



City Council Study Session

Monday, April 21, 2025 at 6:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order** by Mayor Garrett
2. **Discussion Items**
 - A. DRAFT - Fiscal Year 2025-2026 Budget
 - B. DRAFT - Capital Improvement Plan (CIP)
 - C. DRAFT - Fiscal Year 2025-2026 Fee Book
 - D. Sign Ordinance
3. **Public Comments**
4. **Mayor and Council Comments**
5. **Adjourn**

6. ADDRESSING THE CITY COUNCIL

Your comments shall be made during the times set aside for that purpose.

Stand or raise a hand to indicate that you wish to speak.

When recognized, state your name and direct your comments and/or questions to any City official in attendance.

Each person wishing to address the City Council and/or attending officials shall be afforded one opportunity of up to three (3) minutes during the first and last occasion for citizen comments and questions and one opportunity of up to three (3) minutes during each public hearing.

Comments made during public hearings shall be relevant to the subject of the public hearings being held.

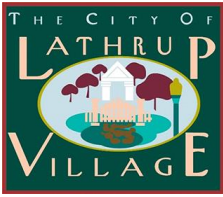
In addition to the opportunities described above, a citizen may respond to questions posed to them by the Mayor or members of the Council, provided members have been granted the floor to pose such questions.

No speakers may make personal or impertinent attacks upon any officer, employee, City Council member, or other elected Official that is unrelated to how the officer, employee, or City Council member or other Elected Official performs their duties.

No person shall use abusive or threatening language toward any individual when addressing the City Council.

Attendees are permitted to make video and sound recordings of the public meeting. However, video recording devices shall only be permitted in a designated area, and the device shall remain there through the duration of the meeting.

The Mayor shall direct any person who violates this section to be orderly and silent. If a person addressing the Council refuses to become silent when so directed, such person may be deemed by the Mayor to have committed a "breach of the peace" by disrupting and impeding the orderly conduct of the public meeting of the City Council and may be ordered by the Mayor to leave the meeting. If the person refuses to leave as directed, the Mayor may direct any law enforcement officer who is present to escort the violator from the meeting.



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TO: Mayor & City Council
 FROM: Mike Greene – City Administrator
 DATE: April 21, 2025
 RE: Study Session

DRAFT Fiscal Year 2025-26 Budget

Similar to last year, this first budget review is for the Council to get a sense of where the fiscal year 2025-26 budget can go and determine if staff are on the right track and can begin finalizing the budget book. The two main questions that staff have:

1. Will the Public Act 33 Special Assessment, as recommended by the Finance Review Committee, continue to be entertained?
 - a. The current draft budget includes the PA 33 special assessment. The additional memo included in the study session packet lists items that staff believe need to be cut if the special assessment is not enacted.
 - b. Having a rough understanding of where the Council is leaning will assist staff in finalizing the recommended budget.
2. Water & Sewer – Over the next year, staff will be looking to partner with the Michigan Rural Water Association to conduct a rate study for the City. This upcoming year, we still need to increase water/sewer fees as rates from SOCWA (6%) & EFSD (2%) have increased. However, with large grant projects and smaller infrastructure projects being recommended, staff will need to know if the Council will entertain utilizing the water/sewer fund balance to offset those projects or if we should calculate higher rate increases to offset these projects.

Overall, this discussion will provide staff with the necessary direction in finalizing the recommended budget for future consideration.

DRAFT Capital Improvement Plan

During the April 15 Planning Commission meeting, the PC recommended the approval of the CIP to the City Council. This will be formally considered during the May 19 City Council meeting; however, the purpose of this discussion is to address any potential questions before the formal vote.

DRAFT Fiscal Year 2025-26 Fee Book

Each year, the City Council entertains modifying fees charged for City services. Enclosed in your packet is a redlined draft fee book. The main changes are related to plumbing and mechanical permits. Working with McKenna, the City is recommending simplifying the categories in that section to better mesh with what contractors utilize daily and what is a similar layout in other McKenna communities. The fee book layout/formatting will be completed after fee book approval.

Sign Ordinance

This topic is a continuation of the April 7th Study Session to see if the Council wants to move forward with a potential sign ordinance amendment and, if so, which categories to address.

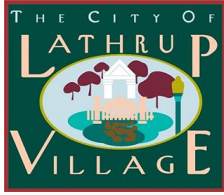
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TO: Mayor & City Council
 FROM: Mike Greene – City Administrator
 RE: DRAFT - Budget Message – Fiscal Year 2025-2026
 DATE: April 21, 2025

I am pleased to present my recommended City of Lathrup Village Fiscal Year 2024-2025 budget of **\$14,339,907**, with the General Fund constituting **\$5,445,407**. The General Fund is balanced and in compliance with the Michigan Uniform Budgeting and Accounting Act, Generally Accepted Accounting Principles (GAAP), and aligned with the priorities of City staff, City committees, and the City Council.

It should be noted that the State of Michigan has adopted a new version of the Uniform Chart of Accounts. The Uniform Chart of Accounts is designed to serve basic legislative, budgetary, and accounting objectives. In addition, it provides a means for local units to meet additional legal requirements of the unit for budgeting and uniform accounting and reporting, regardless of the size of the unit. While the draft budget reflects the old chart of accounts, the approved budget will be updated with the updated uniform chart of accounts in BS&A.

FISCAL YEAR 2025-2026 BUDGET

The next fiscal year's budget presented a few challenges requiring difficult decisions and creative problem-solving. Our primary goals were to present a balanced budget that includes the City Council enacting Public Act 33 (PA 33) (Police & Fire Special Assessment), adding to the General Fund – Fund Balance, preserving high-quality service delivery to citizens, and accomplishing as many goals as funding would allow.

REVENUES

Ad Valorem (Property Tax)

The Recommended Budget includes no general operating millage increase, keeping the City millage rate flat at 17.3001 mills for General Operations, 2.5948 mills for Refuse (garbage/recycling), 3.9307 mills for Roads (bond payment), and 1.8823 mills for those properties located within the Downtown Development Authority district.

However, the recommended budget includes the City Council enacting the Finance Review Committee's recommendation and approving a PA 33 Special Assessment of 3.1051 mills.

The City Council will consider this and potentially approve this millage rate and special assessment during their May 19, 2025, Council Meeting.

The projected City taxable value for Fiscal Year 2025-26 is \$194,800,810. This is a ~2.77 percent increase over the current year's taxable value (\$189,545,430). This increase was driven by home sales and investment in properties. Changes in values, compared to the current year's adopted budget, are described below:

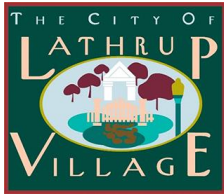
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- Residential Assessed Values **increased** by 3.41 percent, driven by home sales and investment in properties.
- Commercial Assessed Values **decreased** by 5.95 percent, driven by the Michigan First Credit Union Tax Tribunal decision.

The Recommended Budget applies a tax collection rate of 98 percent to real property. Due to the City's tax base, estimated collection rate, and factoring in the increase in exempt properties, total ad valorem revenues are projected to be **\$3,032,700**. This collection does not include our estimated tax-exempt properties. Implementing PA 33, as recommended, would bring in an additional **\$570,000** based on the City's taxable value.

Tax	Annual Statutory Millage Rate	Fiscal Year 2024-2025	Fiscal Year 2024 - 2025
LV – General Operating	20.0000	17.3001	17.3001
Refuse	3.0000	2.5948	2.5948
Road Millage	3.9307	3.9307	3.9307
LV – DDA	2.0000	1.8823	1.8823
Public Act 33		0.0000	3.1051

Other Key Revenue Changes

Key revenue changes outside property and sales tax are detailed below (based on the FY 23-24 approved budget).

General Fund

- **PA 33 – Special Assessment (\$570,000)** – This revenue is new based on the City Council's creation of a Police & Fire Special Assessment District and levying millage to collect funds to offset the cost of public safety.
- **Tax 1% Administrative Fee (increase of \$7,000)** – This revenue is expected to increase next year based on increased taxable values throughout the community.
- **Building Permit (decrease of \$30,000)** – This revenue is expected to decrease as the previous year was increased due to approved commercial construction plans and due to where staff accounts for certain building-related fees.
- **Cable TV Revenues (decrease of \$20,000)** – Due to cord-cutting, this revenue is decreased to better align with previous actuals.
- **Investment Interest (decrease of \$20,000)** – Interest rates are projected to be reduced over the next year.
- **Sidewalk Revenues (decrease of \$20,000)** – Staff issued an extension of the FY 2024-25 payment scheduled due to invoicing delay, which allows individuals to pay into FY 2025-26. After FY 2025-2026, this line item will drop to \$0.

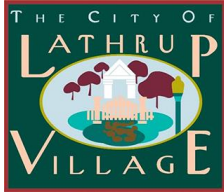
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Local Street Fund

- **Miscellaneous Revenue (increase of \$250,000)** – This revenue is from the MDOT Category B Grant that was awarded to the City for the reconstruction of Rainbow Circle. This revenue will be offset by increased local street expenses.

Water Fund

- **Water Service (increase of \$53,900)** – This revenue is expected to increase based on recommended rate increases (6%) to offset the pass-through cost from GLWA/SOCWA.
- **Federal/State Grants (increase of \$2,459,000)** – This revenue is from Congressional Project Funding (\$959,000) for Southfield Road Water Main Phase B & State (MEDC) project Funding (\$2,000,000) for Southfield Road Water Main Phase A. NOTE: \$500,000 from the MEDC was received in FY 24-25 This revenue will be offset by project expenses.

Sewer Fund

- **Sewage Disposal Revenue (increase of \$126,350)** – This revenue is expected to increase based on recommended rate increases (7%) to cover recommended sewer projects and pass-through rates from the Evergreen Farmington Sewage District.

EXPENDITURES

Positions

Below is a summary of the City's budgeted permanent positions and the salary split applied to those positions:

Position	General	DDA	Water	Sewer	Major Roads	Local Roads
City Administrator	68%	10%	6%	6%	5%	5%
Finance Director	70%	10%	10%	10%		
Deputy Treasurer	70%		15%	15%		
DDA Director	10%	90%				
DDA Projects Manager	10%	90%				
Code Enforcement	55%	45%				
Admin. Assistant	100%					
Utility Billing			50%	50%		
City Clerk	100%					
Police Chief	100%					
Lieutenant	100%					
Sergeant	100%					
Police Clerk	100%					
PD FT (8) & PD PT (4)	100%					

These full-time positions account for approximately 43% of the total General Fund budget.

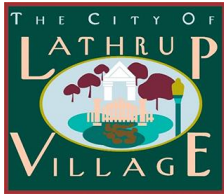
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Employee Pay

A three (3) percent cost-of-living pay adjustment (COLA) increase is included in the recommended budget for all non-union full-time employees of the City.

Capital

Funding capital needs (*purchases of significant value that have a useful life of greater than one year*) is an aspect of the budget that demands careful consideration during the review process. Some capital needs are predictable based on normal life cycles for items like vehicles and computers. Others can be large one-time expenses, such as significant facility repairs or large technological purchases.

It is not uncommon to see fluctuations in capital from year to year, and many capital requests are typically not funded. This year, I have requested that departments present all their capital needs to build a more predictable cycle overall. This, in turn, allows the City to make the best possible decision on an annual basis rather than reactively appropriating funds mid-year.

The Fiscal Year 2025-2030 Capital Improvement Plan (CIP) is included in this document. There are currently thirteen (14) CIP projects that are included in the recommended budget:

- General – Master Plan Update – \$32,350
- General – Parks & Recreation Plan Update – \$9,800
- General – Community Room Roof Replacement – \$25,000
- General – Detective Bureau Car Replacement – \$35,000
- General – Police Ballistic Shields – \$13,000
- General – DPS Building Gutter Replacement – \$10,000
- General – Annie Lathrup Fitness Park Project - \$175,000
- General – Community Room Chairs – \$15,000
- General – 50% - DPS Backhoe - \$50,000; Water – 25% - \$25,000; Sewer – 25% - \$25,000
- Local Street – Rainbow Circle Reconstruction - \$589,990
- Water – Southfield Phase A Water Main - \$2,000,000
- Water – Southfield Phase B Water Main - \$1,151,700
- Sewer – Manhole Installation - \$60,000
- Sewer – Cured in Place Lining - \$120,000

Future Budget Pressures

While the Recommended Budget lays forth a financial plan for the upcoming year, there are a few long-term items we must continue to monitor for their impact on future budgets.

- **Proposal A** – This proposal (1994) places an artificial cap on Taxable Value growth, limiting it to five percent (5%) or the cost of living in each given year.
- **Headlee Amendment** – The Michigan Constitution creates an additional strain on the City’s ability to cover costs and fund activities for our residents. The “Headlee Rollback” references the 1978 amendment to the Michigan Constitution that requires a local unit of government to reduce its

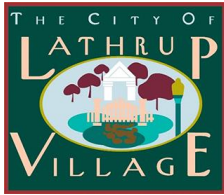
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millage when annual growth on existing property is greater than the rate of inflation. Consequently, the local unit's millage rate gets "rolled back" so that the resulting growth in property tax revenue, community-wide, is no more than the rate of inflation. The major variables that impact the Headlee rollback calculation include:

- Taxable value uncapping from property transfers ("pop-ups"). The greater the number of pop-ups, the greater the impact on rollback.
- Change in CPI – the lower the CPI, the greater the impact on rollback. The higher the CPI, the less impact on rollback.
- Property tax exemptions for low-income residents, veterans, and nonprofit organizations.
- NOTE: The Finance Review Committee has recommended that the City Council place a Headlee Rollback initiative on the November 2025 ballot.
- **Inflation** – Inflation has averaged over 4% per year over the past five (5) years and has peaked as high as 7%, which has drastically impacted the cost of goods and services. The City needs to consistently monitor purchases and explore different vendors to ensure the City is receiving the greatest benefit for the lowest cost.
- **Facilities** – The City's facilities were built in the 1970s and have seen only minor updates throughout the years. The City should be aware that numerous capital items will need to be addressed over the next few years and should budget accordingly.
- **Infrastructure** – While the City has done an admirable job of addressing infrastructure over the past few years, it is important to continue the momentum and continue investment into water/sewer/streets.
- **Grant Matching** – The City is emphasizing seeking grants over the next few years. Typically, grants will require matching funds, and these funds are not normally budgeted for due to the uncertainty of receiving funding. The City should anticipate recommended budget amendments that may need to utilize fund balance to cover required grant matches.
- **Public Act 33 Police & Fire Special Assessment** – In the event the City Council does not enact the Finance Review Committee's recommendation to utilize PA 33 to the aforementioned rate, the following items (pending City Council discussion) would need to be reduced/eliminated to balance the General Fund budget:
 - Community Room Chairs - \$15,000
 - New Computers (2) - \$3,000
 - Phone System Upgrade – \$20,000
 - Master Plan Update - \$32,350
 - Administrative Staff Training - \$7,000
 - Council Training/Conference - \$5,000
 - Community Room Roof - \$25,000
 - Detective Bureau Car Replacement - \$35,000
 - PD Floor Replacement – \$15,000
 - DPS Building Gutters - \$10,000
 - DPS Backhoe - \$100,000 (\$50,000 General Fund)
 - Recreation Plan Update - \$9,800
 - Annie Lathrup Fitness Park Project - \$175,000
 - Administrative COLA – \$20,000
 - One (1) Patrol Officer or Administrative Personnel – \$80,000 to \$110,000
 - These reductions/eliminations would result in savings of ~\$500,000 - \$530,000

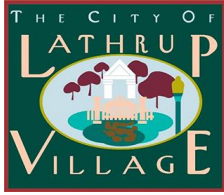
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- OR; the City Council could direct staff to solicit formal quotes for outsourcing additional services (ex: Police Department), or consider a reduction in services

Recommendations

While this budget presents some challenges due to numerous factors, future budgets will be more challenging. If the Council does not utilize PA 33, the City will need to operate on as-needed services only and will potentially have to reduce the staff and services offered to the community. Additionally, if a Headlee Amendment is placed on the November 2025 ballot and is not approved by the voters, the City Council will have additional challenges that will need to be addressed.

Conclusion

Next year's budget presents some challenges as well as significant opportunities. This Recommended Budget maintains the high quality of service the citizens of Lathrup Village expect, awards employees for good performance, and makes strategic investments in high-priority services. I would like to thank the City staff for their assistance in the development of this Recommended Budget, and I look forward to working with each of you to develop a final budget for Fiscal Year 2025-2026 that will meet the service needs and expectations of our citizens and community.

Respectfully submitted,

Mike Greene
 City Administrator

Kelly Garrett
 Mayor

Bruce Kantor
 Mayor Pro-Tem

Jalen Jennings
 Council Member

Dalton Barksdale
 Council Member

Jason Hammond
 Council Member

		2022-23	2023-24	2024-25	Cost Notes	2025-26	Item 2A.
		ACTIVITY	ACTIVITY	AMENDED		RECOMMENDED	
GL NUMBER	DESCRIPTION			BUDGET		BUDGET	
ESTIMATED REVENUES							
Dept 000.000							
101-000.000-401.000	CITY TAXES	2,646,687	2,828,679	3,232,000		3,032,700	-6.17%
101-000.000-402.000	REFUSE COLLECTION TAXES	397,308	424,217	484,780		454,700	-6.20%
101-000.000-409.000	DELQ PERSONAL PROPERTY REVENU	16,977	(1,983)	3,000		3,000	0.00%
101-000.000-414.000	TAX PENALTIES	32,569	39,099				
101-000.000-415.000	MISCELLANEOUS REVENUE	8,416	8,782	15,000		8,000	-46.67%
101-000.000-416.000	WORK COMP DIVIDEND REVENUE	7,614		7,000		7,000	0.00%
101-000.000-416.001	PROPERTY & LIABLTY DIVIDEND REVENUE	8,845	7,920	10,000		8,000	-20.00%
101-000.000-419.000	AT & T LEASE PAYMENTS	43,659	43,405	60,000		43,000	-28.33%
101-000.000-421.000	METRO-PCS LEASE PAYMENTS	47,273	46,027	48,000		45,000	-6.25%
101-000.000-423.000	WORK COMP REIMBURSEMENT	20,277		20,000			-100.00%
101-000.000-424.000	UNEARNED REVENUE	154,205	12,000				
101-000.000-445.000	PENALTIES AND INTEREST ON TAXES			38,000		45,000	18.42%
101-000.000-446.000	INVESTMENT INTEREST	23,004	50,980	120,000		100,000	-16.67%
101-000.000-447.000	TAX 1% ADMINISTRATIVE FEE	92,190	104,538	105,000		110,300	5.05%
101-000.000-448.000	INSURANCE REIMBURSEMENT		2,971				
101-000.000-453.000	PA 33 - Special Assessment					570,000	
101-000.000-455.000	METRO AUTHORITY-FEE	19,532	18,631	18,000		18,000	0.00%
101-000.000-456.000	BUILDING PERMITS	72,900	52,013	80,000		50,000	-37.50%
101-000.000-456.283	BONDS FORFEITED/EXPIRED			65,000			-100.00%
101-000.000-457.000	ZONING, SITE, SPECIAL PERMITS	12,175	9,122	7,500		7,500	0.00%
101-000.000-458.000	PLUMBING/HEATING PERMITS	14,205	73,994	20,000		20,000	0.00%
101-000.000-459.000	ELECTRICAL PERMITS	11,891	14,634	15,000		15,000	0.00%
101-000.000-460.000	LICENSES/REGISTRATIONS & ETC DUE TO CITY	12,405	14,170	12,000		17,500	45.83%
101-000.000-461.000	DOG & CAT LICENSES	2,249	3,052	2,000		500	-75.00%
101-000.000-465.000	CABLE TV REVENUES	106,071	93,996	110,000		90,000	-18.18%
101-000.000-470.000	RECREATION SPECIAL PROGRAMS	2,668	1,974	2,500		4,000	60.00%
101-000.000-470.001	DOG PARK REVENUE	185	70				
101-000.000-470.002	COMMUNITY GARDEN REVENUE	670	1,030	500		500	0.00%
101-000.000-471.000	DONATIONS-OTHER		200				
101-000.000-475.000	COMM ROOM & BLDG RENT REVENUE	68,938	75,234	80,000		90,000	12.50%
101-000.000-540.000	302 TRAINING FUNDS-REVENUES		1,827	2,150		2,000	-6.98%
101-000.000-543.000	FEDERAL/STATE GRANT	14,632	6,598	7,050			-100.00%
101-000.000-545.000	POLICE ACTIVITY - CPE REVENUE		5,500	11,000		11,000	0.00%
101-000.000-545.500	POLICE ACTIVITY REIMBURSEMENT			5,585			-100.00%
101-000.000-546.000	POLICE CHARGES FOR SERVICES	18,193	15,107	15,000		15,000	0.00%
101-000.000-573.001	LCSA REVENUE	26,586	37,646			25,000	
101-000.000-574.000	STATE SHARED REVENUES	500,330	504,840	511,110		512,425	0.26%
101-000.000-607.000	FOIA FEES					250	
101-000.000-612.000	DISTRICT COURT FINES	79,502	83,068	70,000		70,000	0.00%
101-000.000-626.000	COMMUNITY DEVELOPMENT			7,000			-100.00%
101-000.000-627.000	SIDEWALK REVENUES	362,189	369,377	100,000		80,000	-20.00%
101-000.000-628.000	WEED/CODE ENFORCEMENT REVENUE	70,212	36,066	30,000		10,000	-66.67%
101-000.000-632.000	PUBLIC SERVICES REIMBURSEMENT	32,174		25,000		35,000	40.00%
101-000.000-664.000	INTEREST INCOME- LEASES	80,284	78,755	77,000		77,000	0.00%
101-000.000-669.000	DPS BLDG RENT FROM WATER	4,917	4,917	4,917		4,917	0.00%
101-000.000-671.000	ADMINISTRATIVE REV RD FUND	4,000	4,000	4,000		4,000	0.00%
101-000.000-676.001	EMPLOYEE BENEFIT CONTRIBUTION	22,000	131,088	40,000		35,000	-12.50%
101-000.000-677.000	ELECTION REIMBURSEMENTS			5,425			-100.00%
101-000.000-681.000	SALE OF ABANDONED PROPERTY	142,700					
101-000.000-682.000	SALE OF FIXED ASSET	14,329	299	6,555			-100.00%
Totals for dept 000.000 -		5,194,961	5,203,843	5,477,072		5,621,292	2.6

		2022-23	2023-24	2024-25	Cost Notes	2025-26	Item 2A.
		ACTIVITY	ACTIVITY	AMENDED		RECOMMENDED	
GL NUMBER	DESCRIPTION			BUDGET		BUDGET	
TOTAL ESTIMATED REVENUES		5,194,961	5,203,843	5,477,072		5,621,292	2.63%
APPROPRIATIONS							
Dept 100.000 - GOVERNMENT SERVICES							
101-100.000-708.000	PROPERTY & LIABILITY INSURANC	40,164	37,904	56,000		58,000	3.57%
101-100.000-710.000	UNEMPLOYMENT INSURANCE	52	56	50		50	0.00%
101-100.000-712.000	WORKER'S COMP INSURANCE	7,000	209	7,000		7,000	0.00%
101-100.000-713.000	MERS CITY CONTRIBUTIONS	50,000	50,000	50,000		50,000	0.00%
101-100.000-726.000	OFFICE SUPPLIES	4,889	4,466	6,000		6,000	0.00%
101-100.000-732.000	CODE ENFORCEMENT	369,633	1,375	3,000		3,000	0.00%
101-100.000-733.000	CASH SHORT/OVER		2,333				
101-100.000-802.000	TAX TRIBUNAL RETURNS	10,366	71	2,000		1,000	-50.00%
101-100.000-803.000	MEMBERSHIPS & MEETINGS	7,266	3,550	6,000		8,500	41.67%
	Treasurers Associations; Clerk Association; SOCPWA; Municipal Code Association; MML Full Member						
101-100.000-804.000	BUILDING TRADE INSPECTION	63,901	111,512	56,250		37,500	-33.33%
101-100.000-805.000	CABLE TELEVISION	51,737	55,694	58,500		55,500	-5.13%
	LVTV				48,000		
	MISC				7,500		
101-100.000-808.000	COMMUNITY CENTER EXPENDITURE	28,488	24,125	25,000		43,500	74.00%
	Oversight/Cleaning Services; Food Service Licenses				25,000		
	Ice Machine				3,500		
	Community Room Chairs				15,000		
101-100.000-810.000	AUDITING & ACCOUNTING	43,845	107,554	84,000		27,000	-67.86%
	Maner				22,000		
	Accounting Consulting				5,000		
101-100.000-822.000	TRAINING	9,902	7,869	7,000		7,000	0.00%
	Treasurers Conference; Clerks Conference; Code Conference; BS&A Training						
101-100.000-832.000	CITIZEN COMMUNICATION/PR	10,174	800	5,000		5,000	0.00%
	Constant Contract (E-Newsletter)				1,100		
	Canva				400		
	Newspaper Postings				2,500		
101-100.000-840.000	LIBRARY PAYMENT	119,938	119,938	185,000		190,735	3.10%
101-100.000-848.000	GOVERNMENT OPERATIONS	39,082	53,888	32,500		40,000	23.08%
101-100.000-848.001	TECHNOLOGY	57,028	56,463	65,000		49,500	-23.85%
	IT Services				20,000		
	CivicPlus				5,500		
	MuniCode				5,000		
	Apptegy (Website)				7,000		
	New Computer (2)				3,000		
	Adobe Pro				1,000		
	Rioch				3,000		
	MISC				5,000		
101-100.000-850.000	TELEPHONE EXPENDITURES	10,723	9,614	15,000		35,000	133.33%
	Phone Service				15,000		
	Phone System Upgrade				20,000		
101-100.000-860.000	VEHICLE EXPENSE	502	7,002	5,000		5,000	0.00%
101-100.000-880.000	CDBG EXPENDITURES	3,262		2,000		7,000	250.00%
101-100.000-882.000	PLANNING/CONSULTING FEES	14,989	12,147	10,000		52,350	423.50%
	Retainer & Plan Reviews				20,000		
	Master Plan Update 2026				32,350		
101-100.000-900.000	PRINTING/PUBLICATION COSTS	11,511	19,110	11,000		11,000	0.00%
101-100.000-901.000	POSTAGE FEES	5,491	6,632	6,000		6,000	0.00%
101-100.000-955.000	MISCELLANEOUS EXPENDITURES		3,040	10,000		10,000	0.00%

		2022-23	2023-24	2024-25	Cost Notes	2025-26	Item 2A.
		ACTIVITY	ACTIVITY	AMENDED		RECOMMENDED	
GL NUMBER	DESCRIPTION			BUDGET		BUDGET	
	Lexipol Grant Services				7,500		
	Other				2,500		
101-100.000-955.003	ARPA EXPENDITURES	154,205	12,000				
Totals for dept 100.000 - GOVERNMENT SERVICES		1,114,148	707,352	707,300		715,635	1.18%
Dept 101.000 - ADMINISTRATION							
101-101.000-701.000	SALARIES FULL-TIME	397,143	501,057	453,440		400,000	-11.79%
101-101.000-703.000	EMPLOYEE TAXES & BENEFITS	242,629	236,550	294,150		186,600	-36.56%
	Active Employees				135,000		
	Retiree				51,600		
101-101.000-716.000	CODE ENFORCEMENT OFFICER		361				
101-101.000-717.000	CODE ENFORCEMENT LEGAL	19,237	16,413	20,000		20,000	0.00%
101-101.000-718.000	ELECTIONS	17,118	24,710	50,000		25,000	-50.00%
	Nov. 25 Election - Workers, Supplies, Ect.						
101-101.000-719.000	OFFICIALS EXPENSE			5,000		5,000	0.00%
	Council Trainings/Conference						
101-101.000-721.000	DATA PROCESING & ASSESSMENTS	36,044	70,719	37,800		37,500	-0.79%
101-101.000-722.000	LEGAL SERVICES	53,678	50,808	55,000		60,000	9.09%
	Baker Group Retainer				30,000		
	Additional Services (including Labor Attorney)				30,000		
101-101.000-723.000	BOARD OF REVIEW	500	400	600		600	0.00%
101-101.000-803.000	MEMBERSHIPS & MEETINGS			2,000		2,000	0.00%
	ICMA; MME; APA						
101-101.000-955.000	MISCELLANEOUS EXPENDITURES	53	1,167	9,000		9,000	0.00%
	Employee Assistance Program				9,000		
Totals for dept 101.000 - ADMINISTRATION		766,402	902,185	926,990		745,700	-19.56%
Dept 201.000 - BUILDING & GROUNDS							
101-201.000-702.000	SALARIES PART-TIME	34,963	28,423	30,000		30,000	0.00%
	Custodial						
101-201.000-703.000	EMPLOYEE TAXES & BENEFITS						
101-201.000-920.000	UTILITIES	59,343	73,378	60,000		85,000	41.67%
	DTE/Consumers						
101-201.000-930.000	BUILDING MAINTENANCE & REPAIR	54,057	34,878	40,000		40,000	0.00%
	Pest Control, Mat Cleaning, Cleaning Supplies, HVAC Maintenance, Utility Maintenance, ETC, Elevator				40,000		
101-201.000-930.001	BUILDING - GRANTS	5,359	5,359	5,359		5,359	0.00%
101-201.000-936.000	EQUIPMENT MAINTENANCE		52	7,500		7,500	0.00%
101-201.000-938.000	PARKING LOT & GROUNDS	4,882	400	5,000		5,000	0.00%
101-201.000-970.000	CAPITAL EXPENDITURE			6,000		25,000	316.67%
	Community Room Roof				25,000		
Totals for dept 201.000 - BUILDING & GROUNDS		158,604	142,490	153,859		197,859	28.60%
Dept 301.000 - PUBLIC SAFETY							
101-301.000-701.000	SALARIES FULL-TIME	792,470	1,022,542	1,050,000		1,070,000	1.90%
	8 FT Patrol				690,000		
	Command				200,000		
	Admin				180,000		
101-301.000-702.000	SALARIES PART-TIME	70,915	65,214	50,000		50,000	0.00%
101-301.000-703.000	EMPLOYEE TAXES & BENEFITS	511,750	556,716	690,000		589,000	-14.64%
	Active Employees (Insurance & Taxes)				445,000		
	Retiree Health Care				144,000		
101-301.000-704.000	SALARIES-OVERTIME	37,062	47,898	40,000		40,000	0.00%
101-301.000-708.000	PROPERTY & LIABILITY INSURANC	26,106	17,904	37,106		40,000	7.80%
101-301.000-710.000	UNEMPLOYMENT INSURANCE	106	106	100		110	10.00%
101-301.000-712.000	WORKER'S COMP INSURANCE	14,265	209	14,000		14,000	0.00%

		2022-23	2023-24	2024-25	Cost Notes	2025-26	Item 2A.
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	AMENDED BUDGET		RECOMMENDED BUDGET	
101-301.000-726.000	OFFICE SUPPLIES	3,888	4,727	4,000		6,000	50.00%
	copy paper, clorox wipes, pens, folders						
	misc. supplies						
	Dymo printer labels, scanners, phone						
	charging cords, binder clips, paper clips						
	post it notes, DVD lables, highlighters						
101-301.000-727.000	ROAD SUPPLIES	2,170	1,877	2,500		2,500	0.00%
	Road Flares, PBT Equip, Medical kit,						
	Lock out kits, Thermal ticket paper, Latex						
	gloves, AED pads & batteries						
101-301.000-728.000	EVIDENCE SUPPLIES	536	417	1,000		1,000	0.00%
	Latex gloves, Latent print supplies, camera						
	supplies, evidence bags, gun boxes,						
	Evidience tape, DNA supplies						
101-301.000-729.000	OFFICE MACHINE MAINTENANCE	868	1,559	1,500		1,500	0.00%
	Copier repairs, printing costs, toner and						
	ink cartridges						
101-301.000-731.000	PUBLICATIONS/DOCUMENT REDUCIN		500	500		1,000	100.00%
	Trainsfer old documents from Microfishe						
	and microfilm to thumbdrives						
101-301.000-802.000	TAX TRIBUNAL RETURNS		280				
101-301.000-803.000	MEMBERSHIPS & MEETINGS	3,967	2,200	5,500		5,500	0.00%
	MLEAC Fee, MI-Deals, IACP, MACP,						
	OCACP, NATA, OAC TAC, MAHN, IAFCI						
	SEMCACP, FBI-LEEDA, TIA, FOP						
101-301.000-821.000	POLICE RESERVES			500		500	0.00%
	Uniforms, Training and firearm qualifications						
101-301.000-822.000	TRAINING	13,122	11,786	15,500		15,500	0.00%
	Advanced police courses, seminars, and						
	conferences						
	NAAAC, IACP, MACP summer/ winter, MAHN						
	MLEAC, ADMINISTRATIVE ASSIST CONF						
	Taser instructor, ALICE, Team One Armorer						
	Defensive tactics, Baton instructor, EVO						
	CPR/AED/First AID, Diversity						
101-301.000-823.000	FIREARMS TRAINING	8,344	6,551	9,000		9,000	0.00%
	AMMO, TARGETS, BACKERS, TARGET						
	SUPPORTS, RANGE RENTAL, FIREARM						
	MAINTENANCE/CLEANING/repair						
	Semi-annual qualifications						
101-301.000-825.000	ANIMAL CONTROL	215		200		200	0.00%
	DECEASED ANIMAL REMOVAL						
101-301.000-826.000	COMMUNITY POLICING	65	662	1,100		1,100	0.00%
	Thanksgiving dinner, chilli cook off						
	PD swag giveaways						
	Bike Rodeo, Trunk or Treat, touch a truck						
101-301.000-827.000	302 TRAINING FUNDS EXPENDITURES	822	3,916	2,000		4,000	100.00%
	Oakland Community College - State funding						
	Small Agency Advanced Police Training						
101-301.000-828.000	FIRE SERVICE/DISPATCH CONTRACT	709,370	736,212	782,150		817,950	4.58%
	Southfield Fire Contract				754,950		
	Southfield Dispatch Contract				63,000		
101-301.000-829.000	POLICE UNIFORMS & CLEANING	7,350	10,363	15,000		15,000	0.00%
	Outfit new personnel, uniform replacement						
	boot allowance, dry cleaning expenses						
101-301.000-836.000	PRISONER LOCKUP	3,900	6,048			3,000	

		2022-23	2023-24	2024-25	Cost Notes	2025-26	Item 2A.
		ACTIVITY	ACTIVITY	AMENDED		RECOMMENDED	
GL NUMBER	DESCRIPTION			BUDGET		BUDGET	
101-301.000-837.000	STATE OF MI LEIN USE			3,000			-100.00%
101-301.000-839.000	CPE - CONTINUED PROFESSIONAL EDUCATION					2,725	
	Pilot program through 2026 from the state						
	Police Training / Education						
	PoliceOne Academy on-line training				1,300		
101-301.000-848.001	TECHNOLOGY		15,490	26,900		25,000	-7.06%
	Radar unit				3,000		
	2- New computers & install				4,000		
	PowerDMS				5,340		
	Getac cloud storage				7,600		
	When to work scheduling software				400		
	Guardian tracking software				1,200		
101-301.000-850.000	TELEPHONE EXPENDITURES	10,835	8,194	11,000		11,000	0.00%
101-301.000-851.000	RADIO COMMUNICATIONS	10,668	10,264	13,500		14,250	5.56%
	Clemis / mobile radio expenses						
101-301.000-860.000	VEHICLE EXPENSE	62,345	66,918	47,000		65,000	38.30%
	Fleet up keep and Maintenace on 7 vechicles				65,000		
101-301.000-970.000	CAPITAL EXPENDITURE					72,500	
	DB car replacement - 2018 (154,000 miles)				35,000		
	Replace flooring in Police Department				15,000		
	Ballistic shields for each patrol car				13,000		
	Axon taser replacement (year 2 of 5)				9,500		
Totals for dept 301.000		2,291,139	2,598,553	2,836,556		2,877,335	1.44%
Dept 401.000 - PUBLIC SERVICE							
101-401.000-703.000	EMPLOYEE TAXES & BENEFITS	31,540	13,284	20,000		20,000	0.00%
101-401.000-860.000	VEHICLE EXPENSE		503	4,000		4,000	0.00%
101-401.000-890.000	PARK MAINTENANCE	145	1,428	2,000		2,000	0.00%
101-401.000-891.000	TREE MAINTENANCE			10,000		10,000	0.00%
101-401.000-892.000	SIDEWALK MAINTENANCE	740,119	114,599				
101-401.000-893.000	MAILBOXES					500	
101-401.000-920.000	UTILITIES	30,254	17,638	25,000		25,000	0.00%
101-401.000-921.000	CONTRACTUAL SERVICES	117,072	140,800	145,000		151,000	4.14%
	Lathrup Services				136,000		
	Engineering				10,000		
	Misc.				5,000		
101-401.000-936.000	EQUIPMENT MAINTENANCE	7,561	2,409	4,000		4,000	0.00%
101-401.000-970.000	CAPITAL EXPENDITURE	50,897		58,500		60,000	2.56%
	DPS Building Gutters				10,000		
	Backhoe (50%)				50,000		
Totals for dept 401.000 -		977,588	290,661	268,500		276,500	2.98%
Dept 501.000 - LEAF COLLECTION							
101-501.000-955.000	MISCELLANEOUS EXPENDITURES		267	1,000		750	-25.00%
101-501.000-976.000	ROAD EQUIPMENT MAINTENANCE			750		1,000	33.33%
101-501.000-978.000	REFUSE EQUIP/ROLLOFF EXPEND	7,213	1,230	7,000		7,000	0.00%
Totals for dept 501.000 - LEAF COLLECTION		7,213	1,497	8,750		8,750	0.00%
Dept 502.000							
101-502.000-801.001	SOCRRA	369,792	389,374	401,525		415,578	3.50%
	SOCRRA 3.5% Increase						
Totals for dept 502.000 -		369,792	389,374	401,525		415,578	3.50%
Dept 601.000 - RECREATION							
101-601.000-712.000	WORKER'S COMP INSURANCE	800	209			750	
XXXXXXX	CONSULTING					9,800	

		2022-23	2023-24	2024-25	Cost Notes	2025-26	Item 2A.
		ACTIVITY	ACTIVITY	AMENDED		RECOMMENDED	
GL NUMBER	DESCRIPTION			BUDGET		BUDGET	
	Recreation Plan Update 2026				9,800		
101-601.000-806.000	ADULT PROGRAMS	102	124	5,000		3,000	-40.00%
101-601.000-807.000	BUS TRANSPORTATION		449	1,000		1,000	0.00%
101-601.000-811.000	SENIOR ACTIVITIES	193		5,000		3,000	-40.00%
101-601.000-812.000	COMMUNITY EVENTS	10,034	3,825	5,000		10,000	100.00%
101-601.000-813.000	CHILDREN/YOUTH ACTIVITIES	11	1,159	5,000		4,000	-20.00%
101-601.000-815.000	COMMUNITY GARDEN		495	500		500	0.00%
101-601.000-817.000	FITNESS CENTER EXP	147					
101-601.000-843.000	DOG PARK EXPENSES	15		250		250	0.00%
101-601.000-884.000	CONCERTS IN THE PARK	442	856	750		750	0.00%
101-601.000-970.000	CAPITAL EXPENDITURE					175,000	
	Annie Lathrup Fitness Park				175,000		
Totals for dept 601.000 - RECREATION		11,744	7,117	22,500		208,050	
Dept 811.000							
101-811.000-970.000	CAPITAL EXPENDITURE	157,924	2,300				
Totals for dept 811.000 -		157,924	2,300				
TOTAL APPROPRIATIONS		5,854,554	5,041,529	5,325,980		5,445,407	2.24%
NET OF REVENUES/APPROPRIATIONS - FUND 101		(659,593)	162,314	151,092		175,885	16.41%
BEGINNING FUND BALANCE		1,621,725	582,607	745,601	745,601	745,601	0.00%
FUND BALANCE ADJUSTMENTS		(379,523)	680				
ENDING FUND BALANCE		582,609	745,601	896,693	745,601	921,486	2.76%
Fund 202 - MAJOR ROAD FUND							
ESTIMATED REVENUES							
Dept 702.000							
202-702.000-415.000	MISCELLANEOUS REVENUES			22,332			-100.00%
202-702.000-574.000	STATE SHARED REVENUES	398,304	408,044	410,000		415,000	1.22%
202-702.000-640.001	BOND REVENUE	580,350					
202-702.000-665.000	INVESTMENT INTEREST	10,949	17,000			8,000	
202-702.000-690.397	TRANSFER IN FROM ROAD MILLAGE BOND FUND	1,618,420					
Totals for dept 702.000 -		2,608,023	425,044	432,332		423,000	-2.16%
TOTAL ESTIMATED REVENUES		2,608,023	425,044	432,332		423,000	-2.16%
APPROPRIATIONS							
Dept 702.000							
202-702.000-703.000	EMPLOYEE TAXES & BENEFITS	998	604	5,000		5,000	0.00%
202-702.000-705.000	SALARIES-ADMIN	6,210	3,967	6,500		6,750	3.85%
202-702.000-725.000	PAYING AGENT FEES	250					
202-702.000-810.000	AUDITING & ACCOUNTING	6,500	9,785	7,450		3,200	-57.05%
202-702.000-856.000	ADMINISTRATION & ENGINEERING	4,000	4,000	4,000		5,000	25.00%
202-702.000-858.000	ROAD CONSTRUCTION		299,215	220,000			-100.00%
202-702.000-861.000	ROAD MAINTENANCE	3,682	13,593	10,000		15,000	50.00%
202-702.000-862.000	ROADSIDE MAINTENANCE	205		1,000		1,000	0.00%
202-702.000-864.000	TRAFFIC CONTROLS	18,524	20,300	30,000		30,000	0.00%
202-702.000-866.000	SNOW & ICE REMOVAL	2,936	1,649	5,500		5,500	0.00%
202-702.000-867.000	EQUIPMENT RENTAL			5,000		5,000	0.00%
202-702.000-870.000	FORESTRY	30,483	16,213	30,000		30,000	0.00%
202-702.000-921.000	CONTRACTUAL SERVICES	59,591	80,836	70,000		70,000	0.00%
202-702.000-970.000	CAPITAL EXPENDITURE		1,320				
202-702.000-999.203	TRANSFER OUT TO LOCAL ROADS			102,500		100,000	-2.00%

		2022-23	2023-24	2024-25	Cost Notes	2025-26	Item 2A.
		ACTIVITY	ACTIVITY	AMENDED		RECOMMENDED	
GL NUMBER	DESCRIPTION			BUDGET		BUDGET	
Totals for dept 702.000 -		133,379	451,482	496,950		276,450	-44.37%
Dept 702.100 - CAPITAL IMP - STREET BOND							
202-702.100-970.000	CAPITAL EXPENDITURE	2,157,424	348,519				
Totals for dept 702.100 - CAPITAL IMP - STREET BOND		2,157,424	348,519				
TOTAL APPROPRIATIONS		2,290,803	800,001	496,950		276,450	-44.37%
NET OF REVENUES/APPROPRIATIONS - FUND 202		317,220	(374,957)	(64,618)		146,550	-326.79%
BEGINNING FUND BALANCE		952,226	1,269,447	894,491	894,491	894,491	0.00%
ENDING FUND BALANCE		1,269,446	894,490	829,873	894,491	1,041,041	25.45%
Fund 203 - LOCAL ROAD FUND							
ESTIMATED REVENUES							
Dept 703.000							
203-703.000-415.000	MISCELLANEOUS REVENUE	25,370	33,057			250,000	
	MDOT Category B Grant				250,000		
203-703.000-574.000	STATE SHARED REVENUES	186,023	190,820	190,000		195,000	2.63%
203-703.000-640.001	BOND REVENUE	431,867					
203-703.000-665.000	INVESTMENT INTEREST	7,008	11,000			8,000	
203-703.000-690.202	TRANSFER IN FROM MAJOR ROADS			102,500		100,000	-2.44%
203-703.000-690.397	TRANSFER IN FROM ROAD MILLAGE BOND FUND	1,618,419					
Totals for dept 703.000 -		2,268,687	234,877	292,500		553,000	89.06%
TOTAL ESTIMATED REVENUES		2,268,687	234,877	292,500		553,000	89.06%
APPROPRIATIONS							
Dept 703.000							
203-703.000-703.000	EMPLOYEE TAXES & BENEFITS	998	615	14,000		5,000	-64.29%
203-703.000-705.000	SALARIES-ADMIN	6,210	3,967	6,500		6,750	3.85%
203-703.000-725.000	PAYING AGENT FEES	250					
203-703.000-810.000	AUDITING & ACCOUNTING	6,500	10,904	3,700		3,200	-13.51%
203-703.000-861.000	ROAD MAINTENANCE	162,674	4,505	20,000		25,000	25.00%
203-703.000-862.000	ROADSIDE MAINTENANCE	1,457	117	5,000		5,000	0.00%
203-703.000-864.000	TRAFFIC CONTROLS	3,673	6,539	10,000		10,000	0.00%
203-703.000-866.000	SNOW & ICE REMOVAL	2,937	1,499	5,500		5,500	0.00%
203-703.000-867.000	EQUIPMENT RENTAL			2,000		2,000	0.00%
203-703.000-868.000	NON-MOTOR FACILITIES			5,000		5,000	0.00%
203-703.000-870.000	FORESTRY	30,483	16,213	30,000		30,000	0.00%
203-703.000-921.000	CONTRACTUAL SERVICES	59,591	79,406	79,000			-100.00%
203-703.000-970.000	CAPITAL EXPENDITURE					589,990	
	Rainbow Circle - Category B Project				589,990		
Totals for dept 703.000 -		274,773	123,765	180,700		687,440	280.43%
NET OF REVENUES/APPROPRIATIONS - FUND 202		317,220	(374,957)	(64,618)		(134,440)	108.05%
Fund 397 - ROAD MILLAGE BOND FUND							
ESTIMATED REVENUES							
Dept 000.000							
397-000.000-403.000	ROAD BOND DEBT TAXES		633,036	680,000		688,845	1.30%
397-000.000-446.000	INVESTMENT INTEREST	93,096	18,580	4,000			-100.00%
397-000.000-510.983	SPECIAL ASSESSMENT-ROAD BOND	618,956					
Totals for dept 000.000 -		712,052	651,616	684,000		688,845	

		2022-23	2023-24	2024-25	Cost Notes	2025-26	Item 2A.
		ACTIVITY	ACTIVITY	AMENDED		RECOMMENDED	
GL NUMBER	DESCRIPTION			BUDGET		BUDGET	
TOTAL ESTIMATED REVENUES		712,052	651,616	684,000		688,845	0.71%
APPROPRIATIONS							
Dept 000.000							
397-000.000-720.000	INTEREST EXPENSE	218,749	201,749	183,000		250,000	36.61%
397-000.000-725.000	PAYING AGENT FEES		500				
397-000.000-905.000	BOND PRINCIPAL PAYMENTS	340,000	375,000	405,000		400,000	-1.23%
397-000.000-999.202	TRANSFER OUT TO MAJOR ROADS	1,618,420					
397-000.000-999.203	TRANSFER OUT TO LOCAL ROADS	1,618,419					
Totals for dept 000.000 -		3,795,588	577,249	588,000		650,000	10.54%
TOTAL APPROPRIATIONS		3,795,588	577,249	588,000		650,000	10.54%
NET OF REVENUES/APPROPRIATIONS - FUND 397		(3,083,536)	74,367	96,000			-100.00%
BEGINNING FUND BALANCE		3,083,538	1	74,367	74,367	74,367	0.00%
FUND BALANCE ADJUSTMENTS		(1)	(1)				
ENDING FUND BALANCE		1	74,367	170,367	74,367	74,367	-56.35%
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
ESTIMATED REVENUES							
Dept 000.000							
494-000.000-407.000	TIFA-CAPTURE TAXES	396,236	479,673	410,000		422,500	3.05%
494-000.000-410.000	TAX COLLECTED OTHER	37,187	37,337	37,488		38,000	1.37%
494-000.000-415.000	MISCELLANEOUS REVENUE	22,364	3,120	23,000		23,000	0.00%
494-000.000-446.000	INVESTMENT INTEREST	39,300	49,625	40,000		40,000	0.00%
494-000.000-614.000	MUSIC FEST REV		3,025	16,250		10,000	-38.46%
494-000.000-615.000	MAIN STREET REVENUES			600			-100.00%
Totals for dept 000.000 -		495,087	572,780	527,338		533,500	1.17%
TOTAL ESTIMATED REVENUES		495,087	572,780	527,338		533,500	1.17%
APPROPRIATIONS							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	162,929	172,676	180,000		130,000	-27.78%
	Code Enforcement (45%)				27,540		
	DDA Director (90%)				73,440		
	City Administrator (10%)				11,800		
	Finance Director (10%)				11,100		
494-000.000-702.000	SALARIES PART-TIME		4,525	5,000		28,000	460.00%
	Changed the FT Special Projects to PT Intern						
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	57,701	66,065	65,000		40,000	-38.46%
494-000.000-722.000	LEGAL SERVICES			900		900	0.00%
494-000.000-726.000	OFFICE SUPPLIES	507	5,423	3,755		3,500	-6.79%
	Adobe Subscription				400		
	Technology				1,000		
	Cell Phone				800		
	Misc. Office Supplies				500		
494-000.000-802.000	TAX TRIBUNAL RETURNS			2,000			-100.00%
494-000.000-810.000	AUDITING & ACCOUNTING	800	14,574	8,900		2,500	-71.91%
494-000.000-822.000	TRAINING/MEMBERSHIP	8,575	3,425	7,125		5,000	-29.82%
494-000.000-844.000	MAIN STREET PROGRAM	5,524	22,797	28,500		12,500	-56.14%
	Corridor Cleanup				500		

		2022-23	2023-24	2024-25	Cost Notes	2025-26	Item 2A.
		ACTIVITY	ACTIVITY	AMENDED		RECOMMENDED	
GL NUMBER	DESCRIPTION			BUDGET		BUDGET	
	Juneteenth				2,000		
	Branding/Swag				2,000		
	Tri-City Partnership/Business Mini-Grant				4,500		
494-000.000-845.000	STREETSCAPING	9,047	17,270	39,000		20,500	-47.44%
	Plant Materials				6,000		
	Banners				2,500		
	Holiday Decorations				12,000		
494-000.000-846.000	MUSIC FESTIVAL EXP					1,000	
494-000.000-882.000	PLANNING/CONSULTING FEES	15,497	19,909	15,300		15,300	0.00%
494-000.000-900.000	PRINTING/PUBLICATION COSTS	972	2,289	2,000		2,000	0.00%
494-000.000-901.000	POSTAGE FEES			200		250	25.00%
	CAPITAL IMPROVEMENTS					100,000	
	Alley Improvements						
494-000.000-933.000	REPAIRS & MAINTENANCE	335,203	23,319	503,980		64,500	-87.20%
	Streetlight/DTE				12,500		
	Paradise Gardens Lanscape Maintenance				52,000		
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	1,007	2,219	23,457		24,000	2.31%
	Liability Insurance				5,000		
	Flock Safety Cameras				15,000		
	LVTV - DDA Meetings				3,300		
	Misc. Expense				500		
494-000.000-968.001	DEPRECACTION INFRASTRUCTURE	29,714	48,766	30,000		40,000	33.33%
494-000.000-971.000	SIGN GRANT PROGRAM		15,480	10,000		10,000	0.00%
494-000.000-971.001	FACADE GRANT PROGRAM			20,000		20,000	0.00%
Totals for dept 000.000 -		627,476	418,737	945,117		519,950	-44.99%
TOTAL APPROPRIATIONS		627,476	418,737	945,117		519,950	-44.99%
NET OF REVENUES/APPROPRIATIONS - FUND 494		(132,389)	154,043	(417,779)		13,550	-103.24%
BEGINNING FUND BALANCE		1,417,080	1,284,694	1,437,734	1,437,734	1,437,734	0.00%
FUND BALANCE ADJUSTMENTS			(1,001)				
ENDING FUND BALANCE		1,284,691	1,437,736	1,019,955	1,437,734	1,451,284	42.29%
Fund 592 - WATER & SEWER FUND							
ESTIMATED REVENUES							
Dept 536.000 - WATER DEPARTMENT							
592-536.000-415.000	MISCELLANEOUS REVENUES	38,648	41,020	20,000		20,000	0.00%
592-536.000-543.000	FEDERAL/STATE GRANTS					2,459,000	
	EPA (Talib) CDS Funding				959,000		
	MEDC Funding				1,500,000		
592-536.000-640.000	WATER SERVICE	737,217	719,283	770,000		823,900	7.00%
592-536.000-640.001	BOND REVENUE	228,905	229,119	229,000		229,000	0.00%
592-536.000-641.000	WATER & SEWER PENALTIES	33,184	28,228	25,000		30,000	20.00%
592-536.000-642.000	METER CHARGE REVENUE	69,560	80,663	81,000		81,000	0.00%
592-536.000-646.000	TAP-IN FEES			2,100			-100.00%
592-536.000-665.000	INVESTMENT INTEREST	80,857	72,585	20,000		20,000	0.00%
Totals for dept 536.000 - WATER DEPARTMENT		1,188,371	1,170,898	1,147,100		3,662,900	219.32%
Dept 537.000 - SEWER DEPARTMENT							
592-537.000-415.000	MISCELLANEOUS REVENUES	4,990	2,918				
592-537.000-424.000	UNEARNED REVENUE			213,321			-100.00%
592-537.000-543.000	FEDERAL/STATE GRANTS	130,945	34,525				
592-537.000-641.000	WATER & SEWER PENALTIES	48,565	41,257	40,000		45,000	12.50%
592-537.000-645.000	SEWAGE DISPOSAL REVENUE	1,395,414	1,329,069	1,805,000		1,931,350	7.00%
592-537.000-651.000	INDUSTRIAL SURCHARGE	35,787	36,967	42,000		37,000	-11.00%

		2022-23	2023-24	2024-25	Cost Notes	2025-26	Item 2A.
		ACTIVITY	ACTIVITY	AMENDED		RECOMMENDED	
GL NUMBER	DESCRIPTION			BUDGET		BUDGET	
592-537.000-665.000	INVESTMENT INTEREST	71,567	72,585	20,000		20,000	0.00%
Totals for dept 537.000 - SEWER DEPARTMENT		1,687,268	1,517,321	2,120,321		2,033,350	-4.10%
TOTAL ESTIMATED REVENUES		2,875,639	2,688,219	3,267,421		5,696,250	74.33%
APPROPRIATIONS							
Dept 536.000 - WATER DEPARTMENT							
592-536.000-701.000	SALARIES FULL-TIME	20,093	29,266	49,980		65,000	30.05%
592-536.000-703.000	EMPLOYEE TAXES & BENEFITS	114,808	101,466	140,000		120,000	-14.29%
592-536.000-706.000	OPEB EXPENSE	(274,557)	(322,313)				
592-536.000-708.000	PROPERTY & LIABILITY INSURANC	7,959	6,667	10,550		11,000	4.27%
592-536.000-726.000	OFFICE SUPPLIES					300	
592-536.000-803.000	MEMBERSHIPS & MEETINGS			2,500		2,500	0.00%
592-536.000-810.000	AUDITING & ACCOUNTING	6,500	20,387	10,400		3,200	-69.23%
592-536.000-856.000	ADMINISTRATION & ENGINEERING			10,000		345,000	3350.00%
	Southfield Phase A Water Main				275,000		
	Southfield Phase B Water Main				60,000		
	Misc.				10,000		
592-536.000-860.000	VEHICLE EXPENSE		7,805				
592-536.000-875.000	PENSION EXPENSE	36,661	(842)	25,000		25,000	0.00%
592-536.000-900.000	PRINTING/PUBLICATION COSTS			2,500		2,500	0.00%
592-536.000-902.000	BILLING SERVICES	8,272	9,542	10,000		11,000	10.00%
592-536.000-921.000	CONTRACTUAL SERVICES	66,961	81,080	78,000		90,000	15.38%
592-536.000-935.000	EQUIPMENT REPLACEMENT	1,317	1,273	2,500		2,500	0.00%
592-536.000-937.000	WATER SYSTEM MAINTENANCE	67,699	73,635	70,000		80,000	14.29%
592-536.000-940.000	RENT & UTILITIES WATER & SEWE	4,917	4,917	5,000		5,000	0.00%
592-536.000-944.000	WATER PURCHASES	291,641	270,151	360,000		384,000	6.67%
	GLWA & SOCWA Increase 6%						
	SOCWA Flat Rate				74,000		
	SOCWA Water Purchase				310,000		
592-536.000-955.000	MISCELLANEOUS EXPENDITURES	1,522	308				
592-536.000-968.000	DEPRECACTION WATER SYSTEM	356,260	394,728			400,000	
592-536.000-970.000	CAPITAL EXPENDITURE	10,761	(9,135)			25,000	
	Backhoe (25%)				25,000		
592-536.000-974.000	WATER MAIN PROJECT	7,525	13,086	300,000		2,944,700	881.57%
	Southfield Phase A Water Main (N)				1,793,000		
	Southfield Phase B Water Main (S)				1,151,700		
Totals for dept 536.000 - WATER DEPARTMENT		728,339	682,021	1,076,430		4,516,700	319.60%
Dept 536.100 - WATER DEPARTMENT							
592-536.100-970.000	CAPITAL EXP - STOP BOX REPLACEMENT	(68,086)	1,499				
Totals for dept 536.100 - WATER DEPARTMENT		(68,086)	1,499				
Dept 536.200 - WATER DEPARTMENT							
592-536.200-970.000	CAPITAL EXP - LEAD & COPPER LINE REPLACE	10,774	(28,395)				
Totals for dept 536.200 - WATER DEPARTMENT		10,774	(28,395)				
Dept 536.300 - WATER DEPARTMENT							
592-536.300-970.000	CAPITAL EXP - WATER METER REPLACE		(6,083)	13,000			-100.00%
Totals for dept 536.300 - WATER DEPARTMENT			(6,083)	13,000			-100.00%
Dept 536.400 - WATER DEPARTMENT							
592-536.400-970.000	CAPITAL EXP - WATER MAIN REPLACE	100	7,280				
Totals for dept 536.400 - WATER DEPARTMENT		100	7,280				

		2022-23	2023-24	2024-25	Cost Notes	2025-26	Item 2A.
		ACTIVITY	ACTIVITY	AMENDED		RECOMMENDED	
GL NUMBER	DESCRIPTION			BUDGET		BUDGET	
Dept 536.500 - WATER DEPARTMENT							
592-536.500-970.000	CAPITAL FIRE HYDRANTS		2,279				
Totals for dept 536.500 - WATER DEPARTMENT			2,279				
Dept 537.000 - SEWER DEPARTMENT							
592-537.000-701.000	SALARIES FULL-TIME	20,093	29,266	49,980		65,000	30.05%
592-537.000-703.000	EMPLOYEE TAXES & BENEFITS	60,569	59,693	48,000		60,000	25.00%
592-537.000-708.000	PROPERTY & LIABILITY INSURANC	7,803	6,503	10,550		10,550	0.00%
592-537.000-720.000	INTEREST EXPENSE	162,850	140,169	170,200		140,000	-17.74%
592-537.000-725.000	PAYING AGENT FEES	1,250	1,290	1,500		1,650	10.00%
592-537.000-810.000	AUDITING & ACCOUNTING	6,500	20,387	10,400		3,200	-69.23%
592-537.000-856.000	ADMINISTRATION & ENGINEERING			18,000		36,000	100.00%
	Cured In Place Engineering				20,000		
	Manhole Instillation				8,000		
	Misc.				8,000		
592-537.000-905.000	BOND PRINCIPAL PAYMENTS			250,000		335,000	34.00%
592-537.000-921.000	CONTRACTUAL SERVICES	66,961	100,154	153,000		160,500	4.90%
	Lathrup Services				79,000		
	WRC				81,500		
592-537.000-939.000	SEWER SYSTEM MAINTENANCE	175,718	74,612	100,000		100,000	0.00%
	Manhole Instillation - Sunde				60,000		
	Oakland Country SRF				40,000		
592-537.000-942.000	SEWAGE DISPOSAL EXPENSE	1,044,422	1,074,726	1,058,000		1,079,160	2.00%
	GLWA & EFSD Increase 2%						
592-537.000-945.000	RETENTION TANK-UTIL ELEC	22,205	16,450	20,000		20,000	0.00%
592-537.000-946.000	RETENTION TANK UTIL-WATER	6,461	32,045	20,000		35,000	75.00%
592-537.000-947.000	RETENTION TANK UTIL-GAS	1,307	1,042	1,200		1,300	8.33%
592-537.000-948.000	RETENTION TANK UTIL-TELEPHONE	1,959	1,476	2,500		1,000	-60.00%
592-537.000-949.000	RETENTION TAN GENERATOR FUEL			500		500	0.00%
592-537.000-951.000	RETENTION TANK BUILDING/EQUIP	4,115		6,000		6,000	0.00%
592-537.000-953.000	RETENTION TANK EXCESS LIABIL	9,078	7,565	9,100		9,100	0.00%
592-537.000-957.000	INDUSTRIAL SURCHARGE/NON-RESI	16,991	17,275	20,000		20,000	0.00%
592-537.000-970.000	CAPITAL EXPENDITURE	29,940	330	13,000		145,000	1015.38%
	Cured in Place Lining				120,000		
	Backhoe (25%)				25,000		
592-537.000-977.000	EVIRONMENT COMPL - NON CAPITA	10,761	9,874	15,000		15,000	0.00%
Totals for dept 537.000 - SEWER DEPARTMENT		1,648,983	1,592,857	1,976,930		2,243,960	13.51%
Dept 537.100 - SEWER DEPARTMENT							
592-537.100-970.000	CAPITAL EXP - SANITARY SEWER REPAIRS	103,170					
Totals for dept 537.100 - SEWER DEPARTMENT		103,170					
Dept 537.200 - SEWER DEPARTMENT							
592-537.200-970.000	CAPITAL EXP - RETENTION TANK REPAIRS		165,768	516,000		140,000	-72.87%
Totals for dept 537.200 - SEWER DEPARTMENT			165,768	516,000		140,000	-72.87%
TOTAL APPROPRIATIONS		2,423,280	2,417,226	3,582,360		6,900,660	92.63%
NET OF REVENUES/APPROPRIATIONS - FUND 592		452,359	270,993	(314,939)		(1,204,410)	282.43%
BEGINNING FUND BALANCE		7,901,154	8,329,847	8,600,841	8,600,841	8,600,841	0.00%
FUND BALANCE ADJUSTMENTS		(23,666)	(2)				
ENDING FUND BALANCE		8,329,847	8,600,838	8,285,902	8,600,841	7,396,431	-10.73%
ESTIMATED REVENUES - ALL FUNDS		14,315,711	9,780,375	10,680,663		13,515,887	26
APPROPRIATIONS - ALL FUNDS		17,642,499	9,736,057	11,119,107		14,339,907	28

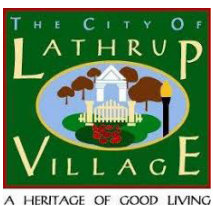
		2022-23	2023-24	2024-25	Cost Notes	2025-26	
		ACTIVITY	ACTIVITY	AMENDED		RECOMMENDED	
GL NUMBER	DESCRIPTION			BUDGET		BUDGET	
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		(3,326,788)	44,318	(438,444)		(824,020)	87.94%
BEGINNING FUND BALANCE - ALL FUNDS		15,777,694	12,047,720	12,091,719	12,091,719	12,091,719	0.00%
FUND BALANCE ADJUSTMENTS - ALL FUNDS		(403,188)	(323)				
ENDING FUND BALANCE - ALL FUNDS		12,047,718	12,091,715	11,653,275	12,091,719	12,091,719	3.76%

City of Lathrup Village

2025 - 2030 Capital Improvement Plan



Intentionally Blank



PREPARED FOR:

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

MARCH 2025

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Introduction

Introduction

The 2025-2030 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)

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.



Residential City Street in Lathrup Village (Giffels Webster)

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 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 needs 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 or more of the following criteria:

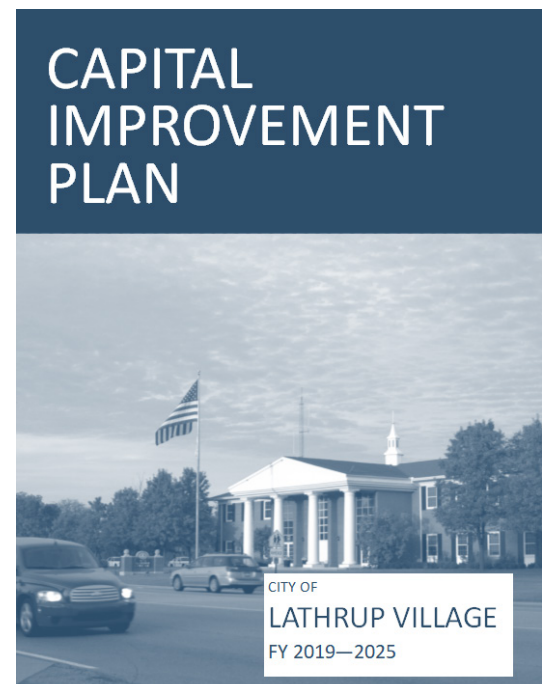
- Any acquisition of land for a public purpose which costs \$5,000 or more.
- Any construction of a new public facility (city building, water/sewer lines, pathways), or any addition to an existing public facility, the cost of which equals \$5,000 or more and has a useful life of three or more years.
- 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.



Lathrup Village public safety vehicles (Giffels Webster)

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

The Capital Improvement Plan 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 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 (2025) 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)



Damaged storm sewer culvert (Giffels Webster)

Program Areas

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. These program areas represent the stakeholders in the CIP.



Sarrackwood Park (Google)

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 2025-2030 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.

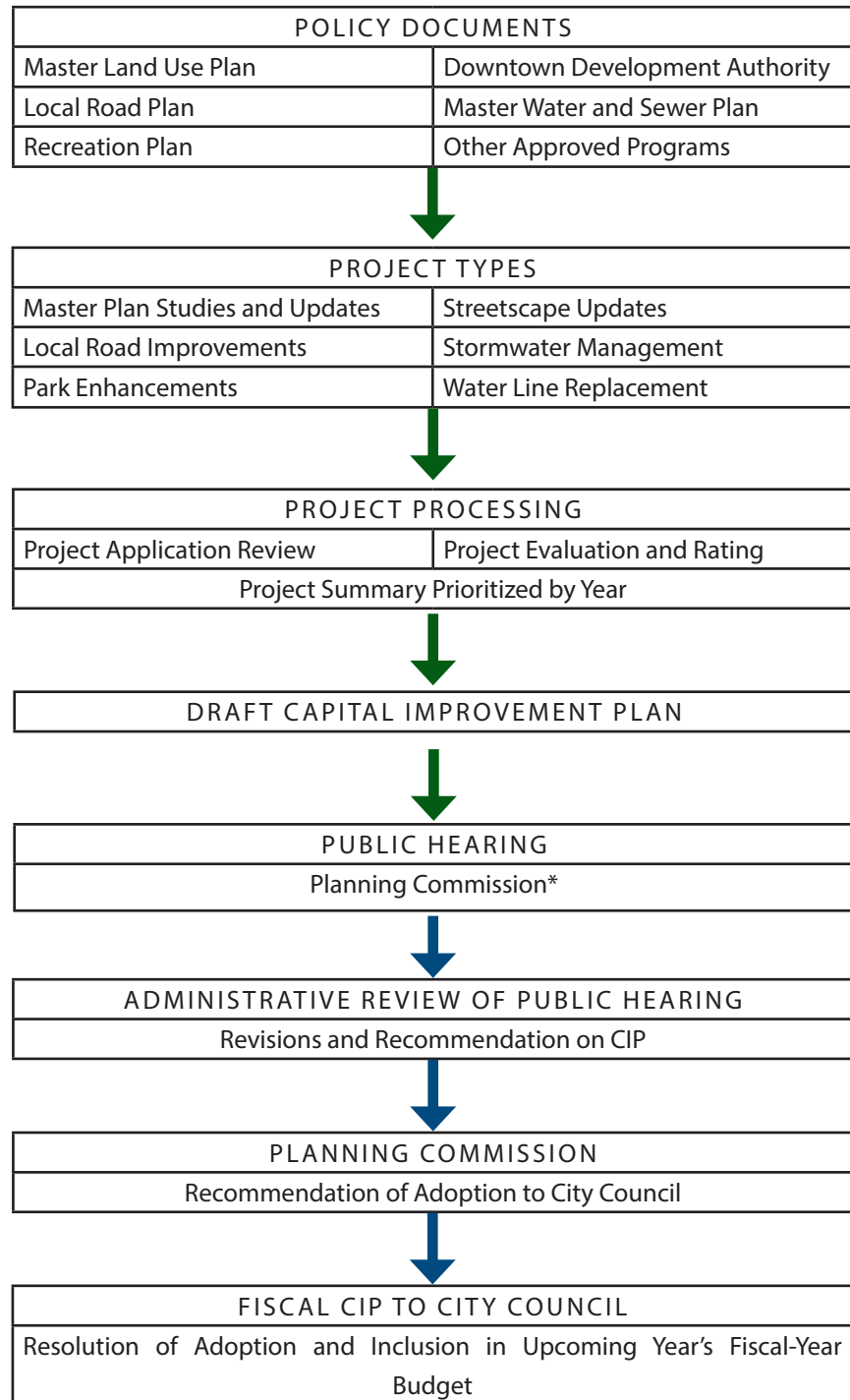
2. **DATA COMPILATION.** The information received from the stakeholders has been compiled into a Project Summary Worksheet. This worksheet contains all of the projects in the CIP over six (6) budget years with a cost summary of each budget year by program area and for the entire CIP. Included with the 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)

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.

Figure 2 - CIP Adoption Process



Project Inventory

Below is a summarized list of all projects considered for the Capital Improvement Plan. Project details are shown on the following pages; they can also be viewed online via the [Interactive CIP Dashboard Map](#). Changes from the 2024-2029 CIP are provided as applicable. New items added in are marked with an asterisks (*) in the tables below.

Project Number	Name	Fiscal year start	Funding source	Total
Administrative (AD)				
AD25-01	Facility Condition & Needs Assessment	2025	General Fund / Water-Sewer	\$35,000
AD25-02	Community Room Remodel*	2026	General Fund	\$50,000
AD25-03	Master Plan Update 2026*	2026	TBD	\$32,350
AD25-04	BS&A Cloud Software	2029-2031	General, Water/ Sewer	\$80,000
AD Total				\$197,350
Department of Public Services (DPS)				
DPS25-01	City Hall Tables*	2025	General Fund	\$11,000
DPS25-02	City Hall Public Chairs*	2025	General Fund	\$15,000
DPS25-03	Verkada-Camera/Door Lock Lic. Fee	2025	General Fund	\$10,227.87
DPS25-04	Painting DPS Building	2025	General Fund	\$20,000
DPS25-05	Epoxy Floors	2025	General Fund	\$65,000
DPS25-06	Backhoe Tractor	2025	General Fund	\$97,750
DPS25-07	Cement Blocks	2025	General Fund	\$5,000
DPS25-08	Concrete Slab	2025	General Fund	\$25,000
DPS25-09	Kitchen Remodel	2025	General Fund	\$6,000
DPS25-10	Bathroom(s) Remodel	2025	General Fund	\$6,000
DPS25-11	Parking Lot Replacement Phase III	2025	General Fund	\$125,000
DPS25-12	City Hall Roof Repair	2025	General Fund	\$20,000
DPS25-13	Dump Truck	2025	General Fund	\$65,165
DPS25-14	Gutters & Downspouts	2025	General Fund	\$10,000
DPS25-15	DPS Building Roof Repair	2025	General Fund	\$130,000
DPS25-16	Building and Site Improvements	2025	General Fund	\$50,000
DPS25-17	Tow Behind Leaf Blower	2025	General Fund	\$75,000
DPS25-18	City Hall Restrooms*	2027-2028	TBD	\$35,000
DPS25-19	DPS Building - Remodel or New Build	2030-2031	Gen., Water / Sewer	\$1,700,000
DPS Total				\$2,471,142.87

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
Downtown Development Authority (DDA)				
DDA25-01	City Hall Parking Lot Reconstruction	2025	DDA General Fund	\$350,000
DDA25-02	HAWK Pedestrian Crossing	2025	DDA General Fund	\$125,000
DDA25-03	Alleyway Improvements	2025-2026	DDA General Fund	\$500,000
DDA25-04	City Hall Monument Sign Conversion	2026	DDA General Fund	\$10,000
DDA Total				\$985,000
Parks and Recreation (P&R)				
PR25-01	Annie Lathrup Park Fitness Court*	2025	Gen. Funds / Grants	\$225,000
PR25-02	Municipal Park Playscape Replacement	2025-2026	Senator Peters	\$625,000
PR25-03	Sarrackwood Park Playscape Replacement	2026	Grant	\$400,000
PR25-04	Goldengate Park Playscape Replacement	2026	Grant	\$400,000
PR25-05	Recreation Plan Update 2026*	2026	TBD	\$9,800
P&R Total				\$1,659,800
Police				
P25-01	Ballistic Plate Carrier Upgrade	2025	General Fund	\$16,000
P25-02	GeTac Video (In-Car Video)	2025	General Fund	\$76,000
P25-03	Power DMS Annual Accreditation Subscription	2025	General Fund	\$5,300
P25-04	Detective Bureau Vehicles	2025	General Fund	\$35,000
P25-05	Chief's Vehicle Replacement	2025	General Fund	\$35,000
P25-06	New Facility or Station Remodel	2025	General Fund	\$1,800,000
P25-07	Carport for Patrol Vehicles	2025	General Fund	\$18,000
P25-08	Patrol Vehicle	2026	General Fund	\$70,000
P25-09	Axon Taser - Replacement	2025 - 2030	General Fund	\$41,778
Police Total				\$2,080,878

Project Inventory - continued

Project Number	Name	Fiscal year start	Funding source	Total
Roads				
R25-01	Eastbound 11 Mile Road Resurface (Southfield Road to on ramp)	2025	General Fund / Federal Grant	\$307,000
R25-02	Lincoln Drive East Reconstruction	2026	General Fund / Major Road	\$450,000
R25-03	Crack Sealing of Streets Paved From 2021 to 2023 (+ / - 9 Miles)	2026	Local / Major Roads	\$27,000
R25-04	Rainbow Circle Reconstruction / Resurfacing	2026	Grant / General Fund Engineering	\$677,000
R25-05	Eastbound & Westbound 11 Mile Road Resurfacing	2027	General Fund / Major Road	\$600,000
R25-06	Southfield Road Reconstruction (Meadowbrook to Cambridge)	2028	Grant / CIP	\$2,650,000
R25-07	11 Mile Road Resurface (Santa Barbara to Evergreen)	2029	Grant / CIP	\$225,000
Roads Total				\$4,936,000
Sanitary and Storm Sewer				
S25-01	2025 Manhole Installation	2025	CIP Bond Issue	\$80,000
S25-02	Sanitary Sewer CIPD	2025	CIP Bond Issue	\$150,000
S25-03	2025 Sanitary Sewer CCTV	2025	Water / Sewer	\$200,000
S25-04	Storm Sewer Improvements & Repairs	2025	CIP Bond	\$150,000
S25-05	2026 Sanitary Sewer Improvements	2026	Water / Sewer	\$200,000
S25-06	2027 Sanitary Sewer Improvements	2027	Water / Sewer	\$200,000
S25-07	2028 Sanitary Sewer Improvements	2028	Water / Sewer	\$200,000
Sanitary and Storm Total				\$1,180,000
Water				
W25-01	Water Meter Replacement	2025	Water / Sewer	\$495,000
W25-02	2025 Water Main Replacment	2025	Water / Sewer	\$250,000
W25-03	Lead & Copper Abatement	2025	Water / Sewer	\$50,000
W25-04	2026 Water Main Replacement	2026	Water / Sewer / EPA Grant	\$380,000
W25-05	2027 Water Main Replacement	2027	Water / Sewer / Grant	\$800,000
W25-06	2028 Water Main Replacement	2028	Water / Sewer	\$500,000
W25-07	2029 Water Main Replacement	2029	Water / Sewer	\$980,000
W25-08	2030 Water Main Replacement	2030	Water / Sewer	\$500,000
W24-09	2031 Water Main Replacement	2031	Water / Sewer	\$500,000
Water Total				\$4,455,000

INTERACTIVE CIP DASHBOARD URL:

Administrative

New to the 2025 CIP is the Community Room remodel at City Hall and the Master Plan Update for 2026. Carried over from the 2024 CIP is a focus on a needs assessment for prioritizing CIP and maintenance and the allocation of operating budgets and updates to the BS&A software to accommodate the conversion to an all cloud-based format.

AD25-01		Facility Condition and Needs Assessment
Project Year:	2025	As City facilities continue to age, the City should utilize qualified consultants to provide a facility condition and needs assessment (FCNA) of the existing City Hall and DPW facilities. The analysis would be utilized for prioritizing CIP and maintenance requirements as well as assisting with allocating operating budgets. The review would include exterior/interior systems, fire/life safety, HVAC, electrical, plumbing, and specialized equipment and systems.
Estimated Cost:	\$35,000	
Funding Source:	General Fund /Water-Sewer	
Ranking:	2	
AD25-02		Community Room Remodel*
Project Year:	2026	The Community Room is currently showing its age and the wear and tear of the facility is in need of a face lift in order to be a community space the City is proud of. Necessary improvements include, cleaning tile replacements, light fixtures, flooring (tile and carpet), painting, fixtures, and technology (audio/visual).
Estimated Cost:	\$50,000	
Funding Source:	General Fund	
Ranking:	3	
AD25-03		Master Plan Update 2026*
Project year:	2026	Updates to the plan will assist in guiding future growth, land use, and development. Update will assess current demographics, economic trends, and community needs while integrating public input to ensure an inclusive and forward-thinking vision for the city. Key components of the plan will include an updated Future Land Use Plan, a Market Analysis, and a Zoning Plan, ensuring alignment with the city's evolving needs. Public participation is a critical element of this process, with multiple engagement opportunities, including surveys, stakeholder meetings, and an online platform for resident feedback. The final plan will include actionable strategies for land use, infrastructure, and economic development, ensuring the city remains a thriving and sustainable community.
Estimated cost:	\$32,350	
Funding Source:	TBD	
Ranking:	1	
AD25-04		BS&A Cloud Software
Project Year:	2029-2031	BS&A software has been in use at the City since 2010 and is used for taxes, utilities, building department, etc. The company launched a cloud based software in 2023 which has become their main focus in terms of platforms. This request is to ensure that the City continues a partnership with BS&A to include the latest cloud based software. Within the next few years it is anticipated that BS&A will cease their support of on-premise software and require all clients to transfer to cloud services.
Estimated Cost:	\$80,000	
Funding Source:	General, Water / Sewer	
Ranking:	4	

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. The City Hall tables and chairs and restroom remodel are new items for the 2025 CIP, and multiple items are carried over from 2024.

DPS25-01		City Hall Tables*
Project Year:	2025	The tables utilized for the Community Room and public meetings have reached the end of their useful life and replacement is recommended. 15 round folding tables, 10 - 6' and 20 - 8' rectangle folding tables are necessary for maximum usage of the Community Room rental and meeting spaces within City Hall.
Estimated Cost:	\$11,000	
Funding Source:	General Fund	
Ranking:	5	
DPS25-02		City Hall Public Chairs*
Project Year:	2025	The fabric chairs utilized for the Community Room and public meetings have reached the end of their useful life and replacement is recommended. 150+ chairs are necessary for maximum usage of the Community Room rental and meeting spaces within City Hall.
Estimated Cost:	\$15,000	
Funding Source:	General Fund	
Ranking:	4	
DPS25-03		Verkada - Camera / Door Lock License Fee
Project Year:	2025	Veranda surveillance camera license fee will expire in August of 2025 and the door lock license fee expires in January of 2027. If the City would like to continue using these products we will need to renew the license fee for the cameras this year. 3yr license - 27 cameras = 10,227.87 5yr license - 27 cameras = 16,748.37 10 yr license - 27 cameras = 33,515.37
Estimated Cost:	\$10,227.87	
Funding Source:	General Fund	
Ranking:	1	
DPS25-04		Painting DPS Building
Project Year:	2025	The building is ready for a new paint job inside and out.
Estimated Cost:	\$20,000	
Funding Source:	General Fund	
Ranking:	15	
DPS25-05		Epoxy Floors
Project Year:	2024	Epoxy floors throughout the entire building will keep office and shop floors clean. The carpet is very dirty and worn out - remove and replace with epoxy.
Estimated Cost:	\$65,000	
Funding Source:	General Fund	
Ranking:	12	
DPS24-06		Backhoe Tractor
Project Year:	2025	Current tractor is 13 years old and in need of replacement.
Estimated Cost:	\$97,750	
Funding Source:	General Fund	
Ranking:	3	

Department of Public Services

DPS25-07		Cement Blocks
Project Year:	2025	Improve yard and organization. Only have three bays to work with. Extra materials used for projects and dumped anywhere in yard.
Estimated Cost:	\$5,000	
Funding Source:	General Fund	
Ranking:	18	
DPS25-08		Concrete Slab
Project Year:	2025	Interior of DPS building is dirt and needs to be replaced with concrete for a cleaner environment.
Estimated Cost:	\$25,000	
Funding Source:	General Fund	
Ranking:	6	
DPS25-09		Kitchen Remodel
Project Year:	2025	Kitchen is not in good shape and needs to be replaced. Remove and replace old equipment and carpet.
Estimated Cost:	\$6,000	
Funding Source:	General Fund	
Ranking:	11	
DPS25-10		Bathroom(s) Remodel
Project Year:	2025	The bathrooms at the DPS building are in bad shape and in need of remodel.
Estimated Cost:	\$6,000	
Funding Source:	General Fund	
Ranking:	10	
DPS25-11		Parking Lot Replacement Phase 3
Project Year:	2025	Repave the northern portion of the parking lot and westerly drive patch.
Estimated Cost:	125,000	
Funding Source:	General Fund	
Ranking:	13	
DPS25-12		City Hall Roof Repair
Project Year:	2025	Roof leaks in several areas in the Community Room.
Estimated Cost:	\$20,000	
Funding Source:	General Fund	
Ranking:	2	
DPS25-13		Dump Truck
Project Year:	2025	Dump Truck in need of replacement it is 12 years old - no floor panel make current one very dangerous
Estimated Cost:	\$65,165	
Funding Source:	General Fund	
Ranking:	7	

Department of Public Services

DPS25-14		Gutters & Downspout
Project Year:	2025	Gutters are broken and are in need of replacement
Estimated Cost:	\$10,000	
Funding Source:	General Fund	
Ranking	8	
DPS25-15		DPS Building Roof Repair
Project Year:	2025	DPS building is in bad shape, it is leaking in many spots and might need an entire roof replacement
Estimated Cost:	\$130,000	
Funding Source:	General Fund	
Ranking	9	
DPS25-16		Building and Site Improvements
Project Year:	2025	West side entry and interior. Salt floor.
Estimated Cost:	\$65,165	
Funding Source:	General Fund	
Ranking:	14	
DPS25-17		Tow Behind Leaf Blower
Project Year:	2025	The Department of Public Works utilizes tow-behind leaf loaders for yearly leaf pickups. The City currently has three (3) units with one (1) of the units past its useful life and currently out of service. While the City service can continue with two (2) units, the rate of service declines greatly, especially if a crew is pulled to another assignment.
Estimated Cost:	\$75,000	
Funding Source:	General Fund	
Ranking:	17	
DPS25-18		City Hall Restrooms*
Project Year:	2027-2028	Installation of low- flow fixtures,including faucets, toilets, and urinals, installing touchless valves and other components improves cleanliness standards. The scope also includes new floor tile, paint, updated mirrors, waste receptacles, finish hardware, and stall doors. This renovation will be for men and women bathroom on each floor.
Estimated Cost:	\$35,000	
Funding Source:	TBD	
Ranking:	16	
DPS25-19		DPS Building - Remodel or New Build
Project Year:	2030-2031	The DPS building is at the end of its useful life as enumerated by the DPS building items listed in the CIP. A new facility is needed to address all the needs of personnel/contractors, and necessary DPS equipment.
Estimated Cost:	\$1,700,000	
Funding Source:	General, Water / Sewer, Grant	
Ranking:	19	

Downtown Development Authority

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. The items below are carried over from the 2024-2029 CIP, and it is noted that the alleyway improvements combine the improvements planned for 2025 and 2026.

DDA25-01		City Hall Parking Lot Reconstruction
Project Year:	2025	Reconstruct the existing asphalt parking lot with spot curb and gutter repairs, ADA compliant walks, new asphalt parking surface, and pavement markings.
Estimated Cost:	\$350,000	
Funding Source:	DDA General Fund	
Ranking:	3	This is part of a larger project to renovate municipal grounds which also includes new landscaping around City Hall & installing a new play structure. Total Project Cost is \$807,264
DDA25-02		HAWK Pedestrian Crossing
Project Year:	2025	This project involves the installation of 3 HAWK/Pedestrian Hybrid Beacons. These will dramatically improve the safety of those wishing to cross Southfield Road and will enhance the connectivity of the community. Approval by RCOC for installation near Margate Ave.
Estimated Cost:	\$120,000	
Funding Source:	DDA General Fund	
Ranking:	1	
DDA25-03		Alleyway Improvements
Project Year:	2025-2026	Reconstruct alleys and approaches per DDA CIP.
Estimated Cost:	\$500,000	
Funding Source:	DDA General Fund	
Ranking:	2	
DDA25-04		City Hall Monument Sign Conversion
Project year:	2026	Convert the existing monument sign to a digital message board.
Estimated Cost:	\$10,000	
Funding Source:	DDA General Fund	
Ranking:	4	

Parks and Recreation

New to the 2025 CIP is the Fitness Court addition to Annie Lathrup Park near City Hall and the 2026 Recreation Plan Update. 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 needed to reduce instances of standing water and to protect accessibility. The Goldengate, Sarrackwood, and Municipal Park playgrounds have all been moved ahead from the 2024-2029 CIP.

PR25-01		Annie Lathrup Park Fitness Court*
Project Year:	2025	In affiliation with The National Fitness Campaign, the project will install outdoor fitness courts that promote healthy living and physical activity. This state-of-the-art fitness court is designed to be accessible to all, providing Lathrup Village with a space to engage in functional fitness routines while encouraging social connection and wellness.
Estimated Cost:	\$225,000	
Funding Source:	General Fund & Grants	
Ranking:	3	
PR25-02		Municipal Park Playscape Replacement
Project Year:	2025-2026	The playground equipment at Municipal Park has reached the end of its usable life. Since its installation, great strides have been made in creating inclusive playscapes to meet the needs of all children in a community. As the hub of community activities and events, an inclusive and accessible playscape is a necessity at Municipal Park.
Estimated Cost:	\$625,000	
Funding Source:	Senator Peters	
Ranking:	2	
PR25-03		Sarrackwood Park Playscape Replacement
Project Year:	2026	The playground equipment at Sarrackwood Park has reached the end of its usable life. Since its installation, great strides have been made in creating an inclusive playscape to meet the needs of all children in the community. Maintaining clean and safe playgrounds is a hallmark of desirable neighborhoods, assisting with retaining current residents and attracting new ones.
Estimated Cost:	\$400,000	
Funding Source:	Grant	
Ranking:	4	
PR25-04		Goldengate Park Playscape Replacement
Project Year:	2026	The playground equipment at Goldengate Park is not inclusive equipment. Since its installation, great strides have been made in creating inclusive playscapes to meet the needs of all children in the community. Additionally, Goldengate is currently the sole park that services the southern half of the city. Having accessible equipment in the only park on the south side of the city is necessary.
Estimated Cost:	\$400,000	
Funding Source:	Grant	
Ranking:	5	
PR25-05		Recreation Plan Update 2026*
Project Year:	2026	Plan update will enhance & expand recreational opportunities for residents. Plan will be prepared according to MDNR guidelines, ensuring eligibility for future grant funding opportunities. Plan will include an inventory of existing parks & natural spaces, analysis of community rec. needs, & a set of goals & objectives focused on accessibility, sustainability, & inclusivity. Public input to be incorporated through surveys, open houses, & advisory board mtgs. to ensure plan reflects the community's priorities. By identifying strategic improvements & investment opportunities, the plan will help the city create a vibrant & well-connected park system that enhances quality of life for all residents.
Estimated Cost:	\$9,800	
Funding Source:	TBD	
Ranking:	1	

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 Oakland County's safest cities. The items below are carried over from the 2024-2029 CIP.

PD25-01		Ballistic Plate Carrier Upgrade
Project Year:	2025	The purchase of 4 Ballistic shields equipment for the 4 patrol vehicles to be utilized as needed (baricaded gunman, bank robberies, active shooter situations, etc.) These shields would be rated to stop rifle rounds which our current ballistic body armor will not stop.
Estimated Cost:	\$16,000	
Funding Source:	General Fund	
Ranking:	2	
PD25-02		GeTac Video (In-Car Video)
Project Year:	2025	Cloud storage for body camera video and in-car video. This allows us to archive video for high priority runs and citizen complaints.
Estimated Cost:	\$7,600	
Funding Source:	General Fund	
Ranking:	1	
PD25-03		Power DMS Annual Accreditation Subscription
Project Year:	2025	Software system that assists in managing all of the department policies and procedures, department memos, and the annual accreditation documents. This software is required through the MACP for accreditation certification.
Estimated Cost:	\$5,300	
Funding Source:	General Fund	
Ranking:	1	
PD25-04		Detective Bureau Vehicles
Project Year	2025	Detective bureau vehicle currently has 152,000 miles and has suspension and transmission issues. The replacement vehicle is a Chevy blazer at \$34,000 and \$1,000 for equipment change over.
Estimated Cost:	\$35,000	
Funding Source:	General Fund	
Ranking:	1	
PD25-05		Chief's Vehicle Replacement
Project Year:	2025	Current vehicle has 142,000 miles with suspension and transmission issues. Vehicle replacement is a Chevy Blazer at \$34,000 and \$1,000 for equipment change over.
Estimated Cost:	\$35,000	
Funding Source:	General Fund	
Ranking:	1	
PD25-06		New Facility or Building Remodel
Project Year:	2025	
Estimated Cost:	\$1,800,000	
Funding Source:	General Fund	
Ranking:	2	

Police

PB25-07		Carport for Patrol Vehicles
Project Year:	2025	
Estimated Cost:	\$18,000	
Funding Source:	General Fund	
Ranking:	2	
PB25-08		Patrol Vehicle
Project Year:	2026	Chevy Tahoe patrol vehicle replacement Mideals pricing is \$53,000 for vehicle Equipment change over and replacement of some equipment and vehicle lettering = \$17,000 Already on order.
Estimated Cost:	\$70,000	
Funding Source:	General Fund	
Ranking:	1	
PB25-09		Axon Taser - Replacement
Project Year:	2025-2029	This will be the second year of the Axon taser equipment contract, which offers less than lethal option for gaining compliance for subjects being detained or arrested. The use of tasers reduces injuries for the officers and for the detainees/arrestees.
Estimated Cost:	\$41,778	
Funding Source:	General Fund	
Ranking:	1	



Existing Light pole banner on Southfield Road (Giffels Webster)

Roads

The City of Lathrup Village has 26.2 total miles of roads, of which 7.36 miles are major streets and 18.84 miles are considered local roads. In November 2020, Lathrup Village voters passed a millage for road repair to address the urgent needs of the transportation system. The millage funds a three-year project beginning in the spring of 2021 and was completed in the fall of 2023. The project is being paid for by the issuance of a bond and will be paid back over 10 years with an average millage rate of 3.9176 mills. Due to the significant cost savings, this project includes limited 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. The projects below are being carried over from the 2024-2029 CIP.

R25-01		Eastbound 11 Mile Resurfacing (Southfield Road to on-ramp)
Project Year:	2025	Resurfacing of 11 Mile from Southfield Road to the east city limits; eastbound. Estimated cost of \$520,00 includes a \$213,000 grant (added 20% inflation).
Estimated Cost:	\$307,000	
Funding Source:	General Fund / Federal Grant	
Ranking:	6	
R25-02		Lincoln Dr. East Reconstruction
Project Year:	2026	Reconstructing the north half of Lincoln from the east city border to Southfield Road.
Estimated Cost:	\$450,000	
Funding Source:	General Fund / Major Road	
Ranking:	3	
R25-03		Crack Sealing of Streets Paved From 2021 to 2023. + / - 9 Miles
Project Year:	2026	
Estimated Cost:	\$27,000	
Funding Source:	Local / Major Roads	
Ranking:	7	
R25-04		Rainbow Circle Reconstruction / Resurfacing
Project Year:	2026	Rainbow Drive to Red River South to San Jose to Red River North. Grant = \$250k City = \$339k Engineering: \$88k
Estimated Cost:	\$677,000	
Funding Source:	Grant / Gen. Fund / Engineering	
Ranking:	4	
R25-05		Eastbound and Westbound 11 Mile Road Resurfacing
Project Year:	2027	Resurfacing eastbound 11 Mile Road from Santa Barbara to Southfield and westbound from Southfield to Santa Barbara. Estimate a 2 mill and overlay.
Estimated Cost:	\$600,000	
Funding Source:	General Fund / Major Road	
Ranking:	5	

Roads

R25-06		Southfield Road Reconstruction (Meadowbrook to Cambridge)
Project Year:	2028	In 2024, the RAISE Grant funding was unsuccessful. In 2025, the RCOG resubmitted for the BUILD Grant.
Estimated Cost:	\$2,650,000	
Funding Source:	Grant / CIP Funding	
Ranking:	1	
R25-07		11 Mile Rd. Resurface (Santa Barbara to Evergreen)
Project Year:	2029	The City, in partnership with Southfield, was successful in obtaining a Federal Grant to resurface EB/WB 11 Mile Rd. The City's section is WB from Santa Barbara to Evergreen. LV cost share = \$100,000 LV engineering cost share = \$125,000
Estimated Cost:	\$225,000	
Funding Source:	General Fund / Federal Grant	
Ranking:	2	

ROADS		
Total Number	25.8 miles (approx.)	
2023 Paser Rating	Poor	6.32 miles (24.5%)
	Fair	4.41 miles (17%)
	Good	6.21 miles (24%)
	Excellent	8.90 miles (34.5%)
Total in Need of Repair	6.32 miles to 10.72 miles (24.5 to 41.6%)	
Repairs to Date (2021 through 2024)		
Reconstructed	3.90 miles	
Rehabilitated	4.50 miles	
Paved Gravel	0.49 miles	
Repairs Planned (2025 through 2029)		
Road Repair	2.2 miles	
Total Cost (excl. Southfield Road)	\$1.582 million	

Sanitary and Storm Sewer

SANITARY SEWER

The Lathrup Village sanitary sewer system consists of approximately 145,000 linear feet (lft) of sewers ranging in size from 8 inches 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 known 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 assessment of approximately 11,000 linear feet of sanitary sewers have been lined at a cost of \$664,000 through a CIP Bond.

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 \$850,000 in maintenance and repairs for safety and upgrades in order to obtain compliance with the Consent Decree.

SANITARY SEWER		
Total Number	27.5 miles (approx.)	
Size	8" - 24" diameter	
Material	Vetrified Clay	22.5 miles (82%)
	Concrete	4.90 miles (18%)
LFT of Sewer Lined (1994 - 2024)	13.92 miles (50%)	
Total in Need of Repair	1,750 LFT	
Replacements to Date (2021 through 2024)		
Cured-In-Place Pipe	About 2 miles	
Cost	\$664,000 (via CIP bond)	
Replacements Planned (2025)		
Dead End Sewers (manholes)	22 of 30 total (8 completed)	
Total Cost	\$150,000 (CIP bond issue)	

Sanitary and Storm Sewer

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.

In 2022, the City contracted for the cleaning, televising, and assessment of 50,000 linear feet of storm sewers. Recommended repairs are currently scheduled for 2025.

SS25-01		2025 Manhole Installation
Project Year:	2025	Install 11 sanitary manholes at sewer sections with no upper end manhole.
Estimated Cost:	\$80,000	
Funding Source:	CIP Bond Issue	
Ranking:	3	
SS25-02		Sanitary Sewer CIPD
Project Year:	2025	Install 1,750 LFT of CIPD on deteriorated sewers televised in 2024 as part of the manhole installation project.
Estimated Cost:	\$150,000	
Funding Source:	Sewer	
Ranking:	1	
SS25-03		2025 Sanitary Sewer CCTV
Project Year:	2025	Clean, televise, and assess approximately 30,000 linear feet of miscellaneous sanitary sewer sections throughout the city.
Estimated Cost:	\$200,000	
Funding Source:	Water / Sewer	
Ranking:	5	
SS25-04		Storm Sewer Improvements & Repair
Project Year:	2025	Perform required / recommended repairs based on the 2022 CCTV assessment.
Estimated Cost:	\$150,000	
Funding Source:	CIP Bond	
Ranking:	4	

Sanitary and Storm Sewer

SS25-05		2026 Sanitary Sewer Improvements
Project Year:	2026	Budget for sanitary sewer repairs required based on the 2025 Sanitary CCTV assessment.
Estimated Cost:	\$200,000	
Funding Source:	Water / Sewer	
Ranking:	2	
SS25-06		2027 Sanitary Sewer Improvements
Project Year:	2027	Budget for sanitary sewer repairs required based on the 2025 Sanitary CCTV assessment.
Estimated Cost:	\$200,000	
Funding Source:	Water / Sewer	
Ranking:	2	
SS25-07		2028 Sanitary Sewer Improvements
Project Year:	2028	Budget for sanitary sewer repairs required based on the 2025 Sanitary CCTV assesment.
Estimated Cost:	\$200,000	
Funding Source:	Water / Sewer	
Ranking:	2	

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 14 miles originally installed prior to 1972. The expected useful 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 mains 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 a 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. By the end of 2023, the City completed the replacement of 9,000 linear feet of water main since 2021.

WATER MAINS		
Total Mileage	32.62 miles	
Useful Life	50 years	
Age	Before 1930	15.35 miles
	1931 – 1958	3.16 miles
	1959 – 1972	5.42 miles
	1973 – 2000	4.69 miles
	2000 – 2024	4.00 miles
Total in Need of Replacement	Approx. 15.35 miles (47%)	
Replacements to Date		
2018 through 2020	7,211 linear feet (1.4 miles): 4.5%	
2021 through 2024	8,985 linear feet (1.70 miles): 5.2%	
Replacements Planned		
2025 through 2029	12,925 linear feet (2.45 miles): 7.5%	

Water

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. 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. By the end of 2023, the City has replaced 80 hydrants and installed 20 new hydrants.

FIRE HYDRANTS		
Total Number	243 (approx.)	
Age	94+ years	145 (60%)
Total in Need of Replacement	120 (49%) 60 replaced, 60 refurbished	
Estimated Cost per Hydrant	\$4,540	
Estimated Total Cost	\$545,000 (ea. x 120)	
Replacements to Date (2021 through 2024)		
Refurbished	2	
Replaced	95	
New Installs	28*	
Replacements Planned		
2025 through 2029	10	

*NOTE: Some new installs were part of the watermain replacement program.

Water

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 a 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 had plans to replace 54 gate valves per year for the next three years. By the end of 2023, the City has refurbished 99 gate valves and installed 32 new valves.

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.

In 2024, the City completed and submitted the Complete Distribution Service Material Inventory (CDSMI).

WATER MAIN GATE VALVES		
Total Number	303 (approx.)	
Age	94+ years	180 (59%)
	< 94 years	120 (40%)
Total (est.) in Need of Replacement	162 (53%)	
Replacements to Date (2021 through 2024)		
Refurbished	104	
Replaced	0	
New Installs	44*	
Replacements Planned		
2025 through 2029	28	

*NOTE: Some new installs were part of the watermain replacement program.

Water

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. The City was required to verify 315 randomly generated services. At the end of 2023, all 315 excavations have been complete and only 4 lead or galvanized services were found. The City received nearly \$232,000 in grant money from EGLE to cover the expense of this project.

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 appear to be relatively low. The CIP is budgeting approximately \$500,000 to be utilized for this abatement. At the end of 2023, 24 water services have been abated.

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 City had been experiencing 40% water loss for several years. The City found a leak in the high school athletic fields and identified commercial properties that were not properly metered. Since resolving these issues, the City's water loss has been less than 5%.

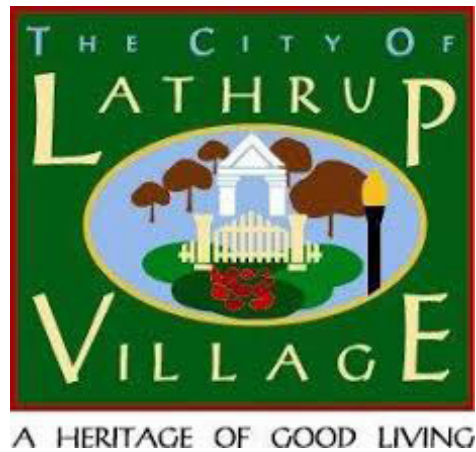
W25-01		Water Meter Replacement
Project Year:	2025	The meters throughout the City have reached the end of their useful life. As part of the program, new meters are recommended to ensure accurate billing and accurate water loss records can be tracked.
Estimated Cost:	\$495,000	
Funding Source:	Water & Sewer Department	
Ranking:	5	
W25-02		2025 Water Main Replacement
Project Year:	2025	Replace approximately 900 linear feet of water main on various streets south of I-696 (Arrowhead, Middlesex, Ramsgate).
Estimated Cost:	\$250,000	
Funding Source:	Water / Sewer	
Ranking:	4	
W25-03		Lead & Copper Abatement
Project Year:	2025	Abate + / - 10 lead service leads.
Estimated Cost:	\$50,000	
Funding Source:	Water / Sewer	
Ranking:	1	

Water

W25-04		2026 Water Main Replacement
Project Year:	2026	Replace approximately 2,400 linear feet of 8" water main on the east side of Southfield Road (Lincoln to 11 Mile). Total cost = \$1,380,000 City match = \$200,000 Engineering = \$180,000
Estimated Cost:	\$380,000	
Funding Source:	Water / Sewer / EPA Grant	
Ranking:	2	
W25-05		2027 Water Main Replacement
Project Year:	2027	Replace 5,400 linear feet of 8" water main on the east and west sides of Southfield Road (11 Mile to 12 Mile Roads). Total cost = \$2,800,000 City match = \$400,000 Engineering = \$400,000
Estimated Cost:	\$800,000	
Funding Source:	Water / Sewer / Grant	
Ranking:	2	
W25-06		2028 Water Main Replacement
Project Year:	2028	Replace approximately 1,625 linear feet of water main on Rainbow and Lathrup Boulevards.
Estimated Cost:	\$500,000	
Funding Source:	Water / Sewer	
Ranking:	3	
W25-07		2029 Water Main Replacement
Project Year:	2029	Replace approximately 2,800 lineal feet of 6" - 8" watermain on El Dorado.
Estimated Cost:	\$980,000	
Funding Source:	Water / Sewer	
Ranking:	3	
W25-08		2030 Water Main Replacement
Project Year:	2030	Place holder for future water main projects.
Estimated Cost:	\$500,000	
Funding Source:	Water / Sewer	
Ranking:	3	
W25-09		2031 - 2032 Water Main Replacement
Project Year:	2031	Place holder for future water main projects.
Estimated Cost:	\$500,000	
Funding Source:	Water / Sewer	
Ranking:	3	

The Street System Map below identifies the road systems that are under the City's jurisdiction, and those that are outside the City's control. The map is included in the 2025 CIP to provide guidance for the Planning Commission to better understand the areas of the city that are strictly under their jurisdiction and to identify areas where partnerships with other entities may be required when considering projects listed on the CIP.





City of Lathrup Village

Fee Schedule

Adopted – XXXX
Effective – July 1, 2025

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Building & Code Enforcement Department

General Fees

Commercial Inspection	\$75 / unit
Inspection Fee	\$40 each

Any permit issued shall become invalid if the authorized work is not commenced within 6 months after issuance of the permit or if the authorized work is suspended or abandoned for 6 months after the time of commencing the work.

Permit Cancellation Refund

Before Work Begins	50% of the permit fee returned
After Work Begins	0% of the permit fee returned

Missed Appointment	\$40 fee for reinspection
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~~Work Started Without an Approved Permit~~ ~~Double Permit Fee~~

Investigation Fee (work without permit, etc)	\$130
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The double permit fee is not legal per the state. All fees are required to be commensurate with department costs.

Property Clean-Up (Nuisance Cut/Shovel)	\$275
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Miscellaneous Permits

NOTE: Time permits, rough inspections, sign inspections, special inspections, and fire alarm fees will be computed separately and not in combination.

Demolition (exterior)

Residential	\$500 +
Commercial	\$1,500 +
CASH Bond	\$1,000

Extra Cement Permit

Sidewalk (ROW)	\$0.10 / linear foot (\$10 min)
Driveway & Approach	\$40
Culvert	\$40
Inspections	\$40

Right-of-Way

Construction Cost	Deposit
\$0 - \$25,000	\$1,250
\$25,000 - \$100,000	\$1,250 + 4% of amount > \$25,000
\$100,000 - \$250,000	\$4,250 + 3.5% of amount > \$100,000

*Separate applications must be completed and submitted for each location.

\$75

Permanent Signs (up to \$1,000)	\$55
Permanent Signs (\$1,000+)	\$110
Temporary Signs (14-day max, per event)	\$25

Issued by Oakland County

Portable/Above Ground	\$50
In-Ground/Built-In	\$110
In-Ground Pool Removal	\$100

\$500

Licensing & Registration Fee	\$30	\$15
\$15 is max per skilled trades regulation Act.		
Permit Application Fee – Residential	\$50	
Permit Application Fee – Commercial & Residential	\$75	
Re-Inspections	\$75	\$40

Plan Review	\$75
Building Code Review	.0025 of building valuation (\$125 min)
Mechanical/Plumbing/Electrical (each code)	25% of Building Code Review Fee

Rates may be increased or decreased at the discretion of the Building Official. Bonds will be forfeited for failing to comply with applicable regulations, upon suspension of the permit or to pay uncollected fees. Bonds unclaimed by written consent within one year of final inspection will be forfeited.

\$250

Under \$1,000	\$100
\$1,000 - \$10,000	\$150

\$10,000+	2% of Cost
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Multi-Family (Per Building)	\$5,000
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Sign Erection or Alteration	\$50
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Commercial New Structures & Alterations

Under \$1,000	\$100
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\$1,000 - \$10,000	\$150
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\$10,000+	2% of Cost
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A building permit fee shall be paid for all new buildings, alterations, and additions based on the construction cost evaluation of the Building Valuation Data Table and the following permit fee schedule:

Minimum Building Permit Fee (Under \$1,000)	\$100
Valuation \$1,000 - \$10,000 multiplied by 0.016	\$100 + valuation over \$1,000
Valuation \$10,000 - \$100,000 multiplied by 0.015	\$244 + valuation over \$10,000
Valuation over \$100,000 - \$1,000,000 multiplied by 0.0148	\$1,594 + valuation over \$100,000
Valuation over \$1,000,000 multiplied by 0.0076	\$14,614 + valuation over \$1,000,000
All interior demolitions (non-structural)	\$250
Temporary theatres, carnivals, and exhibitions (site plan approval required)	\$250
Accessory Structures (Includes Zoning Review) (Fences, Sheds, Dumpster Enclosures, Satellites, & Flag Poles)	\$160
Code Inspection	\$45
Windows & Roofing	
All roofing permits	\$120.00
Window permits up to 10 windows	\$80.00
Each additional window	\$5.00

CONSTRUCTION COST SCHEDULE

The International Code Council square foot construction cost table is to be used with the City of Lathrup Village Building Permit and Plan Review Fee Schedules for computation of the total cost of construction improvement.

The building permit and plan review fees are based on the estimated construction value as calculated per the International Code Council's square foot construction code table (gross area x

sq. ft. construction cost). The most current (BVD) Building Valuation Data Table in effect on July 1st of each year at the (ICC) International Code Council website (www.iccsafe.org/) will be the table utilized for present and future calculations. ICC BVD outlines the base cost per square foot for any given Use/Group/Type of construction combination. These figures are not intended to reflect the actual cost of construction but are used as a basis for the determination of fees related to services rendered for projects.

Projects where it is not feasible to determine the construction value using the BVD Table will have the construction value set by the Building Official. The Building Officials' decision may be based on executed contracts, the BVD Table, other similar projects, or other engineer or architect estimates. The Building Officials' decision will be final.

Electrical Permits

Re-Open Expired Permit

\$40.00

Inspection Fee (contractor must provide the total # of inspections required at application)

\$40

Commercial Electrical Permit Fees:

Annual Permits (includes 2 status inspections)

\$150

Circuits

Circuit / Power Outlet

\$17

Generators KW: Optional Standby

Generators Up to 30 KW – Residential

\$80

Generators Up to 30 KW – Commercial

\$100

Transfer Switch

\$50

Emergency or Legally Required

30 KW & Under Per Hour

\$50

Over 30 KW Per Hour

\$50

Transfer Switch Per Hour

\$50

HVAC

Furnace

\$40

Geothermal

\$50

Space Heater

\$30

Low Voltage: Excluding Data/Telecom

\$7 Per Device

Appliances

\$25 / Unit

Includes: Dishwasher, Disposal, Door Opener, Dryer,

Electric Air Cleaner, Hand Dryer, Humidifier, Hydro Massage Tub

Miscellaneous

Fixtures

\$30 –

First 25 Sockets

\$15 –

For each additional

Manufactured Buildings

\$50

Ovens / Ranges

\$15

Pools / Spas

\$45

Retro-Fit Energy Conservation (groups of 10)

\$6

(Specs / Documentation Required)

Solar PV System	\$75
Unver-Floor Raceways (each 100 feet)	\$30
Water Heater	\$15
 Motors KV, HP, KW, KVA	
¼ to 10	\$25
11 to 30	\$30
31 to 50	\$35
Over 50	\$50
 Refrigeration A/C	
Up to 5-ton	\$50
5 – 40-ton	\$65
Over 40-ton	\$80
 Service (600 volts & under)	
100 to 400 amp	\$40
401 to 800 amp	\$60
Over 800	\$75
Temporary	\$50
 Service (Over 600 volts)	
Up to 100 amps	\$40
Over 100 amps	\$60
Feeders: Every 100 feet or less	\$30
 Signs	
Circuit – EACH	\$45
Connect / Reconnect – EACH	\$45
Outline Lighting (Neon) First 50 feet	\$50
Each Additional 50 feet	\$30
 Special Inspections	
Circus / Carnival	\$100
Temporary Displays	\$50
 Fire Alarm System Fees	
Plan Review (3+ devices)	\$150
Alarm Control Panel, NAC Panel, Initiating Device	\$50
Auxiliary Control Device Dialer	\$25
AV Device, Communication Device – EACH	\$10
Remote Annunciators	\$25
 System Recertification	

As-Built Plans Required	\$250
Minimum 10% of devices to be tested	\$10 / device

Special Fire Suppression Systems

(FM200, Pre-Action, Dry Chemical, CO2, Clean Agent & Similar Systems)

Devices monitored by FACP / Releasing Panel (Fire Suppression Permit & Plan Review Required)	\$10 / device
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Residential Electrical Permit Fees

Circuits: Each Individual

All New or Extended	\$10
Arc Fault Protection	\$12

HVAC

Condenser – New / Replacement	\$20
Furnace	\$15
Geothermal HVAC	\$50
Humidifier	\$15
Space Heater	\$20
Whole House Fan	\$15

Low Voltage

Per Device	\$7
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Luminaires

Retro-Fit Energy Conservation (groups of 10)	\$5
Specs / Documentation Required	\$6

Miscellaneous

Ceiling Fans	\$15
Compactors	\$15
Detached Garage	\$50
Dishwasher	\$15
Disposal	\$15
Door Opener	\$15
Dryer	\$15
Electric Air Cleaner	\$15
Manufactured Homes	\$60
Ovens/Ranges	\$15
Pools/Spas/Hydro Massage Tubs	\$45
Receptacle Outlets (group of 5)	\$20
Smoke Alarm – Hard Wired	\$10
Solar PV System	\$50

Water Heater	\$15
Well Pump	\$15

Service (New / Change)

100 to 400 amp	\$50
Temporary	\$50
Sub-metering / IAC	\$25

General Repairs / Investigations / Specials, ETC.

For the general repairs & alternations to electrical equipment not specifically covered in the above classifications:

A charge of \$75 per hour or \$20 per $\frac{1}{4}$ fraction thereof shall be made.

For inspection rendered with a minimum fee	\$40
Estimate made at issuance	\$40

Plumbing Permits

Simplifying

Inspection fee _____ \$40

(min 2 inspections contractor must provide total # required at application) _____

Commercial Plumbing Fees —

Air Admittance Valve _____ \$15

Backflow Preventer _____ \$15

Beverage Dispenser _____ \$15

Coffee Maker _____ \$15

Fire Sprinkler _____ \$35

Lawn Sprinkler _____ \$50

Miscellaneous _____ \$15

Source Link Protection _____ \$35

Basement Waterproofing System _____ \$50

Bath _____ \$15

Building Drain to Sewer _____ \$25

Catch Basin / Manhole _____ \$50

Dishwasher _____ \$15

Disposal _____ \$15

Drinking Fountain _____ \$15

Floor Drain _____ \$15

Grease / Oil Interceptor _____ \$30

Hose Bibb _____ \$15

Hot Water Supply Boilers with Separate Storage Tanks (52+ gal) _____ \$35

Humidifier _____ \$15

Ice Maker (including backflow) _____ \$15

Inside Drains (groundwater) _____ \$25

Laundry Tub _____ \$15

Lavatory _____ \$15

Medical / Dental Equipment _____ \$15

Medical Gas Piping — EACH _____ \$40

Gas Pressure Test _____ \$35

Outlet — EACH _____ \$5

Vacuum System Piping _____ \$40

Pressure Test _____ \$35

Inlet — EACH _____ \$5

Miscellaneous Fixtures _____ \$15

Mixing Valve _____ \$15

New Sewer Service _____ \$125

4+ Inspections — EACH _____ \$40

New Water Service	\$125
4+ Inspections — EACH	\$40
Pools —	
In-Ground With or Without Heater	\$65
Roof Conductors	\$15
Roof Sump	\$15
Septic Tank Replacement	\$20
Service Sink	\$15
Sewer Repair	\$50
Shower Pan	\$25
When Requested Separately	\$50
Shower Trap	\$15
Sink — Any Type	\$15
Site Storm Sewer	\$125
4+ Inspections — EACH	\$40
Stacks/Waste/Soil/Vent	\$15
Standpipe	\$15
Sump Pump	\$30
Sump Pump Discharge	\$30
When Requested Separately	\$50
Underground (Sanitary)	\$25
Urinals	\$15
Wastes — Safe / Special	\$15
Water Closet	\$15
Water Cooled A/C Units	\$35
Water Distribution System —	
Each Floor / Per Dwelling Unit on Multiples —	
½ — 1"	\$30
1 ¼ — 4"	\$50
4+ "	\$100
Water Heater	\$50
Residential Plumbing Fees —	
Air Admittance Valve	\$15
Backflow Preventer	\$15
Basement Waterproofing System	\$50
Bath	\$15
Building Drain to Sewer	\$25
Dishwasher	\$15

Disposal	\$15
Floor Drain	\$15
Hose Bibb	\$15
Humidifier	\$15
Ice Maker (including backflow)	\$15
Inside Drains (groundwater)	\$25
Laundry Tub	\$15
Lavatory	\$15
Lawn Sprinkler Supply/Backflow	\$50
Miscellaneous Fixtures	\$15
Mixing Valve	\$15
Standpipe	\$15
 New Sewer Service	 \$55
With Septic Bypass	\$100
4+ Inspections — EACH	\$40
 New Water Service	 \$65
4+ Inspections — EACH	\$40
Well Abandonment	\$50
 Pools —	
In-ground with/without heater	\$65
Above Ground Heater	\$35
Roof Conductors	\$15
Roof Sump	\$15
Septic Tank Replacement	\$20
Sewer Repair	\$50
 Shower Pan	 \$25
When Requested Separately	\$50
Shower Trap	\$15
Sink — Any Type	\$15
Site Storm Drain	\$50
Stacks/Waste/Soil/Vent	\$15
 Sump Pump	 \$30
Sump Pump Discharge	\$30
When Requested Separately	\$50
Underground (Sanitary)	\$25
Water Closet	\$15
 Water Distribution System —	
½ – 1"	\$30

1 ¼ - 4"	\$50
4+"	\$100
Water Heater	\$50

Application Fee (non-refundable)	\$75.00
Fixtures, floor drains, special drains, water-connected appliances	\$15.00 each
Stacks (soil, waste, vent, and conductor)	\$15.00 each
Sewage ejectors, sumps	\$15.00 each
Sub-soil drains	\$15.00 each

WATER SERVICE

Less than 2"	\$50.00
2" to 6"	\$75.00
Over 6"	\$100.00

SEWERS (sanitary, storm or combined)

Less than 6"	\$50.00
6" and over	\$100.00
Manholes, Catch Basins	\$5.00 each

WATER DISTRIBUTING PIPE (system)

1/2"-1" Water Distribution Pipe	\$30.00
Over 1" Water Distribution Pipe	\$50.00
Backflow preventer	\$15.00 each
Domestic water treatment and filtering equipment only	\$50.00 each
Medical Gas System	\$40.00
Water Heater	\$50.00

INSPECTIONS

Rough/Additional Inspection	\$40.00
Final Inspection	\$40.00
Re-Open Expired Permit	\$40.00

~~Mechanical — Heating, Cooling, & Burning Equipment/Apparatus Fees~~

Each Inspection (Min. 2)	\$40
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Commercial Mechanical Fees:	\$50
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~~Chiller Systems~~

Air Cooled Condenser	\$60
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Chiller	\$60
Cooling Tower	\$50
Water Cooled Condenser	\$50

Duct

Under 5,000 SF (per floor)	\$45
Over 5,000 SF (per floor)	\$60
Diffuser (relocate/replace) — EACH	\$5
Fan Coil / Reheat Box — EACH	\$10
Fire Dampers — EACH	\$10
VAV Box — EACH	\$10

Exhaust Booth

Plan Review (required)	\$50
Auto Body	\$25
Exhaust Duct	\$25
Exhaust Fan	\$25
Hood	\$25
Industrial Labs — PER HOOD	\$10
Make Up Air Equipment	\$25

Gas Piping

Up to 5 Openings — Includes Pressure Test	\$60
Each Additional Opening	\$5

Generator — includes pressure test	\$80
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HVAC Equipment

AC Only	\$50
Boiler	\$50
Computer Room HVAC	\$60
Duct Smoke Detector — EACH	\$20
Economizer	\$25
Furnace — ONLY	\$50
Infrared Spot Heater — EACH	\$20
Mini Split Heat Pump	\$50
Radiant Tube Heater — EACH	\$20
Roof Top Unit (RTU)	\$60

Kitchen

Capture Test	\$75
Hood/Duct Work	\$75
Make Up Exhaust Fan — Per System	\$75

Kitchen Equipment —

Fryer	\$15
Grill	\$15
Stove	\$15
Broiler	\$15
Barbeque	\$15
All Others	\$15

Process Piping

Hydronic / Steam	\$60
Pressure Test	\$50

Refrigeration —

Coolers / Freezers	\$50
Evaporator Coils	\$50
Pressure Test	\$50

Solar Piping	\$60
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Water Heater	\$50
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Fire Suppression Systems —

Plan Review (3+ devices)	\$150
Standpipe systems	\$50
Each Hose Connection / FDC	\$10
Fire or Jockey Pumps & Connections — EACH	\$100

Special Fire Suppression Systems —

FM200, Pre-Action, Dry Chemical, CO2, Clean Agent, Deluge	\$100
(Fire Alarm Permit & Plan Review required when tied to building fire alarm system)	
Hood & Duct Fire Suppression System — EACH	\$75
Additional System at Same Location	\$50

Systems — Based on # of Sprinkler Heads / Nozzles in the System (per floor) —

1 — 10	\$50
11 — 20	\$75
21 — 50	\$125
51 — 100	\$150
101 — 200	\$200
201 — 300	\$275
301 — 400	\$350
401 — 500	\$425
500+	\$575
Re-Inspection fee for systems not ready for inspection	\$75

System Recertification (As-Built Plans Required)	\$250
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~~Residential Mechanical Fees~~

~~Air Conditioning~~

AC Unit	\$50
Air Handler Replacement	\$50
Condenser Replacement	\$50
Evaporator Coil Replacement	\$50
Mini-Split Heat Pump	\$50
Heat pump with Air Handler	\$50

~~Boiler~~

Up to 2,000 SF	\$40
Over 2,000 SF	\$60
Baseboard Radiant	\$40
In-Floor Radiant Pressure Test	\$40

~~Fireplace~~

Gas-Vented	\$40
Insert	\$40
Log Set	\$40
Outdoor	\$40
Wood	\$40

~~Gas Piping~~

1 – 5 Openings	\$30
Each Additional Opening	\$5
Underground – Includes 5 Openings	\$40
Pressure Test	\$40

~~Geothermal: Plans Required~~

Heat Pump	\$50
Manifold Test – Underground Pipe	\$75
Plan Review	\$50

~~Heating Equipment~~

Furnace	\$40
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~~Duct Work~~

Alteration	\$45
Duct Pressure Test Verification	\$25
New Residential	\$60
Zoned System – Per Zone	\$10

~~Kitchen Hood~~

Exhaust Air System	\$40
Exhaust with Make-Up Air	\$60
Recycle Air System	\$15

Miscellaneous

Air-to-Air Heat Exchanger	\$50
Air Cleaner	\$15
Bath Fans	\$15
Generator Includes Pressure Test	\$60
Humidifier	\$25
Manufactured Home	\$60
Pool Heater	\$40
Solar Piping	\$60
UV Light	\$15
Water heater	\$50

Venting

Chimney Liner	\$25
Class B	\$25
Class C	\$30

MECHANICAL PERMITS**Simplify**

Application Fee (non-refundable)	\$75.00
Residential Heating System New Building Only	\$50.00
Gas/Oil Burning Equipment	\$50.00
HWC Unit	\$50.00
Generator (also requires electrical permit)	\$50.00
Residential Boiler	\$50.00
Water Heater	50.00
Damper (control, back-draft, barometric or fire/smoke)	\$10.00
Solid Fuel Equipment (includes chimney)	\$50.00
Chimney, factory built (installed separately), B Vent, PVC Venting	\$25.00
Gas Burning Fireplace	\$40.00
Solar, set of 3 panels-fluid transfer (includes piping)	\$20.00
Gas Piping; each opening -new install (residential)	\$5.00
Air Conditioning Split System	\$50.00
Roof Top Unit	\$50.00
Heat Pumps (split systems) or Geothermal (complete residential)	\$50.00
Dryer, Bath & Kitchen Exhaust (residential ducting not included)	\$25.00
Humidifiers/Air Cleaners	\$15.00

Heat Exchange Replacement	\$30.00
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PIPING (All piping-minimum fee \$25.00)

Above-ground fuel gas piping	\$.05/ft
Underground fuel gas piping	\$.05/ft
Above-ground process piping	\$.05/ft
Underground process piping	\$.05/ft
Above-ground hydronic piping	\$.05/ft
Underground hydronic piping	\$.05/ft
Refrigeration piping	\$.05/ft
Commercial Air Conditioning Piping	\$.05/ft
Exhausters (commercial)	\$15.00
Duct minimum fee \$25.00	\$.10/ft
Heat Pumps; Commercial (pipe not included)	\$20.00

AIR HANDLERS/HEAT WHEELS

Under 10,000 CFM	\$50.00
Over 10,000 CFM	\$50.00
Commercial Hoods	\$75.00
Heat Recovery Units	\$15.00
V.A.V. Boxes (all variable volume or zone damper equipment)	\$15.00
Unit Ventilators/PTAC Units/Liebert units	\$15.00
Fuel Fired Unit Heaters (terminal units)	\$15.00
Fire Suppression/Protection (includes piping)-minimum fee \$50.00	\$1.00/head
Coils (Heat/Cold)	\$30.00
Refrigeration (split system)	\$30.00

CHILLER/COOLING TOWERS

Chiller Refrigeration	\$50.00
Chiller-Air Conditioning	\$50.00
Cooling Towers-Refrigeration	\$50.00
Cooling Towers-Air Conditioning	\$50.00
Compressor/Condenser	\$50.00

INSPECTIONS

Gas Pressure Test only	\$40.00
Rough/Additional Inspection	\$40.00
Final Inspection	\$40.00
Re-Open Expired Permit	\$40.00

Planning & Zoning Fees

Planning Review

At the discretion of the Community Development Director, a \$5,000 bond may be requested to cover site plan review fees if the project anticipates receiving multiple reviews from the Planning Commission.

Lot Split	\$400 + \$10/lot
Rezoning	\$895 + \$15/acre (over 10)
Special Land Use Request	\$1,750 \$1,850
Multi-Family Site Plan Review	\$1,225 \$1,325 + \$1/unit
Commercial Site Plan Review	\$1,300 \$1,400
Engineering Plan Review	\$500 \$550
Planned Unit Development (PUD)	\$1,000 + \$100/acre or fraction thereof
Administrative Review	\$250

Zoning Board of Review

Commercial (Dimensional)	\$500 – 1st Variance \$150 / additional variance on the same site
Residential (Dimensional)	\$300 – 1st Variance \$100 / additional variance on the same site
Use Variance	\$850
Extra Pre-Application Meeting	\$300

City Clerk

Audit Report	\$25
Budget Book	\$0.50 per page
FOIA – See the FOIA Policy for Additional Information	\$0.10 per page + hourly rate \$20 – additional cost for copies of electronic media
City Charter	\$5
Code Of Ordinances	\$75 – Not Bound \$125 – Bound
Zoning Book	\$25
Notary Service	\$10
Precinct Map/City Map	\$2
Voter Registration – List	\$30
Voter Registration – Labels	\$35
Voter Registration – CD or Memory Stick	\$50

Licenses & Registrations

Business License

New	\$125 (includes one inspection)
Renewal (before 3/31)	\$50
Late Renewal/Lapse of Prior Year	\$75
Operating without a Business License	\$250

Garage Sale

2-signs	\$5
3-signs	\$7

Handbill Distribution License

Application	\$25 +
Per Day	\$5
Per Week	\$10
Per Year	\$50

Liquor License Application

Per Person with Management or Financial Interest	\$500 + \$200
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Peddlers, Solicitors, & Transient Merchants

Application	\$25 +
1-year License	\$25 \$50
6-month License	\$25
90-day Registration for Independent Individual/Group	\$15
90-day Registration for everyone in a group	\$5 / person
Background Check/Member Registration	\$15 / person
Charitable Solicitors	No-fee (must register)

Pet License

1-Year License Pricing	License Fee	Service Fee	Total On-Line License Price
1 Year Spayed/Neutered	\$15	\$0.45	\$15.45
1 Year Male/Female	\$25	\$0.75	\$25.75
Senior Pricing			
1 Year Spayed/Neutered	\$14	\$0.43	\$14.42
1 Year Male/Female	\$23	\$0.69	\$23.69
3 Year License Pricing			
3 Year Spayed/Neutered	\$40	\$1.20	\$41.20
3 Year Male/Female	\$70	\$2.10	\$72.10

Senior Pricing

3 Year Spayed/Neutered	\$37	\$1.11	\$38.11
3 Year Male/Female	\$64	\$1.92	\$65.92

Delinquent Fees

1 Year Delinquent (after 6/1)	\$40	\$1.20	\$41.20
3 Year Delinquent – spayed/neutered	\$55	\$1.65	\$56.65
3 Year Delinquent – Male/Female	\$85	\$2.55	\$87.55
3 Year Delinquent – Spayed Neutered (senior)	\$52	\$1.56	\$53.56

Residential/Commercial Rental Licensing-Residential Single Rental & Multi-Family First Unit

\$100 per single family per year to include initial and reinspection.
 \$40 2nd reinspection fee.
 \$25 broken appointment/lock-out fee.

Rental Registration Fee	\$50 one-time registration fee per owner. Additional properties may be added at no charge
Unregistered Rental Fee	\$200
Tenant Inspection Request	\$35 – Tenant may ask for rental inspection when the fee is paid. \$35 reinspection fee if violations apparent (owner responsible for a fee)
Property Posting Fee	\$150
Re-Inspection	\$40
*Fee includes the cost of initial inspection	

Vacant Property Registration \$200 (annually) – Residential

Department of Public Service

Recycling Bin	\$12
Outside Refuse Containers	\$25 for the first 30 days \$100 for a 30-day extension \$250 six-month commercial construction

*Applies to roll-off dumpsters and storage containers (SAM, PODs, etc.)

Water & Sewer Department

Water Shutoff/Restoration	\$50
Water Shutoff/Restoration After Hours	Employee/Contractor Rate x 3
Remove/Replace Meter for Winter	\$50
Meter Test	\$25 (the first test is free)
Water Meter Replacement/Installation	
5/8 Inch	\$190 Actual Cost + 10%
¾ Inch	\$275 Actual Cost + 10%
1 Inch	\$380 Actual Cost + 10%
1 ½ Inch	\$810 Actual Cost + 10%
2 Inch	\$1,540 Actual Cost + 10%
3 Inch	\$2,200 Actual Cost + 10%
Meter vendor can change prices at any time throughout the year. Additionally, with unknown tariffs, it is currently impossible to estimate the next year's meter cost.	
Penalty for Late Water Bill Payment	10% of Overdue Bill
Water Fee	\$47.98 per thousand cubic feet
Water Fee	\$19.19 – 4-unit minimum monthly charge
METER CHARGE FOR 5/8	2.78
METER CHARGE FOR 3/4	3.08
METER CHARGE FOR 1	3.97
METER CHARGE FOR 1 1/2	5.53
METER CHARGE FOR 2	6.81
METER CHARGE FOR 3	9.98
METER CHARGE FOR 4	13.57
METER CHARGE FOR 6	20.38
Sewer Fee	\$89.99 per thousand cubic feet
Sewer Fee	\$35.99 – 4-unit minimum monthly charge
IWC – Non-Residential	
SURCHARGE FOR 5/8 METER	5.67
SURCHARGE FOR 3/4 METER	8.50
SURCHARGE FOR 1 METER	14.16
SURCHARGE FOR 1 1/2 METER	31.16
SURCHARGE FOR 2 METER	45.32

SURCHARGE FOR 3 METER	63.40
SURCHARGE FOR 4 METER	82.40
SURCHARGE FOR 6 METER	169.95
Capital Improvement Surcharge	\$10.70 per month
Monthly Bill Charge	\$1.00 per month
Work without Registration/Permit	\$100 – 1 st Offense \$500 – 2 nd Offense \$1000 – 3 rd Offense \$1000 + barred for 1 year – 4 th Offense
Permit Fee	
5/8 & ¾ "	\$1,900 + water meter
1"	\$2,000 + water meter
2"	\$2,500 + water meter
3"	\$3,025 + water meter
4"	\$4,000 + water meter
Reconnect	\$750
Water Tap Inspection	\$125 – 1st 3 Hours \$75 – For each additional hour
Contractor No Show (not including inclement weather)	\$150
Stop Box / Water Meter Tampering	\$500 – 1st Offense \$1,000 – 2nd Offense \$2,000 – 3rd Offense *if done by contractor – 4th Offense = barred from City for 1 year *if done by property owner – 4th + Offense - \$2,000
Stop Box Damage	Time (current employee/contractor rate) + materials + 10% of material cost
Backflow Device Install	\$50 Residential \$100 Commercial \$400 Industrial
Water Meter Testing	\$0 – City Initiated \$200 – 5/8 to 1" if the property owner requests & device calibrates properly (within 97 – 103%) \$425 – 1"+

Water Testing Per Property Owner Request \$35

Seasonal Water Meter Pull	\$120 for each removal/install
Demo	\$100 – Residential \$300 - Commercial
Tapping into a Fire Hydrant	\$1,000
Dumping Surface Water into the Sanitary System	\$1,000
Sewer Tap Fee	
5/8 to ¾	\$1,750
1"	\$1,854
1.5"	\$2,293
2"	\$3,349
3"	\$6,177
4"	\$10,345
5"+	\$19,750
Reconnect Permit	\$750
Sewer Tap Inspection	\$125 – 1st 3 Hours \$75 – Each Additional Hour
Illegal Tap Fee	\$1,000 + \$100 per day before disconnect

Finance Department

Returned Check Fee	\$50
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Police & Fire Fees**Fire Division**

Fire Alarm Permit & Inspection	\$100
Fire Suppression Permit & Inspection	\$100
Reinspect	\$50

Patrol Division

Vehicle Impound Release	\$25
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Records Bureau

Accident Reports	\$16
Incident Reports	\$10

VIN Inspection/Salvage Title	\$20
Police Clearance Letter	\$10
Gun Permits	\$0
Parade, Athletic Event &	\$100
Public Assembly Permit (Per Ordinance 399-08)	
Court Ordered Preliminary Breath Test (PBT)	\$20

Alarm

Alarm Registration Form (effective for 3 years)	\$20
Alarm Registration Renewal	\$5
Excessive False Alarms (more than 3 in 12 months) (per Sec. 26-29)	\$100

Facility Rentals

Deposit – Park	\$100
Deposit – Meeting Place	\$50
Deposit – Community Room	\$300

Facility	Resident Rate	Non-Resident Rate
Community Room	\$125 130 Per Hour	\$150 155 Per Hour
Setup/Cleaning Fee	\$150 Flat Fee	\$150 Flat Fee
Audio/Visual	\$75 \$85 Flat Fee	\$75 \$85 Flat Fee
Kitchen	\$100 Flat Fee	\$125 Flat Fee
Slight increase to offset necessary room updates.		

Meeting Place	\$25 Per Hour	\$35 Per Hour
Setup/Cleaning Fee	\$35 Flat Fee	\$35 Flat Fee
Conference Room	\$10 Per Hour	\$15 Per Hour
Dance Studio	\$35 Per Hour	\$50 Per Hour

Parks

Municipal Park	\$75 Per Hour	\$125 Per Hour
Park Electric	\$25 Flat Fee	\$25 Flat Fee
Goldengate Park	\$35 Per Hour	\$80 Per Hour
Sarrackwood Park	\$25 Per Hour	\$60 Per Hour

PART II - CODE OF ORDINANCES
Chapter 52 SIGN REGULATIONS

Chapter 52 SIGN REGULATIONS¹

ARTICLE I. IN GENERAL

Secs. 52-1—52-20. Reserved.

ARTICLE II. SIGN REGULATIONS²

Sec. 52-21. Intent.

- (a) *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;

¹Cross reference(s)—Administration, ch. 2; buildings and building regulations, ch. 14; businesses, ch. 18; fees, ch. 34; historic preservation, ch. 40; miscellaneous offenses, provisions, forfeitures and penalties, ch. 46; streets, sidewalks and other public places, ch. 62; subdivisions, ch. 66; traffic and vehicles, ch. 74; zoning, app. B.

²Editor's note(s)—Ord. No. 437-15, pt. II, adopted Apr. 20, 2015, amended art. II in its entirety to read as herein set out. Former art. II, §§ 52-21—52-34, pertained to similar subject matter, and derived from: Ord. No. 364-02, pt. II, adopted Jan. 28, 2002; Ord. No. 375-04, pts. II, III, adopted Aug. 16, 2004; Ord. No. 384-06, pts. II, III, adopted Oct. 9, 2006; Ord. No. 386-07, pts. II—VIII, adopted Apr. 16, 2007; and Ord. No. 412-10, pts. II—IV, adopted Oct. 18, 2010.

- 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.

(Ord. No. 437-15, pt. II, 4-20-2015; Ord. No. 464-21, 6-21-2021)

Sec. 52-22. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

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 means a sign that is secondary to the use of the building or business.

Animated sign means 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-premises sign."

Blade sign means a sign that is suspended from an overhang, canopy, marquee, or awning and hangs perpendicular to the building wall. An eight-foot clearance is required between a blade sign and finished grade.

Building frontage means 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 means 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 means a non-structural covering designed to conceal the actual structural supports of a sign.

Copy means the words, letters, numerals, figures, designs, symbols, insignia, trademarks, and background on a sign surface in either permanent or changeable form.

Copy area means 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 [an] 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 article 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, two-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).

Examples of Sign Types:



Examples of Sign Types:



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.



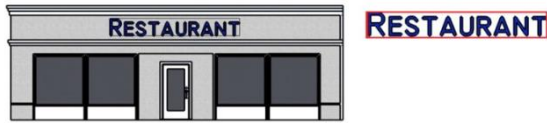
Individual Copy on Freestanding Sign
Calculate sign area defined by imaginary panel drawn around outside of copy



Copy on Oval Panel of Freestanding Sign
Calculate sign area defined by imaginary panel drawn around actual oval panel

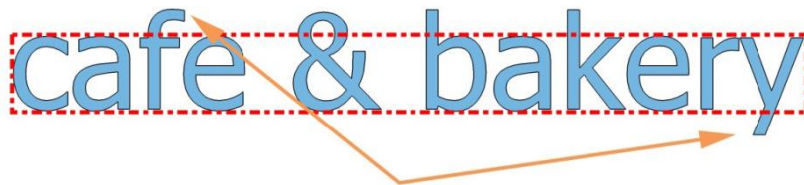


Individual Copy and Logo on Freestanding Sign
Calculate sign area defined by imaginary panel drawn around outside of copy and logo. Add together for total sign area



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



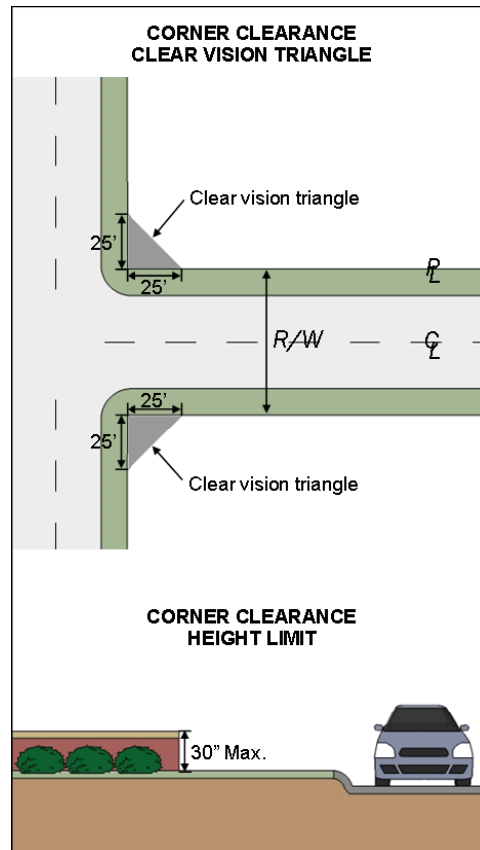
Ascenders and Decenders Extending Up to 12 inches Beyond the Sign Area Rectangle Will Not Count Towards the Total Sign Area Calculation

(Ord. No. 437-15, pt. II, 4-20-2015; Ord. No. 464-21, 6-21-2021)

Cross reference(s)—Definitions generally, § 1-2.

Sec. 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 article, 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 article.
- (i) Nothing in this article 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.

- (1) Illuminating devices for signs shall comply with the City of Lathrup Village Electrical Code.
 - (2) 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.
 - (3) 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.
 - (4) 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.
 - (5) Backlit signs shall use only white light for illumination. Such signs shall spread their illumination a maximum of four inches beyond the sign elements.
- (I) Signs shall not have scrolling, blinking, flashing, animated or fluttering lights or other illuminating devices which have a changing light intensity, brightness or color.
- (Ord. No. 437-15, pt. II, 4-20-2015; Ord. No. 464-21, 6-21-2021)

Sec. 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 subsection 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

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 subsection 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 subsection 52-25(e)			

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 subsection 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

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				Mile, 12 Mile or Southfield Roads may have two signs, separated by 100 ft. minimum
Other signs	See subsection 52-25(e)			

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 subsection 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 subsection 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 subsection 52-25(e)			

(Ord. No. 437-15, pt. II, 4-20-2015; Ord. No. 464-21, 6-21-2021)

Sec. 52-25. Additional requirements for sign types that require a permit.

(a) *Monument signs.*

- (1) 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.
- (2) Unless a monument sign is mounted on a natural feature, such as a boulder, the monument sign shall have a minimum 12-inch high base, constructed of clay brick or integrally colored concrete brick, stone, marble, decorative metal or other similar masonry materials.
- (3) 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-inch tall letters or characters. The street number does not count toward the total sign display area.
- (4) 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.

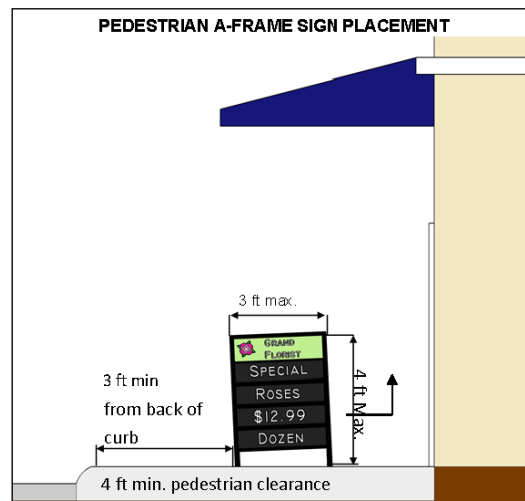
(b) *Wall signs.*

- (1) 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 12 inches measured from the wall to which it is attached.

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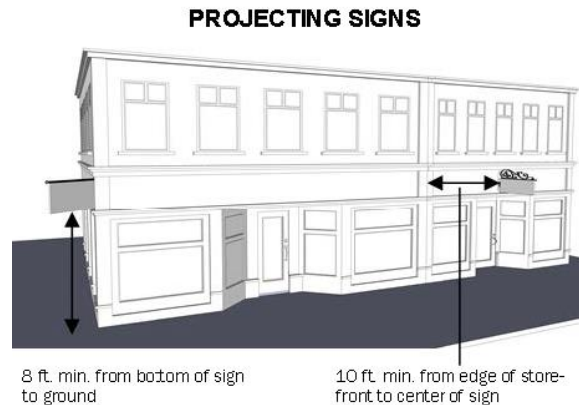
- (2) Wall signs shall be safely and securely attached to structural members of a building by means of metal anchors, bolts, or expansion screws. All wall sign anchoring devices shall meet the standards of the city building code. No nails, tacks, or wires shall be permitted to protrude from the front of any sign.
 - (3) Wall signs shall not exceed a width of more than two-thirds of the subject building frontage.
 - (4) Any building or sign damage created due to the removal or replacement of a wall sign must be repaired.
 - (5) Wall signs are not allowed on property used for single-family or duplex residential purposes.
 - (6) Wall signs shall not be painted directly on a building.
- (c) *Temporary pedestrian or A-frame signs.*
- (1) A-frame signs shall be permitted in the following districts: MX and village center districts.
 - (2) The area of the A-frame sign shall not exceed six square feet per side or a total of 12 square feet total.



- (3) One such sign shall be permitted per customer entrance or per on-site business, whichever is less.
- (4) The sign height of the sign structure shall be no greater than four feet and the width shall be no greater than three feet.
- (5) The sign shall not be illuminated in any manner.
- (6) The sign shall be located a minimum of three 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-foot minimum pedestrian clearance area is required.
- (7) The sign is permitted only during operating business hours or from the hours of 6:00 a.m. to 10:00 p.m., whichever is less, and must be stored inside when the establishment is not open to the general public.
- (8) A-frame signs shall be spaced a minimum of 20 feet apart.
- (9) The sign must be professionally constructed of weather-proof, durable material, and kept in good repair.
- (10) 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.

- (11) 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:
 - (1) Projecting signs shall only be permitted in the MX and village center districts.
 - (2) Projecting signs shall be placed on the sign band, when provided, unless a wall sign prohibits placement there.



- (3) Projecting signs shall be a minimum of eight 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 four 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 four and one-half feet from the façade.
- (4) Projecting signs shall be placed no closer than ten 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.
- (5) Projecting signs shall have a maximum depth (thickness) of two feet; however, up to 33 percent of the sign may be up to four feet thick in order to provide for creative sign design.
- (6) Support structures for projecting signs shall be constructed of a material and color to match the sign and complement the building.
- (e) *Other signs.*
 - (1) *Outline tubing sign.* Outline tubing signs are limited to two square feet and one per business.
 - (2) *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 ¹	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 ¹	20 square feet	20 square feet	
¹ The display period for temporary wall signs shall be limited to a total of 28 days per calendar year. Such signs shall not be displayed for any continuous period greater than 14 days. After this time expires, the sign shall be removed. See section 52-27 for permit requirements.				

- (1) 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 30 days between display of the same temporary sign on the same zoning lot.
- (2) Notwithstanding the above, three 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 [subsection 52-25(f)].
- (3) 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 [subsection 52-25(f)] shall apply.
- (4) 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.
- (5) Temporary signs shall be subject to the maintenance standards of this section.

(Ord. No. 437-15, pt. II, 4-20-2015; Ord. No. 464-21, 6-21-2021)

Sec. 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 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 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 five feet from any property line. The maximum height shall not exceed 30 feet. The total number of flags on any lot shall not exceed four.

(Ord. No. 437-15, pt. II, 4-20-2015; Ord. No. 464-21, 6-21-2021)

Sec. 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:
 - (1) Name and address of the sign owner and the property owner.
 - (2) Name and address of the person who will erect the sign.
 - (3) Location of the sign.
 - (4) Drawing in color showing design, size, height, materials.
 - (5) Topography of land in the parcel.
 - (6) Any other pertinent information the administrator may require to ensure compliance with the ordinances of the city.
 - (7) Fees for sign permits shall be set by the city council.
 - (8) A sign permit shall expire if the sign for which the permit was issued has not been erected within six months of issuance of the permit.
 - (9) 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.

(Ord. No. 437-15, pt. II, 4-20-2015; Ord. No. 464-21, 6-21-2021)

Sec. 52-28. Prohibited signs.

The following signs are prohibited:

- (1) Add-on signs
- (2) Animated signs
- (3) Beacon lights
- (4) Banners (except street banners advertising community/special events)
- (5) Feather and flutter signs
- (6) Festoons
- (7) Inflatable signs
- (8) Mirrors or mirrored signs
- (9) Moving signs
- (10) Obsolete signs
- (11) Pennants
- (12) Pole signs
- (13) Roof signs
- (14) Snipe signs

(Ord. No. 437-15, pt. II, 4-20-2015; Ord. No. 464-21, 6-21-2021)

Sec. 52-29. Nonconforming signs.

- (a) A nonconforming 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 nonconforming sign shall not:
 - (1) Be relocated, expanded or changed, except as to periodic message changes.
 - (2) 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.
 - (3) Be altered or repaired after being damaged if the repair or the re-erection of the sign would cost more than 50 percent of the cost of a similar sign.

- (d) For the purpose of this section of the article, 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 article, the owner of the sign, building or property shall either (1) remove the nonconforming sign, (2) conform with this article, or (3) apply for a variance.
- (f) Amortization. Any existing sign that does not comply with all of the provisions of this article II, sign ordinance, on the effective date of the ordinance:
 - (1) Shall not be changed to another type of sign which is not in compliance with this chapter.
 - (2) 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.
 - (3) 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.
 - (4) 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.
 - (5) Shall not be re-established after damage or destruction if the estimated expense of reconstruction exceeds 50 percent of the appraised replacement cost as determined by the building official.
 - (6) 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.
 - (7) Shall not be placed, maintained, or displayed by any person or entity on or after December 31, 2020.

(Ord. No. 437-15, pt. II, 4-20-2015; Ord. No. 464-21, 6-21-2021)

Sec. 52-30. Maintenance.

- (a) Damaged or abandoned signs.
 - (1) 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.
 - (2) 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.

(Ord. No. 437-15, pt. II, 4-20-2015; Ord. No. 464-21, 6-21-2021)

Sec. 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 article.
- (c) In addition, the enforcement and penalty provisions of the zoning ordinance apply to signs.

(Ord. No. 437-15, pt. II, 4-20-2015; Ord. No. 464-21, 6-21-2021)

Sec. 52-32. Appeals and 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 and may take any action authorized by law pursuant thereto.

(Ord. No. 437-15, pt. II, 4-20-2015; Ord. No. 464-21, 6-21-2021)

Sec. 52-33. 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.

(Ord. No. 437-15, pt. II, 4-20-2015; Ord. No. 464-21, 6-21-2021)