letter. Also known as a “backlit” sign.

*Inflatable sign* means a sign consisting of a balloon or other gas filled structure.

*Marquee sign* means a display sign attached to or hung from a marquee canopy or other covered structure projecting from and supported by the building and extending beyond the building wall or building line.

*Master sign plan* means a plan designed to show the relationship of signs for any cluster of buildings or any single building housing a number of users or in any arrangement of buildings or shops which constitute a visual entity as a whole.

*Monument sign* means a sign extending upward from grade which is attached to a permanent foundation for a distance of not less than 50 percent of its length, and which may be attached or dependent for support from any pole, posts, or similar uprights provided such supports are concealed within the sign structure.

*Neon sign* (see “Outline Tubing Sign”).

*Non-conforming sign* means any sign which was lawfully erected prior to the effective date of this ordinance governing signs in the City of Lathrup Village but which is no longer in compliance with current ordinance standards.

*Off-premises sign* means a display sign that contains a message unrelated to or not advertising a business transacted or goods sold or produced on the premises on which the sign is located.

*On-premises sign* means a sign which advertises or identifies only goods, services, facilities, events, or attractions on the premises where located.

*Outline tubing sign* is a sign consisting of glass tubing filled with neon or other material, which glows when electric current is passed through it.

*Pedestrian sign* means a sign near street or sidewalk level, oriented and scaled to the pedestrian rather than the motorist. Such signs shall be self-supporting, as with an A-frame type sign, and not be permanently installed.

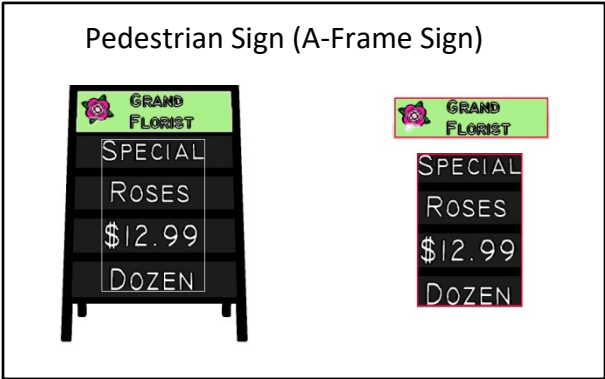
*Pole sign* means a permanent sign that is mounted on a freestanding pole(s) or other support that is placed on, or anchored in, the ground and that is independent from any building or other structure

*Projecting sign* means a sign which is affixed to any building or structure other than a marquee, and any part of which extends beyond the building wall and the horizontal sign surface is not parallel to the building or structure.

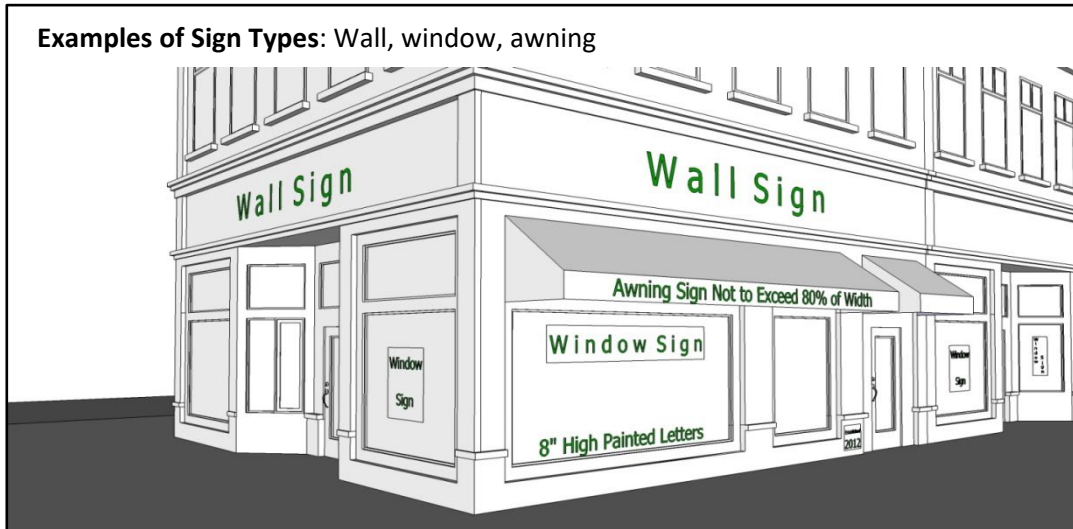
*Roof sign* means any sign erected and constructed wholly on and over the roof of a building and supported by the roof structure.

*Sign* means any words, numbers, figures, presentations, designs, objects, trademarks, inflatables, announcements, pennants, emblems, banners, pictures or other symbols or similar devices which attract attention or make known such things as an individual, firm, profession, business, event, commodity or service and which are visible from the street, public right-of-way, or place that is open to the public, such as a private parking lots for shopping centers and office buildings. Sign shall include any structure designed to be used for such display. For the purpose of removal, such term shall also include sign supports. A sign shall not include any of the above that is customarily affixed to a person or clothing that is being actively worn by a person.

*Sign area* is the surface display area of a sign. The area of a sign shall be calculated by means of the smallest square or rectangle that will encompass the extreme limits of the writing, representation, emblem, logo or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed, except that lower case letters with ascenders and descenders that extend beyond the limits of the sign height by a maximum of 12 inches, will not be calculated into the total sign area (See graphic). In the case of a flat, 2-sided sign, the surface area of the sign shall only be calculated on one side of the sign. In the case of a multiple-faced sign, the area of all faces shall be considered as one surface (see graphic).







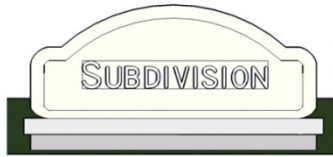
*Sign height* shall be computed as the distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the lower of: (1) existing grade prior to construction; or (2) mounding or excavating solely for the purpose of locating the sign. In cases in which the normal grade cannot reasonably be determined, sign height shall be computed on the assumption that the elevation of the normal grade at the base of the sign is equal to the elevation of the nearest point of the crown of a public street or the grade of the land at the principal entrance to the principal structure on the zoning lot, whichever is lower.

*Temporary sign* means a sign that is not attached to a permanent supporting structure on the real estate on which the sign is located and is intended to be displayed for a limited period of time.

*Village center district* shall mean the zoning district created by the City of Lathrup Village Zoning Ordinance.

*Wall sign* means a sign attached to or erected against the wall of a building with the face in a plane parallel to the plane of the building wall.

*Window sign* means a sign displayed and visible through building glass area from a sidewalk, street or other public place which may or not be, painted or affixed on the interior glass or other window material.



**Individual Copy on Freestanding Sign**  
Calculate sign area defined by imaginary panel drawn around outside of copy



**Copy on Oval Panel of Freestanding Sign**  
Calculate sign area defined by imaginary panel drawn around actual oval panel



**Individual Copy and Logo on Freestanding Sign**  
Calculate sign area defined by imaginary panel drawn around outside of copy and logo. Add together for total sign area



**Individual Copy on Wall Sign – Letters Placed on Building**  
Calculate sign area defined by imaginary panel drawn around outside of copy

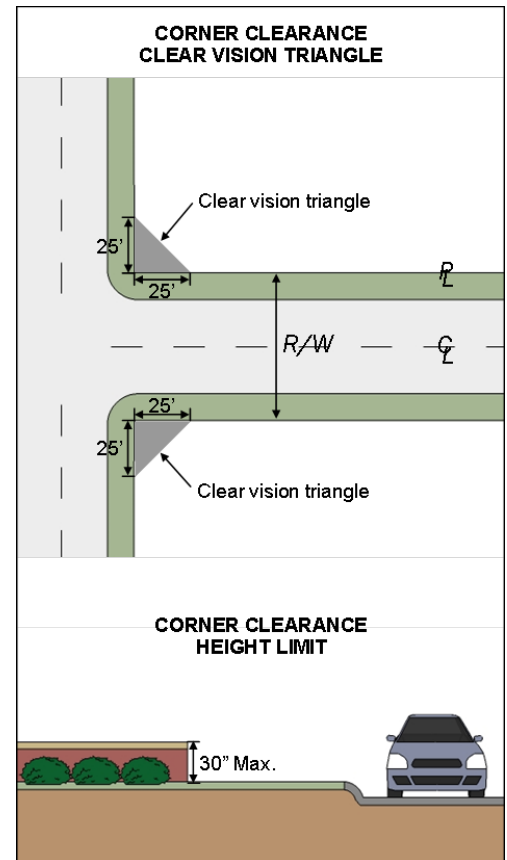
### Sign Area Calculation Guidelines



Ascenders and Decenders Extending Up to 12 inches Beyond the Sign Area Rectangle Will Not Count Towards the Total Sign Area Calculation

## Section 52-23 General Requirements

- A. All signs shall complement the building for which they are serving in terms of color, materials and design.
- B. A clear vision zone shall be free of all signs except public safety signs.
- C. No sign shall interfere with, obstruct the view of, or cause confusion with any authorized public sign, signal or device.
- D. All signs shall comply with the requirements of the City of Lathrup Village Building Code. All letters, figures, characters, insignia or representations upon any sign shall be safely and securely attached.
- E. If a property line, easement or right-of-way line is altered in a manner that affects the setbacks required by this Ordinance, a new sign permit or variance must be obtained.
- F. A sign requiring a permit may be relocated on the same premises provided that a new sign permit is obtained and all requirements are met.
- G. No sign shall be located in or project into a public right-of-way or private road or dedicated easement, except governmental signs and signs installed by the applicable road agency or utility company, or as otherwise expressly permitted in this section.
- H. Paper sheets shall not be applied in any manner to any sign or any building, except any allowed window signs as otherwise permitted in this Ordinance.
- I. Nothing in this ordinance shall be construed to prohibit non-commercial messages on signs that are otherwise allowed herein.
- J. No sign, sign structure or sign support shall project over the roof of any building, nor obstruct or obscure any building windows or significant architectural elements. All signs shall be maintained in good condition.
- K. Illumination.
  - a) Illuminating devices for signs shall comply with the City of Lathrup Village Electrical Code.
  - b) The light for any illuminated sign shall be so shaded, shielded or directed that the light intensity or brightness meet the requirements of Section 5.8 of the Zoning Ordinance.
  - c) The source of illumination may be internal or external but shall not be both internal and external. The source of the light shall not be exposed.
  - d) Glare control for sign lighting shall be achieved through the use of full cutoff fixtures, shields, and baffles, and appropriate application of fixture mounting height, lumens, aiming angle, and fixture placement.
  - e) Backlit signs shall use only white light for illumination. Such signs shall spread their illumination a maximum of four inches beyond the sign elements.



- L. Signs shall not have scrolling, blinking, flashing, animated or fluttering lights or other illuminating devices which have a changing light intensity, brightness or color.

### Sections 52-24 Sign Types Permitted by District

52-24. Sign Types Permitted by District				
A. Residential Districts (R-1, R-2, R-3). Permits required, unless otherwise noted				
Sign Type	Location	Max. Sign Surface Display Area	Max. Height	Number
Residential Use Monument Sign See Section 52-25.A.	At entrance road for subdivision development within boulevard median or 10 ft from street right-of-way line	32 sq ft per side	5 ft from ground level to top of sign	1 per subdivision development entrance

52-24. Sign Types Permitted by District				
B. Office Districts (O & GO). Permits required, unless otherwise noted				
Sign Type	Location	Max. Sign Surface Display Area	Max. Height	Number
Principal Wall Signs	On principal building façade to be placed at the sign band, when provided.	Setback from lot line from 0 to 100 ft: 10% of ground floor, street-facing building face up to 64 sq ft Setback more than 100 ft: 15% of ground floor, street-facing building face up to 64 sq ft	Not to exceed height of building	1 per business with individual exterior entrance or, if a common entrance is provided, one per building
Ancillary wall sign	At a building entrance	10 sq ft	Not to exceed height of building	1 per building
Monument sign See Section 52-25.A.	At the property entrance, setback 10 ft from street right-of-way line	32 sq ft per side	5 ft from ground level to top of sign	1 per parcel. 1 additional sign is permitted if the parcel has more than 100 feet of frontage on 11 or 12 Mile Roads provided

				they are separated by 100 ft. minimum.
Other signs	See Section 52-25.E			

### 52-24. Sign Types Permitted by District

#### C. Commercial Districts (CV). Permits required, unless otherwise noted

Sign Type	Location	Max. Sign Surface Display Area	Max. Height	Number
Principal Wall Signs	On principal building façade to be placed at the sign band, when provided.	0-100 ft setback from lot line: 10% of ground floor, street-facing building face up to a maximum of 64 sq ft  100+ ft setback from lot line: 15% of ground floor, street-facing building face up to a maximum of 64 sq ft	Not to exceed height of building	1 per street level business with principal building frontage. Corner buildings shall be permitted 1 on each frontage
Rear façade wall sign	On rear façade of building when parking provided in rear yard or when rear façade faces a street.	24 sq ft	Not to exceed height of building	1 per building
Ancillary wall sign	At a building entrance	10 sq ft	Not to exceed height of building	1 per building
Monument sign See Section 52-25.A	10 ft. from street right-of-way line	42 sq ft per side	6 ft from ground level to top of sign	One per parcel, except multiple-tenant building with 100 ft or more contiguous frontage on 11 Mile, 12 Mile or Southfield Roads may have two signs, separated by 100 ft. minimum

Other signs	See Section 52-25.E
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52-24 Sign Types Permitted by District				
D. Pedestrian-Oriented Business Districts (MX and Village Center). Permits required, unless otherwise noted				
Sign Type	Location	Max. Area	Max. Height	Number
Wall Sign	On principal building façade at the sign band	10% of ground floor street-facing building face up to a maximum of 64 sq ft.	Not to exceed height of building	1 per street level business with building frontage. Corner buildings shall be permitted 1 on each frontage
Projecting Sign or Blade sign See Section 52-25.D.	i. At least 8 ft. above ground level ii. No closer than 20 ft to another such sign iii. No higher than the 2nd floor of a multi-story building	16 sq. ft. total	4 ft. from bottom edge of sign	1 per occupant at street level
Window Sign— No permit required	In business windows	<del>20% of the glass area on the floor where the sign will be located</del> Ten (10) percent of the total glass area on that side of the building and on the floor where the sign will be located	—	—
Rear façade wall sign	On rear façade of building when parking provided in rear yard or when rear façade faces a street.	24 sq ft	Not to exceed height of building	1 per building
Monument sign (in MX district only)	10 ft minimum front and side yard setbacks	40 sq ft per side	5 ft from ground level to top of sign	1 per parcel
Temporary Pedestrian or A-Frame Sign — No permit required.	i. May be located in public right-of-way, but shall maintain 4 ft clear pedestrian area on sidewalks and be setback 4 feet from the back of curb. ii. No closer than 20 ft. from another such sign	6 sq ft per side	4 ft from ground level to top of sign	1 per business

See Section 52-25.C.				
Other signs	See Section 52-25.E			

## Section 52-25. Additional Requirements for Sign Types that Require a Permit.

### A. Monument Signs.

- i. The total area, including the sign and all supporting structure components for monument signs, shall be limited to no more than three times the size of the sign surface display area of the sign.
- ii. Unless a monument sign is mounted on a natural feature, such as a boulder, the monument sign shall have a minimum twelve (12) inch high base, constructed of clay brick or integrally colored concrete brick, stone, marble, decorative metal or other similar masonry materials.
- iii. The street number must be affixed on the sign face or on the supporting structure of monument signs and must be kept visible from the adjacent street. Street numbers must use minimum eight (8)-inch tall letters or characters. The street number does not count toward the total sign display area.
- iv. The minimum height of all letters and numbers on a monument sign shall be as follows:

Posted Roadway Speeds	Minimum Letter and Number Height
45 mph or greater	6 inches
30-40 mph	4.5 inches
25 mph or less	3 inches

The height of letters and numbers on an incidental message or within a logo may be less than stated above, provided the primary message meets the above standards. In no case shall letters or numbers less than the above standards comprise more than ten percent of the total sign area.

### B. Wall Signs.

- i. Wall Signs shall be flush-mounted, shall not be mounted on the roof of any building and shall not project above the roofline. Wall Signs shall not cover any portion of a wall opening. Wall Signs shall not project beyond the top or ends of the wall to which they are attached; however, letters may extend beyond the top and in front of the advertising structure. Wall Signs shall not protrude more than twelve (12) inches measured from the wall to which it is attached.
- ii. Wall Signs shall be safely and securely attached to structural members of a building by means of metal anchors, bolts, or expansion screws. All wall sign anchoring devices shall meet the standards of the City Building Code. No nails, tacks, or wires shall be permitted to protrude from the front of any sign.
- iii. Wall Signs shall not exceed a width of more than two-thirds of the subject building frontage.



- iv. Any building or sign damage created due to the removal or replacement of a wall sign must be repaired.
- v. Wall Signs are not allowed on property used for single-family or duplex residential purposes.
- vi. Wall Signs shall not be painted directly on a building.

**C. Temporary Pedestrian or A-Frame Signs:**

- i. A-Frame Signs shall be permitted in the following districts: MX and Village Center Districts.

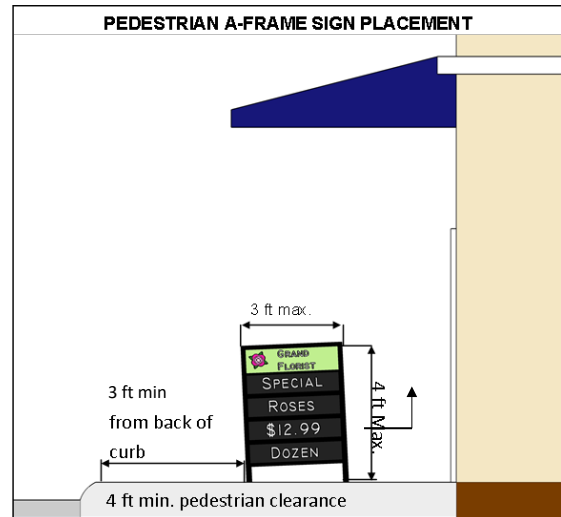
- ii. The area of the A-frame sign shall not exceed six (6) square feet per side or a total of 12 sq ft total.

- iii. One (1) such sign shall be permitted per customer entrance or per on-site business, whichever is less.

- iv. The sign height of the sign structure shall be no greater than four (4) feet and the width shall be no greater than three (3) feet.

- v. The sign shall not be illuminated in any manner.

- vi. The sign shall be located a minimum of three (3) feet from the back of street curb and it shall not be located in a manner as to interfere with vehicular or pedestrian traffic flow or visibility. A four (4) ft minimum pedestrian clearance area is required.

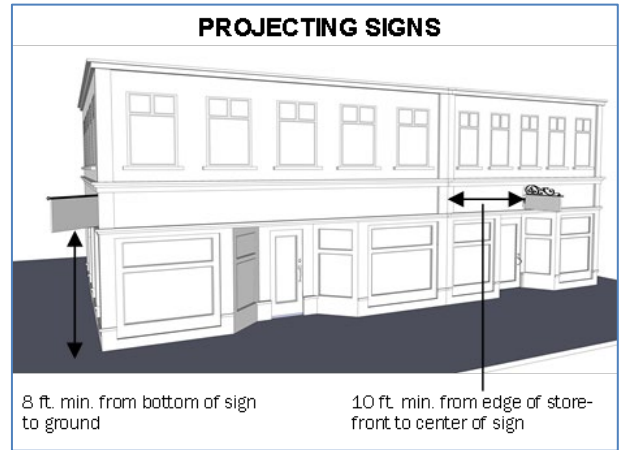


- vii. The sign is permitted only during operating business hours or from the hours of 6:00am to 10:00pm, whichever is less, and must be stored inside when the establishment is not open to the general public.
- viii. A-Frame signs shall be spaced a minimum of 20 feet apart.
- ix. The sign must be professionally constructed of weather-proof, durable material, and kept in good repair.
- x. The sign shall have a black or silver/gray frame. Changeable message panels shall be either professionally printed or white changeable letters shall be used on a black or dark color background. A "blackboard-style" message area, similar to those used for daily restaurant specials, may all be used for all or a portion of the sign area.
- xi. The signs shall not be illuminated, nor shall they contain moving parts, or have balloons, windsocks, pinwheels, streamers, pennants, or similar adornment attached to them.

**D. Projecting Signs.** Projecting signs are for the primary benefit of pedestrians and are encouraged to be decorative in design. Such signs shall only be permitted under the following provisions:

- i. Projecting signs shall only be permitted in the MX and Village Center districts.

- ii. Projecting signs shall be placed on the sign band, when provided, unless a wall sign prohibits placement there.
- iii. Projecting signs shall be a minimum of 8 feet above ground level, shall be placed no closer than 20 feet from another projecting sign (measured center of sign to center of sign), shall be no taller than 4 feet above the bottom edge of the projecting sign, shall be no greater than 16 square feet in area, and shall project no farther than 4.5 feet from the façade.
- iv. Projecting signs shall be placed no closer than 10 feet to the horizontal edge of the storefront façade associated with the subject establishment provided; however, that this subsection shall not apply to the corner portion of a corner building.
- v. Projecting signs shall have a maximum depth (thickness) of 2 feet; however, up to 33 percent of the sign may be up to 4 feet thick in order to provide for creative sign design.
- vi. Support structures for projecting signs shall be constructed of a material and color to match the sign and complement the building.



**E. Other Signs.**

- i. **Outline Tubing Sign:** Outline tubing signs are limited to two square feet and one per business.
- iii. ii. **Parking of Vehicles Displaying Signs.** Mobile signs are prohibited. Commercial vehicles and trucks 1) displaying signs that are typically found on said vehicles and 2) that have a primary function of carrying goods or people, not advertising, may be permitted to park on the site of the principal use provided parking shall be in a rear or interior side yard.

**F. Temporary Signs (new)**

- i. Temporary signs shall be permitted as follows:

<b>TABLE 52-25 F. MAXIMUM AREA PER SIGN FACE, MAXIMUM HEIGHT, AND ALLOWED TYPE OF TEMPORARY SIGNS</b>				
<b>DISTRICT</b>	<b>PERMITTED TYPES</b>	<b>MAXIMUM AREA OF ALL TEMPORARY SIGNS BY TYPE</b>	<b>MAXIMUM AREA OF ANY INDIVIDUAL SIGN</b>	<b>MAXIMUM HEIGHT (FREESTANDING)</b>
(1) Residential (no permits required)	Freestanding	0.2 square feet (sf) of sign area per linear foot of street frontage, provided the maximum allowable total area shall not be less than 15 sf nor more than 48 sf	12 square feet	5 feet

	Wall <sup>1</sup>	3 square feet per building in single family residential districts; 12 square feet per building in multiple family residential districts.	3 square feet in single family districts; 12 square feet per building in multiple family residential districts	
(2) Non-Residential	Freestanding	0.6 square feet (sf) of sign area per linear foot of street frontage, provided the maximum allowable total area shall not be less than 32 sf nor more than 100 sf	32 square feet	6 feet
	Wall <sup>1</sup>	20 square feet	20 square feet	
<sup>1</sup> The display period for temporary wall signs shall be limited to a total of twenty-eight (28) days per calendar year. Such signs shall not be displayed for any continuous period greater than fourteen (14) days. After this time expires, the sign shall be removed. See Section 52-27 for permit requirements.				

- ii. Freestanding temporary signs shall be setback five feet from all property lines. The maximum display time of freestanding temporary signs is 65 days. After this time expires, the sign shall be removed. Once the temporary sign is removed, there shall be a gap of at least thirty (30) days between display of the same temporary sign on the same zoning lot.
- iii. Notwithstanding the above, 3 square feet of temporary freestanding or temporary wall sign area is allowed on each zoning lot at any time and without expiration of display time. The area of this sign is counted towards the area maximum in Table 8.A.
- iv. When all or a portion of a building or land area on a zoning lot is listed or advertised for sale or lease, the maximum display time for temporary signs shall be the duration the building, building unit or land is listed or advertised for sale or lease. Once a building unit is leased or sold, the sign shall be removed if it has been displayed for more than 65 days. In all cases, the sign area limits in the Table 8.A. shall apply.
- v. Temporary signs shall be constructed of durable, all-weather materials and designed to remain in place and in good repair so long as they remain on display; provided, however, that each zoning lot may have one temporary freestanding sign up to three square feet constructed of any non-illuminated material. All temporary freestanding signs larger than six square feet shall have a frame or rigid border.
- vi. Temporary signs shall be subject to the maintenance standards of this section.

**52-26 Signs Not Requiring a Permit.**

- A. Changing advertising copy on an approved sign

- B. Painting, repainting, cleaning and other normal maintenance and repair of a sign or a sign structure.
- C. **Traffic control signs on private property**, such as "Stop," "Yield," restricted parking, and similar signs, the face and size of which meet traffic engineering standards.
- D. **House number signs**. A sign bearing the house number shall not exceed two square feet in area and shall be illuminated only by the reflector method, placed behind the building line and erected so that the light source is not visible from outside the premises.
- E. **Signs** up to one per non-residential driveway, limited to two square feet per sign and a maximum height of two and one-half feet.
- F. Signs up to two (2) square feet, limited to one for each occupant of a multi-tenant building at each entrance.
- G. **Window signs**. Window signs shall be permitted for non-residential uses. Window signs on a building side shall not exceed ten (10) percent of the total glass area on that side of the building and on the floor where the sign will be located. Window signs shall include permanent and temporary decals and static vinyl clings that are visible from the exterior. Such signs shall be calculated on the full extent of the graphic representation, regardless of its opacity.
- H. **Flags**: Flags of any country, state, municipality or similar entity shall be displayed on a flagpole or similar support, setback a minimum of 5 ft from any property line. The maximum height shall not exceed 30 feet. The total number of flags on any lot shall not exceed four (4).

#### **Section 52-27 Permitting - Sign Permit Application Requirements.**

- A. Sign permits shall be issued by the Planning and Zoning Administrator or his/her designee upon approval of a written application. Where electrical permits are required, they shall be obtained at the same time as the sign permit.
- B. The permit application shall identify the following:
  - i. Name and address of the sign owner and the property owner
  - ii. Name and address of the person who will erect the sign
  - iii. Location of the sign
  - iv. Drawing in color showing design, size, height, materials
  - v. Topography of land in the parcel
  - vi. Any other pertinent information the Administrator may require to ensure compliance with the ordinances of the City.
  - vii. Fees for sign permits shall be set by the City Council.
  - viii. A sign permit shall expire if the sign for which the permit was issued has not been erected within six (6) months of issuance of the permit.
  - ix. All plans shall address the removal of all previously installed signage and repairs to mounting surfaces impacted by previous mountings.
- C. The Planning and Zoning Administrator or his/her designee shall consider and deny, approve, or approve with conditions, all sign applications for which an application is made and a review fee is

paid. The Planning and Zoning Administrator may initiate a review by the Downtown Development Authority, if the site falls within the DDA district.

**Section 52-28 Prohibited Signs.** The following signs are prohibited:

- A. Add-on signs
- B. Animated signs
- C. Beacon lights
- D. Banners (except street banners advertising community/special events)
- E. Feather and flutter signs
- F. Festoons
- G. Inflatable signs
- H. Mirrors or mirrored signs
- I. Moving signs
- J. Obsolete signs
- K. Pennants
- L. Pole signs
- M. Roof signs
- N. Snipe signs

**Section 52-29 Non-conforming Signs**

- A. A non-conforming sign may remain as long as the sign is properly maintained and not detrimental to the health, safety and welfare, except as provided in subsection F, Amortization, below.
- B. If the property upon which the sign is located is vacant and the previous use is abandoned, the entire sign (including above-ground base, height, poles, size, wires, panels and any other element) shall be removed within 30 days of the property becoming abandoned.
- C. A non-conforming sign shall not:
  - i. Be relocated, expanded or changed, except as to periodic message changes.
  - ii. Be structurally altered so as to prolong the life of the sign or to change the shape, size, type, placement or design of the sign.
  - iii. Be altered or repaired after being damaged if the repair or the re-erection of the sign would cost more than fifty percent (50%) of the cost of a similar sign.
- D. For the purpose of this Section of the Ordinance, the terms "altered", "repaired", "changed" and "expanded" shall not include normal maintenance, reducing the copy area, changing copy, changing ornamental molding, frames or other such features or landscaping below the copy area, installing or changing electrical wiring.

- E. If a property line, easement or right-of-way line is altered that affects the setbacks required by this Ordinance, the owner of the sign, building or property shall either (1) remove the non-conforming sign, (2) conform with this Ordinance, or (3) apply for a variance.
- F. Amortization. Any existing sign that does not comply with all of the provisions of this Article 2, Sign Ordinance, on the effective date of the ordinance:
  - i. Shall not be changed to another type of sign which is not in compliance with this chapter.
  - ii. Shall not be structurally altered so as to prolong the life of the sign or so to change the shape, size, type, or design of the sign.
  - iii. Shall not have its face or faces changed unless the sign is brought into conformance with the requirements of this chapter, or unless the sign is an off-premises sign or billboard constructed to permit a change of face.
  - iv. Shall not be re-established or otherwise used, after the activity, business or usage to which it relates has been discontinued for a period of 90 days or longer.
  - v. Shall not be re-established after damage or destruction if the estimated expense of reconstruction exceeds 50% of the appraised replacement cost as determined by the building official.
  - vi. Shall not ever be placed, maintained, or displayed by someone other than the person who owned the premises on the date of adoption of the ordinance from which this chapter is derived.
  - vii. Shall not be placed, maintained, or displayed by any person or entity on or after December 31, 2020.

### **Section 52-30 Maintenance.**

- A. Damaged or Abandoned Signs.
  - i. Signs which are broken, torn, bent or whose supports are broken, bent or damaged, and signs that are not reasonably level and plumb shall be repaired and installed in a manner prescribed by the Enforcement Officer and / or Building Official, but in no case shall repair requirements exceed building code requirements and the original condition of the sign and/or its supports.
  - ii. Abandoned signs shall be removed or put into service. Removal of such signs shall include removal of the poles and/or supports.
- B. All signs shall be maintained in good structural condition, in compliance with all building and electrical codes, and in conformance with this Code. Failure to comply with this section may result in action by the Enforcement Officer or Building Official to rescind the permit with subsequent removal of the entire structure.
- C. A sign shall have no more than 20 percent of its surface area covered with disfigured, cracked, ripped or peeling paint, poster paper or other material for a period of more than 30 successive days.
- D. A sign shall not stand with bent or broken sign facing, with broken supports, with loose appendages or struts, or more than 15 degrees from vertical for a period of more than 30 successive days, unless determined by the Building Official to pose a safety hazard, in which case immediate action may be required.

- E. A sign shall not have weeds, trees, vines, or other vegetation growing upon it, or obscuring the view of the sign from the public right-of-way from which it is to be viewed, for a period of more than 30 successive days.
- F. An internally illuminated sign shall not be allowed to stand with only partial illumination for a period of more than 30 successive days.

### **Section 52-31 Enforcement**

- A. The Building Department, Police Department or agent(s) designated by the City shall remove a sign immediately and without notice if the condition of the sign presents an immediate threat to public health, safety or welfare, with all costs to remove assessed against the responsible person.
- B. The Building Department, Police Department or agent(s) designated by the City shall remove a temporary or movable sign if it violates the terms of this ordinance.
- C. In addition, the enforcement and penalty provisions of the Zoning Ordinance apply to signs.

### **Section 52-32 Appeals & Variances**

- A. An appeal may be taken to the city zoning board of appeals by a person aggrieved, or by an officer, department, board, or bureau of the city. An appeal shall be taken within a time as shall be prescribed by the board by general rule, by the filing with the officer or body from whom the appeal is taken and with the board of a notice of appeal specifying the grounds for the appeal. The officer or body from whom the appeal is taken shall immediately transmit to the board, all the papers constituting the record upon which the action appealed from was taken.
- B. Effect of appeal. An appeal stays all proceedings in furtherance of the action appealed from unless the officer or body from whom the appeal is taken certifies to the board, after the notice of appeal is filed, that by reason of facts stated in the certificate, a stay would in the opinion of the officer or body cause imminent peril to life or property, in which case proceedings shall not be stayed otherwise than by a restraining order which may be granted by the board or by the circuit court, on application, on notice to the officer or body from whom the appeal is taken and on due cause shown.
- C. Hearings and notices. The board shall fix a reasonable time for the hearing of the appeal and give due notice of the appeal to the persons to whom real property within 300 feet of the premises in question is assessed, and to the occupants of single- and two-family dwellings within 300 feet, the notice to be delivered personally or by mail addressed to the respective owners and tenants at the address given in the last assessment roll. If a tenant's name is not known, the term "occupant" may be used. Upon the hearing, a party may appear in person or by agent or by attorney. The board shall decide the appeal within a reasonable time.
- D. Board decisions. The board may reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination appealed from and shall make an order, requirement, decision, or determination as in its opinion ought to be made in the premises, and to that end shall have all the powers of the officer or body from whom the appeal is taken.

- E. Practical difficulties or unnecessary hardship. Where there are practical difficulties or unnecessary hardship in the way of carrying out the strict letter of this chapter, the board may in passing upon appeals vary or modify its rules or provisions relating to the construction, or structural changes in, equipment, or alteration of buildings or structures or the use of land, buildings or structures, so that the spirit of this chapter shall be observed, public safety secured, and substantial justice done.
- F. Finality of decisions. The board is empowered to grant rehearings on any appeal for any of the reasons authorizing relief from a judgment or order of the circuit courts of this state. Subject to this provision, board decisions shall be final, and subject only to judicial appeals as provided by law. In the event of a judicial appeal, the board shall comply with any judicial orders any may take any action authorized by law pursuant thereto.

### **Section 52-32. Liability insurance.**

- A. Liability insurance for signs. If any monument or wall sign is suspended over the right-of-way of a public street or property, or if the vertical distance of such sign above the street is greater than the horizontal distance from the street, as to be able to fall or be pushed onto public property, then the owner of such sign shall keep in force a public liability insurance policy, approved by the city attorney, in the amounts set by resolution of the city council. The policy shall indemnify the owner from all damage suits or actions of every nature, brought or claimed against the owner, for or on account of injuries or damages to persons or property received or sustained by any person through any act of omission or negligence of the owner, his/her agents or employees regarding such sign.
- B. Liability insurance for sign erectors. Every person, before engaging in or continuing in the business of erecting, repairing or dismantling signs, boards or other display signs in the city, shall first furnish the city a public liability insurance policy approved by the city attorney, in the amounts set by resolution of the city council. The policy shall indemnify the erector from all damage suits or actions of every nature brought or claimed against the erector for or on account of injuries or damages to persons or property received or sustained by any person through any act of omission or negligence of the erector, his/her agents or employees in the erection, repair or dismantling of any sign, board or other display sign. The policy shall contain a clause whereby the policy cannot be cancelled until after a written notice of intention to cancel has been filed with the city clerk at least ten days prior to the date of cancellation. The policies shall be renewed annually on or before the first day of May of each year and certificates of renewal or new policies shall be filed with the city clerk.

### **PART 2.**

If any section, paragraph, sentence, clause and/or phrase of this Ordinance or the application thereof is declared unconstitutional, unenforceable or invalid by the valid judgment of any court of competent jurisdiction such unconstitutionality, unenforceability or invalidity shall not affect any of the remaining



sections, paragraphs, sentences, clauses and/or phrases of this Ordinance, since the same would have been enacted by the City of Lathrup village without the incorporation in this Ordinance of any such unconstitutional, unenforceable or invalid section, paragraph, sentence, clause or phrase. To this end, the provisions of this Ordinance are hereby declared severable.

PART 3.

All other Ordinances, or any parts thereof, which are in conflict with the provisions of this Ordinance, are hereby repealed. To the extent that any provision or provisions of this Ordinance are inconsistent or in conflict with any other provision of the Code of Ordinances or any regulation of the City, the provisions of this Ordinance shall be deemed to control.

PART 4.

This Ordinance shall become effective upon final adoption and publication of the same in the manner prescribed by law.

This Ordinance was introduced on \_\_\_\_\_, by \_\_\_\_\_; Notice of Public Hearing was published on \_\_\_\_\_. A Public Hearing was held, the title having been read and the Ordinance considered, on motion to adopt by \_\_\_\_\_, seconded by \_\_\_\_\_, a record vote was taken and the following result was had:

- YEA:**
- NAY:**
- ABSENT:**

**WHEREUPON**, the presiding officer declared the above Ordinance duly adopted on the \_\_\_\_\_ day of \_\_\_\_\_.

**ATTEST:**

\_\_\_\_\_

**CITY OF LATHRUP VILLAGE, OAKLAND COUNTY, MICHIGAN**  
**AN ORDINANCE TO AMEND ARTICLE 2 SIGN ORDINANCE,**  
**OF THE CITY CODE FOR THE CITY OF LATHRUP VILLAGE.**

An ordinance to amend the City of Lathrup Village Sign Ordinance to amend definitions related to signs and amend the Sign Ordinance with updated provisions and regulations relating to sign illumination and temporary signs.

**THE CITY OF LATHRUP VILLAGE ORDAINS:**

**Section 52-21 Intent.**

1. **Intent.** These regulations establish rules and standards for the construction, location, maintenance and removal of privately-owned signs. Directional, emergency, or traffic-related signs owned by city, county, state or federal government agencies are not regulated by this chapter.

The execution of these regulations recognizes that the purpose of this chapter is to protect the dual interest of the public health, safety and welfare and to ensure the maintenance of an attractive physical environment while satisfying the needs of sign users for identification, communication, and advertising. In order that such purposes can be achieved, the following objectives shall be applied for this chapter and any future additions, deletions and amendments:

- A. **General.** Ensure that signs are located, designed, constructed, installed and maintained in a way that protects life, health, morals, property and the public welfare
- B. **Public Safety.** Protect public safety by prohibiting signs that are structurally unsafe or poorly maintained; that cause unsafe traffic conditions through distraction of motorists, confusion with traffic signs, or hindrance of vision; and that impede safe movement of pedestrians or safe ingress and egress from buildings or sites
- C. **Protect Aesthetic Quality of Districts and Neighborhoods.** Prevent blight and protect aesthetic qualities by preventing visual clutter and protecting views; preventing intrusion of commercial messages into non-commercial areas; and eliminating signs and sign structures on unused commercial properties. Also, to avoid glare, light trespass, and skyglow through selection of fixture type and location, lighting technology, and control of light levels;
- D. **Free Speech.** Ensure that the constitutionally guaranteed right of free speech is protected and to allow signs as a means of communication;
- E. **Reduce Conflict.** Reduce conflict among signs and light and between public and private information systems
- F. **Business Identification.** Allow for adequate and effective signage for business identification and other commercial speech, non-commercial speech, and dissemination of public information, including but not limited to, public safety information and notification as may be required by law.
- G. **Foster Economic Development.** Ensure that signs are located in a manner that does not cause visual clutter, blight, and distraction, but rather promotes identification and communication necessary for sustaining and expanding economic development in the City.

- H. Recognize Unique Areas. Acknowledge the unique character of certain districts, e.g., the Village Center and Mixed Use districts, and establish special time, place and manner regulations that reflect the unique aesthetic, historical, and/or cultural characteristics of these areas.

### **Section 52-22 Definitions**

*Abandoned sign* means a sign which no longer advertises or identifies a business, lessor, owner, or activity conducted upon, or product available on or off the premises where such sign is displayed.

*Add-on sign* means a secondary sign that is attached to another sign, including a building sign, or to a sign support for another sign.

*A-Frame sign* – See “pedestrian sign”.

*Ancillary sign* is a sign that is secondary to the use of the building or business.

*Animated sign* is a sign that uses movement or change of lighting, including a flashing sign, to depict action or create the effect of a scene. Such a sign does not include changeable copy signs (see “Changeable Copy Sign”).

*Banner* means a temporary sign that is produced on a non-rigid surface on which copy or graphics may be displayed.

*Billboard* - See “off-premise sign”.

*Blade sign* means a sign that is suspended from an overhang, canopy, marquee, or awning and hangs perpendicular to the building wall. An 8-foot clearance is required between a blade sign and finished grade.

*Building frontage* is the portion of the side of a building occupied by a single business where the main entrance of the business is located. Only one entry can be considered the main entrance for the business.

*Building façade* is the portion of any exterior elevation of a building extending vertically from grade to the top of a parapet wall or eaves and horizontally across the entire width of the building elevation.

*Changeable copy sign* means a sign or portion thereof with characters, letters, or illustrations that can be changed or rearranged without altering the face or the surface of the sign. A sign on which the message changes more than eight times per day shall be considered an animated sign and not a changeable copy sign for purposes of this chapter.

*Channel letter sign* means a sign comprising individual letters that are independently mounted to a wall or other surface and internally illuminated with a covered translucent face.

*Cladding* is a non-structural covering designed to conceal the actual structural supports of a sign.

*Copy* is the words, letters, numerals, figures, designs, symbols, insignia, trademarks, and background on a sign surface in either permanent or changeable form.

*Copy area* is the area of a sign that contains the copy, excluding any framing.

*Display window* means any glass or other translucent material comprising a panel, window or door through which a window sign would be visible to the general public from any sidewalk, street or other public place.

*Feather (or flutter) sign* means any sign that is comprised of material that is suspended or attached in such a manner from a pole or stake as to attract attention by waving and/or fluttering from natural wind currents. It also includes similar signs that do not move or flutter.

*Flashing sign* means illuminated sign on which the artificial light is not maintained stationary or constant in intensity and color at all times when such sign is in use.

*Halo sign* means a sign illuminated such that light from the letter is directed against the surface behind the letter producing a halo lighting effect around the letter. Also known as a “backlit” sign.

*Inflatable sign* means a sign consisting of a balloon or other gas filled structure.

*Marquee sign* means a display sign attached to or hung from a marquee canopy or other covered structure projecting from and supported by the building and extending beyond the building wall or building line.

*Master sign plan* means a plan designed to show the relationship of signs for any cluster of buildings or any single building housing a number of users or in any arrangement of buildings or shops which constitute a visual entity as a whole.

*Monument sign* means a sign extending upward from grade which is attached to a permanent foundation for a distance of not less than 50 percent of its length, and which may be attached or dependent for support from any pole, posts, or similar uprights provided such supports are concealed within the sign structure.

*Neon sign* (see “Outline Tubing Sign”).

*Non-conforming sign* means any sign which was lawfully erected prior to the effective date of this ordinance governing signs in the City of Lathrup Village but which is no longer in compliance with current ordinance standards.

*Off-premises sign* means a display sign that contains a message unrelated to or not advertising a business transacted or goods sold or produced on the premises on which the sign is located.

*On-premises sign* means a sign which advertises or identifies only goods, services, facilities, events, or attractions on the premises where located.

*Outline tubing sign* is a sign consisting of glass tubing filled with neon or other material, which glows when electric current is passed through it.

*Pedestrian sign* means a sign near street or sidewalk level, oriented and scaled to the pedestrian rather than the motorist. Such signs shall be self-supporting, as with an A-frame type sign, and not be permanently installed.

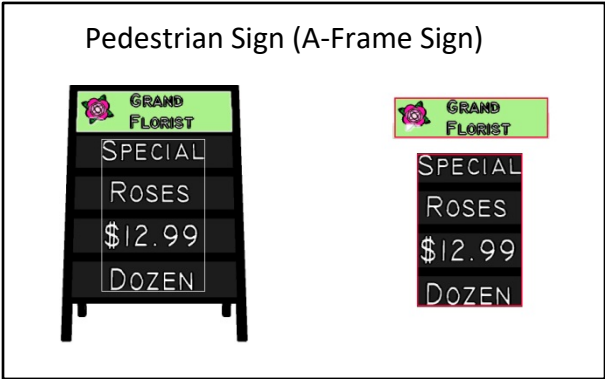
*Pole sign* means a permanent sign that is mounted on a freestanding pole(s) or other support that is placed on, or anchored in, the ground and that is independent from any building or other structure

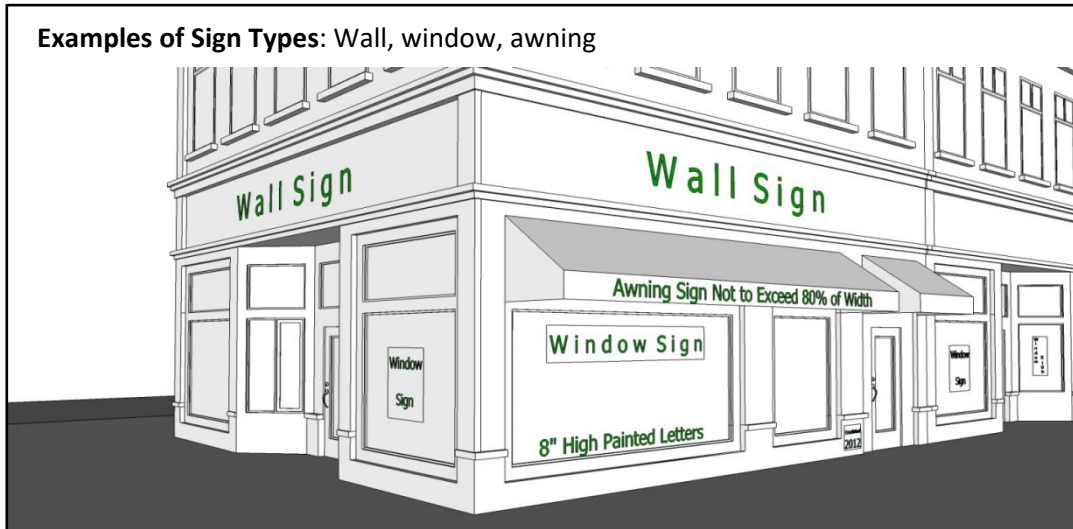
*Projecting sign* means a sign which is affixed to any building or structure other than a marquee, and any part of which extends beyond the building wall and the horizontal sign surface is not parallel to the building or structure.

*Roof sign* means any sign erected and constructed wholly on and over the roof of a building and supported by the roof structure.

*Sign* means any words, numbers, figures, presentations, designs, objects, trademarks, inflatables, announcements, pennants, emblems, banners, pictures or other symbols or similar devices which attract attention or make known such things as an individual, firm, profession, business, event, commodity or service and which are visible from the street, public right-of-way, or place that is open to the public, such as a private parking lots for shopping centers and office buildings. Sign shall include any structure designed to be used for such display. For the purpose of removal, such term shall also include sign supports. A sign shall not include any of the above that is customarily affixed to a person or clothing that is being actively worn by a person.

*Sign area* is the surface display area of a sign. The area of a sign shall be calculated by means of the smallest square or rectangle that will encompass the extreme limits of the writing, representation, emblem, logo or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed, except that lower case letters with ascenders and descenders that extend beyond the limits of the sign height by a maximum of 12 inches, will not be calculated into the total sign area (See graphic). In the case of a flat, 2-sided sign, the surface area of the sign shall only be calculated on one side of the sign. In the case of a multiple-faced sign, the area of all faces shall be considered as one surface (see graphic).





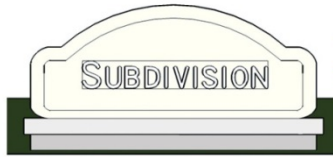
*Sign height* shall be computed as the distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the lower of: (1) existing grade prior to construction; or (2) mounding or excavating solely for the purpose of locating the sign. In cases in which the normal grade cannot reasonably be determined, sign height shall be computed on the assumption that the elevation of the normal grade at the base of the sign is equal to the elevation of the nearest point of the crown of a public street or the grade of the land at the principal entrance to the principal structure on the zoning lot, whichever is lower.

*Temporary sign* means a sign that is not attached to a permanent supporting structure on the real estate on which the sign is located and is intended to be displayed for a limited period of time.

*Village center district* shall mean the zoning district created by the City of Lathrup Village Zoning Ordinance.

*Wall sign* means a sign attached to or erected against the wall of a building with the face in a plane parallel to the plane of the building wall.

*Window sign* means a sign displayed and visible through building glass area from a sidewalk, street or other public place which may or not be, painted or affixed on the interior glass or other window material.



**Individual Copy on Freestanding Sign**  
Calculate sign area defined by imaginary panel drawn around outside of copy



**Copy on Oval Panel of Freestanding Sign**  
Calculate sign area defined by imaginary panel drawn around actual oval panel



**Individual Copy and Logo on Freestanding Sign**  
Calculate sign area defined by imaginary panel drawn around outside of copy and logo. Add together for total sign area



**Individual Copy on Wall Sign – Letters Placed on Building**  
Calculate sign area defined by imaginary panel drawn around outside of copy

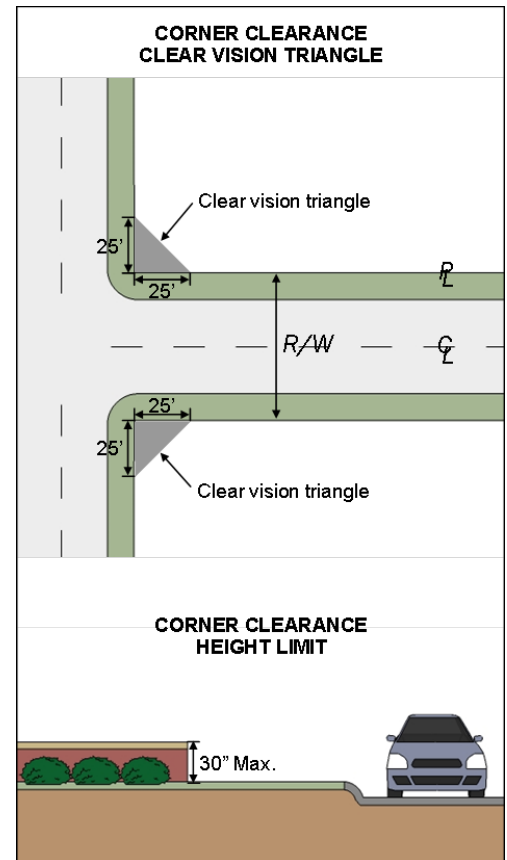
### Sign Area Calculation Guidelines



Ascenders and Decenders Extending Up to 12 inches Beyond the Sign Area Rectangle Will Not Count Towards the Total Sign Area Calculation

## Section 52-23 General Requirements

- A. All signs shall complement the building for which they are serving in terms of color, materials and design.
- B. A clear vision zone shall be free of all signs except public safety signs.
- C. No sign shall interfere with, obstruct the view of, or cause confusion with any authorized public sign, signal or device.
- D. All signs shall comply with the requirements of the City of Lathrup Village Building Code. All letters, figures, characters, insignia or representations upon any sign shall be safely and securely attached.
- E. If a property line, easement or right-of-way line is altered in a manner that affects the setbacks required by this Ordinance, a new sign permit or variance must be obtained.
- F. A sign requiring a permit may be relocated on the same premises provided that a new sign permit is obtained and all requirements are met.
- G. No sign shall be located in or project into a public right-of-way or private road or dedicated easement, except governmental signs and signs installed by the applicable road agency or utility company, or as otherwise expressly permitted in this section.
- H. Paper sheets shall not be applied in any manner to any sign or any building, except any allowed window signs as otherwise permitted in this Ordinance.
- I. Nothing in this ordinance shall be construed to prohibit non-commercial messages on signs that are otherwise allowed herein.
- J. No sign, sign structure or sign support shall project over the roof of any building, nor obstruct or obscure any building windows or significant architectural elements. All signs shall be maintained in good condition.
- K. Illumination.
  - a) Illuminating devices for signs shall comply with the City of Lathrup Village Electrical Code.
  - b) The light for any illuminated sign shall be so shaded, shielded or directed that the light intensity or brightness meet the requirements of Section 5.8 of the Zoning Ordinance.
  - c) The source of illumination may be internal or external but shall not be both internal and external. The source of the light shall not be exposed.
  - d) Glare control for sign lighting shall be achieved through the use of full cutoff fixtures, shields, and baffles, and appropriate application of fixture mounting height, lumens, aiming angle, and fixture placement.
  - e) Backlit signs shall use only white light for illumination. Such signs shall spread their illumination a maximum of four inches beyond the sign elements.





- L. Signs shall not have scrolling, blinking, flashing, animated or fluttering lights or other illuminating devices which have a changing light intensity, brightness or color.

### Sections 52-24 Sign Types Permitted by District

52-24. Sign Types Permitted by District				
A. Residential Districts (R-1, R-2, R-3). Permits required, unless otherwise noted				
Sign Type	Location	Max. Sign Surface Display Area	Max. Height	Number
Residential Use Monument Sign See Section 52-25.A.	At entrance road for subdivision development within boulevard median or 10 ft from street right-of-way line	32 sq ft per side	5 ft from ground level to top of sign	1 per subdivision development entrance

52-24. Sign Types Permitted by District				
B. Office Districts (O & GO). Permits required, unless otherwise noted				
Sign Type	Location	Max. Sign Surface Display Area	Max. Height	Number
Principal Wall Signs	On principal building façade to be placed at the sign band, when provided.	Setback from lot line from 0 to 100 ft: 10% of ground floor, street-facing building face up to 64 sq ft Setback more than 100 ft: 15% of ground floor, street-facing building face up to 64 sq ft	Not to exceed height of building	1 per business with individual exterior entrance or, if a common entrance is provided, one per building
Ancillary wall sign	At a building entrance	10 sq ft	Not to exceed height of building	1 per building
Monument sign See Section 52-25.A.	At the property entrance, setback 10 ft from street right-of-way line	32 sq ft per side	5 ft from ground level to top of sign	1 per parcel. 1 additional sign is permitted if the parcel has more than 100 feet of frontage on 11 or 12 Mile Roads provided

				they are separated by 100 ft. minimum.
Other signs	See Section 52-25.E			

### 52-24. Sign Types Permitted by District

#### C. Commercial Districts (CV). Permits required, unless otherwise noted

Sign Type	Location	Max. Sign Surface Display Area	Max. Height	Number
Principal Wall Signs	On principal building façade to be placed at the sign band, when provided.	0-100 ft setback from lot line: 10% of ground floor, street-facing building face up to a maximum of 64 sq ft  100+ ft setback from lot line: 15% of ground floor, street-facing building face up to a maximum of 64 sq ft	Not to exceed height of building	1 per street level business with principal building frontage. Corner buildings shall be permitted 1 on each frontage
Rear façade wall sign	On rear façade of building when parking provided in rear yard or when rear façade faces a street.	24 sq ft	Not to exceed height of building	1 per building
Ancillary wall sign	At a building entrance	10 sq ft	Not to exceed height of building	1 per building
Monument sign See Section 52-25.A	10 ft. from street right-of-way line	42 sq ft per side	6 ft from ground level to top of sign	One per parcel, except multiple-tenant building with 100 ft or more contiguous frontage on 11 Mile, 12 Mile or Southfield Roads may have two signs, separated by 100 ft. minimum

Other signs	See Section 52-25.E
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52-24 Sign Types Permitted by District				
D. Pedestrian-Oriented Business Districts (MX and Village Center). Permits required, unless otherwise noted				
Sign Type	Location	Max. Area	Max. Height	Number
Wall Sign	On principal building façade at the sign band	10% of ground floor street-facing building face up to a maximum of 64 sq ft.	Not to exceed height of building	1 per street level business with building frontage. Corner buildings shall be permitted 1 on each frontage
Projecting Sign or Blade sign See Section 52-25.D.	i. At least 8 ft. above ground level ii. No closer than 20 ft to another such sign iii. No higher than the 2nd floor of a multi-story building	16 sq. ft. total	4 ft. from bottom edge of sign	1 per occupant at street level
Window Sign— No permit required	In business windows	Ten (10) percent of the total glass area on that side of the building and on the floor where the sign will be located	—	—
Rear façade wall sign	On rear façade of building when parking provided in rear yard or when rear façade faces a street.	24 sq ft	Not to exceed height of building	1 per building
Monument sign (in MX district only)	10 ft minimum front and side yard setbacks	40 sq ft per side	5 ft from ground level to top of sign	1 per parcel
Temporary Pedestrian or A-Frame Sign — No permit required. See Section 52-25.C.	i. May be located in public right-of-way, but shall maintain 4 ft clear pedestrian area on sidewalks and be setback 4 feet from the back of curb. ii. No closer than 20 ft. from another such sign	6 sq ft per side	4 ft from ground level to top of sign	1 per business
Other signs	See Section 52-25.E			

## Section 52-25. Additional Requirements for Sign Types that Require a Permit.

### A. Monument Signs.

- i. The total area, including the sign and all supporting structure components for monument signs, shall be limited to no more than three times the size of the sign surface display area of the sign.
- ii. Unless a monument sign is mounted on a natural feature, such as a boulder, the monument sign shall have a minimum twelve (12) inch high base, constructed of clay brick or integrally colored concrete brick, stone, marble, decorative metal or other similar masonry materials.
- iii. The street number must be affixed on the sign face or on the supporting structure of monument signs and must be kept visible from the adjacent street. Street numbers must use minimum eight (8)-inch tall letters or characters. The street number does not count toward the total sign display area.
- iv. The minimum height of all letters and numbers on a monument sign shall be as follows:

Posted Roadway Speeds	Minimum Letter and Number Height
45 mph or greater	6 inches
30-40 mph	4.5 inches
25 mph or less	3 inches

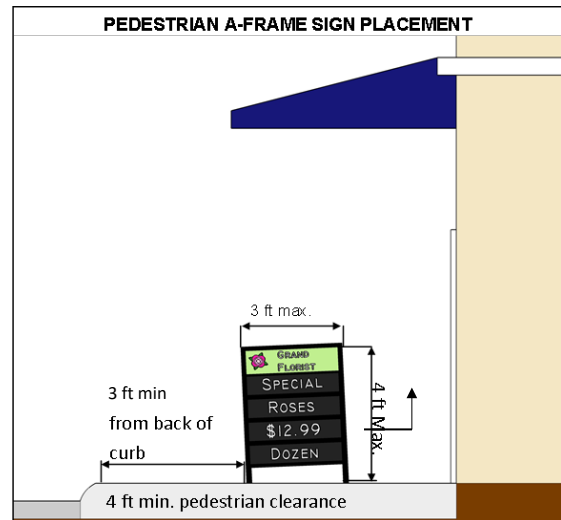
The height of letters and numbers on an incidental message or within a logo may be less than stated above, provided the primary message meets the above standards. In no case shall letters or numbers less than the above standards comprise more than ten percent of the total sign area.

### B. Wall Signs.

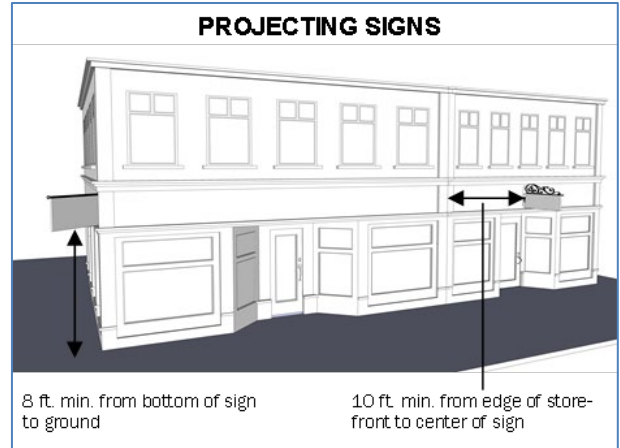
- i. Wall Signs shall be flush-mounted, shall not be mounted on the roof of any building and shall not project above the roofline. Wall Signs shall not cover any portion of a wall opening. Wall Signs shall not project beyond the top or ends of the wall to which they are attached; however, letters may extend beyond the top and in front of the advertising structure. Wall Signs shall not protrude more than twelve (12) inches measured from the wall to which it is attached.
- ii. Wall Signs shall be safely and securely attached to structural members of a building by means of metal anchors, bolts, or expansion screws. All wall sign anchoring devices shall meet the standards of the City Building Code. No nails, tacks, or wires shall be permitted to protrude from the front of any sign.
- iii. Wall Signs shall not exceed a width of more than two-thirds of the subject building frontage.
- iv. Any building or sign damage created due to the removal or replacement of a wall sign must be repaired.
- v. Wall Signs are not allowed on property used for single-family or duplex residential purposes.
- vi. Wall Signs shall not be painted directly on a building.

### C. Temporary Pedestrian or A-Frame Signs:

- i. A-Frame Signs shall be permitted in the following districts: MX and Village Center Districts.
  - ii. The area of the A-frame sign shall not exceed six (6) square feet per side or a total of 12 sq ft total.
  - iii. One (1) such sign shall be permitted per customer entrance or per on-site business, whichever is less.
  - iv. The sign height of the sign structure shall be no greater than four (4) feet and the width shall be no greater than three (3) feet.
  - v. The sign shall not be illuminated in any manner.
  - vi. The sign shall be located a minimum of three (3) feet from the back of street curb and it shall not be located in a manner as to interfere with vehicular or pedestrian traffic flow or visibility. A four (4) ft minimum pedestrian clearance area is required.
  - vii. The sign is permitted only during operating business hours or from the hours of 6:00am to 10:00pm, whichever is less, and must be stored inside when the establishment is not open to the general public.
  - viii. A-Frame signs shall be spaced a minimum of 20 feet apart.
  - ix. The sign must be professionally constructed of weather-proof, durable material, and kept in good repair.
  - x. The sign shall have a black or silver/gray frame. Changeable message panels shall be either professionally printed or white changeable letters shall be used on a black or dark color background. A "blackboard-style" message area, similar to those used for daily restaurant specials, may all be used for all or a portion of the sign area.
  - xi. The signs shall not be illuminated, nor shall they contain moving parts, or have balloons, windsocks, pinwheels, streamers, pennants, or similar adornment attached to them.
- D. **Projecting Signs.** Projecting signs are for the primary benefit of pedestrians and are encouraged to be decorative in design. Such signs shall only be permitted under the following provisions:
- i. Projecting signs shall only be permitted in the MX and Village Center districts.
  - ii. Projecting signs shall be placed on the sign band, when provided, unless a wall sign prohibits placement there.



- iii. Projecting signs shall be a minimum of 8 feet above ground level, shall be placed no closer than 20 feet from another projecting sign (measured center of sign to center of sign), shall be no taller than 4 feet above the bottom edge of the projecting sign, shall be no greater than 16 square feet in area, and shall project no farther than 4.5 feet from the façade.
- iv. Projecting signs shall be placed no closer than 10 feet to the horizontal edge of the storefront façade associated with the subject establishment provided; however, that this subsection shall not apply to the corner portion of a corner building.
- v. Projecting signs shall have a maximum depth (thickness) of 2 feet; however, up to 33 percent of the sign may be up to 4 feet thick in order to provide for creative sign design.
- vi. Support structures for projecting signs shall be constructed of a material and color to match the sign and complement the building.



**E. Other Signs.**

- i. **Outline Tubing Sign:** Outline tubing signs are limited to two square feet and one per business.
- ii. **Parking of Vehicles Displaying Signs.** Mobile signs are prohibited. Commercial vehicles and trucks 1) displaying signs that are typically found on said vehicles and 2) that have a primary function of carrying goods or people, not advertising, may be permitted to park on the site of the principal use provided parking shall be in a rear or interior side yard.

**F. Temporary Signs.** Temporary signs shall be permitted as follows:

52-25 F. Maximum Area per Sign Face, Maximum Height, and Allowed Type of Temporary Signs				
District	Permitted Types	Maximum Area of All Temporary Signs by Type	Maximum Area of Any Individual Sign	Maximum Height (Freestanding)
(1) Residential (no permits required)	Freestanding	24 square feet, except that an additional 6 square feet of signage is permitted when a property is available for sale or lease.	6 square feet	5 feet

	Wall <sup>1</sup>	3 square feet per building in single family residential districts; 12 square feet per building in multiple family residential districts.	3 square feet in single family districts; 12 square feet per building in multiple family residential districts	
(2) Non-Residential	Freestanding	32 square feet, except that an additional 12 square feet of signage is permitted when a property is available for sale or lease.	32 square feet	6 feet
	Wall <sup>1</sup>	20 square feet	20 square feet	

<sup>1</sup>The display period for temporary wall signs shall be limited to a total of twenty-eight (28) days per calendar year. Such signs shall not be displayed for any continuous period greater than fourteen (14) days. After this time expires, the sign shall be removed. See Section 52-27 for permit requirements.

- i. Freestanding temporary signs shall be setback five feet from all property lines. The maximum display time of freestanding temporary signs is 65 days. After this time expires, the sign shall be removed. Once the temporary sign is removed, there shall be a gap of at least thirty (30) days between display of the same temporary sign on the same zoning lot.
- ii. Notwithstanding the above, 3 square feet of temporary freestanding or temporary wall sign area is allowed on each zoning lot at any time and without expiration of display time. The area of this sign is counted towards the area maximum in Table 8.A.
- iii. When all or a portion of a building or land area on a zoning lot is listed or advertised for sale or lease, the maximum display time for temporary signs shall be the duration the building, building unit or land is listed or advertised for sale or lease. Once a building unit is leased or sold, the sign shall be removed if it has been displayed for more than 65 days. In all cases, the sign area limits in the Table 8.A. shall apply.
- iv. Temporary signs shall be constructed of durable, all-weather materials and designed to remain in place and in good repair so long as they remain on display; provided, however, that each zoning lot may have one temporary freestanding sign up to three square feet constructed of any non-illuminated material. All temporary freestanding signs larger than six square feet shall have a frame or rigid border.
- v. Temporary signs shall be subject to the maintenance standards of this section.

**52-26 Signs Not Requiring a Permit.**

- A. Changing advertising copy on an approved sign



- B. Painting, repainting, cleaning and other normal maintenance and repair of a sign or a sign structure.
- C. **Traffic control signs on private property**, such as "Stop," "Yield," restricted parking, and similar signs, the face and size of which meet traffic engineering standards.
- D. **House number signs**. A sign bearing the house number shall not exceed two square feet in area and shall be illuminated only by the reflector method, placed behind the building line and erected so that the light source is not visible from outside the premises.
- E. **Signs** up to one per non-residential driveway, limited to two square feet per sign and a maximum height of two and one-half feet.
- F. Signs up to two (2) square feet, limited to one for each occupant of a multi-tenant building at each entrance.
- G. **Window signs**. Window signs shall be permitted for non-residential uses. Window signs on a building side shall not exceed ten (10) percent of the total glass area on that side of the building and on the floor where the sign will be located. Window signs shall include permanent and temporary decals and static vinyl clings that are visible from the exterior. Such signs shall be calculated on the full extent of the graphic representation, regardless of its opacity.
- H. **Flags**: Flags of any country, state, municipality or similar entity shall be displayed on a flagpole or similar support, setback a minimum of 5 ft from any property line. The maximum height shall not exceed 30 feet. The total number of flags on any lot shall not exceed four (4).

#### **Section 52-27 Permitting - Sign Permit Application Requirements.**

- A. Sign permits shall be issued by the Planning and Zoning Administrator or his/her designee upon approval of a written application. Where electrical permits are required, they shall be obtained at the same time as the sign permit.
- B. The permit application shall identify the following:
  - i. Name and address of the sign owner and the property owner
  - ii. Name and address of the person who will erect the sign
  - iii. Location of the sign
  - iv. Drawing in color showing design, size, height, materials
  - v. Topography of land in the parcel
  - vi. Any other pertinent information the Administrator may require to ensure compliance with the ordinances of the City.
  - vii. Fees for sign permits shall be set by the City Council.
  - viii. A sign permit shall expire if the sign for which the permit was issued has not been erected within six (6) months of issuance of the permit.
  - ix. All plans shall address the removal of all previously installed signage and repairs to mounting surfaces impacted by previous mountings.
- C. The Planning and Zoning Administrator or his/her designee shall consider and deny, approve, or approve with conditions, all sign applications for which an application is made and a review fee is

paid. The Planning and Zoning Administrator may initiate a review by the Downtown Development Authority, if the site falls within the DDA district.

**Section 52-28 Prohibited Signs.** The following signs are prohibited:

- A. Add-on signs
- B. Animated signs
- C. Beacon lights
- D. Banners (except street banners advertising community/special events)
- E. Feather and flutter signs
- F. Festoons
- G. Inflatable signs
- H. Mirrors or mirrored signs
- I. Moving signs
- J. Obsolete signs
- K. Pennants
- L. Pole signs
- M. Roof signs
- N. Snipe signs

**Section 52-29 Non-conforming Signs**

- A. A non-conforming sign may remain as long as the sign is properly maintained and not detrimental to the health, safety and welfare, except as provided in subsection F, Amortization, below.
- B. If the property upon which the sign is located is vacant and the previous use is abandoned, the entire sign (including above-ground base, height, poles, size, wires, panels and any other element) shall be removed within 30 days of the property becoming abandoned.
- C. A non-conforming sign shall not:
  - i. Be relocated, expanded or changed, except as to periodic message changes.
  - ii. Be structurally altered so as to prolong the life of the sign or to change the shape, size, type, placement or design of the sign.
  - iii. Be altered or repaired after being damaged if the repair or the re-erection of the sign would cost more than fifty percent (50%) of the cost of a similar sign.
- D. For the purpose of this Section of the Ordinance, the terms "altered", "repaired", "changed" and "expanded" shall not include normal maintenance, reducing the copy area, changing copy, changing ornamental molding, frames or other such features or landscaping below the copy area, installing or changing electrical wiring.

- E. If a property line, easement or right-of-way line is altered that affects the setbacks required by this Ordinance, the owner of the sign, building or property shall either (1) remove the non-conforming sign, (2) conform with this Ordinance, or (3) apply for a variance.
- F. Amortization. Any existing sign that does not comply with all of the provisions of this Article 2, Sign Ordinance, on the effective date of the ordinance:
  - i. Shall not be changed to another type of sign which is not in compliance with this chapter.
  - ii. Shall not be structurally altered so as to prolong the life of the sign or so to change the shape, size, type, or design of the sign.
  - iii. Shall not have its face or faces changed unless the sign is brought into conformance with the requirements of this chapter, or unless the sign is an off-premises sign or billboard constructed to permit a change of face.
  - iv. Shall not be re-established or otherwise used, after the activity, business or usage to which it relates has been discontinued for a period of 90 days or longer.
  - v. Shall not be re-established after damage or destruction if the estimated expense of reconstruction exceeds 50% of the appraised replacement cost as determined by the building official.
  - vi. Shall not ever be placed, maintained, or displayed by someone other than the person who owned the premises on the date of adoption of the ordinance from which this chapter is derived.
  - vii. Shall not be placed, maintained, or displayed by any person or entity on or after December 31, 2020.

### **Section 52-30 Maintenance.**

- A. Damaged or Abandoned Signs.
  - i. Signs which are broken, torn, bent or whose supports are broken, bent or damaged, and signs that are not reasonably level and plumb shall be repaired and installed in a manner prescribed by the Enforcement Officer and / or Building Official, but in no case shall repair requirements exceed building code requirements and the original condition of the sign and/or its supports.
  - ii. Abandoned signs shall be removed or put into service. Removal of such signs shall include removal of the poles and/or supports.
- B. All signs shall be maintained in good structural condition, in compliance with all building and electrical codes, and in conformance with this Code. Failure to comply with this section may result in action by the Enforcement Officer or Building Official to rescind the permit with subsequent removal of the entire structure.
- C. A sign shall have no more than 20 percent of its surface area covered with disfigured, cracked, ripped or peeling paint, poster paper or other material for a period of more than 30 successive days.
- D. A sign shall not stand with bent or broken sign facing, with broken supports, with loose appendages or struts, or more than 15 degrees from vertical for a period of more than 30 successive days, unless determined by the Building Official to pose a safety hazard, in which case immediate action may be required.

- E. A sign shall not have weeds, trees, vines, or other vegetation growing upon it, or obscuring the view of the sign from the public right-of-way from which it is to be viewed, for a period of more than 30 successive days.
- F. An internally illuminated sign shall not be allowed to stand with only partial illumination for a period of more than 30 successive days.

### **Section 52-31 Enforcement**

- A. The Building Department, Police Department or agent(s) designated by the City shall remove a sign immediately and without notice if the condition of the sign presents an immediate threat to public health, safety or welfare, with all costs to remove assessed against the responsible person.
- B. The Building Department, Police Department or agent(s) designated by the City shall remove a temporary or movable sign if it violates the terms of this ordinance.
- C. In addition, the enforcement and penalty provisions of the Zoning Ordinance apply to signs.

### **Section 52-32 Appeals & Variances**

- A. An appeal may be taken to the city zoning board of appeals by a person aggrieved, or by an officer, department, board, or bureau of the city. An appeal shall be taken within a time as shall be prescribed by the board by general rule, by the filing with the officer or body from whom the appeal is taken and with the board of a notice of appeal specifying the grounds for the appeal. The officer or body from whom the appeal is taken shall immediately transmit to the board, all the papers constituting the record upon which the action appealed from was taken.
- B. Effect of appeal. An appeal stays all proceedings in furtherance of the action appealed from unless the officer or body from whom the appeal is taken certifies to the board, after the notice of appeal is filed, that by reason of facts stated in the certificate, a stay would in the opinion of the officer or body cause imminent peril to life or property, in which case proceedings shall not be stayed otherwise than by a restraining order which may be granted by the board or by the circuit court, on application, on notice to the officer or body from whom the appeal is taken and on due cause shown.
- C. Hearings and notices. The board shall fix a reasonable time for the hearing of the appeal and give due notice of the appeal to the persons to whom real property within 300 feet of the premises in question is assessed, and to the occupants of single- and two-family dwellings within 300 feet, the notice to be delivered personally or by mail addressed to the respective owners and tenants at the address given in the last assessment roll. If a tenant's name is not known, the term "occupant" may be used. Upon the hearing, a party may appear in person or by agent or by attorney. The board shall decide the appeal within a reasonable time.
- D. Board decisions. The board may reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination appealed from and shall make an order, requirement, decision, or determination as in its opinion ought to be made in the premises, and to that end shall have all the powers of the officer or body from whom the appeal is taken.

- E. Practical difficulties or unnecessary hardship. Where there are practical difficulties or unnecessary hardship in the way of carrying out the strict letter of this chapter, the board may in passing upon appeals vary or modify its rules or provisions relating to the construction, or structural changes in, equipment, or alteration of buildings or structures or the use of land, buildings or structures, so that the spirit of this chapter shall be observed, public safety secured, and substantial justice done.
- F. Finality of decisions. The board is empowered to grant rehearings on any appeal for any of the reasons authorizing relief from a judgment or order of the circuit courts of this state. Subject to this provision, board decisions shall be final, and subject only to judicial appeals as provided by law. In the event of a judicial appeal, the board shall comply with any judicial orders any may take any action authorized by law pursuant thereto.

### **Section 52-32. Liability insurance.**

- A. Liability insurance for signs. If any monument or wall sign is suspended over the right-of-way of a public street or property, or if the vertical distance of such sign above the street is greater than the horizontal distance from the street, as to be able to fall or be pushed onto public property, then the owner of such sign shall keep in force a public liability insurance policy, approved by the city attorney, in the amounts set by resolution of the city council. The policy shall indemnify the owner from all damage suits or actions of every nature, brought or claimed against the owner, for or on account of injuries or damages to persons or property received or sustained by any person through any act of omission or negligence of the owner, his/her agents or employees regarding such sign.
- B. Liability insurance for sign erectors. Every person, before engaging in or continuing in the business of erecting, repairing or dismantling signs, boards or other display signs in the city, shall first furnish the city a public liability insurance policy approved by the city attorney, in the amounts set by resolution of the city council. The policy shall indemnify the erector from all damage suits or actions of every nature brought or claimed against the erector for or on account of injuries or damages to persons or property received or sustained by any person through any act of omission or negligence of the erector, his/her agents or employees in the erection, repair or dismantling of any sign, board or other display sign. The policy shall contain a clause whereby the policy cannot be cancelled until after a written notice of intention to cancel has been filed with the city clerk at least ten days prior to the date of cancellation. The policies shall be renewed annually on or before the first day of May of each year and certificates of renewal or new policies shall be filed with the city clerk.

### **PART 2.**

If any section, paragraph, sentence, clause and/or phrase of this Ordinance or the application thereof is declared unconstitutional, unenforceable or invalid by the valid judgment of any court of competent jurisdiction such unconstitutionality, unenforceability or invalidity shall not affect any of the remaining

sections, paragraphs, sentences, clauses and/or phrases of this Ordinance, since the same would have been enacted by the City of Lathrup village without the incorporation in this Ordinance of any such unconstitutional, unenforceable or invalid section, paragraph, sentence, clause or phrase. To this end, the provisions of this Ordinance are hereby declared severable.

PART 3.

All other Ordinances, or any parts thereof, which are in conflict with the provisions of this Ordinance, are hereby repealed. To the extent that any provision or provisions of this Ordinance are inconsistent or in conflict with any other provision of the Code of Ordinances or any regulation of the City, the provisions of this Ordinance shall be deemed to control.

PART 4.

This Ordinance shall become effective upon final adoption and publication of the same in the manner prescribed by law.

This Ordinance was introduced on \_\_\_\_\_, by \_\_\_\_\_; Notice of Public Hearing was published on \_\_\_\_\_. A Public Hearing was held, the title having been read and the Ordinance considered, on motion to adopt by \_\_\_\_\_, seconded by \_\_\_\_\_, a record vote was taken and the following result was had:

**YEA:**

**NAY:**

**ABSENT:**

**WHEREUPON**, the presiding officer declared the above Ordinance duly adopted on the \_\_\_\_\_ day of \_\_\_\_\_.

**ATTEST:**

\_\_\_\_\_



A HERITAGE OF GOOD LIVING

## Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

### **COUNCIL COMMUNICATION:**

**TO:** Mayor Garrett and City Council Members

**FR:** Sheryl Mitchell Theriot, City Administrator

**DA:** May 17, 2021

**RE:** Encroachment License Application – 27680 Lathrup Blvd

Mr. Douglass Grech has submitted a Revocable Permanent Encroachment License Application for the abandoned portion of San Quentin Street, which serves as part of his driveway.

This has been the topic of discussion for at least a few years. Mr. Grech has placed a number of personal items in this space. The most recent communication was sent to him on March 6, 2021, in response to his interest in seeking the Encroachment License. The \$1,000 application fee has been submitted.

The application was discussed at the May 5, 2021 Study Session. Not seeing any outstanding issues, the application can be placed on the May 17<sup>th</sup> Council agenda.



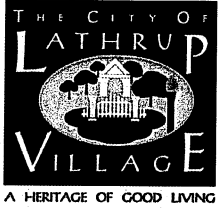
### **Suggestion Motion:**

Approve the Revocable Permanent Encroachment License application from Douglass Grech for abandoned portion of San Quentin Street, which serves as his driveway. And, instruct the City Attorney and administrative staff to proceed as necessary.

Owner's Name (Please Print)

Owner's Signature

Date



CITY OF LATHRUP VILLAGE  
REVOCABLE PERMANENT ENCROACHMENT  
LICENSE APPLICATION

For Office Use Only

Date Received: 4.21.2021

License Number: \_\_\_\_\_

INSTRUCTIONS: COMPLETE THE FOLLOWING SECTIONS AS IT APPLIES TO YOUR REQUEST

THIS LICENSE IS FOR: (CHECK ONE ONLY)

PERPETUATUAL UNTIL REVOKED BY THE CITY.

PRE-EXISTING CONDITION AND PERPETUATUAL UNTIL REVOKED BY THE CITY.

Validation Period: Requested Start Date: ASAP

This application for license is made by:

DOUGLAS GRECH, at 27680 LATHRUP BLVD  
(Print Owner's Full Name) (Print Owner's Legal Mailing Address)

daytime phone number: 248-905-3353, hereinafter referred to as "Licensee",

Licensee is the owner of the following described properties located in the City of Lathrup Village, Oakland County

Street Address: 27680 LATHRUP BLVD, LATHRUP VILLAGE, MI 48076

Legal Address: 27680 LATHRUP BLVD, LATHRUP VILLAGE, MI 48076

Licensee is the owner of said properties about the following described public right(s)-of-way (name of streets/alleys impacted):

SAN QUENTON

Licensee desires to encroach upon said right-of-way for the following purposes and as shown and described in **Exhibit "A"**, attached to this License. Describe Exhibit "A":

ABANDONED CITY STREETS; PART of DRIVEWAY



An encroachment effectively provides public property for private use. Therefore, as a general policy, it is not in the City's interest to grant encroachments. New structures should be able to accomplish their various needs within the confines of their property boundaries and required setbacks. Granting of encroachment will generally occur under one of the following conditions:

- a) To acknowledge an existing, historical unlicensed encroachment and to outline the owner's liability and responsibility for maintenance and future removal of the encroaching structure, or
- b) To license an encroachment that is a public amenity. Examples may include awnings on commercial structures, non-restrictive safe objects, planters in the right-of-way (but not within pedestrian walkways), irrigation systems approved by Engineering and Parks Departments to maintain landscaping within public right-of-way.

All decisions of the City Council on Encroachment License Applications will be final.

Licensee covenants and agrees as follows:

There is a non-refundable application fee of **\$1,000.00 for residents \$1,500.00 for non-residents**, this fee does not include the cost of recording the license with the Oakland County Register of Deeds or any City Consultant fees associated with preparation and or review of the license.

This license is granted for a specific use and within a specified term as checked above, subject to being terminated at any time and for any reason at the sole discretion of the City of Lathrup Village.

This license shall be subordinate to the right of the City of Lathrup Village to use said area for any public purposes.

The Licensee shall obtain right-of-way and Building Permits as required by the City for any work to be performed in the public right-of-way with design approvals for such work obtained from the Building Official. Licensee agrees to join any improvement district formed for the purpose of constructing improvements within public right-of-way. Licensee is responsible for the maintenance and repair of the public right-of-way, together with improvements constructed therein, which the City of Lathrup Village, in the exercise of its discretion, shall determine to be necessary to keep the same in a safe and clean condition. In the event that Licensee defaults in any of its duties as set forth herein, the City of Lathrup Village shall have the right, upon written notification to the Licensee, to perform duties to the City of Lathrup Village's standards and to recover all costs for performing duties from the Licensee. Further, Licensee waives any claim for damages sustained by Licensee and Licensee shall hold the City of Lathrup Village harmless for any claims, causes of action or damages asserted against the City of Lathrup Village for the work performed by the City of Lathrup Village pursuant to this paragraph.

Unless the property that is the subject of this license agreement is covered by a homeowner's insurance policy, Licensee shall at all times during the term hereof, carry public liability insurance for the benefit of the City with limits of not less than \$500,000 as may be amended from time to time, naming the City as **"Additional Insured"**.

Licensee shall maintain said public liability insurance coverage in full force and effect during the term of this License and shall furnish the City with a most current certificate of such coverage evidencing its validity. All insurance policies maintained pursuant to this agreement shall contain the following endorsement: **"It is hereby understood and agreed that this insurance policy may not be canceled by the surety until**

**forty-five (45) days after receipt by the City of a written notice of such intention to cancel or renew.**" The Licensee shall show proof of this insurance to the City before this agreement is filed.

Licensee agrees to indemnify and hold harmless the City of Lathrup Village, its officers, employees, insurers, and self-insurance, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, death, property loss or damages, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this license, including but not limited to, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or part by the act, omission, error, professional error, mistake, negligence, or other fault of licensee or the City. Licensee agrees to investigate, handle, respond to, and to provide defense for and defend against, any such liability, claim or demands at the sole expense of the licensee or, at the option of the City of Lathrup Village, licensee agrees to pay the City of Lathrup Village or reimburse the City of Lathrup Village for the defense costs incurred by the City of Lathrup Village in connection with, any such liability, claims, or demands. The licensee also agrees to bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims, or demands alleged are groundless, false or fraudulent.

This license may be terminated by Licensee at any time and for any reason following delivery of a written notice of Licensee's intent to cancel. The City of Lathrup Village may terminate this license at any time and for any reason. Upon termination, Licensee shall at Licensee's expense, remove any improvements or encroachments from said property. The property shall be restored to a condition satisfactory to the City of Lathrup Village.

This license is subject to all state laws, the provisions of the Charter of the City of Lathrup Village as it now exists or may hereafter be amended, and the ordinances of the City of Lathrup Village now in effect or those which may hereafter is adopted.

Nothing herein shall be construed so as to prevent the City of Lathrup Village from granting such additional licenses or property interests in or affecting said public property as it deems necessary.

The conditions hereof imposed on the granted license of encroachment shall constitute covenants running with the life of improvements encroaching in public right of way, and binding upon Licensee. The encroachment shall terminate when the improvement has failed or out of compliance with required standards of performance or if it is revoked by the City, whichever comes sooner.

In any legal action to enforce the provisions of this Agreement, the prevailing party shall be entitled to its reasonable attorney's fees.

If the structure for which this license was issued is removed for any reason, Licensee shall not continue to rebuild in the public right-of-way. The public right-of-way is for the general public benefit, and it is not for occupation or construction of encroachments.

The licensee waives any and all claims against the City of Lathrup Village for loss or damage to the improvements constructed within the encroachment area.

The Licensee clearly understands the following actions of Licensee or his/her agents and employees shall automatically terminate and cancel this agreement:

- 1) Discontinuation of insurance coverage
- 2) Change of ownership or alteration of use from the original specific use in encroached area
- 3) Restriction of the City of Lathrup Village or its agents and contractors from access to its public land under the encroached area not occupied by a previously constructed building

Under these circumstances, the Licensee shall restore the right-of-way under the encroachment to its original or better conditions immediately and in accordance with the latest City standards for improvements of Public right of way.

THE OWNER ACKNOWLEDGES HE/SHE HAS READ THE CONDITIONS AND AGREES TO ABIDE BY SAME.

DOUGLAS H. GRECH      [Signature]      09/21/21  
 Owner's Name (Please Print)      Owner's Signature      Date

**CITY OF SOUTHFIELD - CITY OF LATHRUP VILLAGE  
FIRE PROTECTION SERVICES CONTRACT**

THIS AGREEMENT is made this \_\_\_\_ day of \_\_\_\_\_, 2021, by and between the City of Southfield, a Michigan municipal corporation, and the City of Lathrup Village, a Michigan municipal corporation.

**WITNESSETH:**

WHEREAS, the City of Lathrup Village does not have the necessary facilities except for water, water mains and fire hydrants, to provide fire protection services to the persons and property located within its city limits; and

WHEREAS, the City of Southfield is possessed of fire-fighting equipment and personnel adequate to serve the needs of the City of Lathrup Village; and

WHEREAS, the City of Lathrup Village is desirous of purchasing fire protection services from the City of Southfield and the latter is agreeable to furnishing such services upon the terms and under the conditions herein stated; and

WHEREAS, the City of Southfield and the City of Lathrup Village are legally authorized to enter into an Inter-Municipal contract involving the provision of fire protection services by the City of Southfield to the City of Lathrup Village pursuant to the law of the State of Michigan, to wit: Art. VII, Section 28 of the Michigan Constitution of 1963, and Public Act No. 236 of 1967, as amended, (MSA 5.3323(1), et seq.; MCL 123.811, et seq.) and Public Act No. 35 of 1951 (MSA 5.4081, et seq.; MCL 124.1, et seq.);

NOW, THEREFORE, IT IS AGREED by and between the parties as follows:

1. The City of Southfield agrees that it will provide fire protection services commencing July 1, 2021 through June 30, 2022 and that this Contract can be extended for an additional one (1) year period through June 30, 2023 at the option of the City. During these time periods, and during all times that the instant Contract is in full force and effect, the City of Lathrup Village agrees to purchase such fire services, subject to all of the terms, conditions and qualifications set forth herein.

2. It is the intention of the parties hereto that the fire protection services be rendered by the City of Southfield to the City of Lathrup Village and that said services shall be equivalent to the services rendered by the City of Southfield to the property located therein, to the owners thereof, and to its residents. The services to be rendered shall include the services of the City of Southfield's Life Support Unit, and other similar services, as well as actual fire-fighting. Notwithstanding anything contained in this Contract to the contrary, the responsibility of the City of Southfield to the City of Lathrup Village or to any resident thereof, or property therein, shall not be any greater than the responsibility of the City of Southfield to its own residents and property.

No failure on the part of the City of Southfield to fulfill any part of this Contract shall give rise to any claim for redress unless such non-performance would have given rise to a valid claim if the occurrence had taken place within the city limits of the City of Southfield.

3. The City of Lathrup Village agrees that in the event the City of Southfield shall be unable to respond to any call for fire protective services or the services of the Life Support Unit because of the prior commitment of its equipment and personnel, or if for any reason beyond its control, the City of Southfield shall be unable to reach the scene of a fire, or if there shall be any failure of communication or error therein which is beyond the control of the City of Southfield and which prevents or delays an arrival of fire equipment where or when it is needed, there shall be no liability of any kind or nature on the part of the City of Southfield.

4. It is understood and agreed by the parties hereto that the City of Southfield and all its agents and personnel, while performing any act under the terms of this Contract, shall be deemed to be acting in a governmental capacity and shall not be liable in damages or otherwise for any personal injury or property damage suffered by any person or persons during such performance as provided by law.

5. The City of Lathrup Village, agrees that it will indemnify, save harmless, defend, and release the City of Southfield from all actions, proceedings, claims, liabilities and damages arising from or in connection with this Agreement, without limitation, for any loss or damage to any uninsured property or any fire related equipment of the City of Southfield, incurred in connection with the performance of this Contract, including, by way of example and not limited to, damage to Southfield fire trucks, pumpers and Southfield fire equipment damaged due to lack of maintenance of City of Lathrup Village equipment and/or property. The City of Lathrup Village further agrees that it will be responsible for the proper defense of any and all claims made by any person, firm or corporation against the City of Southfield arising from any cause whatsoever in connection with the performance and obligations of this Contract by the City of Southfield within the City of Lathrup Village. The City of Southfield shall be named as additional insured or additional protected entity under the City of Lathrup Village insurance policy or other similar protection, which protection to the City of Southfield shall be primary, notwithstanding any protection, whether primary, excess, or contributing, otherwise available to the City of Southfield. In the event any claims, actions, proceedings, liabilities, or damages occur or arise outside the corporate limits of the City of Lathrup Village while the City of Southfield is performing its obligations pursuant to this Contract, the City of Lathrup Village agrees that it will indemnify, save harmless, and defend the City of Southfield, for any and all liability therefrom, including, without limitation, any loss or damage to any uninsured property or equipment of the City of Southfield, to the extent of coverage to the City of Southfield by virtue of the City of Southfield's inclusion as a protected entity within the insurance policy or other similar protection of the City of Lathrup Village. The City of Lathrup Village shall pay all deductibles associated with such insurance coverage or other similar protection. The City of Lathrup Village shall pay and shall indemnify the City of Southfield for any deductibles or co-payments charged or assessed by any applicable insurance carrier with respect to the replacement or repair of any fire equipment damaged as a result of or by reason of the City of Southfield's performance under this Contract. Provided, however, the City of Lathrup Village is not precluded from bringing action against the City of Southfield only for the material breach of this Contract by the City of Southfield and the

City of Lathrup Village will not be obligated to defend such action or pay any resulting judgment therefrom. Nothing herein contained shall be deemed to prevent the City of Southfield from employing counsel or joining in the defense of any action against it as provided by insurance coverage or otherwise at its own cost. For purposes of the indemnity provisions herein, the City of Southfield shall be deemed to include the City of Southfield and all employees, officers, and agents thereof. The City of Lathrup Village's insurance coverage or other similar protection beneficially for the City of Southfield shall be provided to the same extent and limits of coverage as the City of Lathrup Village maintains for its own general liability insurance or similar protection. The City of Lathrup Village shall at all times during the term of this Contract, provide access to the City of Southfield of any and all documents, records, certificates or files relating to the City of Lathrup Village's insurance or other similar protection coverage for purposes of the City of Southfield's inspection and review thereof, and shall provide copies of such documents as shall reasonably be requested by the City of Southfield.

These indemnity/release provisions set forth herein shall survive the termination or expiration of this Contract.

6. It is agreed that when any fire or other apparatus or personnel from the City of Southfield responds to any call for service within the City of Lathrup Village, all of the fire equipment and all of the members of the City of Southfield Fire Department shall be under the exclusive command of the senior officer of the City of Southfield Fire Department then present, and no person or officer of the City of Lathrup Village shall have any supervisory or disciplinary control whatsoever with respect to such fire or other apparatus and personnel.

7. It shall be the responsibility of the City of Lathrup Village to provide and maintain adequate water mains, fire hydrants, water supply, water pressure, roads, alleys, routes of access and traffic control as may be necessary and reasonably convenient for the proper performance by the City of Southfield of its obligations under this Contract. No failure of any one of the foregoing items shall be the responsibility of the City of Southfield or its personnel or agents. It is further agreed that the City of Southfield shall inspect, test and pump out the fire hydrants of the City of Lathrup Village and any defect or impairment in the fire hydrants discovered shall be reported in writing immediately to the City of Lathrup Village which shall be solely responsible for repairing and correcting all such defects or impairments.

8. In connection with the performance of this Contract, the City of Southfield shall provide same type of fire inspection and fire prevention service as is rendered to the property and residents of the City of Southfield, including fire inspection of new buildings. The City of Southfield shall render to the City of Lathrup Village an annual report of its total fire activities, also showing those occurring in the City of Lathrup Village, and shall monthly submit a report of all fire and rescue incidents occurring in the City of Lathrup Village and handled by the City of Southfield Fire Department during the previous month.

9. In connection with the performance of this Contract, it shall be the responsibility of the City of Lathrup Village to notify the City of Southfield of all new businesses and their locations within thirty (30) days after a new business has opened its doors for business operations.

10. In consideration of the performance of the City of Southfield of the foregoing obligations, the City of Lathrup Village shall pay to the City of Southfield for the period of this agreement; the annual sum of \$639,234.56 for the period of July 1, 2021 through June 30, 2022; and the annual sum of \$652,019.25 for the period of July 1, 2022 through June 30, 2023. It is understood and agreed, however, in the event that an arbitration or other third party compulsory award is rendered against the City of Southfield with respect to wages or rates of compensation to be paid by the employees and personnel of the City of Southfield Fire Department, the above rate of compensation will be further adjusted and increased to reflect such increased costs to the City of Southfield. The annual sum as set forth above, shall be divided into equal quarters and each such quarterly payment shall be due on or before July 1, October 1, January 1, and April 1, in advance of the period within which the services are rendered. Payments shall be directed to: Austen Michaels, Director of Fiscal Services. As to the first fiscal year beginning July 1, 2019, all quarterly payments which have not been made prior to the execution of this Agreement shall be due and payable upon the execution of this Agreement. In addition to the foregoing charges, the City of Lathrup Village shall pay to the City of Southfield any increased cost for insurance for the protection of the personnel of the Fire Department which may be assessed by any insurance company for the City by virtue of the fact that such fire personnel shall be acting outside of the city limits of the City of Southfield pursuant to this Contract. The City of Southfield may terminate this Contract upon ten (10) days notice to the City of Lathrup Village upon the City of Lathrup Village's failure to make timely payment of the quarterly payments and other charges as herein required or failure to maintain insurance or similar protection in accordance with Section 5 hereunder, and after receiving such notice, the City of Lathrup Village shall be allowed to cure the described defect within twenty (20) days from the date of such written notice, and upon the failure of Lathrup Village to cure the defect, the Contract shall then terminate.

11. Each party shall carry full Michigan Workers' Compensation insurance for all of their respective employees, and neither party shall be liable to the other for any injuries, accidents, or damages occurring to or sustained by their respective employees.

12. This Contract shall be effective and continue in effect for the period from July 1, 2021, to June 30, 2022 and thereafter from July 1, 2022 to June 30, 2023, until and unless otherwise terminated by written notice as herein set forth. Except as provided in Section 10 herein, the Fire Protection Services provided in this Agreement shall continue to be provided by Southfield to Lathrup Village beyond the expiration date as provided herein, until either party has provided the other with a prior ninety (90) day written notice of termination of this Agreement; provided, however, the compensation payable to Southfield by Lathrup Village pursuant to Section 10 hereof subsequent to June 30, 2023 shall be increased consistent with the annual increase in the Consumer Price Index for the preceding period. During such extension period all other terms and conditions of this Agreement shall be in full force and effect. Provided, however, the indemnity provisions contained herein shall survive any termination or expiration of this Contract, with respect to claims, demands and/or lawsuits instituted against the City of Southfield, its officers, agents or employees, subsequent to such termination or expiration of the Contract. Notice required hereunder shall be conclusively presumed to have been served when deposited in a United States Post Office box enclosed in an envelope with postage fully prepaid thereon addressed to the then municipal office of the party upon whom notice is being served.

13. Both municipalities understand their mutual need to forecast expenditures well in advance of the adoption of their annual budgets and to pre-plan for anticipated major increases in the cost of services one or more years in advance. To this end, the City of Southfield shall keep the City of Lathrup Village reasonably informed as to any proposals or plans which may involve increasing or decreasing expenditures for fire services as and when they may arise in the future so that the City of Lathrup Village will have reasonable notice of possible increases and a reasonable opportunity to evaluate the end costs to the City.

14. The parties to this Contract agree that they, and any sub-contractors who may exist in the future, shall not discriminate against any employee or applicant for employment who performs any services under this Contract with respect to the hire, tenure, terms, conditions, or privileges of employment, or as to any matter directly or indirectly related to such employment, because of a handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. Any breach of this covenant shall be regarded as a material breach of the Contract.

15. Both parties to this Contract agree that there shall be no discrimination against any employee who is employed in the work covered by this Agreement, or against any applicant for such employment, because of race, color, religion, sex, national origin, marital status, height, weight, family status, sexual orientation, gender identity, or age. This provision shall include, but shall not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection of training, including apprenticeship.

16. No failure by either party to insist upon strict performance of any covenant, agreement, term or condition of this Contract or to exercise any right, term or remedy consequent upon a breach thereof, shall constitute a waiver of any such breach or of such covenant, agreement, term or condition. No waiver of any breach shall affect or alter this Contract, but each and every covenant, agreement, term and condition of this Contract shall continue in full force and effect with respect to any other then existing or subsequent breach thereof.

17. If any provision of this Contract or application thereof to any person or circumstance shall, to any extent, become invalid or unenforceable, the remainder of the Contract, or the application of such provisions to persons or circumstances other than those as to which it is invalid or unenforceable shall not be affected thereby, and each provision of this Contract shall be valid and enforceable to the fullest extent permitted by law.

18. This instrument contains the entire agreement between the parties and all prior negotiations and agreements are merged herein. Neither party, nor either party's agents have made any representations except as expressly set forth herein, and no rights or remedies are or shall be acquired by the other party by implication or otherwise unless expressly set forth herein.

19. The rights and remedies set forth herein are not exclusive and are in addition to any of the rights and remedies provided by law or equity.



20. In the event that either party shall be delayed or hindered in or prevented from the performance of any act required hereunder by reason or strikes, lockouts, labor troubles, inability to procure materials, failure of power, restrictive governmental laws, regulations, riots, insurrection, war, or other reason of a similar or dissimilar nature, not the direct fault of the party delayed in performing hereunder, then the performance of such acts shall be excused for the period of the delay.

21. This Contract shall not be assigned without the prior written agreement of both parties.

22. Due to the fact that street closures impede emergency access, the City of Lathrup Village agrees that prior consultation with the City of Southfield Fire Department is required before any street closures in the City of Lathrup Village may occur. The City of Lathrup Village further agrees that in the event the normal flow of traffic is impeded by road construction or some other unusual event so that access to Lathrup Village by public safety vehicles is hindered and/or access by public safety vehicles through Lathrup Village to certain sections of the City of Southfield is required, then upon a declaration of an emergency by the Southfield Chief of Police or Chief of the Fire Department, the City of Lathrup Village agrees to remove, immediately upon notification, such barriers as are deemed necessary by the City of Southfield which may at the time be installed at locations bordering the City of Southfield. Such barriers may be reinstated by the City of Lathrup Village at the termination of such emergency.

23. Upon the default by the City of Southfield in the performance of its obligations hereunder, the City of Lathrup Village shall notify the City of Southfield in writing specifying the nature of the claimed default. The City of Southfield shall have not more than thirty (30) days from receipt of the written notice to cure the default. Upon the failure of the City of Southfield to timely cure such default, the City of Lathrup Village may terminate this Contract upon providing not less than ten (10) days written notice to the City of Southfield.

IN WITNESS WHEREOF, the parties have, by their duly authorized officers, hereunto set their hands the day and year first above written.

CITY OF LATHRUP VILLAGE

CITY OF SOUTHFIELD

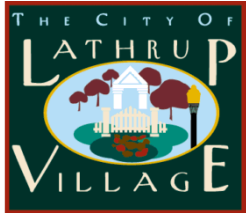
BY: \_\_\_\_\_  
Kelly Garrett, Mayor

BY: \_\_\_\_\_  
Kenson J. Siver, Mayor

BY: \_\_\_\_\_  
Dr. Sheryl L. Mitchell, City Administrator

BY: \_\_\_\_\_  
Yvette Talley, City Clerk

BY: \_\_\_\_\_  
Nicole Humphries, Deputy City Clerk



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**Dr. Sheryl L. Mitchell Theriot**  
**City Administrator**

City of Lathrup Village  
27400 Southfield Road | Lathrup Village, MI 48076  
smitchell@lathrupvillage.org  
Office: 248.557.2600 x 225 | Cell: 248.520.0620

**COUNCIL COMMUNICATION:**

**TO:** Mayor Garrett and City Council Members  
**FR:** Sheryl Mitchell Theriot, City Administrator  
**DA:** May 17, 2021

**RE:** City of Southfield – City of Lathrup Village – Fire Protection Services Contract

The City of Lathrup Village contracts with the City of Southfield for Fire Protection Services. The current 2-year contract expires June 30, 2021. There is a 2% increase each year.

	<b>Current Contract</b>	<b>Proposed Contract</b>
<b>Term</b>	7/1/19 – 6/30/21	7/1/21 – 6/30/23
<b>Contracted Amount</b>	Year 1: \$614,412 Year 2: \$626,700	Year 1: \$639,234 Year 2: \$652,019

**Suggested Motion:**

To approve the City of Southfield – City of Lathrup Village Contract for Fire Protection Services through June 30, 2023, and authorize the Mayor, City Administrator, and City Clerk to sign the related documents.



A HERITAGE OF GOOD LIVING

## Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

### **COUNCIL COMMUNICATION:**

**TO:** Mayor Garrett and City Council Members

**FR:** Sheryl Mitchell Theriot, City Administrator

**DA:** May 17, 2021

**RE:** City of Southfield – City of Lathrup Village – Agreement for Police and Fire Dispatch Services

The City of Lathrup Village contracts with the City of Southfield for Police and Fire Dispatch Services. The current 2-year contract expires June 30, 2021. There is a 2% increase each year.

	Current Contract	Proposed Contract
<b>Term</b>	7/1/19 – 6/30/21	7/1/21 – 6/30/23
<b>Contracted Amount</b>	Year 1: \$54,579 Year 2: \$55,124	Year 1: \$56,227 Year 2: \$57,351

### **Suggested Motion:**

To approve the City of Southfield – City of Lathrup Village Agreement for Police and Fire Dispatch Services through June 30, 2023, and authorize the Mayor, City Administrator, and City Clerk to sign the related documents.

**CITY OF SOUTHFIELD - CITY OF LATHRUP VILLAGE  
AGREEMENT FOR POLICE AND FIRE DISPATCH SERVICES**

This Agreement entered into this \_\_\_\_ day of \_\_\_\_\_ 2021, by and between the City of Southfield, a Michigan municipal corporation, 26000 Evergreen, Southfield, MI 48037, (hereinafter referred to as “Southfield” or the “City of Southfield”) and the City of Lathrup Village, a municipal corporation, 27400 Southfield Road, Lathrup Village, Michigan (hereinafter referred to as “Lathrup Village” or the “City of Lathrup Village”):

**W I T N E S S E T H:**

WHEREAS, Lathrup Village is desirous of purchasing police and fire dispatch services from Southfield and Southfield is agreeable to furnishing such services to Lathrup Village upon the terms and conditions herein stated;

WHEREAS, Southfield and Lathrup Village are legally empowered to enter into an inter-municipal contract involving the provision of police and fire dispatch services by Southfield to Lathrup Village pursuant to Article VII Section 28 of the Michigan Constitution of 1963, and Public Act No. 236 of 1967, as amended, and by Public Act No. 35 of 1951 as amended;

NOW, THEREFORE, in consideration of the mutual benefits to accrue to the parties and to the public, the parties agree as follow:

1. The City of Southfield agrees that it will provide police and fire dispatch services to Lathrup Village as set forth herein (hereinafter referred to the “Services”) commencing on July 1, 2021, through June 30, 2023 and that this contract can be extended for an additional one (1) year period through June 30, 2023 at the option of the City. During these time periods, and during all times that the instant contract is in full force and effect, Lathrup Village agrees to purchase the Services from Southfield, subject to all of the terms and conditions and qualifications set forth herein.

2. The parties agree that the Services to be provided by Southfield to Lathrup Village hereunder shall include the receipt by Southfield of calls for service over 911 lines and other seven-digit emergency lines and the dispatch of appropriate Lathrup Village emergency response units.

3. Southfield will maintain a continuous log of Lathrup Village police activity dispatched by Southfield, reflecting separate and distinct Lathrup Village complaint numbers. Lathrup Village will be responsible for picking up, on a daily basis, a copy of the dispatch log maintained by Southfield along with any dispatch cards which have been generated and any other related documents, teletypes, or other pertinent records generated by Southfield.

4. At the start of each Lathrup Village police shift (0700; 1500; and 2300 hours respectively), the Lathrup Village Supervisor or senior police officer shall contact Southfield by direct telephone line and advise Southfield as to the following information:

- names and badge numbers of all personnel on duty on such shift
- call sign of each unit
- prep radio number assigned to each officer
- MDT sign on code
- cellular phone number if applicable

5. Southfield will dispatch two (2) Lathrup Village police officers (or one Lathrup Village officer in circumstances where only one officer is available), on every Priority I incident, as expressly defined by Lathrup Village and communicated in writing to Southfield.

6. Lathrup Village will immediately notify Southfield upon initiating a vehicle pursuit. Lathrup Village will advise Southfield as to the direction of the pursuit, description of the vehicle being pursued, and the reason for the pursuit. Any pursuit undertaken by Lathrup Village shall be solely pursuant to established Lathrup Village pursuit policy and Lathrup Village shall be solely responsible for all aspects of the pursuit, including without limitation, the determination to initiate the pursuit of the vehicle, and/or the determination to continue or cease pursuit of the vehicle. Southfield shall have no responsibility or liability whatsoever associated with the pursuit and Lathrup Village shall indemnify and hold Southfield, and its employees, agents and officers harmless with respect to any and all liability, damages, claims, and/or causes of actions, whatsoever, resulting from or in connection with any vehicle pursuit or claimed vehicle pursuit undertaken by Lathrup Village and/or its employees or agents.

7. Lathrup Village officers shall immediately acknowledge all radio messages or dispatch communications received from Southfield. Lathrup Village officers shall notify Southfield upon arrival at an incident and when cleared or back in service from dispatched runs or other officer-initiated activity.

8. The parties agree that the following call back notification procedure shall be followed respecting Lathrup Village agents and personnel:

a. Lathrup Village Employees:

Lathrup Village shall provide to Southfield a current list of home telephone numbers of all police and reserve personnel in the event that contact with such personnel is requested by on-duty officers, and Lathrup Village shall update same on an as needed basis. Lathrup Village will be solely responsible for notification of all other Lathrup Village personnel, where required for snow removal, water main breaks, and the like. Southfield agrees to dispatch Lathrup Village officer(s) to verify if emergency conditions exist to warrant notification of other Lathrup Village personnel.

b. Animal Control

The parties acknowledge that Lathrup Village contracts with the City of Berkley pursuant to which Berkley performs animal control services for Lathrup Village.

During normal business hours, requests for animal control services will be assigned a Lathrup Village incident number and Southfield will relay such request to Berkley Police Department via telephone. Berkley will be responsible for requesting the Lathrup Village incident number and will dispatch the animal control officer. Citizens requesting non-priority animal control after hours, will be advised by Southfield to call the general Lathrup Village Police Department number and be guided by the recorded information. After hours priority animal control calls will be dispatched by Southfield to Lathrup Village police officers for investigation.

c. Business Call Back

Lathrup Village will provide a current list of contact telephone numbers and individuals for Lathrup Village business places in the event after hours contact is requested due to a police or fire incident at their business location.

9. The parties agree that the following procedures will govern the Law Enforcement Information Network ("LEIN") as it relates to the dispatch services hereunder:

a. Inquires

Lathrup Village officers will be responsible for conducting routine vehicle registration and person inquiries via in-car mobile data terminal (MDT). When the MDT system is slow or not available, Lathrup Village officers may contact Southfield to query a vehicle or subject. If a wanted person or vehicle is discovered, Lathrup Village officers may contact Southfield to verify the response and contact the entering agency for confirmation and instructions. In the event that suspected stolen property is encountered, Lathrup Village officers may request an NCIC Stolen Article file query from Southfield.

b. Stolen Vehicle Entry

Upon receiving a complaint of a stolen vehicle, Lathrup Village officers will investigate and verify the incident. Lathrup Village officers will be responsible for preparing an incident report and a stolen vehicle card, and will then contact Southfield to request the LEIN entry. Lathrup Village officers will take the stolen vehicle card to Southfield where a file will be maintained.

c. Recovered Stolen Vehicles

When Southfield is contacted by another agency regarding a Lathrup Village stolen vehicle, Southfield will provide confirmation after checking the card file and will advise such agency that a Lathrup Village officer will be contacting them for further information. Southfield will then cancel the vehicle from LEIN and remove the stolen vehicle card from the file for return to Lathrup Village. Lathrup Village

officers will be responsible for contacting the requesting agency and the owner to advise of the recovery. Stolen vehicle cards will be prepared by Lathrup Village for those vehicles currently in LEIN as stolen at the time of transition of this Agreement.

d. Missing Persons

Upon verifying the report of a missing person, Lathrup Village officers will prepare the appropriate reports and obtain the signed authorization for LEIN entry from the reporting party. Lathrup Village officers will provide Southfield with a completed worksheet and copy of the signed authorization and request entry into LEIN. Upon inquiry by another agency, Southfield will confirm the missing person (LEIN entry) and advise the agency that it will be contacted by a Lathrup Village officer for additional information. Lathrup Village will be responsible for notifying the parent or other appropriate party and shall request cancellation of the missing person in LEIN. Upon being dispatched to verify the return of a missing person in Lathrup Village, Lathrup Village officers will prepare a supplemental report and notify Southfield for cancellation of the LEIN entry.

e. Warrants and Injunctive Order

Upon receiving a warrant or an injunctive order for a subject from the 46th District Court or 6th Circuit Court, Lathrup Village officers will prepare the warrant worksheet and forward the sheet to Southfield for entry. The true copy warrant will be retained in a file at the Lathrup Village Police Department. After entry, the warrant worksheet will be retained in a file at the Southfield Police Desk.

Upon being contacted by another agency, the Southfield Police will be responsible for confirming the warrant. If bond is listed on the worksheet and the subject is able to post, the Southfield Police will provide the court address and assign a court date of approximately seven days hence at 0830 hours. Southfield will then be responsible for cancellation of the warrant and will notify the Lathrup Village officer of such information. If no bond is listed on the warrant or the subject is not able to post bond, the other agency will be requested to stand by momentarily while the Lathrup Village officer is contacted to provide direction regarding pick-up or if the subject is to be advised and released. Lathrup Village will be solely responsible for making such determination. Lathrup Village will provide Southfield with worksheets for those Lathrup Village Police Department warrants in LEIN at the time of transition of this Agreement.

f. Stolen Articles

Lathrup Village officers will investigate and shall prepare an incident report upon receiving complaints of stolen articles. If suitable information is developed, a copy of the incident report will be forwarded to Southfield for entry in LEIN.

10. Lathrup Village will install and maintain an automated attendant system for its police department. Such system shall provide callers in need of emergency services to be directed to select a number to route their call to a Southfield seven-digit emergency line.

11. In consideration of the performance by Southfield of the Services hereunder, Lathrup Village shall pay to Southfield for the period of this agreement: the annual sum of \$56,227.38 for the period of July 1, 2021 through June 30, 2022; and the annual sum of \$57,351.93 for the period of July 1, 2022 through June 30, 2023.

The annual sum as set forth above, shall be divided into equal quarters and each such quarterly payment shall be due on or before July 1, October 1, January 1, and April 1, in advance of the period within which the Services are rendered. Payments shall be directed to: Austen Michaels, Director of Fiscal Services. As to the fiscal year beginning July 1, 2021, all quarterly payments which have not been made prior to the execution of this agreement shall be due and payable upon the execution of this agreement. The City of Southfield may terminate this Contract upon ten (10) days written notice to the City of Lathrup Village upon the City of Lathrup Village's failure to make timely payment of the quarterly payments and other charges as herein required or failure to maintain insurance or similar protection in accordance with Section 13 hereunder.

12. It is understood and agreed by the parties hereto that Southfield and all its agents and personnel, while performing any act under the terms of this Contract, shall be deemed to be acting in a governmental capacity and shall not be liable in damages or otherwise for any personal injury or property damage suffered by any person or persons during such performance.

13. Lathrup Village, agrees that it will indemnify, save harmless, defend, and release Southfield from all actions, proceedings, claims, liabilities and damages arising from or in connection with this Agreement, including, without limitation, any loss or damage to any uninsured property or equipment of Southfield, that it will be responsible for the proper defense of any claim made by any person, firm, or corporation, against Southfield arising from any cause whatsoever in connection with the performance by Southfield of its obligations under this Contract. The City of Southfield shall be named as additional insured or additional protected entity under Lathrup Village insurance policy or other similar protection, which protection to the City of Southfield shall be primary, notwithstanding any protection, whether primary, excess, or contributing, otherwise available to Southfield. Nothing herein contained shall be deemed to prevent the City of Southfield from employing counsel or joining in the defense of any action against it as provided by insurance coverage or otherwise. For purposes of the indemnity provisions herein, the City of Southfield shall be deemed to include the City of Southfield and all employees, officers, and agents thereof. The City of Lathrup Village's insurance coverage or other similar protection beneficially for the City of Southfield shall be provided to the same extent and



limits of coverage as the City of Lathrup Village maintains for its own general liability insurance or similar protection. The City of Lathrup Village shall at all times during the term of this Contract, provide access to the City of Southfield of any and all documents, records, certificates or files relating to the City of Lathrup Village's insurance or other similar protection coverage for purposes of the City of Southfield's inspection and review thereof, and shall provide copies of such documents as shall reasonably be requested by the City of Southfield.

These indemnity/release provisions set forth herein shall survive the termination or expiration of this Contract.

14. It is agreed that in the performance hereunder Southfield is solely providing dispatch services as expressly set forth herein, and that in no manner is Southfield assuming responsibility or liability for the undertaking of any police or other municipal function or related discretionary activities on behalf of Lathrup Village. Lathrup Village shall be solely responsible and liable for the performance of all municipal and police functions, responsibilities and discretionary activities, in response to information dispatched by Southfield pursuant to the terms of this Agreement.

15. Each party shall carry full Michigan Workers' Compensation insurance for all of their respective employees, and neither party shall be liable to the other for any injuries, accidents, or damages occurring to or sustained by their respective employees.

16. This Contract shall be effective and continue in effect for the period from July 1, 2021, to June 30, 2022 and thereafter from July 1, 2022 through June 30, 20213 until and unless otherwise terminated by written notice as herein set forth. Provided, however, the indemnity provisions contained herein shall survive any termination or expiration of this Contract, with respect to claims, demands and/or lawsuits instituted against the City of Southfield, its officers, agents or employees, subsequent to such termination or expiration of the Contract. Notice required hereunder shall be conclusively presumed to have been served when deposited in a United States Post Office box enclosed in an envelope with postage fully prepaid thereon addressed to the then municipal office of the party upon whom notice is being served.

17. For purposes of this Agreement, the relationship of Southfield to Lathrup Village shall continue to be that of an independent contractor. No liability or benefits, such as workers compensation; or pension rights or liabilities; arising out of a contract for hire or an employer/employee relationship, shall arise or accrue against Southfield as a result of the performance of this Agreement by Southfield.

18. Southfield may terminate this Contract for cause on five (5) days written notice in the event Lathrup Village shall default in performance of its obligations hereunder and fail to cure such default within ten (10) days of notification of such default by Southfield.

19. The parties to this Contract agree that they, and any sub-contractors who may exist in the future, shall not discriminate against any employee or applicant for employment who performs any services under this Contract with respect to the hire, tenure, terms, conditions, or

privileges of employment, or as to any matter directly or indirectly related to such employment, because of a handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. Any breach of this covenant shall be regarded as a material breach of the Contract.

20. Both parties to this Contract agree that there shall be no discrimination against any employee who is employed in the work covered by this Agreement, or against any applicant for such employment, because of race, color, religion, sex, national origin, marital status, family status, height, weight, sexual orientation, gender identity, or age. This provision shall include, but shall not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection of training, including apprenticeship.

21. No failure by the City of Southfield to insist upon strict performance of any covenant, agreement, term or condition of this Contract or to exercise any right, term or remedy consequent upon a breach thereof, shall constitute a waiver of any such breach or of such covenant, agreement, term or condition. No waiver of any breach shall affect or alter this Contract, but each and every covenant, agreement, term and condition of this Contract shall continue in full force and effect with respect to any other then existing or subsequent breach thereof.

22. If any provision of this Contract or application thereof to any person or circumstance shall, to any extent, become invalid or unenforceable, the remainder of the Contract, or the application of such provisions to persons or circumstances other than those as to which it is invalid or unenforceable shall not be affected thereby, and each provision of this Contract shall be valid and enforceable to the fullest extent permitted by law.

23. This instrument contains the entire agreement between the parties and all prior negotiations and agreements are merged herein. Neither party, nor either party's agents have made any representation except as expressly set forth herein, and no rights or remedies are or shall be acquired by the other party by implication or otherwise unless expressly set forth herein.

24. The rights and remedies set forth herein are not exclusive and are in addition to any of the rights and remedies provided by law or equity.

25. In the event that either party shall be delayed or hindered in or prevented from the performance of any act required hereunder by reason or strikes, lockouts, labor troubles, inability to procure materials, failure of power, restrictive governmental laws, regulations, riots, insurrection, war, or other reason of a similar or dissimilar nature, not the direct fault of the party delayed in performing hereunder, then the performance of such acts shall be excused for the period of the delay.

26. This Contract shall not be assigned without the prior written agreement of both parties.

27. Upon the default by the City of Southfield in the performance of its obligations

hereunder, the City of Lathrup Village shall notify the City of Southfield in writing specifying the nature of the claimed default. The City of Southfield shall have not more than thirty (30) days from receipt of the written notice to cure the default. Upon the failure of the City of Southfield to timely cure such default, the City of Lathrup Village may terminate this Contract upon providing not less than ten (10) days written notice to the City of Southfield.

IN WITNESS WHEREOF, the parties have, by their duly authorized officers, hereunto set their hands the day and year first above written.

CITY OF LATHRUP VILLAGE

CITY OF SOUTHFIELD

BY: \_\_\_\_\_  
Frank Brock, Mayor

BY: \_\_\_\_\_  
Kenson J. Siver, Mayor

BY: \_\_\_\_\_  
Dr. Sheryl L. Mitchell, City Administrator

BY: \_\_\_\_\_  
Yvette Talley, City Clerk

BY: \_\_\_\_\_  
Sherikia L. Hawkins, City Clerk



A HERITAGE OF GOOD LIVING

## Dr. Sheryl L. Mitchell Theriot

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

### **COUNCIL COMMUNICATION:**

**TO:** Mayor Garrett and City Council Members

**FR:** Sheryl Mitchell Theriot, City Administrator

**DA:** May 17, 2021

**RE:** Planning Commission Appointment

The term for Ms. Charo Hulleza is open. The term was originally thought to have expired on May 1, 2021. Ms. Hulleza indicated that her last day was the April 20, 2021 meeting.

The City Ordinance indicates the following:

*Sec. 51-19. Terms of members. (a) The term of each member of the planning commission shall be for a period of three years from the first day of September of the year in which he/she is appointed or until his/her successor takes office.*

The appointee would complete the remainder of this term ending August 31, 2021, and fill the 3-year term from September 1, 2021 to August 31, 2024. Also, a second seat will be vacant with Anna Thompson having announced her resignation effective the end of May (graduating and accepting position out of town). Ms Thompson's term is set to end on August 31, 2022. Finally, a third seat, currently held by Jason Hammond, expires later this year on August 31, 2021.

The deadline for applications was May 10, 2021 for the vacated seats. It is anticipated that Mayor Garrett will submit her recommendation for council's consideration at the May 17, 2021 council meeting.

Applications have been received from:

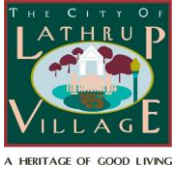
- Robin Dillard-Russaw
- Terrance Hicks
- Dawn Medley

### **RECOMMENDED MOTION:**

Appointments to the Planning Commission of:

1. \_\_\_\_\_ Completing term ending 8/31/2021 and for new term of 9/1/2021-8/31/2024
2. \_\_\_\_\_ Completing term ending 8/31/2022





# City of Lathrup Village

27400 Southfield Road  
 Lathrup Village, MI 48076  
 248-557-2600  
[www.lathrupvillage.org](http://www.lathrupvillage.org)

**APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS**

Date of Application: 4-24-2021

Please check the committee for which you are applying:

- |   |  |
|---|--|
| <input type="checkbox"/> Board of Review                      | <input type="checkbox"/> Historic District Commission          |
| <input type="checkbox"/> Building Authority                   | <input type="checkbox"/> Lathrup Village Foundation Board      |
| <input type="checkbox"/> Downtown Development Authority (DDA) | <input type="checkbox"/> Marijuana Study Group                 |
| <input type="checkbox"/> DDA – Economic Vitality Committee    | <input checked="" type="checkbox"/> Planning Commission        |
| <input type="checkbox"/> DDA – Promotions Committee           | <input type="checkbox"/> Recreation Advisory Committee Streets |
| <input type="checkbox"/> DDA – Design Committee               | <input type="checkbox"/> & Sidewalks Study Group               |
| Other: _____  |  |

Name: Robin E. Dillard-Russaw			
Street Address: 27252 Bloomfield Dr.	City: Lathrup Village	State: MI	Zip: 48076
Home Phone: 313-492-7638		Alt. Phone: same	
Email: rdillardesq@gmail.com			
Are you at least 18 years of age? Check one: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Are you a registered voter in Lathrup Village? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Have you been a resident of Lathrup Village for over 1 year? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

Please list below any relevant information regarding your past or present employment experience, memberships, or personal experiences as they relate to your being qualified for the item(s) checked above.

I am a licensed attorney and former Planning Commissioner for the City of Southfield.  
 My dates of service in Southfield were from 2012-2014.

Please list below any other relevant information that clearly states your qualifications for serving on the committees or boards checked above.

Having served in Southfield, I have the requisite knowledge that will lend itself to serving in the Planning Commissioner role in Lathrup Village.

  
 Applicant Signature

4-24-2021

Date

Return signed & completed application to:  
[CityClerk@LathrupVillage.org](mailto:CityClerk@LathrupVillage.org) or  
 Lathrup Village City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076



Terrence M. Hicks  
Managing Principal

2801 Clark St. Ste #2  
Detroit, MI 48210  
(248) 270-7972 • Office  
(313) 605-1789 • Cell  
thicks@metrostrategies.org  
www.metrostrategies.org

- Multi-Modal Transportation • Workforce Development
- Community Engagement
- Compliance Monitoring • Drone Data Collection

Item 11L.

# Lathrup Village



## COMMITTEES, COMMISSIONS & BOARDS

Date of Application: April 26, 2021

Please check the committee for which you are applying:

- |   |  |
|---|--|
| <input type="checkbox"/> Board of Review                      | <input type="checkbox"/> Historic District Commission          |
| <input type="checkbox"/> Building Authority                   | <input type="checkbox"/> Lathrup Village Foundation Board      |
| <input type="checkbox"/> Downtown Development Authority (DDA) | <input type="checkbox"/> Marijuana Study Group                 |
| <input type="checkbox"/> DDA – Economic Vitality Committee    | <input checked="" type="checkbox"/> Planning Commission        |
| <input type="checkbox"/> DDA – Promotions Committee           | <input type="checkbox"/> Recreation Advisory Committee Streets |
| <input type="checkbox"/> DDA – Design Committee               | <input type="checkbox"/> & Sidewalks Study Group               |
- Other: \_\_\_\_\_

Name: Terrence M. Hicks			
Street Address: 28467 Lathrup Blvd.	City: Lathrup Village	State: Michigan	Zip: 48076
Home Phone: (313) 605-1789		Alt. Phone: N/A	
Email: thicks@metrostrategies.org			
Are you at least 18 years of age? Check one: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Are you a registered voter in Lathrup Village? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Have you been a resident of Lathrup Village for over 1 year? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

Please list below any relevant information regarding your past or present employment experience, memberships, or personal experiences as they relate to your being qualified for the item(s) checked above.

I have had extensive experience when it comes to creating the workforce for large infrastructure projects in and around the State of Michigan, and in particular, SE Michigan. The Detroit/PAL Tiger Stadium, Gordie Howe Internations Bridge, Detroit Water and Sewerage Dept, Marathon Detroit Refinery among others. This experience combined with serving as Statewide Director, Ofc. of Bus. Development, MDOT makes

Please list below any other relevant information that clearly states your qualifications for serving on the committees or boards checked above.

me uniquely qualified to view a project and see what its redeemable impact will be to the municipality in which the project is being planned and constructed.

Applicant Signature

April 25, 2021

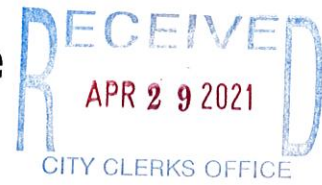
Date

Return signed & completed application to:  
CityClerk@LathrupVillage.org or  
Lathrup Village City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076



# City of Lathrup Village

27400 Southfield Road  
Lathrup Village, MI 48076  
248-557-2600  
www.lathrupvillage.org



Item 11L.

## APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS

Date of Application: 4/20/2021

Please check the committee for which you are applying:

- |   |  |
|---|--|
| <input type="checkbox"/> Board of Review                      | <input type="checkbox"/> Historic District Commission                                  |
| <input type="checkbox"/> Building Authority                   | <input type="checkbox"/> Lathrup Village Foundation Board                              |
| <input type="checkbox"/> Downtown Development Authority (DDA) | <input type="checkbox"/> Marijuana Study Group   |
| <input type="checkbox"/> DDA – Economic Vitality Committee    | <input checked="" type="checkbox"/> Planning Commission                                |
| <input type="checkbox"/> DDA – Promotions Committee           | <input type="checkbox"/> Recreation Advisory Committee Streets & Sidewalks Study Group |
| <input type="checkbox"/> DDA – Design Committee               | Other: _____   |

Name: Dawn Medley			
Street Address: 18609 Rainbow Dr	City: Lathrup Village	State: MI	Zip: 48076
Home Phone: 417-268-5246		Alt. Phone:	
Email: dawnsmedley@gmail.com			
Are you at least 18 years of age? Check one: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Are you a registered voter in Lathrup Village? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Have you been a resident of Lathrup Village for over 1 year? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

Please list below any relevant information regarding your past or present employment experience, memberships, or personal experiences as they relate to your being qualified for the item(s) checked above.

25+ years as an administrator in a variety of higher education institutions as well as a master's degree in human service administration. I manage multi-million dollar budgets, large staffs, and federal compliance requirements. I have served on multiple planning projects, strategic planning committees and am very interested in being part of the structure that supports Lathrup Village.

Please list below any other relevant information that clearly states your qualifications for serving on the committees or boards checked above.

Management of large scale budgets, projects, as well as compliance relevant skills. I currently am a gubernatorial appointee for the governor's food security council. Resume attached.

Applicant Signature

4/20/2021  
Date

Return signed & completed application to:  
CityClerk@LathrupVillage.org or  
Lathrup Village City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076



# Dawn S. Medley

18609 Rainbow Drive Lathrup Village MI 48076 • (417) 268-5246 (c) • dawnsmedley@gmail.com

## Academic Executive Leader | Innovator & Creator

Accomplished professional and proactive communicator nationally recognized for a strong commitment to advocacy, diversity, social justice, access, and innovation. Trusted leader with 20+ years of experience creating programs and strategies to achieve individual, team, and institution-level objectives. Unifies cross-functional teams in a cadence that enables seamless operations and optimizes efficiency. Demonstrated ability to reduce costs and increase revenue while driving recruiting, brand awareness, and improved academic success of students. Inspiring professional skilled in maximizing team dynamics and harnessing operational drivers to deliver results. Leader with a mission-driven focus and aptitude for connection and inspiration.

- Integrated Enrollment Management Strategies
- Artificial Intelligence
- Degree Pathways
- International Admissions Policies & Processing
- Graduate/Professional Admissions & Recruitment
- Program Creation & Management
- Leadership Development
- Student Success Strategies
- Reverse Transfer
- Diversity & Inclusion
- Board, Executive, & Stakeholder Communications
- Comprehensive Communication Planning
- Retention Strategy Specialist
- Scholarship & Financial Aid Policies & Administration
- Enrollment & Retention Planning
- Demographic & Statistical Analysis
- Regulatory Compliance (Title IV Funding, ADA, FERPA, DOE, Immigration/SEVIS)
- Micro-Scholarships

## SELECT PROFESSIONAL ACHIEVEMENTS

- *Achieved over \$1.6 million in ROI within 24 months by designing and implementing the Warrior Way Back program which was a first in the nation past-due student debt forgiveness program that has been explored by more than 100 institutions and community/non-profit organizations*
- *Conceptualized, created, and implemented Heart of Detroit Tuition Pledge to fund every admitted student in the city of Detroit with a last dollar in scholarship to inspire a college going mindset*
- *Conceptualized, created, and implemented KickStart program for almost 600 incoming new students to increase yield in the Fall 2020 class and launch them successfully into an online environment during Covid-19*
- *Grew incoming full-time freshmen cohort in fall 2020 by 5% while funding almost 50% of the incoming class with zero out of pocket expense through innovative financial aid/scholarship practices with a positive NTR and lowered discount rate*
- *Grew the African-American FTIAC students by 55% and Latinx FTIAC students by 17% for Fall 2020 during Covid-19*
- *Increased applications to become one of the top 10 institutions recognized nationally for application growth*
- *Co-authored and secured Lumina Talent Hub designation, as a partner with the Detroit Drives Degrees*
- *Significantly increased enrollment and financial aid opportunities of first generation, low-income, and under-represented students at multiple institutions*
- *Increased student applications and enrollment by 29%-106% for multiple institutions by creating and implementing highly effective recruiting and marketing strategies*

## PROFESSIONAL EXPERIENCE

ASSOCIATE VICE PRESIDENT, ENROLLMENT MANAGEMENT  
Wayne State University

2016 – Present

Directs day-to-day operations and strategic planning for EM Division (150 ft/pt staff) overseeing Office of Undergraduate Admissions, Office of Student Financial Aid, Enrollment Service Center, On-line Engagement, CRM, Welcome Center, NCAA compliance in recruiting and aid as well as incoming student marketing campaigns, bridge program admission, orientation outreach, retention efforts, emergency grants, as well as supporting graduate and professional school outreach, admissions, and

scholarships. Oversees Title IV financial aid and merit scholarship functions representing more than \$357 million annually. Chief Enrollment/Financial Aid Officer. Member of Provost's senior leadership staff with responsibilities for Board of Governor's presentations, state government support, as well as community liaison for k-12 programs and philanthropy.

**Select accomplishments:**

- Recruited three largest incoming FTIAC Classes in WSU's 152-year history
- Moved all yield & orientation reservations and activities to a virtual platform while increasing FTIAC yield almost 3%
- Restructured financial aid operations to improve efficiency; expanded programs for marketing, recruitment, demographic analysis, communications, and adult populations; redesigned merit scholarship program which improved retention and graduation rates
- Partnered with Detroit Chamber of Commerce to secure Lumina Talent Hub designation
- Aligned the Office of Undergraduate Admissions to achieve President's strategic plan, significantly growing the undergraduate population and doubling the Net Tuition Revenue (NTR) of the freshmen class to more than \$24 million while recruiting the three largest freshmen cohorts in WSU's 152-year history
- Utilized AI to engage prospective students and created the Detroit ED411 Spirit Chatbot and led APLU expansion of the technology to Cleveland and New Orleans while securing grant funding-now expanding statewide in partnership with MCAN and Governor's 60 by 30 commission
- Recipient of several Kresge, Lumina, and APLU grants focused on student success and retention
- Last Mile Education Foundation Advisor for Initial Seed Funding Process and Advisory Board Member
- Conceptualized and launched centralized k-12 program marketplace for summer program enrollment and promotion
- Warrior Way Forward Corporate Recruitment Partnership Creation
- Detroit Mayor's Office Promise Neighborhood Grant Author/WSU Liaison (3.7 million) Current Hud Finalist (3/20)
- Admit-Hub National Co-Convener for Higher Education Roundtable for Covid-19 Task Force
- Reach Higher Group-Higher Education Advisor
- ASU/GSV-Higher Education Advisor
- Wisr-Higher Education Advisor/Strategist
- Provost Academic Leadership Academy Mentor and Speaker 19/20 and 20/21
- Secured, implemented, supported, and hosted CSForAll Summit, a national initiative that empowers students with computer science skills to thrive in the digital economy; the summit brought more than 14,000 unique visitors to the university through on-campus and webcast program participation
- Expanded partnerships and relationships with Michigan College Access Network (MCAN), Detroit College Access Network, (DCAN), Detroit Drives Degrees, Educause, RaiseMe, AdmitHub, and Detroit Public Schools
- Restructured One Stop operations and coordinated orientation resources to improve efficiency and student experience
- Secured Kresge Foundation funding to provide relief of short-term financial hardships which enabled and increased student retention while creating WSU's first student emergency fund
- Conceptualized and launched Pell Eligible student laptop program for incoming students
- Conceptualized and launched Warrior Wardrobe to provide professional and daily wear clothing for students in need

**DEAN OF ENROLLMENT/VICE-PRESIDENT/CHIEF ENROLLMENT/FINANCIAL AID OFFICER  
St. Andrews University**

2015 – 2016

Served on the President's Council and as the senior enrollment management officer steering operations of the Office of Administration, Office of Financial Aid, and graduate, online and international recruitment. Supervised and trained director level staff and managed budgets of \$15+ million. Led Student Exchange and Visitor Program (SEVIS), financial aid, and state audit compliance efforts as well as all incoming student orientation and on-boarding. NAIA compliance liaison. Supervised off-site instruction, housing, student affairs, online services, mailing, facilities, and marketing.

**Select accomplishments:**

- Created new telecounseling initiative and developed a new communication plan for recruitment, new financial aid processing procedures, and redesigned outreach publications and the recruitment website
- Redesigned recruitment visit days, analyzed yield data of campus visits and outreach efforts, and collaborated with division leaders to enhance student recruitment success while increasing NTR
- Implemented recruitment and marketing strategies, resulting in a 54% increase in admission applications
- Conducted demographic analysis and scholarship reviews to implement a new financial aid/scholarship matrix and redefine recruitment territories

**VICE PRESIDENT, ENROLLMENT MANAGEMENT/CHIEF ENROLLMENT/FINANCIAL AID OFFICER** 2013 – 2019  
**Warren Wilson College**

Served as an officer and member of the President's Advisory Council. Shared governance committee responsibilities and engaged with Board of Trustee members. Oversaw Undergraduate Admissions, Financial Aid, Orientation, International Admissions and Marketing departments and resources, including budgets of \$15 million. Established annual enrollment plans, goals, and targets for undergraduate and international recruitment. Oversaw SEVIS, I9, and visa processing for international students. Supervised, mentored, and trained director level staff. Implemented effective strategies to achieve short and long-term strategic goals.

*Select accomplishments:*

- Designed and implemented the financial aid and scholarship awarding structure which increased freshmen enrollment by 6% and generated an NTR increase of \$1.4 million, while also yielding improved GPA and testing averages
- Implemented paperless processing, telecounseling, high school visit database, and Salesforce/TargetX CRM which improved efficiency, data and outreach tracking, and reporting functions
- Redesigned website, along with marketing and direct mail communication strategies to improve recruitment outcomes and maximize student reach and awareness

**DIRECTOR, STUDENT SERVICES/ASSISTANT PROFESSOR** 2012 – 2013  
**Missouri Valley College**

Created, supervised, and directed all aspects of student retention under newly implemented Student Success Model. Steered operations of the learning center, writing center, tutoring services, developmental education, ADA compliance, student orientation, freshmen seminars, curriculum development, ESL instruction, alert monitoring, parent communication, and academic advisement. Supervised faculty and provided leadership to resolve academic issues, referrals, and interventions, and assisted with monitoring and responding to athletic academic expectations and requirements.

*Select accomplishments:*

- Led staff in more than 800 academic strategy intervention meetings which drastically improved student success metrics
- Steered operations of a new retention division which improved service offerings and retention of at-risk and incoming students
- Recommended admission standards which enhanced retention efforts based on data collection and analysis

**VICE PRESIDENT, ENROLLMENT SERVICES/CHIEF ENROLLMENT OFFICER** 2008 – 2012  
**Forest Institute**

Appointed to President's Task Force for strategic planning and served as FERPA Officer and IPEDS contact. Directed web development, social media, marketing, facilities, special events, media interaction, Board of Trustee events, graduation, admission, financial aid, registrar, international student visas, student advisement, orientation, ADA compliance, enrollment, counseling, housing, instructional technology, library services, student affairs, and alumni affairs. Developed a marketing plan inclusive of rebranding, revamping direct marketing strategies, redesigning website, and revising community outreach programs to improve effectiveness and efficiency. Oversaw catalog, policy, and handbook revisions and publication. Supervised hardware and software procurement, implementation, and maintenance.

*Select accomplishments:*

- Increased student enrollment by 106% after creating and implementing a new recruitment plan for the admissions team
- Developed comprehensive marketing plan for the Robert J. Murney Clinic, practitioners, and St. Louis site which increased revenue and led to a full merger with the largest mental health institute in southern Missouri
- Implemented quality data initiative that improved data entry processing for admissions, registrar, and financial aid offices and expanded use of CAMS SIS to improve accuracy of reporting
- Guided transition to direct lending for the financial aid office
- Implemented MOVECHS background check protocol for applicants, practicum students, and interns
- Collaborated with academic team to secure MDHE/HLC recognition for three additional degree programs

**DIRECTOR, ADMISSIONS/CHIEF ENROLLMENT OFFICER** 2003 – 2008  
**University of Arkansas**

Led and managed the Admissions program, including telecounseling, strategic planning for enrollment, direct mail, territory management, long range planning, marketing and events, freshmen class scheduling/FTE model, organizational redesign,

infrastructure development, and publication cycles with oversight of 35+ full-time staff, 28+ part-time staff, and \$4.2 million aggregate budgets. Created partnerships with financial aid, testing, student affairs, registrar, orientation offices, college advisement team, university relations, athletics, alumni, and treasury. NCAA compliance officer for admission and financial aid.

**Select accomplishments:**

- Achieved a 29% growth in incoming students with no increase in scholarship expenditure
- Established policy for processing undocumented students and applicants with criminal records
- Improved technology capabilities by implementing Hobson's CRM and Peoplesoft software, ensuring efficiency and improved data capture and reporting
- Achieved \$200,000 in cost savings within 12 months by restructuring office operations, staff responsibilities, and travel territories while building a strong team and driving cohesion and collaboration
- Successfully lobbied legislators to create voluntary ACT testing for high school juniors to align with k-12 education reform

## ADDITIONAL EXPERIENCE

ASSOCIATE DIRECTOR, ADMISSIONS, Southeast Missouri State University  
 COORDINATOR, ADMISSIONS & FINANCIAL AID, Missouri S & T  
 HIGH SCHOOL COUNSELOR/COORDINATOR, Illinois Math and Science Academy

## HONORS & AWARDS

2021 MICHIGAN ASSOCIATION FOR COLLEGE COUNSELING-ACHIEVEMENT AWARD WINNER  
 2020 NATIONAL STUDENT CLEARINGHOUSE RESEARCH AWARD WINNER AACRAO SEM  
 2020 GUBERNATORIAL APPOINTMENT TO MICHIGAN FOOD SECURITY COUNCIL  
 2020 MICHIGAN COLLEGE ACCESS NETWORK (MCAN) FLEET AWARD WINNER  
 2020 SPIRIT OF COMMUNITY AWARD- OUTSTANDING STAFF WINNER-WAYNE STATE UNIVERSITY  
 LEADERSHIP DETROIT CLASS LXI  
 2019 APLU INNOVATION AND ECONOMIC DEVELOPMENT TALENT AWARD  
 2018 APLU DEGREE COMPLETION AWARD  
 2018 MOTH STORYTELLING CITY-WIDE DETROIT GRAND SLAM WINNER  
 2018 & 2019 APLU COLLABORATIVE GRANT RECIPIENT  
 Staff Leadership Award-Joplin Tornado Response Leader-Forest Institute  
 OUTSTANDING SERVICE AWARD, MS&T (University of Missouri-Rolla)  
 OUTSTANDING NEWCOMER AWARD, Missouri Association for College Admission Counseling (MOACAC)

## PROFESSIONAL AFFILIATIONS, ACTIVITIES, & LEADERSHIP

Detroit Diploma Equity Advisory Council-Diploma Equity Project  
 Black Leaders Detroit Advisory Board-Black Leaders Detroit  
 City of Detroit Choice Neighborhood Grant Task Force-Mayor Mike Duggan-City of Detroit  
 Detroit Drives Degrees Leadership Group, Detroit Chamber of Commerce  
 Executive Leadership Board, Michigan College Access Network (MCAN)  
 Executive Leadership Board, Detroit College Access Network (DCAN)  
 Urban Cluster Financial Aid Lead & Student Success Leader, Association of Public and Land-Grant Universities (APLU)  
 Designation/Grant Recipient, Lumina Talent Hub  
 Admission Selection Committee, Illinois Mathematics and Science Academy  
 MI Selection Committee- National Center for Women & Information Technology  
 Last Mile Education Fund Start-Up Board Member and Grant Advisor  
 Committee Member, Lumina Convening Program  
 Executive Leadership Board, Wayne County Advisory Board  
 Advisory Board, AdmitHub

**Strategic Advisory Board, RaiseMe**  
**Delegate, Former Advisory Board, College Board**  
**Committee Member, WSU Diversity and Inclusion**  
**Wayne Women Lead, Mentor**  
**Board Member, ACT Enrollment**  
**Committee Member, NCAA Compliance**  
**National Conference Speaker, National Association for College Admission Counseling (NACAC)**  
**National Conference Speaker, American Association of Collegiate Registrars and Admissions Officers (AACRAO)**  
**Regional Professional Development Lead, NACAC**  
**Regional Officer, American Association of Collegiate Registrars and Admissions Officers (AACRAO)**  
**Association for Graduate Enrollment Management (NAGAP)**  
**National Association of Student Financial Aid Administrators (NASFAA)**  
**Detroit Compact Steering Committee**  
**Hill Harper Foundation "Manifest Your Destiny" Connector**  
**EAB Enrollment Management Advisory Counsel**  
**Delegate, Southern Associate of College Admission Counseling (SACAC)**  
**Professional Development & Membership Chair, Webmaster, Executive Board Member, MOACAC**  
**Membership & Programming Vice President, Executive Board Member, Missouri Association for Collegiate Registrars & Admissions Officers (MACRAO)**

### SELECT PRESENTATIONS

#### 2021

- "Racial Equity: How Donors Close Gaps in Higher Education" Iversant Panel-Live Webinar
- "Financial Aid Innovations for Affordability and Student Debt" APLU-Powered by the Publics

#### 2020

- "Institutional Debt Forgiveness" Featured Speaker National Governors Association & Ohio Department of Higher Ed
- "Adult Student Engagement" Featured Speaker The Graduate Network Cross-Country Webinar
- "Adapting to Change: Moving Campus Communities Online to Drive Enrollment and Yield"-AACRAO-SEM
- "Using AI to Engage Students" Featured Speaker MCAN Statewide Webinar Keynote
- "Past Due Debt Mitigation" Featured Speaker by Lt. Governor Cyrus Habib's Invitation, Olympia, WA
- "Leading Remote Work Success Best Practices" Exemplar Leader Presentation at Wayne State University
- "Using Financial Aid Incentives for Student Success", National Student Success Conference, Tampa, FL
- "Making it Easier to Come Back", Kentucky Comeback Convening, Louisville KY

#### 2019

- "Spirit-Detroit ED 411 AI Chatbot", SEM AACRAO, Dallas, TX
- "Innovative Debt-Forgiveness-Warrior Way Back", Outstanding SEM AACRAO Poster Session, Dallas, TX
- "VR done E-Z", Educause Poster Session, Chicago, IL
- "Creating meaningful partnerships: How to leverage community relationships and resources to support students", AMA Higher Education Virtual Conference: The Year Ahead Closing Plenary
- "The moral imperative for higher education access", IHEP Panel, Washington D.C.
- "Debt forgiveness to re-engage adult learners", Lumina Foundation Annual Convening, Detroit, MI
- "The business case for student success and debt forgiveness", Illinois Equity Attainment Spring Summit, Naperville, IL
- Panelist, "Cutting edge innovations driving student success and retention", ASU/GSV Summit, San Diego, CA
- "Warrior Way Back: Re-engaging adult returning students through debt forgiveness", MCAN Annual Conference, Lansing, MI
- "Using artificial intelligence to reduce summer melt", NACAC, Salt Lake City, UT

#### 2018

- "Developing a common agenda for serving Detroit's adults with "Some postsecondary experience, no credential", MCAN Higher Education Advisory Board Meeting, Lansing, MI
- "Creative strategies to re-engage adult students", Urban Institute, Washington D.C.
- Boston Foundation Mayor's Office/Adult Engagement Presentation, Boston, MA

- “Educause-AI and Recruiting”, Denver, CO
- “Data driven decision making”, National ACT Enrollment Manager’s Conference, Chicago, IL
- Lumina Learning Lab “Re-engaging adult students”, Washington, D.C.

#### 2017 and earlier

- “Communicating value through the admission/financial aid process”, NACAC, Indianapolis, IN
- “Personalized financial aid letters and yield”, NACAC, Orlando, FL
- “Student satisfaction with orientation programs”, MOACAC Spring Conference, Lake of the Ozarks, MO
- “Customer service: It really does matter”, MACRAO Conference, Lake of the Ozarks, MO

### PUBLICATIONS AND FEATURES

- Medley, D. “Opinion: Incoming freshmen, don’t panic. Colleges will support you,” *The Detroit News*, March 27, 2020
- Featured, “Wayne State offers free tuition to Detroit teens who graduate high school,” *Detroit Free Press*, October 23, 2019
- Featured, “Debt-Relief Program Welcome Back and Graduated Students,” *NowThis*, October 23, 2019
- Medley, D. “Using AI to help students learn ‘how to college,’” *Educause Review*, Spring 2019
- Medley, D. & Whitfield, K. “Why Wayne State is Forgiving Debt to Reengage Stop-Out Students,” *APLU’s First Draft*, June 25, 2018
- Medley, D. “Remove barriers to college degree,” *The Detroit News*, June 5, 2018
- Featured, “How to Market a College in a Troubled Locale,” *The Chronicle of Higher Education*, January 1, 2018

### EDUCATION

**Bachelor of Education, English**, University of Missouri  
**Master of Science, Administration**, Southeast Missouri State University  
**Education Specialist, Higher Education Leadership**, Lindenwood University  
**Education Doctorate (in progress), Higher Education Leadership**, Lindenwood University

### TECHNICAL SKILLS

Prospect Data Management Systems, SLATE, AdmitHub, RaiseMe, Microsoft (MS) Teams, Salesforce/TargetX CRM, Google Docs, CAMS, Zoom, Banner, Hobson’s Connect, MS Office (Excel, Access, PowerPoint, Word, Outlook), PeopleSoft, NSLDS, Academic Works, iOS, Integrated Postsecondary Education Data System (IPEDS)



Berkley • Beverly Hills • Birmingham • Clawson • Ferndale • Hazel Park • Huntington Woods • Lathrup Village • Oak Park • Pleasant Ridge • Royal Oak • Troy

May 1, 2021

Yvette Talley  
City Clerk  
City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076

Subject: Appointment of Representative & Alternate

Dear Ms. Talley:

Article VII of the Articles of Incorporation of SOCRRA provides that each municipality shall annually appoint a representative and an alternate to the Board of Trustees. This representative shall serve during the next fiscal year following his appointment and/or until his successor is appointed.

The present representative and alternate representative for the City of Lathrup Village are as follows:

Representative

Alternate

S. Mitchell

S. Stec

It is requested that the City Council, by resolution, appoint a representative and alternate representative to represent the City of Lathrup Village on the Board of Trustees of SOCRRA for the fiscal year beginning July 1, 2021.

Please forward a certified copy of this resolution to SOCRRA, 3910 W. Webster Road, Royal Oak, MI 48073-6764.

Very truly yours,

Jeffrey A. McKeen, P.E.  
General Manager

JAM/cf

**CITY OF LATHRUP VILLAGE, MICHIGAN**

**RESOLUTION TO APPOINT A REPRESENTATIVE AND ALTERNATE TO SOCCRA**

**WHEREAS** Article VII of the articles of Incorporation SOCCRA provides that each municipality shall annually appoint a representative and an alternate to the Board of Trustees; and

**WHEREAS** this representative shall serve during the next fiscal year following their appointment and/or until their successor is appointed.

**WHEREAS** the City Council is requested to appoint, by resolution, a representative and alternate representative to represent the City of Lathrup Village on the Board of Trustees for SOCCRA, for the fiscal year beginning July 1, 2021.

**WHEREAS** the City Administrator has recommended Sheryl L. Mitchell Theriot, as Representative and Susan Stec, as Alternate, to represent the City of Lathrup Village on the Board of Trustees for SOCCRA.

**NOW THEREFORE, BE IT RESOLVED** that the Lathrup Village City Council hereby appoints Sheryl L. Mitchell Theriot as Representative and Susan Stec as Alternate to SOCCRA and authorize the City Clerk to notify SOCCRA of same.

Adopted this 17th Day of May, 2021.

\_\_\_\_\_  
Mykale Garrett, Mayor

I, Yvette Talley, City Clerk, for the City of Lathrup Village, Michigan, do hereby certify that the above resolution was adopted at a Regular meeting of the Lathrup Village City Council held on May 17, 2021.

\_\_\_\_\_  
Yvette Talley, Clerk





- \* Berkley \* Beverly Hills \* Bingham Farms \* Birmingham
- \* Clawson \* Huntington Woods \* Lathrup Village \* Pleasant Ridge
- \* Royal Oak \* Southfield \* Southfield Township

May 1, 2021

Yvette Talley  
 City Administrator  
 City of Lathrup Village  
 27400 Southfield Road  
 Lathrup Village, MI 48076

Subject: Appointment of Representative & Alternate

Dear Ms. Talley:

Article VII of the Articles of Incorporation of the Southeastern Oakland County Water Authority provides that each municipality shall annually appoint a representative and an alternate to the Board of Trustees. This representative shall serve during the next fiscal year following his appointment and/or until his successor is appointed.

The present representative and alternate representative for the City of Lathrup Village are as follows:

<u>Representative</u>	<u>Alternate</u>
S. Mitchell	S. Stec

It is requested that the City Council, by resolution, appoint a representative and alternate representative to represent the City of Lathrup Village on the Board of Trustees of the Southeastern Oakland County Water Authority for the fiscal year beginning July 1, 2021.

Please forward a certified copy of this resolution to the Southeastern Oakland County Water Authority, 3910 W. Webster Road, Royal Oak, MI 48073-6764.

Very truly yours,

Jeffrey A. McKeen, P.E.  
 General Manager

JAM/cf

**CITY OF LATHRUP VILLAGE, MICHIGAN**

**RESOLUTION TO APPOINT A REPRESENTATIVE AND ALTERNATE TO THE SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY (SOCWA)**

**WHEREAS** Article VII of the articles of Incorporation of the Southeastern Oakland County Water Authority provides that each municipality shall annually appoint a representative and an alternate to the Board of Trustees; and

**WHEREAS** this representative shall serve during the next fiscal year following their appointment and/or until their successor is appointed.

**WHEREAS** the City Council is requested to appoint, by resolution, a representative and alternate representative to represent the City of Lathrup Village on the Board of Trustees for SOCWA, for the fiscal year beginning July 1, 2021.

**WHEREAS** the City Administrator has recommended Sheryl L. Mitchell Theriot, as Representative and Susan Stec, as Alternate, to represent the City of Lathrup Village on the Board of Trustees for SOCWA.

**NOW THEREFORE, BE IT RESOLVED** that the Lathrup Village City Council hereby appoints Sheryl L. Mitchell Theriot as Representative and Susan Stec as Alternate to SOCWA and authorize the City Clerk to notify SOCWA of same.

Adopted this 17th Day of May, 2021.

\_\_\_\_\_  
Mykale Garrett, Mayor

I, Yvette Talley, City Clerk, for the City of Lathrup Village, Michigan, do hereby certify that the above resolution was adopted at a Regular meeting of the Lathrup Village City Council held on May 17, 2021.

\_\_\_\_\_  
Yvette Talley, Clerk

# CITY OF LATHRUP VILLAGE

## PROCLAMATION

### Designating May 2021 as Mental Health Awareness Month

**WHEREAS;** mental health is important for our individual well-being and vitality, as well as that of our families, communities, and businesses; and

**WHEREAS;** the COVID-19 pandemic has been a reminder of the importance of integrating mental health into preparedness and response plans for public health emergencies; and

**WHEREAS;** younger adults, racial/ethnic minorities, essential workers, and adult caregivers reported having disproportionately worse mental health outcomes, increased substance use, and elevated suicidal ideation association with COVID-19; and

**WHEREAS;** one in six U.S. children aged 2-8 years (17.4%) had a diagnosed mental, behavioral, or developmental disorder; and

**WHEREAS;** May 6, 2021 is designated the National Children's Mental Health Awareness Day and May 2 through May 8, 2021, is designated as Children's Mental Health Awareness Week; and

**WHEREAS;** Oakland Community Mental Health Network is committed to being a Zero Suicide organization and cultivate a network of providers who are engaged in the Zero Suicide philosophy; and

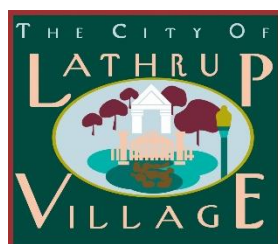
**WHEREAS,** mental illness is a biologically based brain disorder that cannot be overcome through "will power" and is not related to a defect in a person's "character" or intelligence; and

**WHEREAS,** mental health recovery not only benefits individuals with mental health disorders by focusing on their abilities to live, work, learn, and fully participate and contribute to our society, but also enriches the culture of our community life; and

**WHEREAS;** the Oakland County Community Health Network (OCHN), and its service provider agencies, are committed to inspiring hope, empowering people, and strengthening communities.

**NOW, THEREFORE,** be it resolved that I, Mayor Mykale Garrett and members of the Lathrup Village City Council, do hereby proclaim the month of May 2021, as Mental Health Awareness Month in the City of Lathrup Village, and calls upon our citizens, public and private institutions, businesses, and schools to recommit our city and state to increasing awareness and understanding of mental illness, and the need for appropriate and accessible services for all people with mental illnesses to promote recovery.

Dated this 17<sup>th</sup> Day of May, 2021.



A HERITAGE OF GOOD LIVING

Mykale Garrett, Mayor  
Bruce Kantor, Mayor Pro Tem  
Ian Ferguson, Council Member  
Saleem Siddiqi, Council Member  
Donna Stallings, Council Member

Dear Dr. Mitchell Theriot:

The residents of Lathrup Village wish to enlist your aid in helping to stem the epidemic of gun violence in our country. Specifically, I am requesting that Lathrup Village issue a proclamation declaring that Friday, June 4, 2021 be designated as Gun Violence Awareness Day (Wear Orange Day).

This request is being made to honor the 100+ people killed daily by guns in our country; is meant to raise awareness; and is nonpolitical in nature. Sadly, for every person killed, an average of two more are wounded. Gun deaths take many forms including suicides, domestic violence, unintentional shootings, and homicides. Gun violence is now the second leading cause of death for American children and teens.

By proclaiming June 4, 2021 as Gun Violence Awareness Day, the city of Lathrup Village will join hundreds of others across our nation in bringing attention to these tragedies. The color orange has a long and proud history in the gun safety movement. Orange is the color that Hadiya Pendleton's friends wore in her honor after she was shot and killed in Chicago at the age of 15 — just one week after performing at President Obama's 2nd inaugural parade in 2013. Whether it's worn by hunters in the woods of Pennsylvania, activists in New York City, or Hadiya's loved ones in Chicago, orange honors the 100 lives cut short and the hundreds more wounded by gun violence every day —and demands action. Since the first National Gun Violence Awareness Day in 2015, hundreds of communities and organizations continue to commemorate that event by wearing orange, holding community events, lighting skylines orange, and issuing city and state proclamations to raise awareness.

I am hoping that after reviewing this request, you will proclaim June 4, 2021 to be Gun Violence Awareness Day at your May city council meeting. Last year we had 27 communities in Oakland County proclaim the first Friday in June as Gun Violence Awareness day. This year we would love to have all the cities, villages, townships proclaim it. A copy of the proclamation is attached. Please feel free to contact me if additional information is required and let me know of your decision.

Thank you for your consideration and action on this important issue.

With Respect,

Susan Yeghissian

In Solidarity with the following residents of Lathrup Village

Names, street addresses here

Eric Le Colas	27650 California Dr. SE
Sharon Le Colas	27650 California Dr. SE
Ken Dowell	19080 San Jose Blvd.
Corinne Dowell	19080 San Jose Blvd.

# CITY OF LATHRUP VILLAGE

## PROCLAMATION

### 2021 PROCLAMATION DECLARING THE FIRST FRIDAY IN JUNE TO BE NATIONAL GUN VIOLENCE AWARENESS DAY

This proclamation declares the first Friday in June to be National Gun Violence Awareness Day in the City of Lathrup Village to honor and remember all victims and survivors of gun violence and to declare that we as a country must do more to reduce gun violence.

**WHEREAS**, every day, more than 100 Americans are killed by gun violence, alongside more than 230 who are shot and wounded, and on average there are more than 13,000 gun homicides every year; and

**WHEREAS**, Americans are 25 times more likely to die by gun homicide than people in other high-income countries; and

**WHEREAS**, Michigan has 1,212 gun deaths every year, with a rate of 12.1 deaths per 100,000 people. Michigan has the 31st highest rate of gun deaths in the US; and

**WHEREAS**, gun homicides and assaults are concentrated in cities, with more than half of all firearm related gun deaths in the nation occurring in 127 cities; and

**WHEREAS**, cities across the nation, including in Lathrup Village, are working to end the senseless violence with evidence-based solutions; and

**WHEREAS**, protecting public safety in the communities they serve is the mayors' highest responsibility; and

**WHEREAS**, support for the Second Amendment rights of law-abiding citizens goes hand-in-hand with keeping guns away from people with dangerous histories; and

**WHEREAS**, mayors and law enforcement officers know their communities best, are the most familiar with local criminal activity and how to address it, and are best positioned to understand how to keep their citizens safe; and

**WHEREAS**, gun violence prevention is more important than ever as the COVID-19 pandemic continues to exacerbate gun violence after more than a year of increased gun sales, increased calls to suicide and domestic violence hotlines, and an increase in city gun violence;

**WHEREAS**, in January 2013, Hadiya Pendleton was tragically shot and killed at age 15; and on June 4, 2021 to recognize the 24th birthday of Hadiya Pendleton (born: June 2, 1997), people across the United States will recognize National Gun Violence Awareness Day and wear orange in tribute to -

- (1) Hadiya Pendleton and other victims of gun violence; and  
 (2) the loved ones of those victims; and

**WHEREAS**, the idea was inspired by a group of Hadiya's friends, who asked their classmates to commemorate her life by wearing orange; they chose this color because hunters wear orange to announce themselves to other hunters when out in the woods and orange is a color that symbolizes the value of human life; and

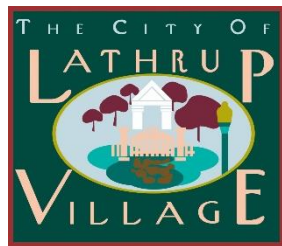
**WHEREAS**, anyone can join this campaign by pledging to wear orange on June 4th, the first Friday in June in 2021, to help raise awareness about gun violence; and

**WHEREAS**, by wearing orange on June 4, 2021 Americans will raise awareness about gun violence and honor the lives of gun violence victims and survivors; and

**WHEREAS**, we renew our commitment to reduce gun violence and pledge to do all we can to keep firearms out of the wrong hands, and encourage responsible gun ownership to help keep our children safe.

**NOW, THEREFORE BE IT RESOLVED**, that , Mayor Mykale Garrett and members of the Lathrup Village City Council of the City of Lathrup Village declares the first Friday in June, June 4, 2021, to be National Gun Violence Awareness Day. I encourage all citizens to support their local communities' efforts to prevent the tragic effects of gun violence and to honor and value human lives.

Dated this 17<sup>th</sup> Day of May, 2021.



A HERITAGE OF GOOD LIVING

Mykale Garrett, Mayor  
 Bruce Kantor, Mayor Pro Tem  
 Ian Ferguson, Council Member  
 Saleem Siddiqi, Council Member  
 Donna Stallings, Council Member

# CITY OF LATHRUP VILLAGE

## PROCLAMATION DECLARING JUNE 19th, 2021 JUNETEENTH AWARENESS DAY

**WHEREAS**, Americans of all colors, creeds, cultures, religions and countries-of-origin, share in a common love of and respect for "freedom", as well as a determination to protect their right to freedom through democratic institutions, by which the "tenets-of-freedom" are guaranteed and protected; and

**WHEREAS**, President Abraham Lincoln first issued the Emancipation Proclamation effective January 1, 1863, freeing those enslaved in the South. However, southern slave owners ignored that order. On June 19th, 1865, Union soldiers arrived in Galveston, Texas and enforced the president's order, freeing the enslaved African Americans - two and a half years after it was first decreed. This day has since come to be known as Juneteenth; and

**WHEREAS**, for 150 years, Juneteenth National Freedom Day continues to be the most recognized African-American holiday observance in the United States; and

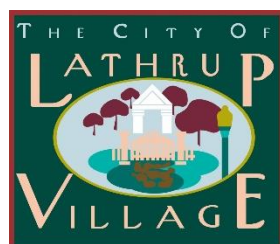
**WHEREAS**, many African Americans continue the tradition of celebrating Juneteenth Day as inspiration and encouragement for future generations. Juneteenth Day celebrations have been held to honor African-American freedom while encouraging self-development and respect for all cultures; and

**WHEREAS**, this year marks the 1<sup>st</sup> Juneteenth event, entitled "Unity in the Community" a celebration of cultural diversity that being held in Lathrup Village, an event that will feature entertainment, music, food trucks and a panel discussion with community leaders. There will also be the inaugural recognition of "Diversity Champions", in the categories of a Lathrup Village business; a Lathrup Village Resident (Adult 21+), a Lathrup Village Resident (Youth – 21 and under), and a Lathrup Village Community Group.

**NOW, THEREFORE BE IT RESOLVED**, that Mayor Mykale "Kelly" Garrett, together with Mayor Pro Tem Bruce Kantor, Council Member Ian Ferguson, Council Member Saleem Siddiqi, and Council Member Donna Stallings of the City of Lathrup Village hereby declare the 19th of June, 2021, to be Juneteenth Awareness Day in the City of Lathrup Village.

**BE IT FURTHER RESOLVED**, that we express our appreciation to the Juneteenth Task Force and the DDA Promotions Committee. We encourage all to recognize the historical significance of Juneteenth Day, support the continued celebration of Juneteenth Day to provide an opportunity for all people to learn more about the past, to better understand the experiences that have shaped the nation and encourage the people of the City of Lathrup Village to observe Juneteenth Day and participate in the ceremonies, activities and programs.

Attested to this 17th Day of May 2021.



A HERITAGE OF GOOD LIVING

Mykale Garrett, Mayor  
Bruce Kantor, Mayor Pro Tem  
Ian Ferguson, Council Member  
Saleem Siddiqi, Council Member  
Donna Stallings, Council Member





## *2021 Lathrup Village Diversity Champion*

May 7, 2021

Dear Community Partner:

On Saturday, June 19, 2021, the Downtown Development Authority (DDA) Promotions Committee and Juneteenth Task Force are hosting Lathrup Village's first ever "Unity in the Community: a Juneteenth Celebration". The date, June 19, 1865, is referred to as "Juneteenth" and is the symbolic date commemorating "Emancipation Day" - representing African American's freedom from enslavement.

"Unity in the Community" is a celebration of our cultural diversity and will feature performers and entertainers, a panel of community leaders, food trucks, and more! Everyone is welcomed to participate in this community-wide event that will be held at Municipal Park, behind City Hall (27400 Southfield Rd., Lathrup Village, MI 48076) from 4:00 - 8:00 PM following the annual Art Fair.

We invite every business, resident, or visitor of the Lathrup Village community to give special recognition to those whose vision of diversity and meaningful efforts have contributed to creating a diverse and inclusive culture in Lathrup Village. We are looking to recognize Diversity Champions in the following categories: (1) a Lathrup Village Business, (2) Lathrup Village Resident (Adult – 21+), (3) Lathrup Village Resident (Youth – 21 or under), (4) Lathrup Village Community Group. A Diversity Champion may be an individual or organization that:

- Actively promotes and embraces an appreciation for diversity
- Advocates for inclusivity, equity, and justice
- Speaks out against insensitivity or prejudice
- Supports new ways of being an inclusive community
- Has contributed to making people feel empowered and valued
- Helped support or implement efforts to raise awareness around issues of diversity, equity, inclusion or implicit bias

Enclosed is the information you will need to honor your Diversity Champion. One (1) Diversity Champion for each category will be chosen by the Juneteenth Task Force based off the narrative provided. Diversity Champions will be recognized at "Unity in the Community" on Saturday, June 19, 2021, at approximately 6:00 PM.

**The deadline for submissions is Friday, June 4, 2021.**

Sincerely,

The Juneteenth Task Force and LVDDA Promotions Committee

*Chris Clough  
Jalen Jennings  
Mark Reitenga*

*Derek Dillard  
Sheryl Mitchell Theriot  
Dan Sugg*

*Robin Dillard-Russaw  
LaJean Partmon*

*Grace Green  
Pamela Perkins*



## 2021 Lathrup Village Diversity Champion

### ELIGIBILITY:

Any resident, business, or community group that is located or operating in Lathrup Village.

### FREQUENTLY ASKED QUESTIONS:

- *Does my business/organization have to be located in Lathrup Village?*
  - Yes, businesses and community organizations need to be located in Lathrup Village. Nominated individuals must be residents of Lathrup Village.
- *Can I nominate more than one person from my organization or more than business/organization?*
  - Yes! You can submit multiple forms to nominate several businesses, organizations, or individuals. However, only one adult resident, youth resident, business owner, and community group will be chosen from each category.

### NOMINATION REQUIREMENTS:

#### **NOMINATION FORM.**

Completed Nomination Form and mail/drop off to City Hall at 27400 Southfield Rd., Lathrup Village, MI 48076 or email to [cdahl@lathrupvillage.org](mailto:cdahl@lathrupvillage.org) by **Friday, June 4<sup>th</sup>, 2021.**

#### **HONOREE NARRATIVE**

Describe your Honoree's contribution in support of diversity and the ideals of inclusion. It will be used in whole or in part, in honoring your Champion. The task force reserves the right to edit when necessary. All narratives must be submitted to be considered. Narratives can be used in the space below or on an additional page.

#### **DIGITAL PHOTO**

Email a photo of at least 300 dpi (resolution) and no smaller than 4" x 6" to [cdahl@lathrupvillage.org](mailto:cdahl@lathrupvillage.org). The photo will be used in honoring your Diversity Champion.

#### **DEADLINE**

Nomination form, honoree narrative and digital photo are all due by **Friday, June 4, 2021.**

For questions or additional information, contact:

Cori Dahl, Director DDA & Special Projects  
248.557.2600, ext. 246  
[cdahl@lathrupvillage.org](mailto:cdahl@lathrupvillage.org)



2021 Lathrup Village Diversity Champion

# Nomination Application

Honoree Name/Organization or Business Name: \_\_\_\_\_

Honoree Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Honoree Phone: \_\_\_\_\_

Honoree E-Mail: \_\_\_\_\_

Honoree is a(n): (Please check one)

- Individual (Adult – 21+)       Individual (Youth – 21 or under)
- Business                               Community Organization

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

Nominator Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Nominator Phone: \_\_\_\_\_

Nominator E-Mail: \_\_\_\_\_

Please describe your Honoree’s contribution in support of diversity and inclusion:

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# CITY OF LATHRUP VILLAGE



NANOU DJIAPO      STEVE "SILK" STURKEY  
 LARRY CASTLEBERRY      FOOD TRUCKS  
 PANEL DISCUSSION      REP. KYRA BOLDEN  
 REP. TYRONE BOLDEN      YUSEF SHAKUR  
 JUDGE SHELIA JOHNSON      KIDS' ACTIVITIES

# UNITY IN THE COMMUNITY



## LATHRUP VILLAGE'S FIRST-EVER JUNETEENTH CELEBRATION

JUNE 19 4-8:00 PM  
 MUNICIPAL PARK  
 27400 SOUTHFIELD RD.  
 FOLLOWING THE ART FAIR

VOLUNTEER: [HTTPS://TINYURL.COM/LVUNITYINTHECOMMUNITY](https://tinyurl.com/LVUNITYINTHECOMMUNITY)



At 7:08 p.m. the Regular meeting was called to order by Chair Piotrowski on Tuesday, March 16, 2021 remotely via Zoom.

Commissioners Present: Mark Piotrowski, Chair  
 Jason Hammond – Vice Chair  
 Bruce Kantor, City Council Liaison  
 Anna Thompson, Secretary  
 Wilbert Fobbs, III, Resident  
 Les Stansbery, Resident

Excused: Commissioner - Charito Hulleza

This meeting is being held remotely. All Commissioners who were present announced they are in Lathrup Village, Michigan, Oakland County with the exception of Anna Thompson who is located in Ann Arbor, Michigan, Washtenaw County.

Staff Present: Dr. Sheryl Mitchell, City Administrator, Susie Stec, Community and Economic Development Manager, Yvette Talley, City Clerk

Also Present: Scott Baker, City Attorney, Matthew Wojciechowski and Eric Pietsch of Giffels Webster

All present joined in the Pledge of Allegiance.

#### **CALL TO ORDER AND ROLL CALL**

Roll call was taken. Motion by Commissioner Hammond, seconded by Commissioner Thompson to excuse Commissioner Charito Hulleza from this meeting.

Yes: Fobbs, Hammond, Kantor, Piotrowski, Stansbery, Thompson

No: None

Motion carried.

#### **APPROVAL OF AGENDA**

Motion by Commissioner Kantor, seconded by Commissioner Hammond to approve the Agenda.

Yes: Fobbs, Hammond, Kantor, Piotrowski, Stansbery, Thompson

No: None

Motion carried.

**MINUTES OF JOINT MEETING WITH CITY COUNCIL ON FEBRUARY 8, 2021**

Motion by Commissioner Kantor, seconded by Commissioner Stansbery to approve the minutes of the Regular Meeting of February 8, 2021.

Yes: Fobbs, Hammond, Kantor, Piotrowski, Stansbery, Thompson  
 No: None  
 Motion carried.

**MINUTES OF REGULAR MEETING ON FEBRUARY 16, 2021**

Motion by Commissioner Kantor, seconded by Commissioner Stansbery to approve the minutes of the Regular Meeting of February 16, 2021.

Yes: Fobbs, Hammond, Kantor, Piotrowski, Stansbery, Thompson  
 No: None  
 Motion carried.

**PUBLIC COMMENT**

None

**NEW BUSINESS**A. Public Hearing -2021-2026 Capital Improvements Plan

Susie Stec gave an overview and answered specific questions. Chair Piotrowski opened the public hearing. Chair Piotrowski closed the public hearing.

Lillian Lowrey- 18476 Roseland requested the link to be posted in the chat and it was posted by Susie Stec.

**OLD BUSINESS and TABLED ITEMS**

## A. Capital Improvements Plan – Final Draft

Matthew Wojciechowski gave an overview and answered specific questions.

Commissioner Hammond asked questions about the CIP projects and stated that the inventory list should be updated.

Lillian Lowrey- 18476 Roseland asked question if CIP projects will be funded by city budget or through the milage?

Susie Stec stated there are no new mileages for CIP, they are budgeted through general budget and grants. Projects funded through bonds are for the roads and infrastructure.

Motion by Commissioner Hammond, seconded by Commissioner Stansbery to approve the 2021-2016 Capital Improvements Plan Draft with corrections and recommend viewing by City Council.

Yes: Fobbs, Hammond, Kantor, Piotrowski, Stansbery, Thompson  
 No: None  
 Motion carried.

B. Zoning Amendments – Building Materials Discussion

Susie Stec gave an overview and answered specific questions.

Discussed: Facing Street, park or plaza: At least 75% of all exterior building facades facing a street park or plaza shall be finished with a combination of two or more of the following – glass, brick, cut or cast stone, wood, cementitious board, integrally colored concrete units with brick proportions and textured stucco. Facing other buildings at least 50% of the exterior façade buildings shall consist of the materials previously mentioned and may include split-faced, scored, or fluted block. For single-family residential buildings, vinyl siding is permitted and alternative materials.

C. Schedule a Public Hearing for April 20, 2021 – Zoning Amendments – Building Materials

Susie Stec gave an overview and answered specific questions.

Motion by Board Member Stansbery, seconded by Board member Kantor to schedule a public hearing on Zoning Amendments – Building Materials for April 20, 2021.

Yes: Fobbs, Hammond, Kantor, Piotrowski, Stansbery, Thompson  
 No: None  
 Motion carried.

D. Comprehensive Plan – Implementation Strategies & Final Draft

Susie Stec gave an overview and answered specific questions. Board member Thompson commented on making this more of a priority - working with SMART (bus stops).

Eric Pietsch, Giffels Webster gave an overview and answered specific questions.

Motion by Board Member Thompson, seconded by Board Member Hammond to forward this item to City Council with the change that was discussed.

Yes: Fobbs, Hammond, Kantor, Piotrowski, Stansbery, Thompson  
 No: None  
 Motion carried.

**OTHER MATTERS FOR DISCUSSION**

Board Member Kantor stated capital improvements bond repairs are moving forward for sewers, water improvements and fire hydrants. Letters are being mailed regarding sidewalk repair program and the first phase we will be identifying sidewalk defects. Late May businesses and residents should receive final costs of their sidewalk responsibility. Sidewalk program will begin late Summer/early Fall.

**GENERAL COMMUNICATION & CORRESPONDENCE**a. Legal Update

Scott Baker, City Attorney stated City still has a local state of emergency that will remain in effect and we will be able to continue meeting remotely via Zoom until the Mayor and City Council revokes it.

b. Staff Update

Susie Stec said – gave an update on the new Municode software.

**ADJOURNMENT**

Motion by Commissioner Kantor, seconded by Commissioner Hammond to adjourn this meeting.

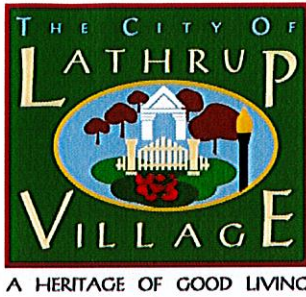
Motion carried.

The meeting adjourned at 8:14 p.m.

Submitted by Yvette Talley

Recording Secretary





# Planning Commission Meeting Minutes

Tuesday, April 20, 2021 at 7:00 PM  
27400 Southfield Road, Lathrup Village, Michigan 48076

## ZOOM REMOTE MEETING INFORMATION

**Webinar ID:** 996 6174 3524

**Password:** 435623

**CLICK HERE:** [Online Link](#)

**Telephone:** 646.558.8656 or 312.626.6799

**CLICK HERE:** [Public Comment Form Link](#)

*In accordance with Emergency Orders issued by the Michigan Department of Health and Human Services, Oakland County, local officials, and State of Michigan legislation, which allows for electronic meetings of public bodies, notice is hereby given that the City of Lathrup's Planning Commission will be meeting electronically using [www.Zoom.us](http://www.Zoom.us) for videoconference and public access.*

## Call to Order at 7:00 p.m. by Chair Piotrowski

Commissioners Present:           Mark Piotrowski, Chair  
   Jason Hammond – Vice Chair  
   Bruce Kantor, City Council Liaison  
   Anna Thompson, Secretary  
   Charito Hulleza, Resident  
   Les Stansbery, Resident

Absent:                                   Commissioner Wilbert Fobbs, III

This meeting is being held remotely. All Commissioners who were present announced they are in Lathrup Village, Michigan, Oakland County with the exception of Anna Thompson who is located in Ann Arbor, Michigan, Washtenaw County.

Staff Present:                         Dr. Sheryl Mitchell, City Administrator, Scott Baker, City Attorney, Susie Stec, Community and Economic Development Manager, Yvette Talley, City Clerk

Also Present:                         Jill Bahm, Giffels

Lathrup Village Planning Commission Minutes April 20, 2021

**Pledge of Allegiance**

All present joined in the Pledge of Allegiance.

**Approval of Agenda**

Motion by Board member Hammond, seconded by Board member Kantor to approve the Agenda.

Yes: Hammond, Hulleza, Kantor, Piotrowski, Stansbery, Thompson

No: None

Motion carried.

**Approval of Meeting Minutes of March 16, 2021**

Motion by Board member Thompson, seconded by Board member Kantor to approve the minutes of March 16, 2021.

Yes: Hammond, Hulleza, Kantor, Piotrowski, Stansbery, Thompson

No: None

Motion carried.

**Public Comment**

Dawn Medley – (18609 Rainbow) said she wanted to know about the progress with cannabis ordinance. City could benefit from the tax revenue of cannabis sales. Board Member Kantor stated the city has opted out with a sunset clause that will end in August.

**New Business**

A. Public Hearing - Zoning Text Amendments: Building Materials

Chair Piotrowski opened the public hearing.

Annette Kingsbury (18450 San Jose Blvd.) is speaking on behalf of the board of the Lathrup Village Historical Society stated they object to the building material zoning amendment two reasons: 1. Deed restrictions on bldg. materials is recorded along with the plats of the subdivisions 2. Most of the city is in the national historic district which has its own guidelines. Their focus is to protect the homes of the city by abiding by the historical building standards.

Robin Roberts (28221 Lathrup Blvd.) stated with the system we have now where you can request a variance, it gives the city control as an alternative on a case-by-case basis.

Lanie Dixon (18619 Middlesex Ave) – commented via zoom chat -about the deed restrictions of Louise Lathrup.

Karen Miller (18755 Glenwood Blvd.) - submitted a letter April 19, 2021 read by Susie Stec. (see attached)

Lathrup Village Planning Commission Minutes April 20, 2021

Discussion:

Board Member Bruce Kantor stated in order to have a variance you must have a hardship. When some residents may want to use a more affordable material, it would not be considered a hardship and they would not receive a variance.

Attorney Scott Baker stated residents should not have to pay for variance for a tough shed. Materials are changing; therefore, the ordinance should change. People are trying to improve their homes.

Jason Hammond discussed what is being added: glass, stone updating the ordinance will not decrease the value of the homes in the city.

Materials, consistency, masonry, residents are requesting these changes.

Les Stansbery that stated items have been discussed, building materials have been approved.

Discussed ways to update the ordinance to use various products. How percentages are calculated for residential structures.

Further discussion of section 3.4.3 does allow for shingles/siding on 2nd floor and the possible changes/modifications of this section.

Commissioners will walk the community, take pictures and have a discussion on building materials.

Chair Piotrowski closed the public hearing.

Motion made by Commissioner Hammond, seconded by Commissioner Kantor to table this discussion until the next Planning Commission meeting and re-notice a new public hearing for the additional ordinance amendments.

Yes: Hammond, Hulleza, Kantor, Piotrowski, Stansbery, Thompson

No: None

Motion carried.

Zoning Text Amendments - Chapter 5: Site Standards & Chapter 6: Development Review

Jill Bahm gave an overview and answered specific questions. This will allow the City Administrator or her designee to provide review or determinations as appropriate. The amendments are included in Chapter 5 and 6. Discussion of adding cannabis facilities regulated by the State of Michigan to the standards in Chapter 18 Article III of the Lathrup Village Code of Ordinances as well as the Special Use Standards.

Lathrup Village Planning Commission Minutes April 20, 2021

Discussed fencing, corrections and updates. Schedule public hearing for May 18, 2021.

Motion Commissioner Hammond, Commissioner Thompson to schedule a public hearing for May 18, 2021 to review recommended changes to the Zoning ordinance for Chapter 5 Site Standards and Chapter 6 Development review.

Yes: Hammond, Hulleza, Kantor, Piotrowski, Stansbery, Thompson

No: None

Motion carried.

## 8. Old Business and Tabled Items

### A. Cannabis discussion – draft zoning ordinance and general code language

Jill Bahm gave an overview and answered specific questions. Discussed – provisioning center language, separation requirement between provisioning centers.

Commissioner Hammond stated - since there will be only 2 retail cannabis facilities, that language is added if the number of retail facilities licensed is above 2 then the distance will be 500 ft. (the distance can be changed by the Planning Commission and City Council)

Discussed appeals process, hours of operation, point-based merit system. Appeal process, hours of operation for cannabis retail facility 7:00 a.m. – 11:00 p.m. How will City determine tie breakers – in the event of a tie among applicants, the tie will be resolved through a blind lottery drawing to determine which applicant will receive recommendation for approval. Community benefit will be a component of the scoring criteria.

#### Further discussion of Cannabis

May 3<sup>rd</sup> – City Council Study Session, Planning Commission Public Hearing on June 15<sup>th</sup>, first reading of general ordinance June 21<sup>st</sup> and second reading of general ordinance will be July 26.

Zoning map explanation - Village center is the City's commercial core – heart of the city serves as downtown. Explanation of the map considered separation distance between parks and plaza's but didn't cross a main road but this doesn't have anything to do with cannabis ordinance. If you're a local business owner or resident you will receive points.

Motion by Commissioner Hammond, seconded by Commissioner Stansbery to schedule a public hearing to discuss the Zoning Ordinance relevant to Cannabis facilities on June 15, 2021 with the noted changes of distance between facilities, (which can be changed by Planning Commission and City Council) percentage of points required to be considered an eligible application and the operating hours.

## Lathrup Village Planning Commission Minutes April 20, 2021

Yes: Hammond, Hulleza, Kantor, Piotrowski, Stansbery, Thompson

No: None

Motion carried.

### Other Matters for Discussion

Commissioner Kantor said - are flags part of temporary sign ordinance? More research will be done on this matter.

### General Communication

Susie Stec stated – DDA will have - Spring into self-care, businesses are having a raffle and you can place your receipts for purchases at City Hall or email Cori Dahl. Upcoming events – Spring roll, corridor clean-ups. Earth Day is Saturday, April 24, hazardous waste drop-off and dog park clean-up- if interested meet at the dog park at 12 noon.

Commissioner Kantor stated – pre-road projects have started and road projects will begin May 3<sup>rd</sup>.

PSA on infrastructure on the home page to find which road projects will take place and the inconveniences because of the projects. Reminder to do self -identification of your water meter – a very easy test and this is a state mandate. (directions are on the city's website)

### Adjourn

Motion by Commissioner Hammond, seconded by Commissioner Kantor to adjourn this meeting.

Yes: Hammond, Hulleza, Kantor, Piotrowski, Stansbery, Thompson

No: None

Motion carried.

The meeting adjourned at 9:15 p.m.

Submitted by Yvette Talley

Recording Secretary

April 18, 2021

Dear Planning Commission Members –

After serving as a member of the Lathrup Village Planning Commission for five years, I know very well that the majority of things brought before you come from people that don't live in our community, who for the most part will not be impacted by the recommendations you make to the Lathrup Village City Council. I also know that many of the things brought before you are in anticipation of something that city leadership knows may be coming down the road. i.e. adding language to cover storage facilities; making changes to allow for gas stations and drive-through restaurants; changing the allowable size of storage sheds; honoring commercial property owner's requests over what is best for residents; and now, perhaps, paving the way for a developer of the House in the Woods property. Very little comes from the people living in Lathrup Village.

The residents of this community have long been committed to maintaining the integrity of our many beautiful homes and buildings through the historic designation we have received; through the work of the Lathrup Village Historical Society; and with the strict building requirements you are considering eliminating. While watching the Planning Commission discussion regarding this change, I heard that this recommendation is a result of a commercial property owner's complaint about the requirements he had to follow when rehabbing the development that formerly housed Happy's Pizza. Ironically, the pursuit of the National Register of Historic Places designation came about because historic buildings in Lathrup were demolished by the same commercial property owning family making the above referenced complaint.

Besides living in Lathrup Village for over 30 years, I have been a Realtor for 17 years. In that role, I can unequivocally say that this proposed change will impact the value of Lathrup Village homes. We should not aspire to be like "new developments" as suggested by the city attorney. We are a community of quality historic homes and that should be respected. I have viewed thousands of homes and the quality of Lathrup Village homes can't be matched in newer builds or in homes built in other communities with more lax standards. New homes may look nice but even those in the multi-million dollar range would not measure up to our Lathrup Village homes when it comes to quality of workmanship and materials. Products other than brick and wood very often aren't better or more durable. There are a lot of cheap products and irresponsible contractors and do-it-your-selves installing them. Poorly done renovations, additions and construction detract from the value of a home. Without strict guidelines, many people will choose the cheapest products available – products that may look good but will not stand up to time.

Please consider the following suggestions, questions and comments - based on my knowledge of the housing industry and viewing the Planning Commission meeting - before you choose whether or not to recommend this monumental change:

1. Involve residents in these kinds of discussions in meaningful ways. Contrary to what current city leadership tells us, sending links to Zoom meetings is not meaningful or transparent. These decisions should not be made in a vacuum. Actively solicit input from residents. Listen to residents. A change like this has long-reaching consequences. The decisions should not be taken lightly.
2. While we are a community of beautiful, well-built homes, we are also a community that has, for the most part, a poorly constructed and maintained commercial business district. Most of the commercial property owners don't have the same commitment to the quality of life in Lathrup Village as residents do, which is evidenced in the way their properties are maintained. Implementing a request like this based on the recommendation of a commercial property owner does not take into consideration what is in our best interest to maintain the value of our homes.
3. Consult with the Lathrup Village Historical Society regarding the National Register of Historic Places designation and what is required to maintain the designation. Also ask about the impact of cheap renovations on the integrity of historic homes.
4. Study and follow the deed restrictions for Lathrup Village homes.
5. I know that some of the current requirements are more expensive than other newer options might be but property owners have the opportunity to ask the city for a variance if they want to do something besides what is in the code. The variance request also requires that neighbors within a certain distance of the property be notified by the city of the request and that neighbors are given the chance to express any concerns they may have. This provides a check and balance in the process.
6. What is the problem with looking at each case individually through the variance request process? I believe that not taking time to assess each request on its own merits is due more to staff, planners and consultants not wanting to do it rather than to what best fits the needs of our residents. During my time on the Planning Commission, I heard that multiple variance requests indicate a need for the requirement to be changed. I disagree. Even if 10 residents make a variance request - which would be considered to be a lot - that is only a miniscule representation of all of the LV residents. By looking at the merits of each

request individually, the City and its residents can still maintain control over the quality of new builds, renovations and additions. The wholesale abandonment of quality standards is not in our best interest.

7. No part of a resident's home is "hidden" – the "hidden" parts are what one's neighbors see.

8. Due to LV residents aging out of their homes, we have many homes that have been and will be flipped. Weakening the standards will allow for the use of cheap materials as the goal of a flipper is to make money.

9. Consult with the owners of the condominiums in the Village of the Circle. This change will ultimately impact them through any development of the House in the Woods property. There were promises made and requirements set in the Master Deed for the Village of the Circle regarding such things as future development; size of homes; and common areas. Though the City may not feel they have to follow the requirements that were set because their property was unplatted, anyone taking out a mortgage for one of the 9 properties in the circle must receive and acknowledge the Master Deed and Condominium By-Laws for the Village of the Circle development. They believe that these are the governing documents for the property they have purchased. It is unfair not to consider them when making decisions that go against what they based their purchase decisions on.

10. Instead of lowering standards, the City should help residents find resources to maintain and improve their homes with quality materials. Much effort has been put into helping business owners during the pandemic – even hiring an additional person to deliver financial grants – yet nothing has been done to help residents. Also, know that the commercial property owners – the group that must follow these requirements – are not necessarily the same as the business owners. The majority of the businesses in Lathrup Village lease their space from the property owners. Awarding grants to businesses doesn't necessarily benefit our residents or contribute to the upkeep and maintenance of the commercial properties.

Please don't make a short-sighted decision that will have immense negative consequences long after you are no longer part of the Planning Commission.

Sincerely,  
Karen L. Miller  
18755 Glenwood Blvd.  
Lathrup Village, MI 48076