



CITY OF MADISON HEIGHTS
CITY HALL - COUNCIL CHAMBERS, 300 W. 13 MILE RD.
CITY COUNCIL REGULAR MEETING AGENDA
OCTOBER 14, 2024 AT 7:30 PM

CALL TO ORDER

ROLL CALL

INVOCATION and PLEDGE OF ALLEGIANCE - COUNCILOR WRIGHT

APPROVAL OF THE AGENDA:

- [1.](#) Additions/Deletions

PRESENTATIONS

- [2.](#) Proclamation Declaring Hispanic Heritage Month, September 15- October 15, 2024

PUBLIC HEARINGS:

ITEMS ON AGENDA OF INTEREST TO PARTIES IN THE AUDIENCE

MEETING OPEN TO THE PUBLIC:

CONSENT AGENDA:

- [3.](#) Recommendation to Remove Member from the Arts Board
- [4.](#) Director of Public Services - Recreation Master Plan
- [5.](#) Director of Public Services - Change Order - Landscaping Work
6. Indigenous People's Day Resolution
- [7.](#) City Council Special Meeting Minutes of September 23, 2024
- [8.](#) City Council Regular Meeting Minutes of September 23, 2024

COMMUNICATIONS:

REPORTS:

- [9.](#) DTE Reliability Report
- [10.](#) Resolution to Opt Out of PA 152

ITEMS FOR FUTURE PUBLIC HEARINGS:

BID AWARDS/PURCHASES:

- [11.](#) **Energy Future Grant Project Management and Technical Services Proposal**
- [12.](#) Director of Public Services - Police Department HVAC Replacement, Phase 2

ORDINANCES:

- [13.](#) CED Director - Zoning Text Amendment ZTA 24-01 [Ordinance 2022] - Accessory Buildings, Structures, and Uses - First Reading
- [14.](#) CED Director - Zoning Text Amendment ZTA 24-02 [Ordinance 2023] - Use Specific Standards for Detached One-Family Dwellings [Driveways] - First Reading

[15.](#) CED Director - Zoning Text Amendment ZTA 24-03 [Ordinance 2024] - Use Specific Standards for Temporary Uses - First Reading

[16.](#) CED Director - Zoning Text Amendment ZTA 24-04 [Ordinance 2025] - Measurement of Sign Area and Height and Regulations for Permitted Signs [Wall Signs] - First Reading

UNFINISHED BUSINESS:

MINUTES:

EXECUTIVE SESSION:

ADJOURNMENT

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: clerks@madison-heights.org at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

DATE: October 9, 2024

TO: City Council

FROM: Melissa R. Marsh, City Manager

SUBJECT: Agenda Comments - Regular Council Meeting of Monday, October 14, 2024

The following are my comments on items appearing on the agenda of the Regular Council Meeting on Monday, October 14, 2024.

PRESENTATIONS

PROCLAMATION DECLARING HISPANIC HERITAGE MONTH

The City Council is scheduled to declare September 15 – October 15 as Hispanic Heritage Month. The Mexican Consulate will be present to accept the proclamation.

CONSENT AGENDA:

RECOMMENDATION TO REMOVE MEMBER FROM THE ARTS BOARD

The Arts Board recommended the removal of Ahna Basler due to lack of attendance.

DIRECTOR OF PUBLIC SERVICES - RECREATION MASTER PLAN

The City's five-year Recreation Master Plan expires soon. Additionally, due to the aggressive pursuit of grants and substantial general fund monies, the majority of the items identified in the current plan have been completed or are in progress.

This master plan must be in place to be considered for grants through the Michigan Department of Natural Resources. As proposed, this plan development is also committed to community engagement to ensure that staff know what our residents desire from Parks and recreation facilities and services in the community.

An RFP was issued for recreation planning services, and three companies responded by the deadline, with Fleis and Vandenbrink being the best value for money, the most comprehensive, and the most detailed public engagement commitment. They provided high public input and ongoing communication with staff throughout the development process. We anticipate having our Parks and Recreation Commission involved in this process, all quality-of-life boards and commissions, and a special focus on youth input.

Staff, therefore, recommends that the Council award the proposal through the consent agenda for the Recreation Master Plan to Fleis and Vandenbrink of Farmington Hills in the amount of \$24,000. Funding is budgeted and available.

DIRECTOR OF PUBLIC SERVICES - CHANGE ORDER - LANDSCAPING WORK

In the spring of 2024, the City's mowing and landscape maintenance contract was awarded to the lowest successful bidder, Green Meadows Landscape of Rochester Hills. At our request, to mitigate a long-standing issue, the City's consulting engineering firm Nowak and Fraus designed a landscape plan for the 14 and John R island which would be aesthetically pleasing, relatively low maintenance, create a safer environment by encouraging pedestrians to use the existing sidewalk and enhance the city's new gateway signage. As they are already under contract, familiar with the area and its issues, and providing excellent work to the City, staff reached out to Green Meadows to gauge their ability to perform this landscaping work. After several site visits and measurements, Green Meadows provided the City with a significantly lower quote than the engineer's estimate.

Quality Roots has made funding available for the restoration of 14 and John R. Island, including the landscaping work and the purchase and installation of the gateway signage, once final approval is granted by RCOC.

As Green Meadows is the City's current low bidder for mowing and landscaping services, and funding for the restoration of the 14 and John R island is available, Staff recommends that the Council authorize the City Manager through the consent agenda to accept the landscaping plan quote as presented by Green Meadows, in a project amount of \$33,262.

INDIGENOUS PEOPLE'S DAY RESOLUTION

City Council is scheduled to declare the second Monday, October 14th, as Indigenous People's Day in Madison Heights.

REPORTS:

DTE RELIABILITY REPORT SUMMARY

Based on reoccurring issues with electricity reliability in the city, staff has been engaging with DTE representatives to understand the issues and find possible solutions. City Council approved the city's joining the Michigan Municipal Association for Utility Issues, which has served to provide testimony on our behalf in DTE rate cases and review of proposed increases. They are also instrumental in getting data on our reliability throughout the City, which has assisted with discussions with DTE staff and engineers about plans and needs. Staff has met with DTE representatives and regional engineering staff and specifically asked about what is causing the outages in Madison Heights. When it is storm damage, the problem is overwhelmingly caused by trees or branches falling on the lines; they expressed issues with trimming private property trees, including residents having the ability to refuse a trim outside their DTE row, which is 15' from the electrical line. They discussed the tree trimming plan, the new online activity tracker, modernizing equipment, creating resiliency and redundancy,

and the need to increase money for capital improvements. We are receiving updated reliability reports to help facilitate ongoing discussions with DTE.

RESOLUTION TO OPT OUT OF PUBLIC ACT 152

Public Act 152, as amended, limits the amount that public employers pay toward employee medical benefit plans beginning January 1, 2012. The City Council is required to make an election for its choice of compliance for the subsequent calendar year.

Given that all of the City's Collective Bargaining Agreements approved by the City Council provide for 10% employee premium sharing, the Council is requested to opt out of PA 152 as allowable under that statute.

Staff recommends that the Council adopt the Resolution to Opt-Out of PA 152 as presented.

BID AWARDS/PURCHASES:

ENERGY FUTURE GRANT PROJECT MANAGEMENT AND TECHNICAL SERVICES PROPOSAL

In the fall of 2023, Energy Sciences was engaged in developing the City of Madison Heights' Sustainability Plan when we learned of a federally funded grant opportunity from the U.S. Department of Energy (DOE). We requested Energy Sciences to shift their focus to assist Madison Heights, in collaboration with Ferndale, Oak Park, and the Lamphere School District, in applying for the DOE Energy Future Grant (EFG). In April 2024, our project, "Evolve: A Regional Decarbonization Plan for Southeast Oakland County," was selected by the DOE as one of only forty projects nationwide—and two in Michigan—to receive funding.

Energy Sciences will continue to support us throughout the award negotiation process, including drafting necessary technical documents and ensuring compliance with all requirements. As the primary contractor and overall project manager, Energy Sciences will facilitate seamless coordination among the City and the various jurisdictions, ensuring effective stakeholder engagement throughout the project.

Since Madison Heights is leading this initiative and is the recipient of the \$500,000 EFG, we recommend that the City approve the Energy Futures Grant Project Management and Technical Services Proposal from Energy Sciences for a total not to exceed \$500,000, given their involvement they are the only contractor that can manage this project.

Therefore, the staff recommends that the City Council make two motions:

1. Motion to amend the budget for Federal Grant Revenues 101-021-528-5288 and Contractual Services Expenses – Federal 101-265-818-0044 both by \$500,000. This will need to be approved by a supermajority of City Council
2. Motion to approve a contract with Energy Sciences Resource Partners, LLC for Energy Futures Grant Project Management and Technical Services for a total not to exceed \$500,000.

DIRECTOR OF PUBLIC SERVICES - POLICE DEPARTMENT HVAC REPLACEMENT, PHASE 2

In the FY 2023 Budget, funding was included for the replacement of the HVAC system at the Police Department. A single bid was received by the deadline and was significantly higher than the budgeted amount, resulting in a phased replacement plan. Phase 1 involves the replacement of the rooftop air handlers, radiant heaters in the security garage, HVAC unit for the tunnel, integration of a digital control system, and engineering for the future. Phase 2 has recently been completed.

As Phase 1 was undertaken, additional funds were programmed in the budget for a future Phase 2. Staff also applied for a grant from State Representative Mike McFall to help us complete the project more timely and mitigate the impact on the General Fund. We were awarded this grant for \$500,000 which will complete the Police Department HVAC project.

Staff, therefore recommends that the Council consider two motions:

1. To approve a Budget Amendment in the amount of \$500,000 to both 101-301-987-0000 and 101-023-569-5766 State Grant revenue reflecting the awarded grant funds .
2. To award the Police Department HVAC Replacement, Phase 2 to Denny’s Heating and Cooling of Troy, in the amount of \$611,815. This represents the base cost, acceptance of the option to replace the 8 rooftop fans, and an allowance to replace the broken and worn diffusers. Funding is budgeted and available.

ORDINANCES:

CED DIRECTOR - ZONING TEXT AMENDMENT ZTA 24-01 [ORDINANCE 2022] - ACCESSORY BUILDINGS, STRUCTURES, AND USES - FIRST READING

Madison Heights City Council adopted the new Zoning Ordinance on May 13th, 2024. Since going into effect, staff has encountered several ordinance sections that could benefit from clarification or refinement.

This amendment relates to Accessory Buildings, Structures, and Uses – pertaining to the regulation of small gazebos, pergolas, and utility structures (e.g., exterior air conditioner units). The Planning Commission recommended approval of the proposed text amendment at their September 17th, 2024, meeting.

Specifically, due to the ten-foot building setback requirement, gazebos, pergolas, and other unenclosed patio covers need to be physically attached to the main house as a building addition or be located ten feet from the house. To provide more flexibility for homeowners and reduce the need for future variances, this amendment exempts small unenclosed accessory structures such as gazebos and pergolas from the building setback requirement; such structures would still be subject to other accessory structure standards, such as minimum yard setbacks, height, and lot coverage.

Based on the Planning Commission's recommendation, staff recommends that the City Council approve ordinance # 2022 (ZTA 24-01) upon the first reading and schedule the second and final reading for the October 28th, 2024, City Council meeting.

CED DIRECTOR - ZONING TEXT AMENDMENT ZTA 24-02 [ORDINANCE 2023] - USE SPECIFIC STANDARDS FOR DETACHED ONE-FAMILY DWELLINGS [DRIVEWAYS] - FIRST READING

Madison Heights City Council adopted the new Zoning Ordinance on May 13th, 2024. Since going into effect, staff has encountered several ordinance sections that could benefit from clarification or refinement.

This amendment relates to the overall width of a residential driveway to the garage door's width (outer edges). Since adopting the new Zoning Ordinance, staff has received several requests for slightly wider driveways to accommodate larger vehicles and provide the ability to step out from a vehicle without stepping onto grass. The existing driveway width limitation intends to ensure that front yards are not entirely inundated with pavement, which can lead to poor pedestrian environments and unsightly appearances. The existing ordinance language limits the width of a driveway at the property line to 12 feet for detached garages and 20 feet for attached garages but allows a driveway to taper/widen to the outer edges of the garage door. Staff acknowledges that a modest additional width beyond the edges of the garage door (18 inches) would allow for the storage of larger vehicles and provide for a paved area in which to step out from the vehicle without compromising the general intent of the width limitation.

Based on the Planning Commission's recommendation, staff recommends that the City Council approve ordinance #2023 (ZTA 24-02) upon the first reading and schedule the second and final reading for the October 28th, 2024, City Council meeting.

CED DIRECTOR - ZONING TEXT AMENDMENT ZTA 24-03 [ORDINANCE 2024] - USE SPECIFIC STANDARDS FOR TEMPORARY USES - FIRST READING

Madison Heights City Council adopted the new Zoning Ordinance on May 13th, 2024. Since going into effect, staff has encountered several ordinance sections that could benefit from clarification or refinement.

Specifically, this amendments to Use Specific Standards related to Temporary Uses – pertaining to recurring special events. The Planning Commission recommended approval of the proposed text amendment at their September 17th, 2024 meeting.

The Zoning Ordinance currently contains provisions for temporary uses and divides them into three general categories: temporary outdoor displays/sales, seasonal sales lots, and special events. Since the Ordinance's adoption, staff has received several requests for weekly cornhole tournaments in the parking lots of bars and restaurants. While this type of recurring event most appropriately fits into the “special events” category, the current language limits properties to three (3) special events per calendar year, with a fourteen (14) day gap between events.

When drafted, the original intent of the “special event” category was to accommodate larger events such as fairs and carnivals. In its application, the current language would only permit restaurants to hold three recurring events per year, separated by fourteen days; this is restrictive and inhibits the ability for restaurants and bars to hold unique recurring events such as cornhole tournaments, farmers markets, craft markets, etc. To allow more flexibility to business owners and allow for more active and unique events throughout the community, staff recommends adding a “recurring event” provision to the Special Events category, allowing business owners/property owners to hold a recurring event (1-2 consecutive days each) up to a total of ten (10) days per calendar year. A recurring event could be applied for under a single special event permit, which would count toward the total number of special events allotted per year.

An additional minor modification clarifies that if the applicant for a temporary use permit is not the property owner, they shall provide a signed letter of authorization from the property owner with the application.

Based on the Planning Commission’s recommendation, staff recommends that the City Council approve ordinance #2024 (ZTA 24-03) upon the first reading and schedule the second and final reading for the October 28th, 2024, City Council meeting.

CED DIRECTOR - ZONING TEXT AMENDMENT ZTA 24-04 [ORDINANCE 2025] -
MEASUREMENT OF SIGN AREA AND HEIGHT AND REGULATIONS FOR PERMITTED SIGNS
[WALL SIGNS] - FIRST READING

Madison Heights City Council adopted the new Zoning Ordinance on May 13th, 2024. Since going into effect, staff has encountered several ordinance sections that could benefit from clarification or refinement.

Specifically, amendments are being proposed to the measurement and allowances for wall signs. The Planning Commission recommended approval of the proposed text amendment at their September 17th, 2024 meeting.

Section 12.06 – Measurement of Sign Area and Height – and Section 12.07 – Regulations for Permitted Signs – contain definitions and calculations pertaining to the measurement of wall signs, as well as the various wall sign allowances per zoning district. The existing language splits wall sign allowances into the categories of “street-facing facades” and “non-street-facing

facades,” with greater bonus allowances for street-facing facades. While these categories work for many properties/buildings in Madison Heights, there are certain buildings within the City whose main building entrances do not face a street, and several properties that do not have street frontage at all. In order to adequately allocate wall signage allowances and to avoid the need for variances, staff recommends recategorizing building facades into “primary facades” and “secondary facades.” Primary facades would include any façade that fronts a public street or any façade that serves as a main entrance to a building or tenant space, regardless of street frontage. Secondary facades would include any other façade, typically along the side or rear of a building. The existing language provides a bonus wall sign area allowance for tenants with street-fronting facades over 200 feet. Staff proposes changing this bonus allowance to apply to primary façade lengths, even those not fronting a street, in excess of 200 feet. Staff also proposes to extend this bonus allowance to buildings/tenants whose primary façade is greater than 150 feet from the right-of-way line of the adjacent street to allow for greater visibility.

Based on the Planning Commission’s recommendation, staff recommends that the City Council approve ordinance #2024 (ZTA 24-03) upon the first reading and schedule the second and final reading for the October 28th, 2024, City Council meeting.

**PROCLAMATION
Hispanic Heritage Month
September 15 – October 15, 2024**

WHEREAS, Hispanic Heritage Month is a month-long celebration dedicated to recognizing Hispanic and Latino history and culture, highlighting the vital contributions of the Hispanic/Latino community in enhancing our democracy; and

WHEREAS, this month provides an opportunity to acknowledge the profound impact that Latinas and Latinos have had on the United States, Michigan, Oakland County, and the City of Madison Heights across generations; and

WHEREAS, the Latino presence in America dates back centuries, even before Spain’s colonization, and has played a crucial role in shaping our nation since the Revolutionary War; and

WHEREAS, Hispanic Heritage Month originated as a week-long celebration in 1968 under President Johnson and was extended to a month by President Reagan in 1988, allowing for greater recognition of the significant contributions made by Hispanic/Latino Americans; and

WHEREAS, this celebration spans from mid-September to mid-October to align with the independence days of several Central American countries, starting on September 15 with Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua, thereby honoring the resilience of the Hispanic community; and


WHEREAS, the Mexican Consulate in Detroit, located in Madison Heights, collaborates closely with Mayor Grafstein and the City Council to advocate for Hispanic/Latino representation. Latinas and Latinos continue to be influential as business owners, activists, artists, public servants, and more. Their leadership in the military and the civil rights movement showcases their commitment to progress and equality; and

WHEREAS, the City of Madison Heights Mayor and City Council is committed to continue building upon its relationship with the Mexican Consulate in Detroit;


NOW, THEREFORE, BE IT RESOLVED THAT, we, the City of Madison Heights Mayor and City Council, hereby proclaim September 15th - October 15th, 2024, as Hispanic Heritage Month. We encourage all citizens to promote equity, build alliances, celebrate diversity, and foster safe environments in our schools and communities throughout the City.




Roslyn Grafstein
Mayor



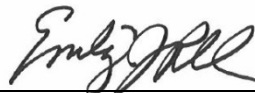
Mark Bliss
Mayor Pro Tem



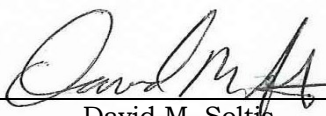
Sean D. Fleming
Councilman



William J. Mier
Councilman



Emily J. Rohrbach
Councilor



David M. Soltis
Councilor



Quinn J. Wright
Councilor



AGENDA ITEM SUMMARY FORM

MEETING DATE: 10/1/24

PREPARED BY: Cheryl Rottmann, Deputy City Manager/City Clerk

AGENDA ITEM CONTENT: Recommendation to Remove Member from Arts Board

AGENDA ITEM SECTION: Consent Agenda

BUDGETED AMOUNT:

FUNDS REQUESTED:

FUND:

EXECUTIVE SUMMARY:

The Arts Board is requesting removal of Ahna Basler from the board due to lack of attendance.

RECOMMENDATION:

Staff recommends accepting the recommendation of the Arts Board and declare the seat vacant.



AGENDA ITEM SUMMARY FORM

MEETING DATE: 10/14

PREPARED BY: Sean P. Ballantine, Director of Public Services

AGENDA ITEM CONTENT: Director of Public Services - Bid Award - Recreation Master Plan

AGENDA ITEM SECTION: Consent Agenda

BUDGETED AMOUNT: \$25,000

FUNDS REQUESTED: \$24,000

FUND: 101-752-818-0000

EXECUTIVE SUMMARY:

The expiration of the City's five-year Recreation Master Plan is rapidly approaching. Additionally, due to the aggressive pursuit of grants as well as substantial general fund monies, the majority of the items identified in the current plan have been completed, or are in progress. An RFP was issued for recreation planning services, and three companies responded by the deadline.

RECOMMENDATION:

Staff therefore recommends that Council award the proposal for the Recreation Master Plan to Fleis and Vandenbrink, of Farmington Hills, in the amount of \$24,000. Funding is budgeted and available.

MEMORANDUM

DATE: October 7, 2024
TO: Melissa R. Marsh, City Manager
FROM: Sean P. Ballantine, Director of Public Services
SUBJECT: Bid Award – Recreation Master Plan

The expiration of the City’s five-year Recreation Master Plan is rapidly approaching. Additionally, due to the aggressive pursuit of grants as well as substantial general fund monies, the majority of the items identified in the current plan have been completed, or are in progress.

The master plan is not just a means to an end as far as grants are concerned; municipalities have to have an approved plan in place to be considered for any grants through the Michigan Department of Natural Resources. They help parks and recreation staff know the voice of the people. They act as a steering document for budgeting and grantwriting; for both processes, it is invaluable to know what you want to build, and where you want to build it.

An RFP was issued for recreation planning services, and three companies responded by the deadline. Upon tabulation of both overall cost and the level of service offered, Fleis and Vandenbrink appeared to have submitted the proposal which was not only the best value for money, but was also the most comprehensive. They provided for a high level of public input, and ongoing communication with staff throughout the development process. A follow-up meeting was held with representatives from that company seeking clarification on several points with good dialogue had by all parties.

Staff therefore recommends that Council award the proposal for the Recreation Master Plan to Fleis and Vandenbrink, of Farmington Hills, in the amount of \$24,000. Funding is budgeted and available.

Department of Public Services
City of Madison Heights
801 Ajax Drive
Madison Heights, Michigan 48071

MEMORANDUM

Item 4.

Department of Public Services
City of Madison Heights
801 Ajax Drive
Madison Heights, Michigan 48071

p: (248) 589-2294 | f: (248) 589-2679 | e: DPS@Madison-Heights.org

PARKS & RECREATION MASTER PLAN UPDATE



Submitted to:
City of Madison
Heights

August 29, 2024
P20973



TABLE OF CONTENTS

SECTION 1:	LETTER OF INTEREST
SECTION 2:	INTRODUCTION
SECTION 3:	WORK PROGRAM
SECTION 4:	EXPERIENCE AND QUALIFICATIONS
SECTION 5:	CONSULTANT PERSONNEL
SECTION 6:	TIMEFRAME FLOW CHART
SECTION 7:	ESTIMATED COSTS
SECTION 8:	EXHIBITS



FLEIS & VANDENBRINK

DESIGN. BUILD. OPERATE.

Item 4.

August 29, 2024

Tracee Miller, HR/Purchasing Assistant
City of Madison Heights
300 West Thirteen Mile Road
Madison Heights, MI 48071

RE: Parks & Recreation Master Plan Update (MH 24-15)

Dear Tracee:

As the City of Madison Height continues to expand and evolve, its outdoor public spaces play a pivotal role in shaping the urban landscape, serving as vital hubs for social interactions and fostering a strong sense of community. With a diverse population of approximately 30,000 residents, this vibrant City in Oakland County is known for its strategic location within the Detroit metropolitan area. Madison Heights offers a unique blend of residential neighborhoods, thriving businesses, and 12 recreational opportunities. Fleis & VandenBrink (F&V) looks forward to the opportunity to collaborate with the City on their parks and recreation update, ensuring these essential spaces continue to enhance the community's quality of life.

Our staff of landscape architects, engineers, and architects have a comprehensive understanding of the many diverse and competing complexities involved with park and recreation planning and design. Highlights of how F&V is best suited to assist on this project include:

- **We Have Extensive Experience:** We work on over 20 park projects annually, and have assisted more than 100 communities with specific park projects in the past 10 years, including numerous splash pads, picnic shelter/pavilion, parking lot improvements, sidewalks/trails, sustainability, and ADA upgrades. We are currently working on several park-specific master plan improvement projects similar to yours in the Village of Shelby and City of Royal Oak.
- **Grants and Loans Experts:** Our staff maintains relationships with several funding agencies and stays abreast of the latest state and federal programs that offer significant funding, because every project is important to your community - and to us. We've assisted clients in receiving over \$16,000,000 in recreational funds, many of which have been submitted through MiGrants. Your project manager is active on over 40 community organizations as a consultant for MiGrants.
- **We Are Experts at Community Input:** We know effective public input and engagement begins with careful listening and letting people know their voices are heard. We provide a variety of community input opportunities for nearly all our park projects, ranging from community input meetings, public hearings, council meetings, to various outreach avenues (like survey monkey questionnaires).

We look forward to working with you on this community enhancing project! We can begin working on the plan immediately upon your authorization and can adjust our schedule to meet your needs. Please call (616.942.3606) or email (rstout@fveng.com) if you have any questions or need additional information.

Sincerely,

FLEIS & VANDENBRINK

Rick Stout, LLA, LEED AP BD+C
Project Manager and Landscape Architect

27725 Stansbury Boulevard, Suite 195
Farmington Hills, MI 48334

P: 248.536.0080
F: 248.536.0079
www.fveng.com



SECTION 2: FIRM INTRODUCTION

BRIEF DESCRIPTION OF THE FIRM: Fleis & VandenBrink (F&V) is an employee-owned, multi-disciplined civil engineering firm with nine offices serving Michigan and Indiana. Our team encompasses a broad range of services designed to provide our clients with a one-stop-shop consultant. Providing a wide range of services allows us to design custom-fit solutions and award-winning projects - on time and on budget. Our growth has been an outcome of hiring the best people, doing great work, and focusing on client relationships.

We believe great relationships are built over time through communication and an understanding of our client's needs. We work collaboratively to gain that understanding by uncovering potential issues and concerns prior to beginning work. Knowledge of those critical success factors gives us agreed upon expectations and allows us to work together towards successful projects.

We also understand the critical component funding has in turning a project vision into reality. Our team of funding experts actively pursues grants and low interest loan opportunities on behalf of our clients. We work diligently with state and federal organizations to find and obtain the best option for each project. Since our inception, we have obtained more than \$1 billion in grants and low interest loans for our clients.

YEARS IN BUSINESS: 31 years, established as a Corporation in the state of Michigan and Indiana in 1993.

STAFF SIZE: 308 professionals

ADDRESS: 27725 Stansbury Boulevard, Suite 195, Farmington Hills, MI 48334 (Local, Serving You)
2960 Lucerne Drive SE, Grand Rapids, MI 49546 (Corporate)
We have an additional five offices in Michigan, including nearby Grand Blanc, and two in Indiana.

APPLICABLE SERVICES: A landscape architect at F&V blends art, science, and technology to inspire meaningful change to the environments in which we exist.

Our designs are meant to be experienced. That's why our approach is a collaboration between our landscape architect, you, and your end users to create a valuable, aesthetic, safe, and enjoyable environment based on your goals and needs. When environments are able to be experienced, your community is brought together. Whether it's a splash pad park for the young and young at heart, or a community park with a "living classroom," our architects have the experience to integrate products and natural materials into a harmonious site development that's appealing, accessible, and affable.

SECTION 3: WORK PROGRAM

SCOPE OF SERVICES

For recreational acquisition or development grant applications, the MDNR requires adopted plans, which are valid for no more than five years. Adopted plans require public input and a formal resolution to adopt the plan. We will update the demographic data, economic data, and the inventory of recreational facilities. We will conduct a public workshop to verify current community needs, and update the recreation action plan to meet the needs of the community. The plan will be used to identify recreation programming needs and existing recreation opportunities. This plan will also be used to qualify the Recreational Authority for MDNR recreation grants for the next five years.

Task 1 - Start-Up Meeting (Meeting #1)

We will meet with representatives from the Parks and Recreation Commission, to develop and confirm the project schedule. The Parks and Recreation Commission will name a representative to serve as a link with F&V and will help facilitate and focus the public forums. We will need input from the identified stakeholders to establish goals and objectives for the public workshop and public hearing. We will:

- Meet with the Parks and Recreation Commission and City staff representatives to review objectives.
- Obtain existing master plans or maps of existing park facilities.
- Review options for intergovernmental cooperation.
- Solicit public input at an informal workshop to discuss the needs and goals and objectives for the Recreation Plan. Start the process of building a consensus for the scope and elements included for each of the respective park facilities.

Task 2 - Review & Outline Demographic & Economic Data

The recreational planning process needs to consider the conditions of the actual park facilities, external factors, community growth patterns, and the effect that these may have on the statistical data. The process examines ways to improve the collected data and then re-examines it with a more holistic approach to assess the Community's true recreational needs. Much of this data is already completed but will need to be incorporated into the overall plan. The data will include:

- Physical attributes
- Demographics (census data, etc.)
- Local government structure and operational budget
- Community Master Land Use Plan and other planning related documents
- Inventory of existing parks, natural areas, and recreational facilities

Task 3 - Population-Based Standards / Needs Analysis

We will utilize the National Recreation and Park Association (NRPA) *1995 Park, Recreation, Open Space and Greenway Guidelines* by James D. Mertes and James R. Hall that recognize the importance of establishing and using park and recreation standards as:

- A national expression of minimum acceptable facilities for the citizens of urban and rural communities.
- A guideline to determine land requirements for various kinds of park and recreation areas and facilities.
- A tool to outline the summary of existing parkland and uses in relation to these guidelines. (Recreational Authority Board will provide base data for existing park acreage, uses, and facilities).
- A summary of the ADA compliance inventory of existing facilities. Actual inventory data to be provided by the Recreational Authority Board or gathered from visual observations.

Task 4 - Define Community Goals And Objectives (Meetings 2-9)

We will facilitate up to three progress meetings and six community workshops in each of the six school districts, involving the community stakeholders, Parks and Recreation Commission, and the public. We will encourage the Parks and Recreation Commission to invite key representatives from area groups such as non-profits, senior groups, and any others deemed appropriate. The goal of the public workshops will be to discuss the perceptions, needs, and opportunities for the community. In addition, we will discuss such topics as:

- Community identity and character
- Recreation and culture
- Natural resources and the environment
- Historic preservation
- Commercial development

The primary goals of the workshops will be to:

- Solicit public input on needs and goals and objectives for the Recreation Plan.
- Assess existing recreation opportunities.
- Assess recreation needs and priorities.
- Outline plan of action to meet community goals.
- Identify opportunities for non-motorized trail system connecting parks.

Task 5 - Prioritize 5-Year Recreation Capital Improvement Schedule (Meetings 10-13)

Costs and economic realities need to be kept in mind even at the master plan stage. Proposed design elements and solutions need to be aesthetic as well as practical. Our design team will develop preliminary cost projections based on the input received from the public, the Parks and Recreation Commission and staff. Given the large scale often associated with recreational projects, we would work with the Parks and Recreation Commission to develop a logical phasing plan and schedule. This section will be directly tied to the public input as well as the defined methodology that the Parks and Recreation Commission may consider for a cost/benefit analysis approach to establishing these priorities. We will hold three meetings with the Parks and Recreation Commission and staff to formulate the Capital Improvement Schedule.

We will:

- Assign priority to address needs and implement improvements.
- Outline action program with capital improvement recommendations, estimated cost projections, and schedule.
- Identify funding sources.
- Prepare a draft plan for the 30-day required public comment period. Draft plan must be completed no later than November 1, 2024.

Task 6 - Public Hearings & Printing (Meeting 14-15)

We will develop a Final 5-Year Master Plan and present it at two final public meetings for each community. We will:

- Attend public hearing for review and comment on recreation plan draft.
- Revise and assemble the plan per public input.
- Present revised plan to Parks and Recreation Commission and/or Planning Commission for adoption.
- Present revised plan to the City of Madison Heights for adoption.
- Submit adopted copy of Recreation Plan to the MDNR prior to December 1, 2024.
- Provide the Parks and Recreation Commission with twenty drafts and twenty final printed copies of the Recreation Plan, one electronic copy saved in PDF format, and one electronic copy saved in Word format. All other printing is the responsibility of the City.

Task 7 - Community Survey/Questionnaire Preparation

As an option for additional community feedback, we will gather input and summarize the collective perceptions of the community, issues considered, magnitude or priority of concerns and recommended actions that have evolved from the public workshop, other feedback, and the Parks and Recreation Commission. It is important that the survey reach those persons who, for reasons such as comfort-level or time constraints, cannot participate in an open forum. It will also provide data that can be compared/contrasted with data gathered at the public workshop.

This survey will attempt to validate the issues and priorities presented. We will:

- Meet with City staff and Parks and Recreation Commission to review issues and topics to be addressed in the Survey.
- Prepare survey/questionnaire draft for review by City staff and Parks & Recreation Commission. We would recommend an online survey through a website such as Survey Monkey. The survey will be posted on the City's website and in your Recreation Happenings Brochure.
- Prepare a summary memo to City staff based on our review of the results.

Scope Exclusions

We have not included grant application, design, or construction activities in this proposal; however, as the Parks and Recreation Commission identifies projects they would like to pursue, we would be happy to provide you with a project-specific scope of services and professional fee for implementing your chosen improvements.

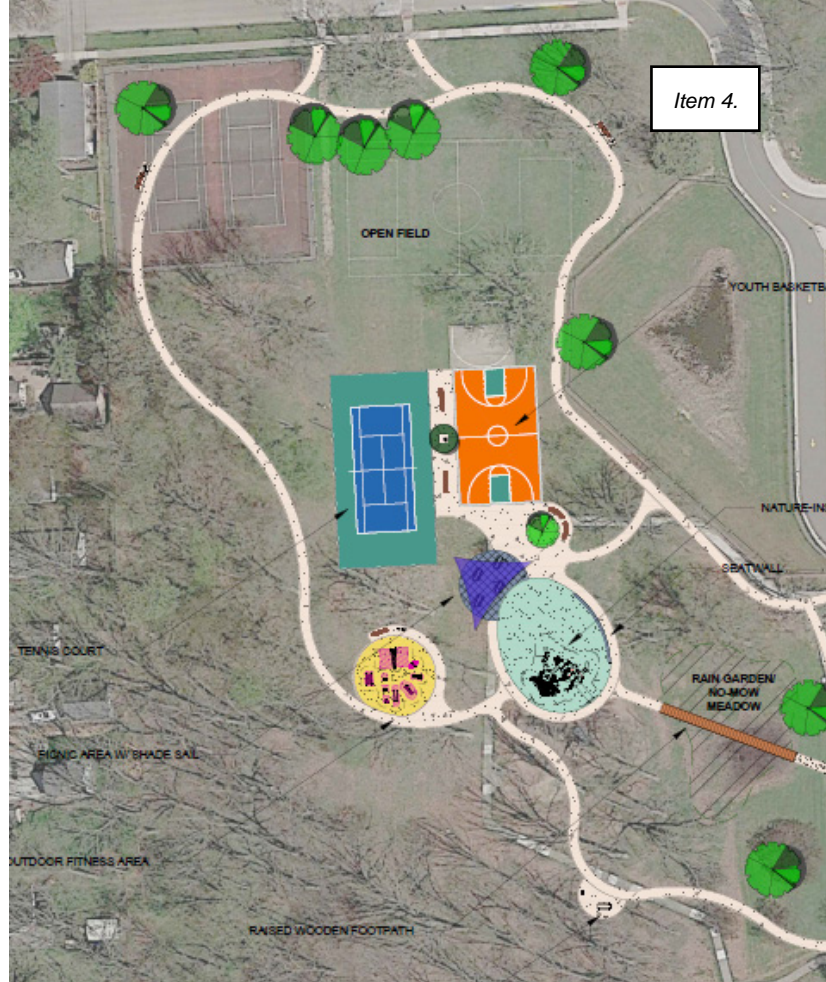
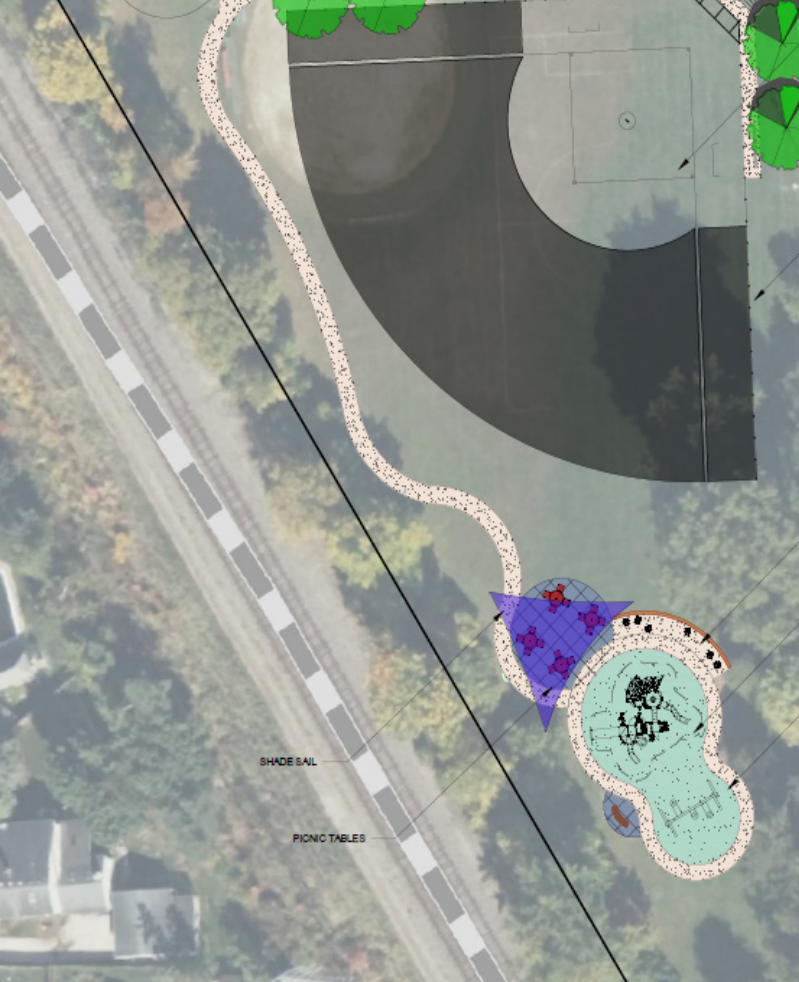


SECTION 4: EXPERIENCE AND QUALIFICATIONS

F&V has a history of being very successful in developing 5-Year Park and Recreation plans, master plans for park development, non-motorized master plans, and specific design park and trail development plans followed and supported by successful grant applications to various financial support groups.

- Argentine Township & Linden Community Schools
- Bedford Charter Township
- Caledonia Township
- Cascade Township
- [City of Burton](#)
- City of Brown City
- City of Carson City
- City of Cedar Springs
- City of Croswell
- [City of Dearborn Heights](#)
- City of Ferrysburg
- City of Greenwood, IN
- City of Harrison
- [City of Lincoln Park](#)
- City of Manton
- City of Montague
- City of North Muskegon
- City of Portland
- City of Reed City
- City of Rose City
- [City of Royal Oak](#)
- City of Saugatuck
- City of Scottville
- City of St. Joseph
- City of White Cloud
- Courtland Township
- Dalton Township
- Egelston Township
- Glen Arbor Township
- Laketon Township
- Marathon Township
- [Milan Township](#)
- Mullett Township
- Muskegon Township
- Town of Hamilton, IN
- Town of Orland, IN
- Robinson Township
- Solon Township
- Village of Breedsville
- Village of Caledonia
- Village of Edmore
- Village of Howard City
- Village of Hubbardston
- Village of Mesick
- Village of Saranac
- Village of Spring Lake
- Village of Stockbridge

We have provided project sheets for similar services on the following pages, along with references.



CLAWSON AND LOCKMAN PARKS

Royal Oak, MI

PROJECT INFORMATION

Date Completed: Antic. 2025
 Construction Cost: Antic. \$1,000,000

REFERENCE

Holly Donoghue, PE, City Engineer
 P: 248.426.3000

F&V prepared park master plans and construction documents for Lockman Park (~9.2 acres) and Clawson park (2.2 acres) for the City of Royal Oak. The community development department utilized F&V to prepare design documents and oversee construction for physical improvements to Lockman Park and Clawson Park.

Each park contains outdated and deteriorated recreation / playground equipment. The project is funded by Community Development Block Grant (CDBG) money received from the U.S. Department of Housing & Urban Development (HUD).

The work included:

- Removal of existing play equipment, basketball half court, trees, and miscellaneous items
- Site preparation and grading
- Concrete sidewalk and exercise area curbing
- Exercise equipment supply and installation
- Synthetic grass play area surfacing
- Basketball court construction
- Tennis court construction
- Portajon vinyl screen fence
- Site furniture (benches, tables, bike racks, etc.)
- Landscaping



Item 4.



Above: Before / Current
Left: Proposed Improvements

SMITH PARK IMPROVEMENTS
White Cloud, MI

PROJECT INFORMATION

Date Completed: Antic. 2025/2026
Construction Cost: Antic. \$900,000

FUNDING

SPARK Grant

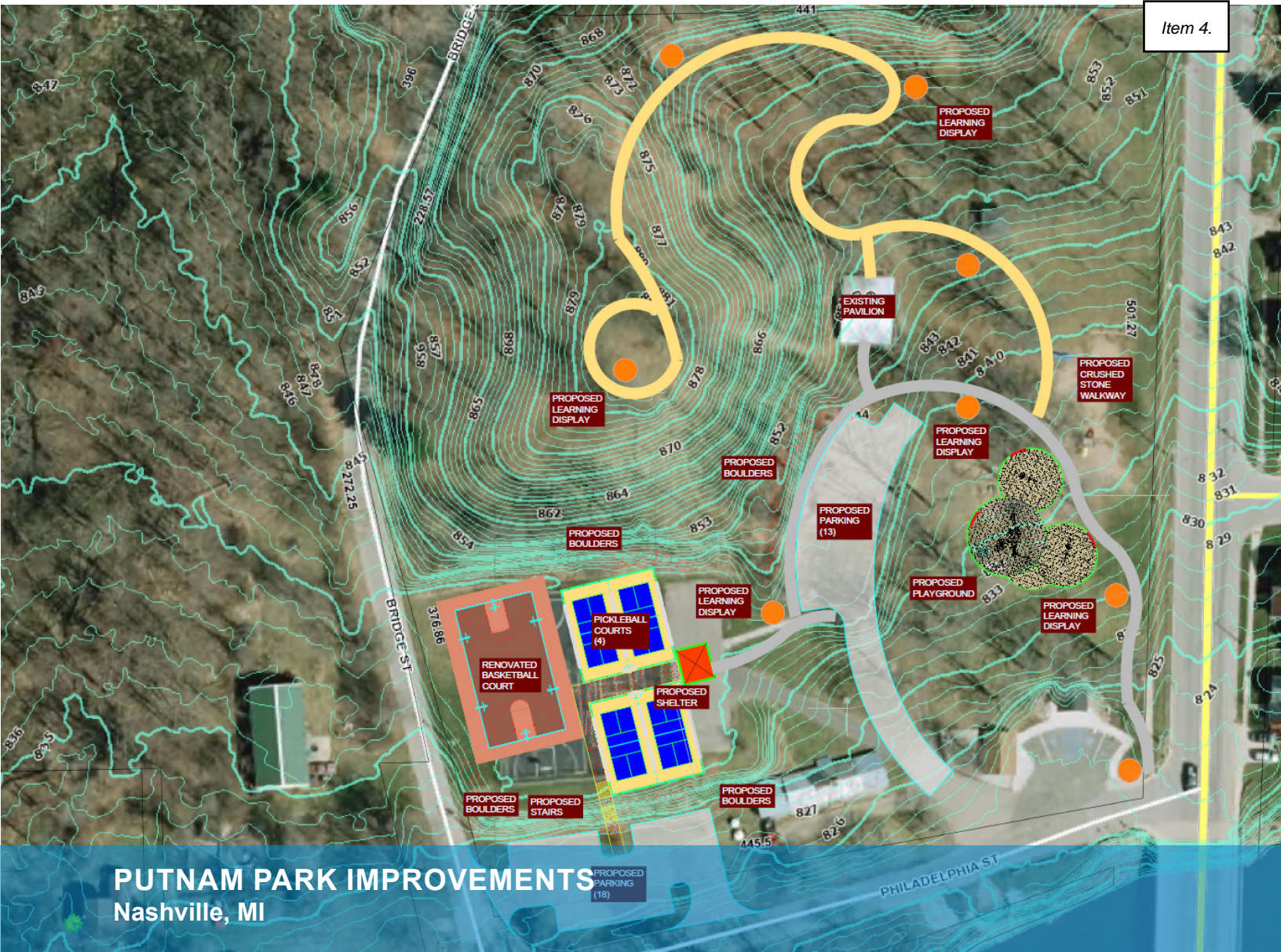
REFERENCE

April Storms, Manager
P: 231.689.1194

Smith Park was outdated and becoming underutilized. The City sought to re-imagine the park to bring it back to life to attract residents and visitors to use the amenities, as well as people to the community.

F&V provided a master plan, which assisted the community in successfully receiving SPARK funding. F&V then provided design engineering and will provide construction engineering during construction of the improvements.

The improvements of the 3.86-acre park includes a new all-inclusive and accessible playground, large and small dog park areas, a pavilion, concrete pathway, and bike parking loops. It will also enhance the existing parking lot located on E. James Street, as well as the addition of new ADA-accessible parking locations on S. State Road and E. Newell Street, totaling 64 parking spaces in the vicinity of the park. A swim safety net is also proposed for a portion of the shore on Lake White Cloud.



PUTNAM PARK IMPROVEMENTS
Nashville, MI

PROJECT INFORMATION

Date Completed: Antic. 2025/2026
Construction Cost: Antic. \$1,000,000

FUNDING

SPARK Grant: \$994,600

REFERENCE

Josh Pierce, DPW Director
P: 517.852.9571

Putnam Park's infrastructure was aging and becoming a concern for visitors and becoming underutilized. The Village knew they needed to invest in improvements to bring value and fun back to the park.

F&V provided a master plan, which assisted the community in successfully receiving SPARK funding. F&V then provided design engineering, topographic surveying, construction documents, and bidding assistance. We will provide construction engineering during construction of the improvements.

The improvements include two additional parking areas, totaling 31 additional parking spaces, repositioning and installing a new all-inclusive and accessible playground, a learning display walkway, pickleball courts, shelter, renovated basketball court, pedestrian paths, and walkways.



MILT HEY/HUDSON PARK IMPROVEMENTS
Royal Oak, MI

PROJECT INFORMATION

Date Completed: 2023
Construction Cost: \$750,000

REFERENCE

Holly Donoghue, PE, City Engineer
P: 248.426.3000

The City received funding through the Community Development Block Grant (CDBG) program to benefit residents of low and moderate income and developed a strategy to invest the annual funds in parks and recreation facility improvements. Hudson Park, a 1.86 acre park on the south side of Royal Oak, contained outdated and deteriorated recreation and playground equipment. All of the older equipment was removed and will be replaced with new state of the art equipment.

F&V provided design, bidding, and construction engineering services for the Hudson Park improvements that include a brand new basketball court, new bike racks, shade sails providing a cool spot to unwind with family and friends, a nature-themed playscape, and a walking trail.

The improvements provide an incredible transformation with fantastic recreational additions for the residents in low to moderate income areas of the City for years to come.



CDBG PARK IMPROVEMENTS - FRANKLIN AND LAWSON PARKS
 Royal Oak, MI

PROJECT INFORMATION

Date Completed: 2021
 Construction Cost: \$1,915,000

FUNDING

MEDC CDBG: \$1,200,000
 Local Match: \$700,000

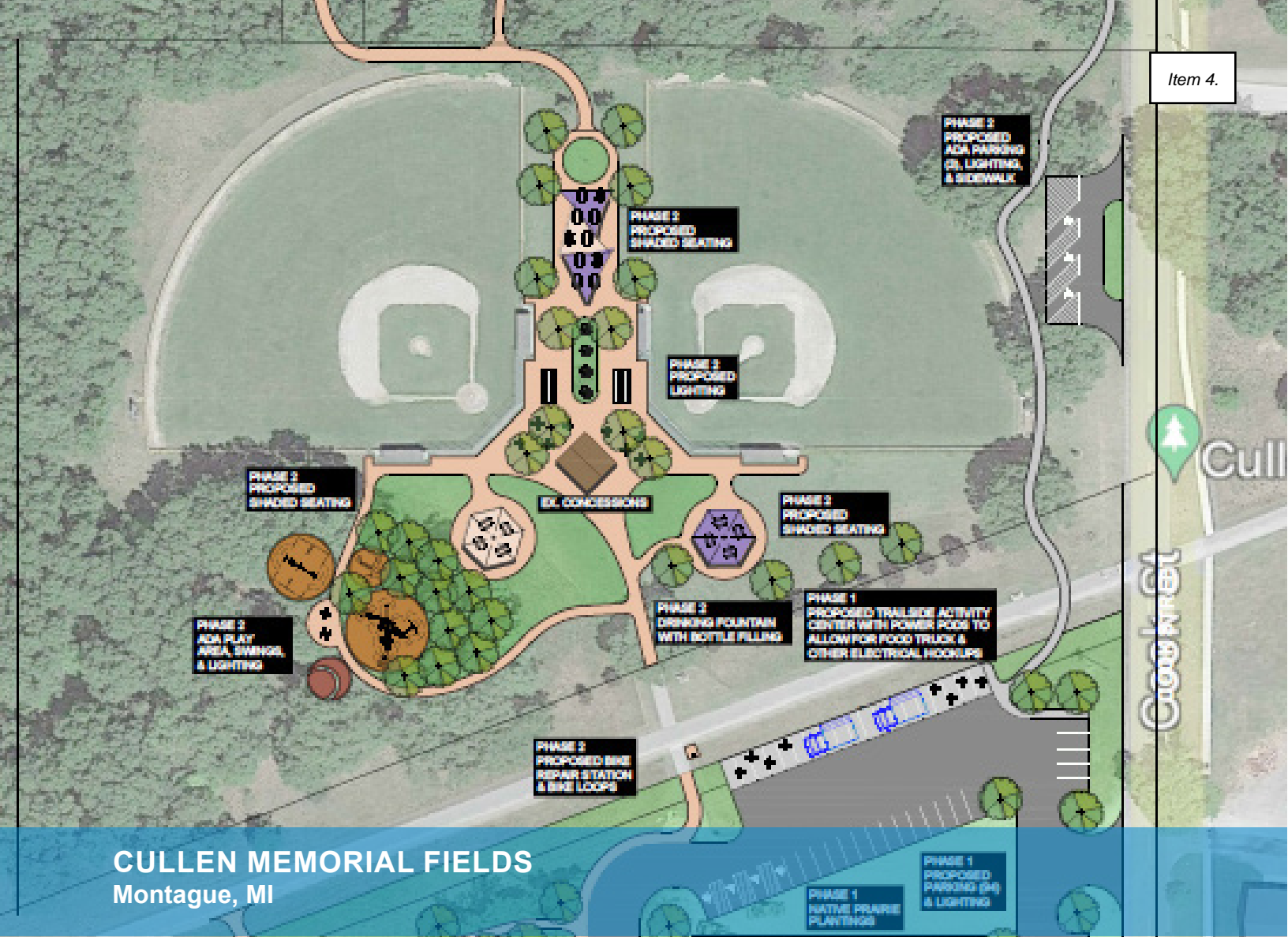
REFERENCE

Holly Donoghue, PE, City Engineer
 P: 248.426.3000

The City of Royal Oak received funding through the Community Development Block Grant (CDBG) program to benefit residents of low and moderate income and developed a strategy to invest the annual funds in parks and recreation facility improvements. Franklin and Lawson Parks, two of the City’s oldest parks, were selected for many recreational improvements and amenities including south end diverters.

F&V provided design, bidding, and construction engineering services for the Lawson Park improvements that included playground and pavilion structures, outdoor exercise equipment, a basketball court with an innovative new court surface, and baseball field updates with new fencing and benches. Franklin Park upgrades include a playground structure, new tennis court, sand box, swings, and benches.

The improvements have provided new and improved recreational opportunities for neighborhood facilities in low-to-moderate income areas of the City for the next decade or two.



CULLEN MEMORIAL FIELDS
Montague, MI

PROJECT INFORMATION

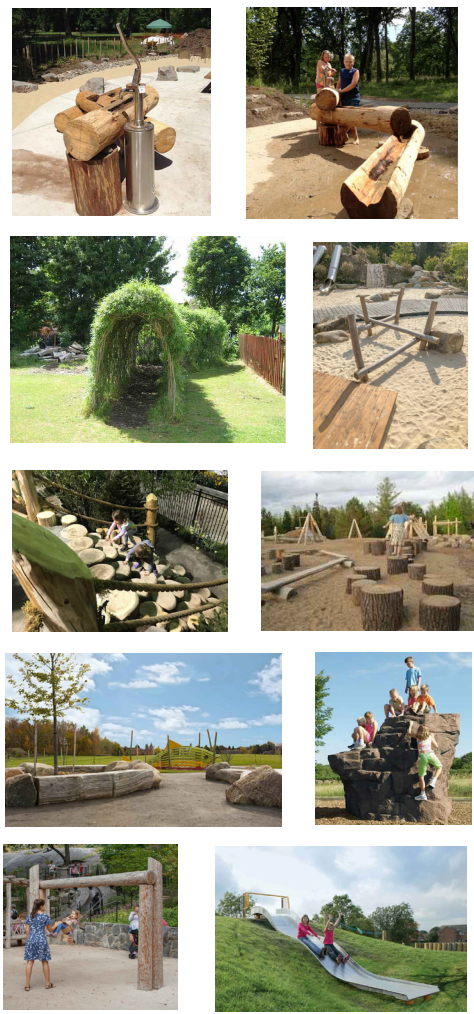
Date Completed: Antic. 2025
Construction Cost: Antic. \$3,600,000

REFERENCE

Jeff Auch, Manager
231.893.1155 x175

F&V assisted City of Montague with developing a basic schematic concept plan of improvements to Cullen Memorial Fields.

- Preliminary design elements identified include:
- Parking lot improvements - Paving, striping, and improved drainage
 - Dog park - located next to the parking area
 - Playground - located next to the bathrooms
 - Pickleball courts
 - Potential phase #3 - visioning for strip of land between the ballfields
 - ADA accessible pathways



Item 4.

HEART OF CEDAR SPRINGS PARK CONCEPTUAL SITE PLAN

Cedar Springs, MI

PROJECT INFORMATION

Date Completed: 2022
 Construction Cost: \$600,000

REFERENCE

Darla Falcon, Manager
 616.696.1330 x103

The proposed trailhead and park improvements are a part of the master development plan and will aid in creating a community destination to the White Pine Trail and downtown Cedar Springs. The Fred Meijer White Pine Trail State Park connects directly or indirectly to many communities, including the City of Cedar Springs. These communities offer the trail user various opportunities with regard to dining, lodging, camping, gift shopping, service, and more.

One of the unique elements proposed in this plan is the creation of a natural playground. In addition to encouraging children to spend more time outdoors, playgrounds made of natural elements increase health, socialization, motor skill development, and are inclusive in many cases. Children can be challenged through physical play elements such as boulders and tree stumps that increase strength and balance.

Items such as plants, rocks, and animal feeders in an open, natural play space encourage children to collaborate with each other improving social skills, problem-solving, empathy, and more as they work together. Since most natural playgrounds are open, it provides for inclusion for children of all skill levels and abilities to be involved.



Item 4.

GETTY PARK IMPROVEMENTS Shelby, MI

PROJECT INFORMATION

Date Completed: Antic. 2024
Construction Cost: Antic. \$1,300,000

FUNDING

MDNR Land & Water:
\$300,000

REFERENCE

Paul Inglis, President
P: 231.861.4400

The Village of Shelby received a MDNR Land & Water Conservation Fund grant of \$300,000 to upgrade Getty Park. The park has fallen to disrepair and in need of some major upgrades and new life.

F&V provided design engineering, bidding assistance, and construction engineering for the improvements, which are anticipated to be completed by the end of summer 2024.

Improvements to the park will include new tennis court, basketball court, and pickleball court, splash pad, upgrade the restroom building to meet ADA requirements and convert part of the existing building to a picnic shelter, new playground equipment, concrete walks, site lighting, and additional parking.

The project will bring new life into this youth-favored park with the restored courts & restroom facilities, and the new additions of a pickleball court, picnic shelters, and open play fields.



SAMPLE MASTER PLANS

Due to the size of the master plans, we have uploaded our documents in a single sharefile links and QR-Code. We are happy to provide printouts of these plans upon request from the City.

We are providing master plans for:

- **City of Wyoming** Population: ~77K
- **City of Lincoln Park** Population: ~40K
- **City of Dearborn Heights** Population: ~64K
- **City of Portland** Population: ~4K

<https://fveng.sharefile.com/public/share/web-sba7302eb033544c284a2c26cdfd0bf2f>

Please note this link will expire after 3 months



ART IN PROJECTS EXPERIENCE

We have considerable experience with the design and installation / incorporation of public art, and have a direct working relationship with creative and reputable artists.



"Together Rising" by Richard Hunt
Muskegon, MI



"Sculpture with the Stars" by James Clover
Muskegon, MI



Mural Mall
Three Rivers, MI



Green Rooftop
Muskegon, MI



Centennial Commons
Royal Oak, MI



William Toan Park
Portland, MI

PICKLEBALL COURT EXPERIENCE



John Gurney Park
Hart, MI



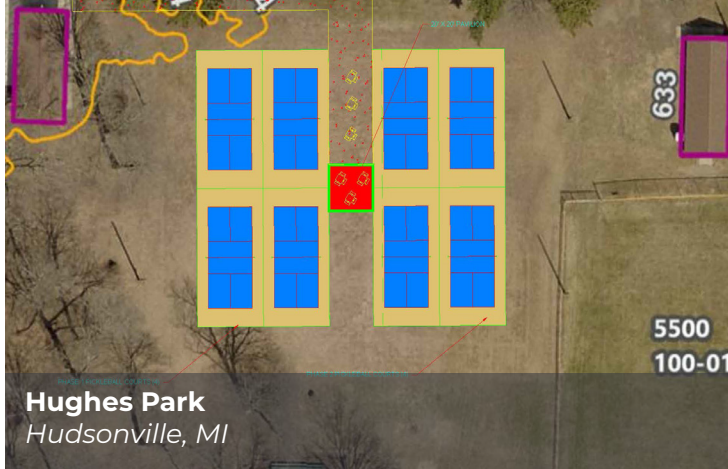
Township Community Park
Yankee Springs, MI



Granger Meadows Park
DeWitt MI



Hemlock Park
Big Rapids, MI



Hughes Park
Hudsonville, MI

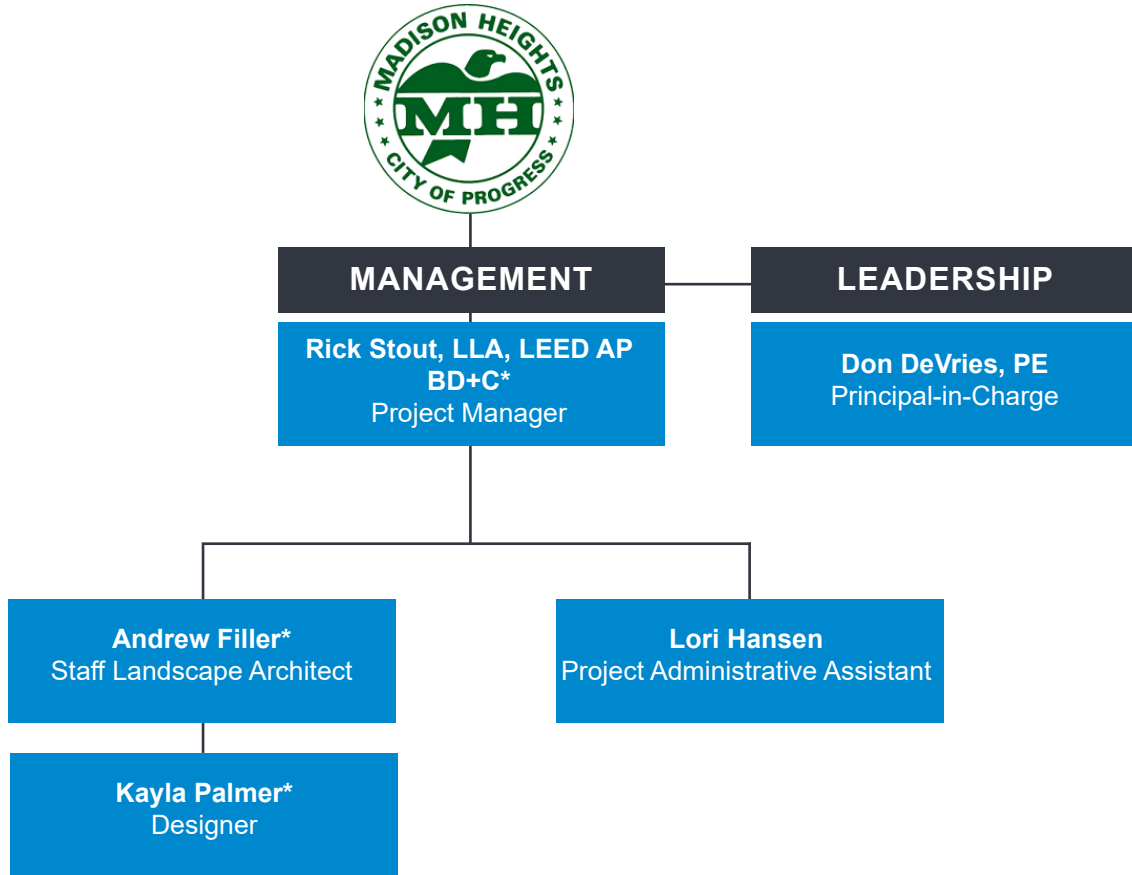


Sports Complex
Frankenmuth, MI

SECTION 5: CONSULTANT PERSONNEL

With a staff of 300 professionals and LEED accredited staff, we are able to pull the appropriate resources together based on the specific needs of the City. Our staff of landscape architects, architects, and engineers bring over 100 years of combined experience.

Your project manager, Rick Stout, will serve as the City’s main point of contact. His team of landscape architects and engineers are fully knowledgeable in the development of Parks and Recreation Master Plans, MDNR grant program applications, park-specific master plans, and design/construction engineering on a variety of passive and active recreation park facilities.



Resumes of key personnel (*) are provided. Additional resumes can be provided upon request.



PROFESSIONAL BIO

Rick has been involved in the design, preparation of plans and specifications, and construction of site development projects for 30+ years. He serves as landscape designer, lead landscape architect and project manager for the study, design and construction of streetscapes, parks trailways, site improvements and residential developments.

Rick has prepared successful grant applications for more than 40 projects involving federal aid. Funding sources include MDOT TEA-21, MEDC CDBG and MDNR MNRTF and LWCF funding programs. Rick also brings the unique insight from serving five terms as city council member in his community as well as two terms on the zoning board of appeals, two past terms on the zoning board and three terms on the park and recreation advisory board.

RICK STOUT, LLA, LEED AP BD+C
Landscape Architect



rstout@fveng.com
616.942.3606



BS: Landscape Architecture,
Michigan State University



Landscape Architect
Michigan (No. 3901001054)
North Carolina (No. 1561)

Parks and Recreation 5-Year Plans

Landscape architect for 5 year park and recreation plans, master plans for park development, non-motorized master plans and specific design park and trail development plans followed and supported by successful grant applications to various financial support groups. Sample clients include:

- Breedsville
- Caledonia
- Cascade Township
- Courtland Township
- Edmore
- Ferrysburg
- Glen Arbor Township
- Harrison
- Manton
- Mesick
- Milan Township
- Mullett Township
- Nashville
- Rose City
- Royal Oak
- Sehly
- Saugatuck
- Stockbridge

Hudson Park Improvements - Royal Oak

Landscape architect responsible for the design of Hudson Park improvements, which included sidewalk and play area curbing, play area equipment supply and installation, synthetic grass play area surfacing, shade sail, basketball court construction, portion vinyl screen fence, site furniture (benches, tables, bike racks, etc.), landscaping, and restoration. Construction budget \$750,000. Funding provided by Community Development Block Grant Program and the City of Royal Oak.

Lockman Park Improvements - Royal Oak

Project manager responsible for the design of Lockman Park improvements, which included concrete sidewalk and play area curbing, playground equipment supply and installation, tennis court construction, synthetic grass play area surfacing, basketball court construction, portion vinyl screen fence, site furniture (benches, tables, bike racks, etc.), landscaping, and restoration.

Getty Park Renovations - Shelby

Project manager responsible for the design improvements to Getty Park. Improvements included new tennis court, basketball court and pickleball court, upgraded restroom building to meet ADA requirements, conversion of an existing building to a picnic shelter, new playground equipment, concrete walks, site lighting, and additional parking.

PROFESSIONAL BIO

Andrew has 12 years of experience in the preparation of designs and construction documents for site enhancement projects. He has served as a landscape designer, associate landscape architect on the design of playgrounds, trail systems, community parks and site improvements. He has also served as lead project manager for construction of commercial and residential development projects.



ANDREW FILLER
Landscape Architect



afiller@fveng.com
616.942.3627



BS: Landscape Architecture,
Michigan State University

Lockman Park Improvements - Royal Oak

Landscape architect responsible for the design of Lockman Park improvements, which included concrete sidewalk and play area curbing, playground equipment supply and installation, tennis court construction, synthetic grass play area surfacing, basketball court construction, portajon vinyl screen fence, site furniture (benches, tables, bike racks, etc.), landscaping, and restoration.

Franklin Park and Lawson Park Improvements - Royal Oak

Landscape architect for the CDBG-funded park improvements. Lawson park design included playground structure for ages 5-12, pavilion structure, outdoor exercise equipment, a basketball court VersaCourt surfacing, and baseball field upgrades with fencing and benches. Franklin park design included a playground structure for ages 2-5 and 5-12, new tennis court, and benches.

Smith Park Master Plan - White Cloud

Landscape architect for this project scope, including site work, preparation and grading, soil erosion controls, and site restoration. The proposed park improvements include the enhancement of the existing parking location, as well as the addition of new parking locations. Additional proposed improvements include installing a new all-inclusive and accessible playground, large and small dog park areas, a pavilion, and bike parking loops.

Downtown Pocket Park Improvements - Cedar Springs

Landscape architect for the design of park improvements including, seating areas, textured concrete to provide contrast, festoon light strings, restroom building, performance stage, seat walls, ADA compliant sidewalks and paths, synthetic turf areas for all weather conditions and types of events, outdoor fireplace, drinking fountain, and landscaping. The park is located at the NW corner of Slosson Avenue and N. Chestnut Street.

Getty Park Renovations - Shelby

Project engineer responsive for the design improvements to Getty Park. Improvements included new tennis court, basketball court and pickleball court, upgraded restroom building to meet ADA requirements, conversion of an existing building to a picnic shelter, new playground equipment, concrete walks, site lighting, and additional parking.

PROFESSIONAL BIO

Kayla has over two years of experience in landscape design. She is involved in several projects that include park, trail, waterway recreation, safety, and streetscape design. She has also completed several master plans for communities and grant applications through the MDOT TAP program and MDNR for project funding.

She has assisted in the design, permitting, and construction of various site design and infrastructure systems, as well as construction inspection.



KAYLA PALMER
Landscape Designer



kpalmer@fveng.com
616.588.1905



BS: Sustainable Built Environments,
University of Arizona

Lockman Park Improvements - Royal Oak

Lead CAD designer for the CDBG-funded park improvements to Lockman Park. Improvements included an ADA-compliant sidewalk throughout the park for access to an exercise fitness area, basketball court, tennis court, and restroom facilities. The project also included new bike racks, surface mounted benches, and surface mounted tables.

Arboretum Improvements - Royal Oak

Lead CAD designer for the CDBG-funded park improvements to the Royal Oak's Arboretum. F&V provided design, bidding, and construction engineering services for the Arboretum improvements that include an ADA compliant pathway throughout the park, in addition to a new shed, electrical, surface mounted benches, and trash receptacles.

Scheid Park Improvements - Saranac

Co-landscape designer for MDNR grant for park improvements to Scheid Park. Helped develop functional gathering spaces within the park that was ADA compliant. The improvements included a restroom and concession building, concrete sidewalk, pathway, concrete steps, utilities, landscaping, and parking. Coordinated with client and contractor via construction oversight, progress meetings, and performing construction administration such as shop drawing reviews and pay applications.

Cullen Memorial Park Field Improvements - Montaque

Landscape designer for park master plan. Helped develop a park master plan that would serve as a basis for pursuing grant funding and aid in forming collaborative partnerships with other area organizations. The master plan then served as a basis for a grant application with the Michigan Department of Natural Resources.

Village Square/Nash Creek Park Plan - Sparta

Lead CAD designer for park master plan. Helped develop a park master plan that would serve as a basis for pursuing grant funding and aid in forming collaborative partnerships with other area organizations. The master plan then served as a basis for a grant application with the MDNR.

SECTION 6: TIMEFRAME FLOW CHART

Per the RFP, we have the resources to meet the following schedule:

Task	Schedule
Kickoff Meeting	September 2024
On-line Community Survey	September 2024 to October 15, 2024
Community Workshops	October 1, 2024 to October 15, 2024
Draft Plan 30-day Public Notice	November 1, 2024
Final Public Hearing	Early Dec. 2024
Final Plan Adoption By City Council	Late Dec. 2024 to Early January 2025
Submittal to MDNR	February 1, 2025

SECTION 7: ESTIMATED COSTS

We anticipate a total of fifteen public/formal meetings during this process. We have also included seven internal working sessions with City staff and the Parks & Recreation Commission. If more meetings are desired by the City, we can provide them for an additional fee upon written authorization.

Description		Fee
Tasks 1-6	5-Year Park and Recreation Master Plan	\$22,000
Task 7	Community On-line Survey	\$2,000
TOTAL		\$24,000

Total number of hours: 178

Hourly Rates:

Classification	Rate
CIVIL ENGINEERS	\$55 - \$255
Intern	\$55
Engineers-in-Training	\$122
Engineer	\$141 - \$163
Project Engineer	\$173
Engineer Manager	\$173 - \$186
Senior Engineer Manager	\$200 - \$255
PROJECT MANAGERS	\$160 - \$215
Project Manager	\$160 - \$185
Senior Project Manager	\$200 - \$215
TECHNICIANS	\$84 - \$191
Technician	\$84 - \$128
Office Technician	\$108
Senior Engineer Technician	\$135 - \$191
SITE DEVELOPMENT	\$98 - 193
Landscape Designer	\$98 - \$110
Landscape Architect	\$136 - \$156
Architect	\$156 - \$176
Senior Landscape Architect	\$165 - \$187
Senior Architect	\$193
ADMINISTRATIVE AND BUSINESS SERVICES (IT, HR, MARKETING, ACCOUNTING, BUSINESS DEVELOPMENT)	\$76 - \$228
Administrative Assistant	\$76 - \$110
Senior Administrative Assistant	\$136 - \$228

SECTION 8: EXHIBITS

Please include fully executed copies of Exhibits B and C attached to this RFP.

EXHIBIT B – Proposal Submission

The undersigned having become thoroughly familiar with and understanding the entire proposal documents attached hereto, agrees to provide the services as specified herein, for the unit prices as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Madison Heights. I hereby state that I have not communicated with, nor accepted anything of value from an official or employee of the City of Madison Heights that would tend to destroy or hinder free competition.

I hereby state that I have read, understand and agree to be bound by all the terms of this proposal document.

DATE: August 29, 2024


FIRM NAME: (if any) Fleis & VandenBrink

ADDRESS: 27725 Stansbury Blv, Suite 195, Farmington Hills, MI 48334

(Street Address) (City) (State) (Zip)

PHONE NO. (248) 536.0080 FAX NO.: (248) 536.0079

EMAIL: ddevries@fveng.com



SIGNATURE

PRINTED NAME: Don DeVries

TITLE: Principal

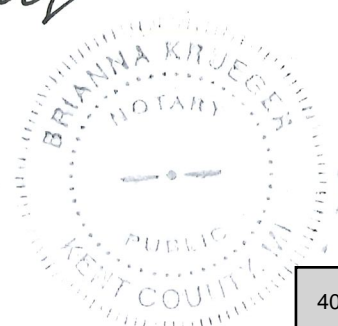
Subscribed and sworn to before me this 29th day
of August, 20 24, a notary public in
and for said county.

Brianna Krueger, Notary Public

Kent County, Michigan



BRIANNA KRUEGER
My Commission Expires
July 21, 2030
County of Kent
Acting in the County of Kent

City of Madison Heights

Parks and Recreation Master Plan Updates – RFP

H:\23 24 Purchasing - Bids + PO's\24-15 Parks & Rec Masterplan Update\Specs MP REC PLAN UPDATE RFP.docx

My Commission Expires: July 21, 2030

EXHIBIT C – Non-Collusion Affidavit

STATE OF MICHIGAN)

COUNTY OF Kent)

Don DeVries, being first duly sworn, deposed and says that:

1. He/She is Principal of Fleis & VadenBrink, the consultant that has submitted the attached proposal;

2. He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

3. Such proposal is genuine and is not a collusive or sham proposal;

4. Neither the said consultant nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other consultant, firm or person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other consultant, firm or person to fix the price or prices in the attached proposal or of any other consultant, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other consultant, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Madison Heights or any person interested in the proposed contract; and

5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the consultant or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The undersigned signed this on the 29th day of August, 2024.



SIGNATURE

PRINTED NAME: Don DeVries

TITLE: Principal

Subscribed and sworn to before me this 29th day

of August, 20 24, a notary public in
and for said county.

Brianna Krueger, Notary Public

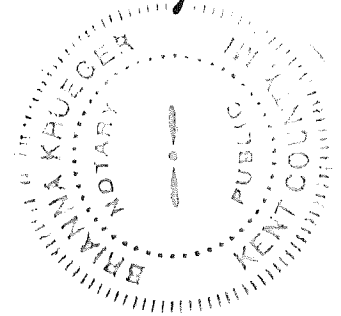
Kent County, Michigan

My Commission Expires: July 21, 2030



BRIANNA KRUEGER
My Commission Expires
July 21, 2030
County of Kent

Acting in the County of Kent
Brianna Krueger





AGENDA ITEM SUMMARY FORM

MEETING DATE: 10/14

PREPARED BY: Sean P. Ballantine, Director of Public Services

AGENDA ITEM CONTENT: Director of Public Services - Change Order - Landscaping Work

AGENDA ITEM SECTION: Consent Agenda

BUDGETED AMOUNT: \$200,000

FUNDS REQUESTED: 33,262

FUND: 101-446-987-0000

EXECUTIVE SUMMARY:

At our request, in order to mitigate a long-standing issue, the City's consulting engineering firm Nowak and Fraus designed a landscape plan for the 14 and John R island which would be aesthetically pleasing, relatively low maintenance, and create a safer environment by encouraging pedestrians to use the existing sidewalk. As they are already under contract, familiar with the area and its issues, and providing excellent work to the City, Staff reached out to Green Meadows Landscape to gauge their interest.

RECOMMENDATION:

Funding for the restoration of the 14 and John R island, including the landscaping work and the purchase and installation of the gateway signage once final approval is granted by RCOC has been made available by Quality Roots.

The current contract provides that work of the same or a similar nature may be undertaken if both parties agree in writing through means of a change order. As Green Meadows is the City's current low bidder for mowing and landscaping services, and funding for the restoration of the 14 and John R island is available, Staff recommends that Council authorize the City Manager to accept the landscaping plan quote as presented by Green Meadows, in a project amount of \$33,262.

MEMORANDUM

DATE: October 8, 2024
TO: Melissa R. Marsh, City Manager
FROM: Sean P. Ballantine, Director of Public Services
SUBJECT: Change Order – Landscaping Work

In the spring of 2024, the City’s mowing and landscape maintenance contract was awarded to the lowest successful bidder, Green Meadows Landscape, of Rochester Hills. Since that time, Green Meadows has proven to be a diligent and responsive firm, providing high-quality work for the City of Madison Heights.

At our request, in order to mitigate a long-standing issue, the City’s consulting engineering firm Nowak and Fraus designed a landscape plan for the 14 and John R island which would be aesthetically pleasing, relatively low maintenance, and create a safer environment by encouraging pedestrians to use the existing sidewalk. As they are already under contract, familiar with the area and its issues, and providing excellent work to the City, Staff reached out to Green Meadows to gauge their interest. As a full-service landscaping firm, they have the crews to handle each of the multiple trades required for the landscaping plan as presented. After several site visits and measurements, Green Meadows provided the City with a quote that was significantly lower than the engineer’s estimate.

Funding for the restoration of the 14 and John R island, including the landscaping work and the purchase and installation of the gateway signage once final approval is granted by RCOC has been made available by Quality Roots.

The current contract provides that work of the same or a similar nature may be undertaken if both parties agree in writing through means of a change order. As Green Meadows is the City’s current low bidder for mowing and landscaping services, and funding for the restoration of the 14 and John R island is available, Staff recommends that Council authorize the City Manager to accept the landscaping plan quote as presented by Green Meadows, in a project amount of \$33,262.

Department of Public Services
City of Madison Heights
801 Ajax Drive
Madison Heights, Michigan 48071



- 1 - Northern Acclaim Honey Locust – 3” cal - \$1,100.00
- 10 - Anthony Waterer Spiraea – 15” - \$750.00
- 5 - Goldmound Spiraea – 15” - \$375.00
- 33 – Eastern Blue Star – 8” - \$1,188.00
- 24 – Red Riding Hood Windflower – 8” - \$1,080.00
- 21 – Nikko Slender Deutzia - \$1,449.00
- 159 – Purple D’Oro Daylily – 6” - \$3,180.00
- 295 – Creeping Lilyturf – 6” - \$6,195.00
- 27 – Red Ridign Hood Penstemon – 6” - \$648.00
- 78 – Tara Prairie Dropseed – 8” - \$2,184.00
- 46 – White Wands Veronica – 6” - \$1,288.00

- Mulch — Double Shredded Natural brown Hardwood - \$1,275.00
- Strip and Regrade entire island for proper drainage - \$2,000.00
- Concrete Verge with Large Cobblestone – 20 tons - \$6,000.00
- Weed Barrier for concrete verge - \$800.00
- City Tree Guard x 1 - \$2,000.00
- Recommened – Aluminum edging to hold mulch back from Verge - \$1,750.00



SEAL

PROJECT
 City Gateway
 Entry Enhancement

CLIENT
 City of Madison Heights

PROJECT LOCATION

SHEET
 Landscape Plan



REVISIONS

DESIGNED BY
 G. Orlowski

DESIGNED BY
 G. Orlowski

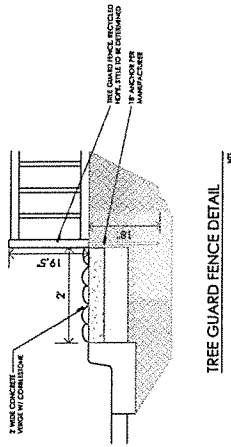
APPROVED BY
 G. Orlowski

DATE
 01-08-2024

SCALE: 1" = 5'

PROJECT NO.
 00112

Item 5.



TREE GUARD FENCE DETAIL

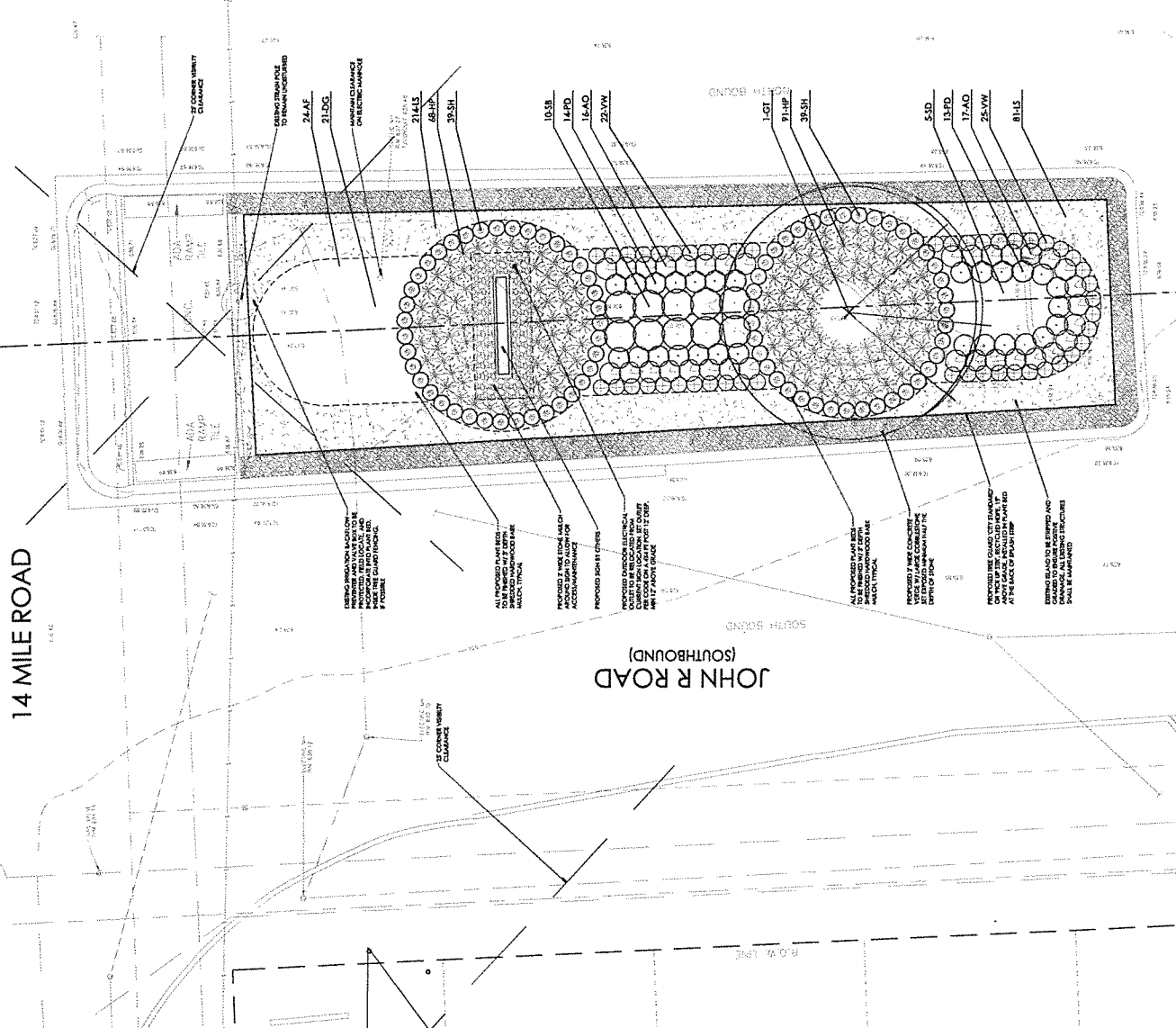
KEY LEGEND

- ① 1" HIGH RECYCLED HEPF TREE GUARD FENCE
- ② 2" WIDE CONCRETE VORGE, W/ INST CONCRETE
- ③ 3" DEPTH DOUBLE SHREDED HARDWOOD BARK MULCH
- ④ 3/4" x 1 1/2" STONE MULCH 3/4" DEPTH ON WED BARBER
- ⑤ GATEWAY ENTRY SIGN, BT OTHERS

PLANT SCHEDULE

ITEM	QTY	POTENTIAL COMMON NAME	SIZE	SPACING	ROOT	COMMENTS
10	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
11	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
12	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
13	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
14	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
15	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
16	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
17	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
18	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
19	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
20	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
21	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
22	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
23	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
24	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
25	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
26	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
27	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
28	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
29	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
30	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
31	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
32	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
33	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
34	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
35	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
36	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
37	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
38	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
39	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
40	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
41	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
42	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
43	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
44	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
45	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
46	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
47	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
48	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
49	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
50	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
51	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
52	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
53	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
54	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
55	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
56	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
57	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
58	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
59	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
60	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
61	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
62	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
63	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
64	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
65	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
66	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
67	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
68	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
69	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
70	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
71	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
72	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
73	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
74	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
75	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
76	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
77	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
78	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
79	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
80	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
81	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
82	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
83	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
84	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
85	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
86	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
87	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
88	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
89	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
90	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
91	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
92	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
93	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
94	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
95	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
96	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
97	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
98	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
99	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG
100	1	SPRING BLOSSOMING BURNING BUSH	2" CAL	30" OC	18"	FULL PRUNED HEDG

ASPHALT PAVEMENT
 (NORTHBOUND)
 JOHN R ROAD
 (NORTHBOUND)



SCALE

PROJECT
 City Gateway
 Entry Enhancement

CITY
 City of Madison Heights

PROJECT LOCATION

SHEET
 Material Options

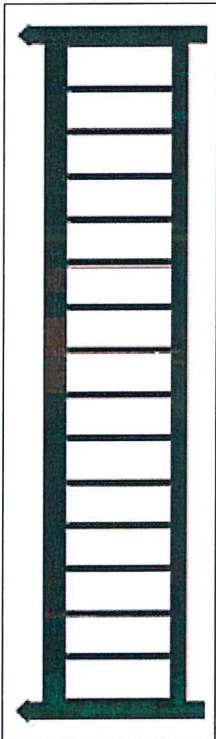


REVISIONS

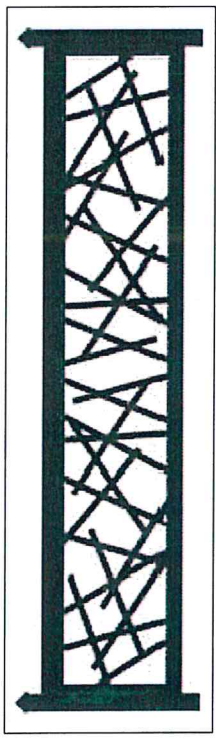
DRAWN BY
 G. Ostrowski
DESIGNED BY
 G. Ostrowski
APPROVED BY
 G. Ostrowski
DATE
 04-08-2024
SCALE Varies
SHEET NO.
 0012



TREE GUARD FENCE



CITY STANDARD TREE GUARD



PICK UP STICK STYLE TREE GUARD



CONCRETE VERGE WITH COBBLESTONE



PURPLE D'OKO DAYLILY



NORTHERN ACCLAIM HONEY LOCUST



TARA PRAIRIE DROPSEED



RED RIDING HOOD WINDFLOWER



CREEPING SILYTURF



ANTHONY WATERER SPIRAEA



GOLDMOUND SPIRAEA



EASTERN BLUE STAR

City Council Special Meeting
Madison Heights, Michigan
September 23, 2024

A City Council Special Meeting was held on Monday, September 23, 2024 at 6:30 PM at City Hall Executive Conference Room - 300 W. 13 Mile Road

PRESENT

Mayor Roslyn Grafstein
Mayor Pro Tem Mark Bliss
Councilman Sean Fleming
Councilman William Mier
Councilor Emily Rohrbach
Councilman David Soltis
Councilor Quinn Wright

ALSO PRESENT

Special Labor Counsel Brandon Fournier
Assistant City Attorney Jeffrey Sherman

MEETING OPEN TO THE PUBLIC:

There were no members of the public wishing to speak.

CM-24-188. Attorney - Client Communication, which is exempt from disclosure as provided under MCL 15.268, Section 8, of the Open Meetings Act.

Motion to enter Closed Session to discuss Attorney - Client Communication, which is exempt from disclosure as provided under MCL 15.268, Section 8, of the Open Meetings Act.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilman Fleming.

Roll Call Vote:

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor
Wright

Motion Carried.

ADJOURNMENT

Having no further business, Mayor Grafstein adjourned the meeting at 7:00 p.m.

City Council Regular Meeting
Madison Heights, Michigan
September 23, 2024

A City Council Regular Meeting was held on Monday, September 23, 2024 at 7:30 PM at City Hall - Council Chambers, 300 W. 13 Mile Rd.

PRESENT

Mayor Roslyn Grafstein
Mayor Pro Tem Mark Bliss
Councilman Sean Fleming
Councilman William Mier
Councilor Emily Rohrbach
Councilman David Soltis
Councilor Quinn Wright

OTHERS PRESENT

Deputy City Manager/City Clerk Cheryl Rottmann
Assistant City Attorney Tim Burns
Deputy City Clerk Phommady A. Boucher

Councilman Soltis gave the invocation and the Pledge of Allegiance followed.

CM-24-191. Appointment of Acting City Clerk.

Motion to appoint Deputy City Clerk Boucher as the Acting City Clerk for tonight's City Council meeting.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilor Wright.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

CM-24-192. Addition to the Agenda – Amendment to City Manager’s contract and Arts Board appointments of alternate members with a expiration date of 8/31/2027.

Motion to add the following items to tonight's agenda: under Reports, *Amendment to City Manager's contract* and under Consent Agenda, *Arts Board appointments of alternate members with an expiration date of 8/31/2027.*

Motion made by Mayor Pro Tem Bliss, Seconded by Councilman Fleming.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

MEETING OPEN TO THE PUBLIC:

Deputy City Clerk Boucher read an email from Cory Holland Sr. with a complaint pertaining to the Police Department.

CM-24-193. Consent Agenda.

Motion to approve the Consent Agenda, as read.

Motion made by Councilor Wright, Seconded by Councilman Mier.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

CM-24-194. Director of Public Services - 2024-25 RCOC Winter Maintenance Agreement

Motion made by Councilor Wright, Seconded by Councilman Mier.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

CM-24-195. Library Director - Institute of Museum and Library Services - Library Services and Technology Act (LSTA) Improving Access to Information Grant

Motion made by Councilor Wright, Seconded by Councilman Mier.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

CM-24-196. City Council Regular Meeting Minutes of September 9, 2024

Motion made by Councilor Wright, Seconded by Councilman Mier.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

CM-24-197. Arts Board appointments of Regina Juska-Svoba and Susanna King as alternate members with an expiration date of August 31, 2027

Motion made by Councilor Wright, Seconded by Councilman Mier.
Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

CM-24-198. Amendment to City Manager's contract.

Motion made by Councilor Rohrbach, Seconded by Councilor Wright.
Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

CM-24-199. Director of Public Services - DPS Pavement Repairs

Director of Public Services - DPS Pavement Repairs

Motion made by Councilor Rohrbach, Seconded by Councilor Wright.
Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

CM-24-200. Director of Public Services - Replacement of Totaled Police Patrol Vehicle #104, a budget amendment of \$17,500 to account 101-044-675-6710.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilman Fleming.
Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

CM-24-201. Director of Public Services - Replacement of Totaled Police Patrol Vehicle #104, a budget amendment of \$44,425 to account 101-301-985-0000.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilor Wright.
Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

CM-24-202. Director of Public Services - Replacement of Totaled Police Patrol Vehicle #104, approve the purchase of one 2024 Dodge Durango Pursuit from Galeana's VanDyke Dodge in the amount of \$44,425.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilor Rohrbach.
Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

COUNCIL COMMENTS:

Councilman Mier commented that the Michigan Municipal League (MML) Annual Conference and Convention was fantastic. He heard the Rev'n in the Heights was a huge success and the Fire Department Open House was well attended. Councilman Meir thanked the Arts Board on a job well done with Trail Tunes.

Mayor Pro Tem Bliss talked about the changes to the Civic Center Park with the new basketball court and the Bandshell. He thanked Harley Mordarski, the Arts Board, Adam Owczarzak, and Melissa Marsh for the impressive changes to Civic Center Park and the success of Trail Tunes.

Councilor Wright commented that Trail Tunes was a fantastic event and the MML Annual Conference was a great enrichment opportunity. He recognized the Human Relations and Equity Commission and talked about the resounding success of Rev'n in the Heights. Councilor Wright asked everyone to save the date for Rev'n in the Heights for Saturday, September 13, 2025.

Assistant City Attorney Burns stated to protect our parks in the community the City has been vigilantly addressing vandalism. Our Police Department has been dedicated to patrol our parks in the evenings and issue tickets for the past month. The City recommends that everyone follows the rules posted at the parks for their safety.

Deputy City Manager/ City Clerk Rottmann reminded everyone that the absentee voter ballots are being sent out at the end of the week and voters can expect to receive their ballots sometime next week. If a voter would like to request for an absentee ballot they can do so online through the Secretary of State website, in person at the Clerk's Office, or call the Clerk's Office so we can send you an application. Early Voting starts on Saturday, October 26th through Sunday, November 3rd at the Royal Oak Senior Center, 3500 Marais Avenue with the hours of 8:30 a.m. to 4:00 p.m. daily except for Thursday, October 31st from 12 noon to 8 p.m. Deputy City Manager/ City Clerk Rottmann and the Clerk's Office sends its condolences to the family of Jeff Lopinski, he was one of the best chairperson and we will miss him greatly.

Deputy City Clerk Boucher had no comments this evening.

Councilor Rohrbach congratulated the Arts Board for Trail Tunes and is a great opportunity for our community to come together. She thanked the Human Relations and Equity Commission and Councilor Wright for all their hard work with Rev'n in the Heights. Councilor Rohrbach spoke about the Institute of Museum and Library Services - Library Services and Technology Act (LSTA) Improving Access to Information Grant. She recognized Library Director Vanessa Verdun-Morris, library staff and the Friends of the Library members for their participation with the special events at the library.

Councilman Fleming had no comments this evening.

Councilman Soltis had no comments this evening.

Mayor Grafstein mentioned Rev'n in the Heights and Trail Tunes; she informed everyone about a cycle cross event at Civic Center Park this Saturday hosted by Crank Cross from 10:00 a.m. to 3 p.m. She briefly spoke about the MML Conference and Convention and the importance of Mutual Aid for the City of Warren. The next City Council meeting is October 13th.

ADJOURNMENT

Having no further business, Mayor Grafstein adjourned the meeting at 7:55 p.m.



AGENDA ITEM SUMMARY FORM

MEETING DATE: 10/14/24

PREPARED BY: Melissa Marsh, City Manager

AGENDA ITEM CONTENT: Report of DTE Reliability for Madison Heights

AGENDA ITEM SECTION: Reports

BUDGETED AMOUNT: \$0

FUNDS REQUESTED: \$0

FUND:

EXECUTIVE SUMMARY:

Per the request of City Council attached is a report of steps taken with DTE to follow up and improve electricity reliability for our residents. We will continue to follow-up and are awaiting a response to our most recent request specifically addressing outages and equipment upgrades.

RECOMMENDATION:

No City Council action is necessary. This report is being provided to the City Council and public.

To: Honorable Mayor and City Council

From: Melissa R. Marsh, City Manager

Subject: DTE Reliability for Madison Heights

Date: October 7, 2024

This report is being prepared to update the Mayor and City Council, as well as the residents of Madison Heights, on the actions taken by City staff to follow up on DTE electricity reliability issues.

April 2024 – The City Council **approved the City’s membership in the Michigan Municipal Association for Utility Issues (MI-MAUI)**. See the attached report for more details. In summary, The City of Madison Heights individually lacks the staffing capacity, technical and legal knowledge, and economic or political power to consistently and effectively monitor and influence proceedings of the Michigan Public Service Commission (MPSC) and other regulatory bodies or to influence the business policies and practices of regulated utilities to ensure better reliability of electricity services. By joining other municipalities in the Michigan Municipal Association for Utility Issues (MI-MAUI), we will hopefully have a more powerful, consistent, informed, and unified voice in regulatory and utility matters.

May 20, 2024 – with the support of MI-MAUI, Madison Heights submitted letters of support opposing rate-payer-funded incentive payments to utilities that fail to meet the state’s reliability performance standards. This resulted in MPSC staff backing the award from this proposal and instead changing their stance to explicitly being incenter.

July 26, 2024 – MI-MAUI testified on behalf of municipalities in the DTE rate case. (testimony is attached) In summary, the testimony focused on three areas: local street lighting, coordination of DTE projects with municipal infrastructure projects, and objection to requiring cash payments from approximately 2% of their residential customers.

August 8, 2024 – Contacted our DTE Local Government representative to discuss the increase in complaints about reliability and required a report of the reliability date as well as improvements DTE has made and is scheduled to make in the near future. Schedule a meeting with DTE on September 17th.

August 28, 2024 – staff requested DTE’s reliability report in preparation for the upcoming meeting.

September 17, 2024 – Met with DTE representatives and regional engineering staff (see attached report) specifically asked about what is causing the outages in Madison Heights. When it is storm damage, the problem is overwhelmingly caused by trees or branches falling on the lines; they expressed issues with trimming private property trees, including residents having the ability to refuse a trim outside their DTE row, which is 15’ from the electrical line. They discussed the tree trimming plan, the new online activity tracker, and modernizing equipment, creating resiliency and redundancy, and the need to increase money for capital improvements.

September 24, 2024 – Received updated reliability report for Madison Heights from MPSC (see attached report). Specifically asked DTE to explain:

- almost 2/3 of MH outages were in tracts 1813 and 1816.
- tract 1813 has many more equipment failure outages than the other tracts - about 2/3 of the total for all 8 tracts. It also had the second-highest number of outages caused by wind, snow, ice, hail, and rain, which intuitively correlates with old. Failure-prone equipment.
- Tract 1816 had the most outages caused by trees, weather, and animal interference. It is clear a lot more tree trimming needs to take place in this area, but it could be difficult depending on where the trees are located. We have asked DTE about coordinating tree trimming efforts with the City to get trees on private property trimmed.
- Tract 1812 also had a lot of equipment failures; the worst two in this category accounted for about 90% of all equipment failure outages in the city.
- The three rightmost columns average the monthly outage frequency and duration for each census tract.
 - Total CAIDI gives the average outage duration, in minutes, for customers who actually experienced outages.
 - SAIDI gives the overall monthly average interruption duration - including customers who experienced no outages. So, the average customer in MH would have experienced 55 minutes of outage per month over those 12 months, but customers who actually experienced outages were out for 332 minutes on average (5-1/2 hours).
 - SAIFI tells you how frequently people experience outages. A total of .122 tells you that an average of 12.2% of MH customers each month experienced an outage.



To: Mayor and City Council
From: Melissa Marsh, City Manager
Date: March 28, 2023
Subject: Michigan Municipal Association for Utility Issues (MAUI) Membership

BACKGROUND

Local governments and the communities they serve have little influence over the rates, regulations and business practices that determine one of their most significant expenses—what they pay for energy. A growing number of local governments also want to reduce their energy footprints but are again at the mercy of complex rules and regulations that often hinder what they can achieve. By joining together in the Michigan Municipal Association for Utility Issues (MI-MAUI), local governments and public agencies gain collective clout, focus and expertise to influence regulatory processes and utility practices. MI-MAUI connects municipal leaders, aligns them along common interests, and produces energy cost savings and innovative solutions to community challenges. Thank you for the City of Farmington Hills’ interest in the Michigan Municipal Association for Utility Issues and in joining the municipal intervention in DTE’s electric rate case, U-20836

I’m writing in response to your request for information on our programs, membership requirements and costs. I’m also including information on our 2022 priorities, so you’ll have a sense of what the dues support.

MEMBERSHIP DUES AND BENEFITS

Annual dues are figured as 0.3% of a municipality’s annual billings from regulated energy utilities (in your case, DTE) for electric and gas usage but not project-related payments (e.g. LED streetlight conversion fees). For Madison Heights this fee is calculated at \$1,887.

MAUI represents local governments and other independent public agencies served by investor-owned utilities throughout Michigan, focusing on municipal operations including:

- municipal street lighting tariffs, technologies and maintenance practices;
- electric/gas tariffs and utility practices affecting municipal buildings, water treatment plants;
- tariffs and policies related to solar PV and microgrids serving municipal facilities;
- rates and rules for utility green-power programs.

MAUI also addresses issues not directly related to municipal costs and operations, including issues that affect residential ratepayers such as cost, reliability, energy efficiency and renewable energy programs.

DTE PRIORITIES

DTE Electric rate case U-20836

MAUI has two general priority areas in this rate case:

For municipal operations and costs, we are focused on street lighting rates and tariffs. Our top concern is that DTE is requesting to raise street lighting rates an average of 18%. Even worse, the

Company proposes to increase rates for company-owned lights served by overhead wires an average of 24%. Aside from cost, we are also focused on reliability – lights fail too often, DTE takes too long to repair them, and no improvements have occurred despite widespread installation of LEDs.

For residential electric issues, we will focus on reliability and cost of service. DTE customers suffered through multiple, extended power outages this past summer. DTE has significantly below-average reliability performance nationally, but significantly above-average residential rates. The Company proposes to raise residential rates about 10%, citing the cost of improving reliability. MAUI will work to make sure the investments make sense, are cost-effective and that costs are fairly allocated. Our work on residential issues in this case is funded by the state Utility Customer Protection Board, so there are no incremental costs to members; but we do need municipalities to be members to increase our representative power in the case.

RECOMMENDATION

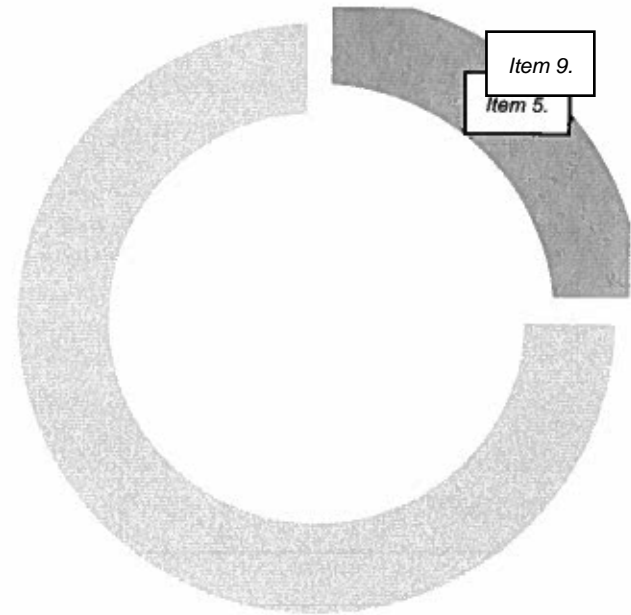
The City of Madison Heights individually lacks the staffing capacity, technical and legal knowledge and economic or political power to consistently and effectively monitor and influence proceedings of the MPSC and other regulatory bodies, or to influence the business policies and practices of regulated utilities to insure better reliability of electricity services. By joining other municipalities in the Michigan Municipal Association for Utility Issues (MI-MAUI), we will hopefully have a more powerful, consistent, informed, and unified voice in regulatory and utility matters. Therefore, staff and I recommend City Council adopt the MAUI membership resolution and authorize members due not to exceed \$2,000.



Michigan Municipal Association for
UTILITY ISSUES
 MI-MAUI

Date: March 24, 2023
Number: 202301

Invoice



To:
 Melissa Marsh
 City Manager
 Madison Heights, Michigan

From:
 MI-MAUI
 4989 Earhart Road
 Ann Arbor, MI 48105
 USA

Description of work
2022 MI-MAUI membership assessment = 0.3% of \$628,890.69 annual DTE spend.

2022 membership	\$1,887.00
-----------------	------------

Please remit payment within 21 days of invoice date, to address above or via electronic payment.

Resolution

WHEREAS, the City of Madison Heights ("City") strives to reduce energy use and expenditures in its operations and encourages and supports its residents, businesses and others to make similar efforts; and,

WHEREAS, the viability of many local government energy-related initiatives is determined by regulations set by state or federal regulatory agencies, such as the Michigan Public Service Commission (MPSC); and,

WHEREAS, implementation of many local government energy-saving efforts depends on the support and participation of regulated utilities; and,

WHEREAS, the infrastructure and operations of regulated utilities may also impact economic development, environmental quality, quality of life, uses of roadways and public easements and other issues of vital concern to local governments; and,

WHEREAS, the ability of regulatory agencies and regulated utilities to consider and serve the needs of municipal governments may be hindered by lack of organized priorities, agreed positions, consistent and expert representation among the hundreds of local governments within the state of Michigan; and,

WHEREAS, municipalities individually lack the staffing capacity, technical and legal knowledge and economic or political power to consistently and effectively monitor and influence proceedings of the MPSC and other regulatory bodies, or to influence the business policies and practices of regulated utilities; and,

WHEREAS, the Michigan Municipal Association for Utility Issues (MI-MAUI), a non-profit research and education organization, has formed to give municipalities a more powerful, consistent, informed and unified voice in regulatory and utility matters; and,

WHEREAS, membership in MI-MAUI is open to any local government in the State of Michigan, with membership fees determined according to each member's annual utility billings; and,

THEREFORE, be it resolved, that the City of Madison Heights is joining MI-MAUI at a 2023 membership cost not to exceed \$2,000; and,

Further, be it resolved that the City of Madison Heights appoints City Manager, Melissa Marsh to serve as its representative to MI-MAUI.



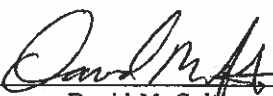
Roslyn Grafstein
Mayor




Toya D. Aaron
Councilwoman



Sean D. Fleming
Councilman



David M. Soltis
Councilor



Mark A. Bliss
Mayor Pro Tem



Emily J. Rohrbach
Councilor



Quinn J. Wright
Councilor

STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION

In the matter of the Commission's
own motion to establish a workgroup
to investigate appropriate financial
incentives and penalties to address outages
and distribution performance moving forward.

Case No. **U-21400**

**MICHIGAN PUBLIC SERVICE COMMISSION STAFF'S
COMMENTS**

**MICHIGAN PUBLIC SERVICE
COMMISSION STAFF**

Daniel E. Sonneveldt (P58222)
Assistant Attorney General
Public Service Division
7109 W. Saginaw Hwy., 3rd Floor
Lansing, MI 48917
Telephone: (517) 284-8140

DATED: May 3, 2024

I. Introduction

On December 21, 2023, the Michigan Public Service Commission (“Commission”) issued an order in Case No. U-21400 (Order) directing Commission Staff (“Staff”) to convene an additional engagement session with interested parties to discuss the revised straw proposal coming out of the Financial Incentives and Disincentives workgroup.

That Order also directed Staff to file a report on the Financial Incentives and Disincentives workgroup’s investigations and findings in this docket no later than 5:00 p.m. (Eastern time) on May 3, 2024.

II. Attachment

Attached to this filing is a report (Attachment A) that identifies the workgroup’s investigations and findings.

Respectfully submitted,

**MICHIGAN PUBLIC SERVICE
COMMISSION STAFF**

Daniel E. Sonneveldt (P58222)
Assistant Attorney General
Public Service Division
7109 W. Saginaw Hwy., 3rd Floor
Lansing, MI 48917
Telephone: (517) 284-8140

DATED: May 3, 2024

Attachment A

Financial Incentives and Disincentives Workgroup

May 2024 Report

Revised Straw Proposal for Reliability Metrics

Executive Summary

Since convening the Financial Incentives and Disincentives Workgroup (“workgroup”) by order of the Commission in April 2023, the workgroup has reviewed two versions of a straw proposal for reliability metrics through several rounds of comments and three engagement sessions. After conducting this review, Staff reports the following findings:

- Improving distribution system reliability still remains a high priority in the near-term;
- Financial incentives and disincentives can complement the MPSC’s other regulatory actions to improve reliability;
- Interested parties provided valuable feedback on the initial and revised straw proposals but recommended further revisions;
- This report suggests additional revisions to the straw proposal in response to the workgroup’s feedback; and
- After concluding this initial focus on reliability, the workgroup’s scope can shift to the “plus” portion of the Reliability-Plus framework envisioned in the opening order of this proceeding.¹

Background

On April 24, 2023, the Michigan Public Service Commission (“MPSC” or “Commission”) issued the opening order in Case No. U-21400, which directed Commission Staff to convene a Financial Incentives and Disincentives workgroup as part of the MI Power Grid Initiative and file a report of the workgroup’s investigations and findings by December 31, 2023.

In directing this action, the Commission referred to numerous prior decisions to address distribution system reliability and safety. The opening order also stated, “an initial focus of the Financial Incentives and Disincentives workgroup shall include developing appropriate metrics relating to reliability including, but not limited to, SAIDI [System Average Interruption Duration Index] (including and excluding MEDs [major event days]), SAIFI [System Average Interruption Frequency Index], CEMI [Customers Experiencing Multiple Interruptions], CAIDI [Customer Average Interruption Duration Index], and resilience, including, but not limited to, downed wire response and the frequency and duration of outages during extreme weather, and shall use the recently updated Service Quality rules² as a baseline.”³

¹ See Opening Order at p. 12., the Commission directed, “the workgroup shall also consider challenges around the readiness of utility distribution grids to effectively accommodate and leverage the increasing and further anticipated growth of distributed generation, EVs, and other DERs.” This report identifies next steps for the workgroup’s discussion of the reliability-plus framework.

² Service Quality rules refer to Michigan’s [Service Quality and Reliability Standards for Electric Distribution Systems](#).

³ See Opening Order at p. 12. For reference, SAIDI, SAIFI, CEMI, and CAIDI are electric utility reliability metrics defined by the Institute of Electrical and Electronics Engineers (“IEEE”).

On August 30, 2023, the Commission issued an order with a straw proposal for candidate distribution performance metrics and requested feedback from interested parties through comments and reply comments.⁴ In addition, the Commission hosted technical conferences on October 10, 2023, and November 30, 2023. The first technical conference discussed the initial straw proposal and comments. Discussion in the second meeting focused on proposed revisions to the initial straw proposal based on feedback from interested parties.

On December 19, 2023, Commission Staff posted comments to this docket that included a status report and revised straw proposal. On December 21, 2024, the Commission issued an order requesting:

- Interested parties file comments on the revised straw proposal by February 2, 2024,
- Staff hold an engagement session on February 12, 2024,
- reply comments submitted by March 1, 2024, and
- Staff file a report on the Financial Incentives and Disincentives workgroup's investigations and findings by May 3, 2024.

By February 2, 2024, nine parties filed comments on the revised straw proposal.⁵ On February 12, 2024, the Commission held an engagement session ([see recording here](#)). On March 1, 2024, seven parties submitted reply comments following the engagement session.⁶

This status report summarizes feedback received on the December 2023 revised straw proposal and describes additional revisions to reliability performance metrics based on feedback. The concluding section describes the next steps to discuss and develop the Reliability-Plus framework.

Summary of Feedback on December 2023 Revised Straw Proposal

In reviewing the two rounds of comments and discussion during February engagement session, the following themes were shared by participants:

- Significant concerns expressed with incentive opportunities – A broad range of interested parties opposed the opportunity for utilities to earn an incentive for performance below current Service Quality rules and cited requirements that utilities fulfill Service Quality standards before earning an incentive. This update incorporates this feedback into the incentive/penalty metrics and requires utilities to meet all Service Quality rules to earn a net incentive.

⁴ See August 30, 2023 Order issued in Case No. U-21400.

⁵ The parties filing comments included: City of Ann Arbor, Michigan Energy Innovation Business Council (MIEIBC), Consumers Energy Company, DTE Electric Company, Michigan Municipal Association for Utility Issues, Association of Business Advocating Tariff Equity (ABATE), Department of Attorney General, Natural Resources Defense Council (NRDC), and Citizens Utility Board of Michigan (CUB). Comments from CUB were joined by the Ecology Center, Environmental Law & Policy Center, Michigan Municipal Association for Utility Issues, Union of Concerned Scientists, and Vote Solar. Comments from NRDC were joined by Michigan Environmental Council, Sierra Club, and Strategen.

⁶ The parties filing reply comments included: Citizens Utility Board of Michigan (CUB), City of Ann Arbor, Consumers Energy Company, DTE Electric Company, ABATE, Department of Attorney General, and Indiana Michigan Power Company. Reply comments from CUB were joined by Michigan Municipal Association for Utility Issues, Union of Concerned Scientists, Environmental Law & Policy Center, Ecology Center, and Vote Solar.

- Expand proposed metrics – Interested parties provided mixed feedback on the revised metrics in the December 2023 revised straw proposal. The Attorney General recommended expanding the set of metrics with some support from Consumers Energy.⁷ This update is informed by all the feedback from interested parties and aligns with the set of metrics proposed by the Attorney General for the reasons discussed below.
- Utility concerns about higher likelihood of penalties under proposed metrics – Utility comments have noted that the proposed SAIDI metrics have an asymmetric deadband and under current performance levels they are more likely to incur penalties in the near-term. The proposal in the update maintains the same structure as a major objective is to motivate rapid improvement in reliability performance across all weather conditions. The updated proposal retains opportunities for utilities to offset penalties with performance above current Service Quality rules.
- Interested parties suggested modifying the limit on incentives and penalties – This update proposes a maximum limit on penalties and incentives of \$10 million and allocates a share of this total across the seven proposed metrics. The utilities’ performance on the proposed metrics will determine if they incur penalties or result in net incentives (after meeting all Service Quality rules) under this framework. The proposed limit manages the risk of this new approach to customers and shareholders and aligns with the recommendation from the Attorney General.

The next section summarizes the proposed revisions to the Initial Straw Proposal and then describes each proposed metric in further detail.

May 2024 Update on Straw Proposal for Reliability Performance Metrics

MPSC Staff have carefully reviewed the feedback provided through written comments and participation in the engagement sessions. Staff suggest several revisions to the straw proposal to address this feedback. Table 1 summarizes the key proposed revisions:

Table 1: Summary of Proposed Revisions in May 2024 Update

Key Revisions	Updated Proposal	Discussion
Add storm response metrics	Include 72-hour catastrophic storm response and 24-hour gray sky storm response	Complements SAIDI and 48-hour storm response; places high priority on improving reliability in all conditions and restoring customers after storm events
Include CEMI-4 metric	Symmetric incentive/penalty mechanism based on	Includes metric to address customers with excessive #'s of outages

⁷ Consumers Energy generally supported the Attorney General’s Service Improvement Incentive Mechanism in their comments throughout this workgroup.

	Service Quality rule criteria (CEMI-4 < 6%)	
Reallocate incentive/disincentive share across metrics	Greater share on storm restoration metrics	Reflects high priority to improve reliability and storm response
Adjust limit on penalties/incentives for initial period	Reduce limit to \$10 million	Address feedback on December 2023 proposal
Clarify treatment of incentives/penalties	Utilities must meet all Service Quality rules before earning net incentive; incentives can offset penalties	Address feedback on December 2023 proposal; Maintains symmetric incentive/penalty

Table 2 displays the details for each performance metric in this update. The table shows the seven proposed performance metrics, current baseline performance for Michigan’s two largest utilities (where available), potential target levels for each metric, and incentive/disincentive mechanism.

Table 2: May 2024 Update – Straw Proposal for Reliability Performance Metrics

Metric	Baseline		Target Performance		Potential Incentive/Disincentive Mechanism
	DTE	Consumers	Penalty	Incentive	
SAIDI (Excluding MEDs)	141 (average using minimum 2 of 3 years from 2021-2023)	179 (average using minimum 2 of 3 years from 2021-2023)	5% reduction from baseline over 5 years (linear glidepath)	1 st. dev. deadband + 10% reduction from baseline over 5 years (linear glidepath)	Symmetric incentive/disincentive 15% of total pool Incentive/penalty scales linearly over 1 st. dev. range
SAIDI (All Weather) (5-yr average)	DTE (2022): 563 DTE (2023): 774	CE (2022): 597 CE (2023): 698	5% reduction from baseline over 5 years (linear glidepath)	1 st. dev. deadband + 10% reduction from baseline over 5 years (linear glidepath)	Symmetric incentive/disincentive 15% of total pool Incentive/penalty scales linearly over 1 st. dev. range
Storm Restoration (48-hour catastrophic storm response)	DTE (2023): 75%	CE (2023): 75%	Below Service Quality Rule (<=90%)	Exceed Service Quality Rule (>90%)	Scale penalty from 80%-90% and incentive from 90%-100% 25% of total incentive/disincentive pool

Storm Restoration (72-hour catastrophic storm response)	Not currently available	CE (2023): 88%	Below <=95%	Exceed >95%	Scale penalty from 85%-95% and incentive from 95%-100% 20% of total pool
Storm Restoration (24-hour gray sky response)	DTE (2023): 82%	CE (2023): 95%	Below Service Quality Rule (<=90%)	Exceed Service Quality Rule (>90%)	Scale penalty from 80% - 90% and incentive from 90%-100% 10% of total pool
CEMI-4	DTE (2023): 301,244 customers; approx. 13% 7%-13% over past 5 years	CE(2023): 200,458 customers; 11% 9%-13% over past 5 years	Below Service Quality rule (CEMI-4 => 6% of customers)	Exceeds Service Quality rule (CEMI-4 < 6% of customers)	Scale incentive from 0% - 6% and penalty from 6%-12% Account for 10% of incentive/disincentive pool
Worst performing circuits Circuits ranked by system-level SAIDI (exc MEDs)	Reports use multiple metrics	Reports by SAIDI (no MEDs) on a circuit basis	Circuits ranked by SAIDI (exc MEDs) on a system basis. Circuit repeats in top 10 during any future 5-year period.	No circuit repeats in top 10 during any future 5-year period.	Symmetric 5% of total pool

SAIDI (excluding MEDs)

Metric description – The revised proposal retains SAIDI (excluding MEDs) under the same incentive/penalty structure that was proposed in the December 2023 Status Report. This update proposes reducing the share of this metric to 15%.

Current performance – Table 1 displays proposed baseline values for DTE and Consumers using the average of lowest 2 values in the past 3 years. These were 141 minutes for DTE and 180 minutes for CE. The proposed baseline method addresses differences in the recent trends for each utility on this metric, which was highlighted in the presentation during the November 30, 2023 technical conference.

Target performance – The interim penalty thresholds are informed by the Attorney General’s proposal to achieve a 5% cumulative reduction in this outcome over 5 years. The proposed revision treats this

threshold as a “backstop” for penalties. That is, utility performance needs to improve from the baseline during each year to avoid incurring a penalty. The penalty threshold for interim years would be defined by a linear glidepath to the 5% cumulative improvement over 5 years.

The incentive threshold is predicated on achieving faster progress towards the industry median benchmark for this outcome across both utilities. Currently, DTE would need to improve by approximately 10% over the next 5 years. The incentive threshold was developed utilizing this 10% improvement rate plus a deadband that incorporates the historic level of variability between 2012-2023 for this outcome. Figures 1 and 2 display the proposed trajectories for these utilities and Table 3 provides the numeric details on this metric for each utility.

Incentive/Disincentive Mechanism – The revised proposal allocates 15% of the total incentive/disincentive pool to this metric and retains a symmetric opportunity to earn an incentive or incur penalties for reliability below the threshold. This update also proposes to scale the incentive or penalty linearly over a one standard deviation range. Using Figure 1, the following example illustrates how the penalty mechanism would work. Using the values for 2024, the utility would incur a penalty if the metric (SAIDI excl MEDs) exceeds a value of 140 minutes. The penalty would increase for values above 140 minutes until reaching the maximum at 162 minutes. For values within this range, the penalty is scaled proportionately. A metric value of 151 is the midpoint of the range and would incur half of the total penalty. Metric values that exceed the maximum value would incur the maximum penalty. The incentive mechanism would operate symmetrically for metric values below the incentive threshold of 116 minutes and earn the maximum incentive value for performance below 93 minutes.

SAIDI (All Weather)

Metric description – This update proposes to also retain SAIDI (all weather) under the same structure proposed in December 2023 status report and reduce the allocation of this metric to 15%.

Current performance – Table 1 shows current performance by both utilities, which is in the 4th quartile according to the annual IEEE utility benchmarking study.

Target performance – DTE has expressed a goal of reaching industry median performance for this metric. However, in recent years and particularly for 2023, utilities’ SAIDI (all weather) performance has been increasing (worse performance) and far exceeds industry median performance. As interim measures, this revision proposes a 5% cumulative improvement in the 5-yr average as a threshold for assessing penalties. For positive improvement towards the industry median, this update proposes a 10% improvement relative to recent performance with the addition of a deadband to address the significant annual variability in this metric.

This formulation is similar to the SAIDI (excluding MEDs) metric by using a “backstop” measure of performance as a threshold for penalties. For this metric, the penalty threshold still requires improvement from the current baseline. A deadband is applied to the incentive range to reduce the likelihood that a utility could earn the incentive solely by favorable weather. In addition, the outcome is measured using the 5-year average of performance, which further addresses annual variability from weather conditions.

Figures 3 and 4 display the proposed thresholds for DTE and CE on this metric. Table 4 shows the proposed values for both utilities.

Incentive/Disincentive Mechanism – This update proposes a weight of 15% for this outcome, which would result in the SAIDI performance metrics comprising 30% of the total. The update also proposes to reallocate from the SAIDI metrics primarily to the storm response metrics, which are discussed further below. With the proposed revisions, the SAIDI and catastrophic storm response metrics would now compose 75% of the total. The proposed revisions place a high priority on reducing outage duration and improving response to major storm events, which reflects consistent feedback that these are urgent problems.

48-Hour Catastrophic Storm Restoration

Metric description – This update also retains the metric for service restoration within 48 hours of a catastrophic event but modifies the penalty/incentive structure and increases the weight of this metric.

Current performance – Table 1 shows 2023 performance by both utilities.

Target performance – Under this updated proposal, utilities would be penalized for performing below the 90% level in the Commission’s Service Quality rules and have an opportunity for an incentive for performance above the threshold.

Incentive/Disincentive Mechanism – This update proposes to retain a symmetric incentive/disincentive metric for this outcome for a maximum of 25% of the total incentive/penalty pool. The penalty and incentive would scale proportionately in a 10% range from the requirement in the Service Quality rules. The proposed ranges are displayed in Table 1.

72-Hour Catastrophic Storm Restoration

Metric description – The revised proposal includes a new performance metric for service restoration within 72 hours of a catastrophic event. The Attorney General recommended including this metric in addition to the other storm response metrics. The overall structure is similar to the AG’s proposal.

Current performance – Utilities do not currently report this metric to the MPSC.

Target performance – Under the revised proposal, utilities would be penalized for performing below 95% service restoration and have an opportunity for an incentive for performance above 95%.

Incentive/Disincentive Mechanism – This update also proposes a symmetric incentive/disincentive metric for this outcome for a maximum of 20% of the total incentive/penalty pool. The penalty scales proportionately from 85%-95% and incentive from 95%-100%.

24-Hour Storm Restoration – Gray Sky

Metric description – The revised proposal includes a performance metric for service restoration within 24 hours of a gray sky event.⁸ MPSC Service Quality rules require that utilities restore 90% of customers within 24 hours for these events.

Current performance – Table 1 shows DTE and Consumers Energy performance in 2023. DTE restored 82% of customers within 24 hours and CE achieved 95%.

⁸ MPSC Service Quality rules define gray sky event as, ““conditions that result in sustained interruptions for greater than 1% but less than 10% of an electric utility’s or cooperative’s customers.”

Target performance – Under the revised proposal, utilities would be penalized for performing below the 90% level in the Service Quality rules and an opportunity to earn an incentive above 90%. The penalty and incentives are proposed to scale proportionately from 80%-90% and 90%-100%.

Incentive/Disincentive Mechanism – The update proposes a symmetric incentive/disincentive metric for this outcome for a maximum of 10% of the total incentive/penalty pool. The potential ranges are illustrated in Table 1.

CEMI-4

Metric description – This update proposes to include the CEMI-4 metric to maintain focus on improving service to customers experiencing repeated outages. The Service Quality rules establish a value of 6% for the CEMI-4 metric. The revised metric proposes using the threshold in the Service Quality rule as the basis for the incentive/disincentive metric.

Current performance – Table 1 displays the current performance for DTE and Consumers Energy.

Target performance – Utilities would incur a penalty when utilities exceed the Service Quality rule for CEMI-4 and an opportunity for an incentive for performance below this level. The incentive and penalty mechanism is proposed to scale proportionately from 0%-6% and 6%-12% (lower levels reflect better performance).

Incentive/Disincentive Mechanism – The update proposes a symmetric incentive/disincentive metric for this outcome for a maximum of 10% of the total incentive/penalty pool. The potential ranges are illustrated in Table 1.

Worst-Performing Circuits

Metric description – The revised proposal focuses on system-level SAIDI (excluding MEDs) to rank each utility's 10 worst-performing circuits and aligns with the incentive/penalty mechanism proposed by the Attorney General.

Current performance – Starting in 2024, utilities will provide this information to the MPSC in the R 460.731 Annual Reports, to be filed in U-12270.

Target performance – Target performance is that circuits do not repeat in the top 10 over a 5-year period.

Incentive/Disincentive Mechanism – Under this revised proposal, utilities would be assessed a penalty if a circuit repeats in the top 10 within 5 years. If a circuit repeats, then the penalty would be assessed. The update proposes to allocate 5% to this metric.

Limit on Penalties/Incentives and Allocation across Metrics

This update proposes to set an initial limit on potential penalties and incentives at \$10 million per year. A utility would incur the maximum total penalty if they perform at or below the maximum penalty threshold on every metric. If they perform above the incentive threshold on a metric, the incentive could offset penalties from other metrics. To be eligible to earn a net incentive, the utility would need to meet all Service Quality rules and offset any penalties by performance on the other metrics.

The \$10 million limit draws from the recommendations of the Attorney General to provide meaningful motivation to drive improved performance. The Attorney General's comments suggested two approaches to establish this limit based on share of utility net income and basis points of Return on Equity (ROE). The update adopts the AG's recommendation and reasoning for establishing a limit at \$10 million.

Implementation Steps

This status update provides further description on the key implementation steps for this proceeding and subsequent review. The following steps are anticipated for implementing performance metrics:

- **Incentive/Disincentive metrics implemented through contested case proceeding** – This revised proposal anticipates that the incentive/disincentive framework would be implemented in a contested case proceeding subsequent to this workgroup process. The final decision in the contested case would implement performance metrics for each utility.
- **Conduct a review every two years** - Given the early stage of experience with performance metrics in Michigan, the metrics should be reviewed on a frequent basis and this revision proposes a two-year review cycle.
- **“Offramp” mechanism should be included in framework** – This revised proposal also anticipates adopting an offramp mechanism to allow for review of performance metrics during exigent circumstances where waiting for the normal review period is impractical. The frequent (two-year) review cycle should mitigate many circumstances where an offramp may be considered but this revised proposed still recommends including an offramp mechanism during this stage.
- **Incentives/disincentives tracked in regulatory asset** – This update anticipates tracking the net value of incentive and disincentives annually in a regulatory asset, which is reviewed in the utility's next rate case. Final decisions on cost allocation of the net value can be made in the rate case when the regulatory asset can be reviewed comprehensively with the utility's revenue requirement and cost-of-service.

Next Steps with Reliability-Plus Framework

In the order opening this proceeding, the Commission directed a focus on a “Reliability-Plus” approach to distribution grid performance, and, “of foremost and most immediate concern are issues involving distribution reliability and safety.”⁹ The Commission further detailed that the workgroup's initial focus, “shall include developing appropriate metrics relating to reliability including, but not limited to SAIDI (including and excluding MEDs), SAIFI, CEMI, CAIDI, and resilience, including, but not limited to, downed wire response and frequency and duration of outages during extreme weather, and shall use the recently updated Service Quality rules as a baseline.”¹⁰ This status report proposes an updated set of performance incentive/disincentive mechanisms to address this initial focus area directed by the Commission.

⁹ See Opening Order at p. 12.

¹⁰ Ibid.

The opening order’s description of the “Reliability-Plus” framework included a broader focus than immediate reliability concerns. On this topic, the Commission stated, “the workgroup shall also consider challenges around the readiness of utility distribution grids to effectively accommodate and leverage the increasing and further anticipated growth of distribution generation, EVs, and other DERs.”¹¹ This status report recommends next steps for the Commission to continue developing a Reliability-Plus framework for distribution grid performance.

Specifically, this status report recommends that the Commission request feedback from interested parties on the following four topic areas: equity, grid modernization, distributed energy resource (DER) integration, and resilience. Furthermore, parties’ feedback is encouraged to identify performance metrics, scorecards, and performance incentive mechanisms relevant to distribution system performance in each topic area. Each of these concepts and topic areas are further described below.

Performance metrics are the broadest category of measurement and reflect information that is tracked on a particular outcome, which could include an activity, program, or outcome. A scorecard reflects a performance metric combined with a target or benchmark outcome. Finally, a performance incentive mechanism combines a performance metric, target, and financial incentive/disincentive.

The initial focus of this workgroup identified a set of performance incentive mechanisms to address high priority concerns with poor distribution system reliability and storm response. In broadening the focus of the Reliability-Plus framework, this update recommends that the Commission solicit feedback on potential performance measures for the following topics:

Equity – During the workgroup’s earlier comment periods, several interested parties identified equity as a high priority in reviewing and improving distribution system performance. In this stage, workgroup participants are encouraged to propose potential metrics, scorecards, and performance incentive metrics that can improve equity in distribution system performance outcomes.

Grid Modernization – This topic area includes metrics to evaluate overall distribution system performance and electric utilities’ implementation of approved distribution system investments. The Commission has offered guidance on this topic in prior reviews and decisions approving distribution system investments. Interested parties should build on this guidance in their responses on this topic. Measures in this focus area could also include proposed performance metrics, scorecards, and performance incentive mechanisms to evaluate system operations and investment effectiveness.

DER Integration – As discussed in the opening order, this focus area includes measures to accommodate and leverage the anticipated growth of DERs, such as distributed generation, community solar, energy storage, electric vehicles, and building electrification. Performance metrics and incentive mechanisms under this topic could include interconnection timelines, grid services provided by DERs, and implementation of cost-effective, non-wires alternatives (NWA).

Resilience - This update proposes several performance incentive mechanisms for storm response that immediately address outcomes where utilities currently perform below Michigan’s Service Quality rules.

¹¹ Ibid.

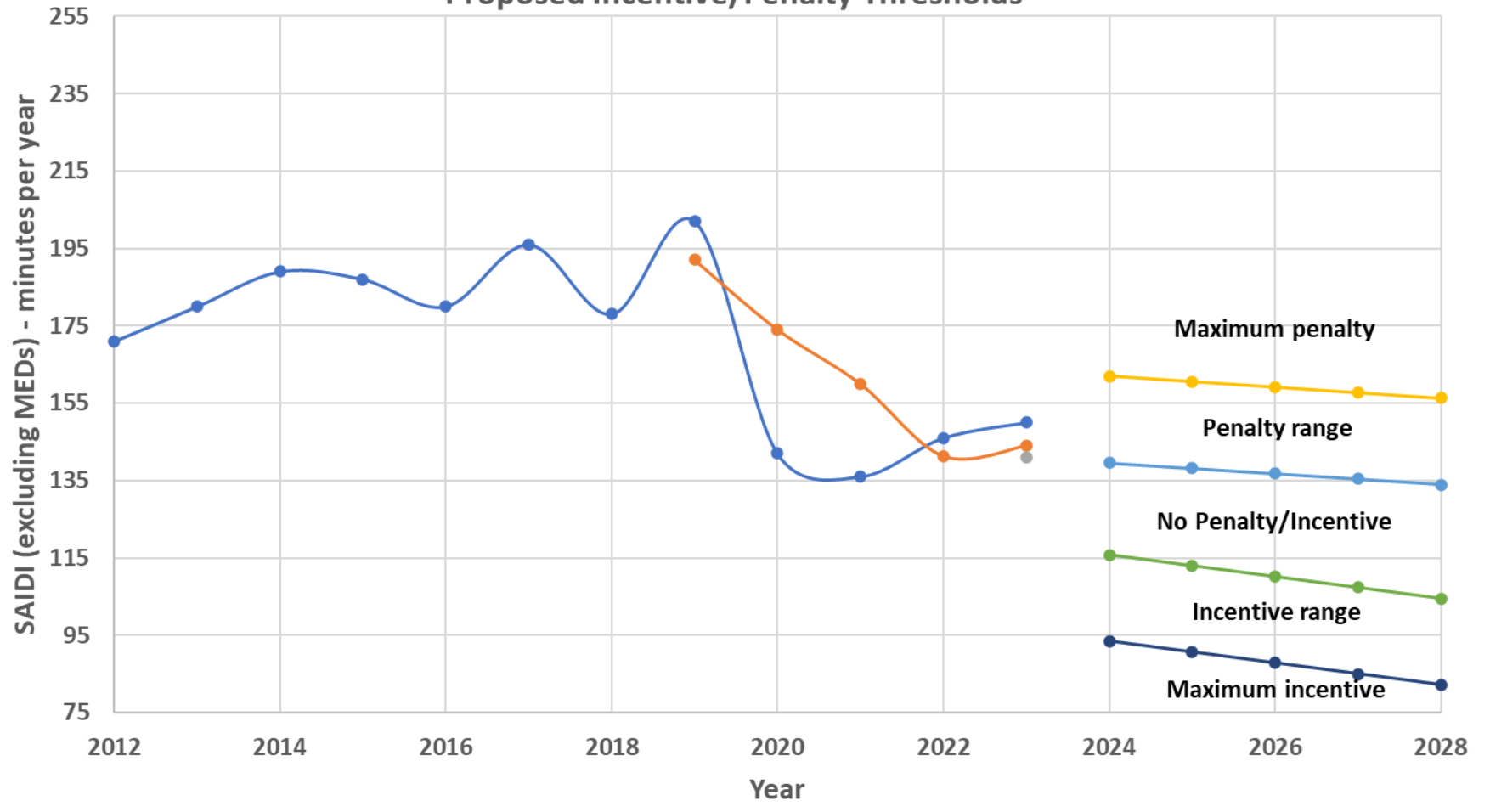
The focus area of resilience could include a broader set of measures and this update encourages interested parties to propose additional measures of resilience that could be tracked as metrics, scorecards, or performance incentive mechanisms, where appropriate.

Proposed Procedural Steps for Reliability-Plus Framework

This update recommends that the Commission seek comments from interested parties on the above topics and then host an engagement session to discuss the comments. After the engagement session, interested parties would have an opportunity to file reply comments.

Commission Staff would then review this feedback and submit an update to the Commission recommending further actions on the recommendations for the Reliability-Plus framework.

Figure 1
DTE Historical Performance on SAIDI (excluding MEDS) and
Proposed Incentive/Penalty Thresholds



- Historical performance
- 3-Yr Average
- Avg. of min 2 years (2021-2023)
- Max Penalty threshold
- Penalty threshold
- Incentive threshold
- Max Incentive threshold

Figure 2
CE Historical Performance on SAIDI (excluding MEDS) and
Proposed Incentive/Penalty Thresholds

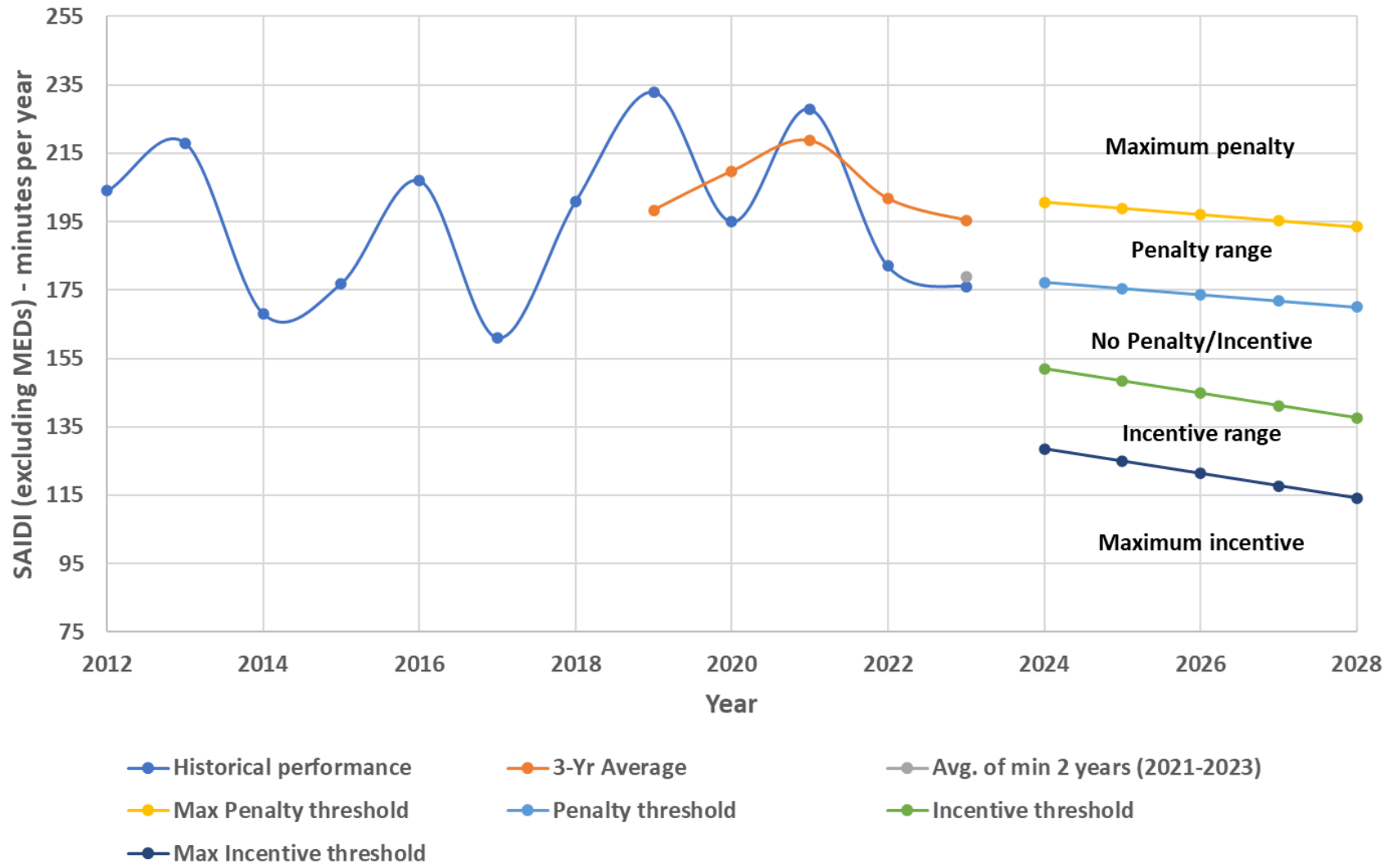
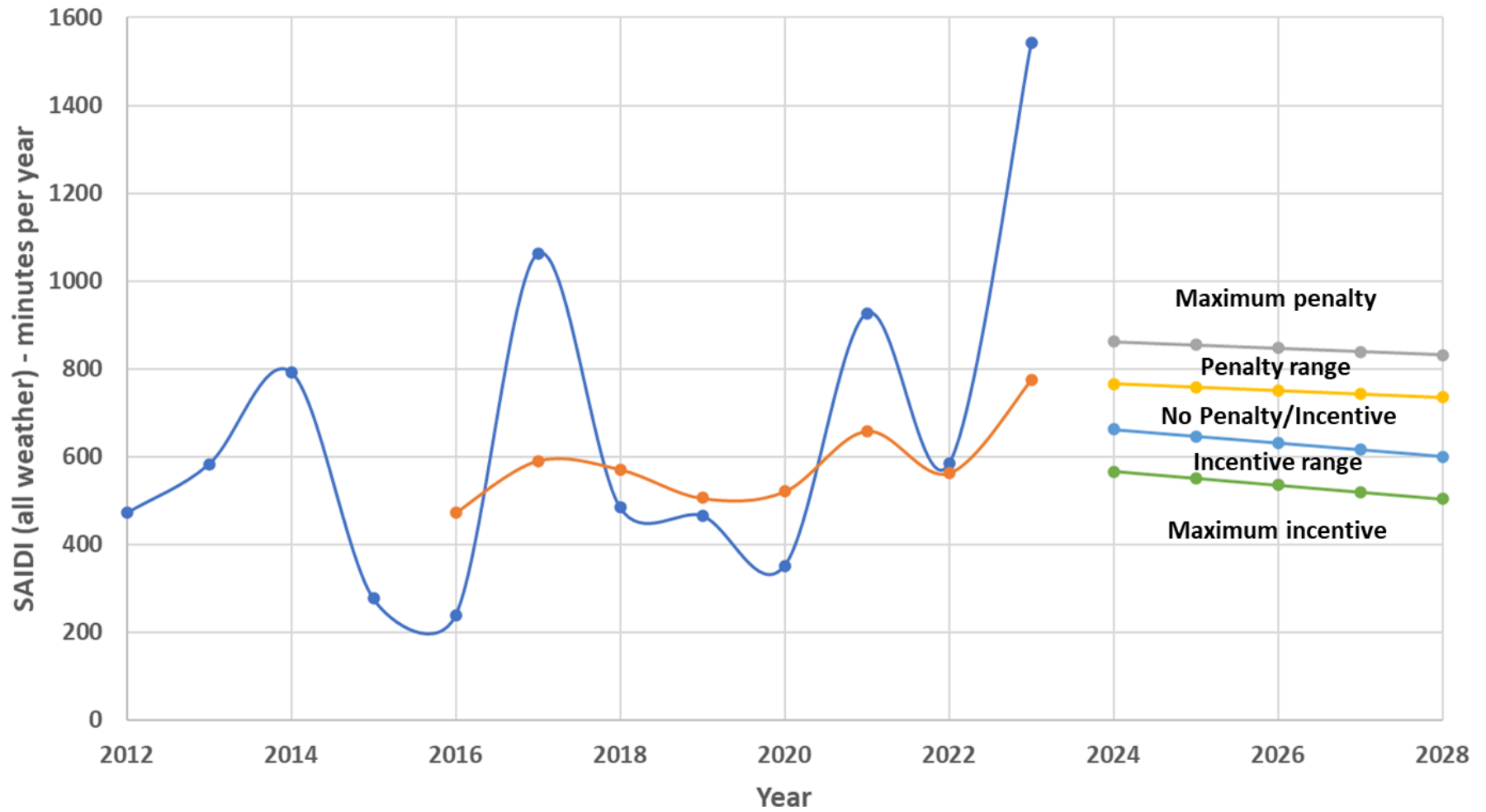
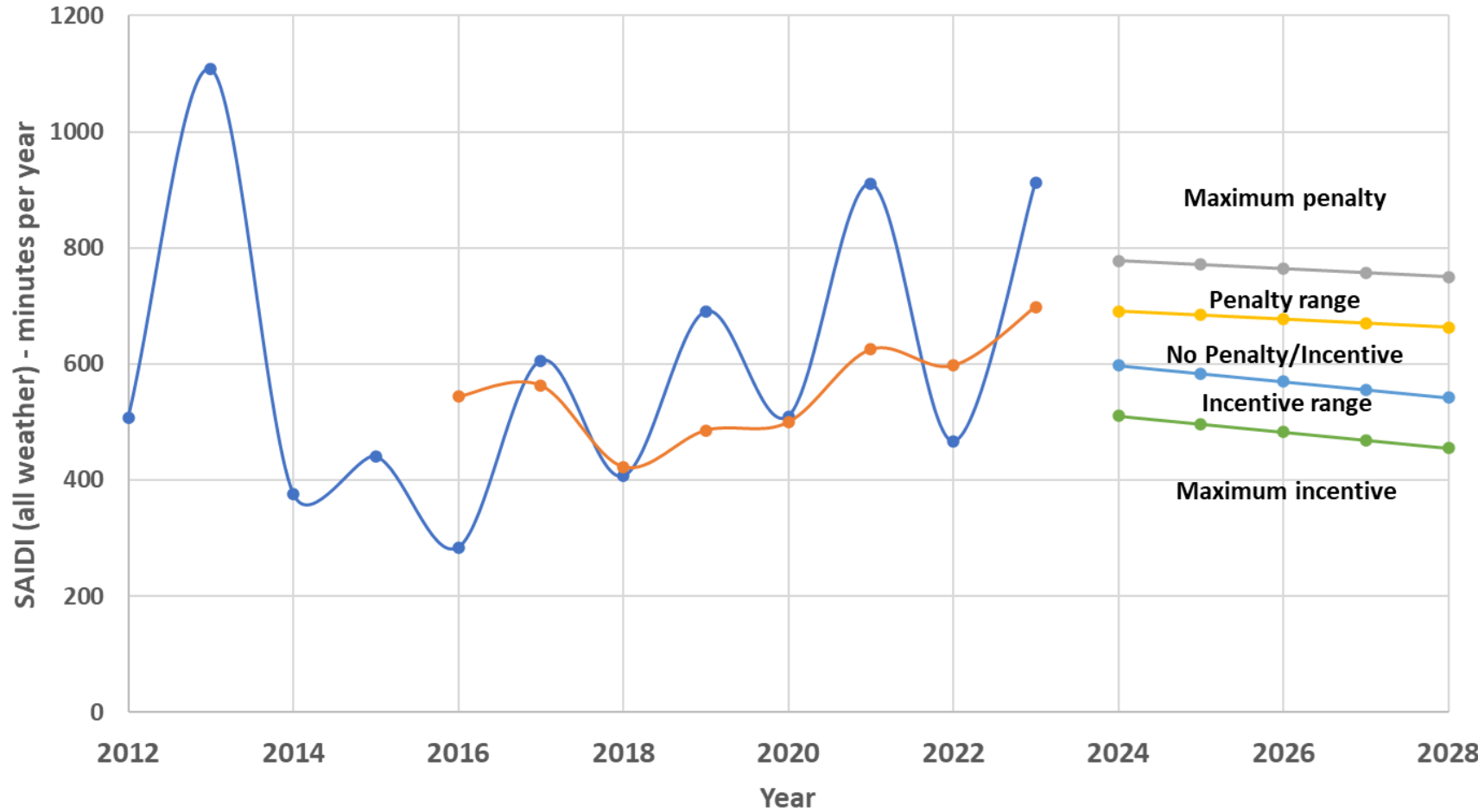


Figure 3 DTE Historical Performance on SAIDI (all weather) and Proposed Incentive/Penalty Thresholds



● Historical performance ● 5yr average ● Max Penalty threshold
● Penalty threshold ● Incentive threshold ● Max incentive threshold

Figure 4
CE Historical Performance on SAIDI (all weather) and
Proposed Incentive/Penalty Thresholds



● Historical performance ● 5yr average ● Max Penalty threshold
● Penalty threshold ● Incentive threshold ● Max incentive threshold

Table 3 - System Average Interruption Duration Index (SAIDI excluding MEDs)

Definition
Total amount of time average customer experiences a sustained interruption in a year excluding Major Event Days
Key Considerations
<ul style="list-style-type: none"> • Baseline uses avg. of lowest 2 yrs. from 2021-2023 to reflect recent improvements • Long-term goal at median performance in IEEE benchmarking study • Incentive/penalty scales linearly over 1 st. dev. range

Key Parameters	DTE	CE
Baseline (est. 2023)	141	179
5% Improvement Target	134	170
10% Improvement Target	127	161
Long-Term Goal	129	129
1 Standard Deviation (2012-2023)	22	23
Max Incentive/Penalty Allocation	15% (\$1.5 M)	15% (\$1.5 M)

DTE SAIDI (excl MEDs) Incentive/Penalty Mechanism

Year	Penalty	No Penalty/Incentive	Incentive
1	>162 – 140	140 – 116	116 – 93 >
2	>161 – 138	138 – 113	113 – 91 >
3	>159 – 137	137 – 110	110 – 88 >
4	>158 – 135	135 – 107	107 – 85 >
5	>156 – 134	134 – 105	105 – 82 >

CE SAIDI (excl MEDs) Incentive/Penalty Mechanism

Year	Penalty	No Penalty/Incentive	Incentive
1	>201 – 177	177 – 152	152 – 129 >
2	>199 – 175	175 – 148	148 – 125 >
3	>197 – 174	174 – 145	145 – 121 >
4	>195 – 172	172 – 141	141 – 118 >
5	>194 – 170	170 – 138	138 – 114 >

Table 4 - System Average Interruption Duration Index (SAIDI all weather)

Definition
Total amount of time average customer experiences a sustained interruption in a year under all weather conditions
Key Considerations
<ul style="list-style-type: none"> Metric uses 5-yr average of SAIDI (all weather) Baseline uses 5-yr historical average to reflect recent improvements Long-term goal at median performance in IEEE benchmarking study Incentive/penalty scales linearly over 1 st. dev. range Includes a 1 st. dev. deadband to address variability

Key Parameters	DTE	CE
Baseline 5-yr avg. (est. 2023)	774	698
5% Cumulative Improvement	39 mins	35 mins
10% Cumulative Improvement	77 mins	70 mins
Long-Term Goal	250	250
1 Standard Deviation 5-yr avg. (2016-2023)	96	87
Max Incentive/Penalty Allocation	15% (\$1.5 M)	15% (\$1.5 M)

DTE SAIDI (all weather) Incentive/Penalty Mechanism

Year	Penalty	No Penalty/Incentive	Incentive
1	>863 – 766	766 – 663	663 – 566 >
2	>855 - 759	759 – 647	647 – 551 >
3	>847 – 751	751 – 632	632 – 535 >
4	>839 – 743	743 – 616	616 – 520 >
5	>832 - 735	735 – 601	601 – 504 >

CE SAIDI (all weather) Incentive/Penalty Mechanism

Year	Penalty	No Penalty/Incentive	Incentive
1	>778 – 691	691 – 598	598 – 511 >
2	>771 – 684	684 – 584	584 – 497 >
3	>764 – 677	677 – 570	570 – 483 >
4	>757 – 670	670 – 556	556 – 469 >
5	>750 – 663	663 – 542	542 – 455 >

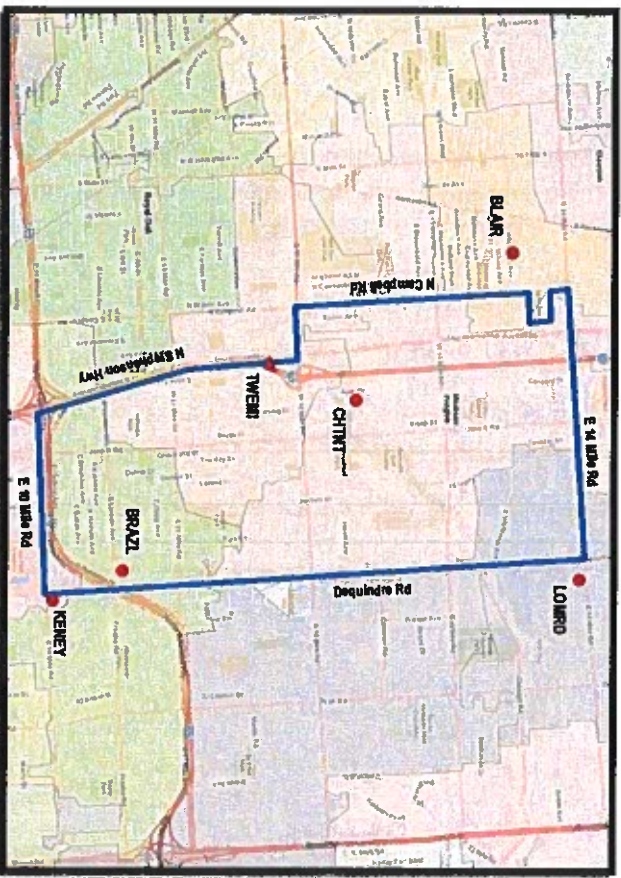


Madison Heights Community Presentation

September 17, 2024

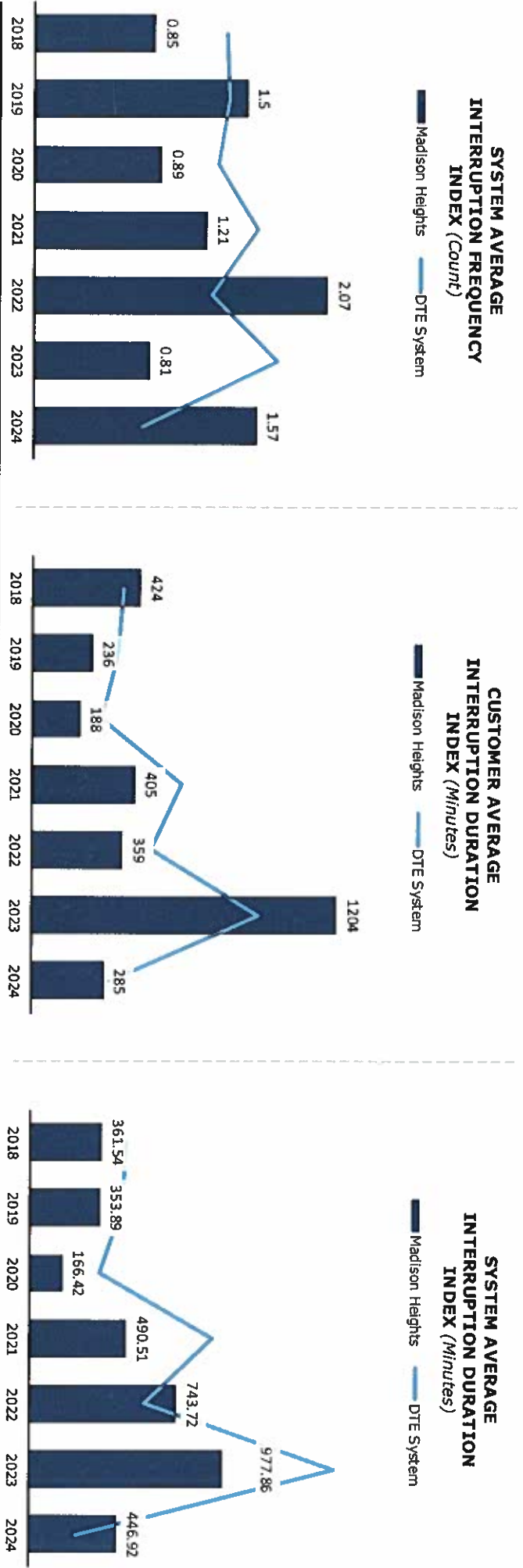
DTE serves approximately 15,000 customers in Madison Heights

**MADISON HEIGHTS SERVICE TERRITORY FOOTPRINT
BY SUBSTATION AREA**



- DTE is committed to improving electric reliability in Madison Heights for the roughly 15,000 customers we serve.
- DTE maintains 6 substations feeding the Madison Heights area across 27 circuits.
- DTE has completed 109 miles of tree trimming, placing 72% of Madison Heights on a five-year cycle.

In recent years, reliability performance in Madison Heights has been driven by severe weather events



Recent performance has been heavily impacted by storms
Non-Storm SAIFI: 0.79 / Non-Storm CAIDI: 153 / Non-Storm SAIDI: 120.68



• This presentation and the information in it is wholly confidential and may not be further distributed, passed on, published, or reproduced in whole or in part.
 • Metric Data is of 8/14/2024 and breakdown by circuit can be found in the appendix

DTE has activated its four-point plan to drive reliability and system improvements for our customers in Madison Heights.

1 Trimming Trees



- Complete tree trim surge.
- Optimize trim cycle.

2 Updating Existing Infrastructure



- Ramp up maintenance to a 10-year pole and pole top cycle.

3 Rebuilding Significant Portions of the Grid



- Accelerate conversion of 4.8kV system.

4 Accelerating our Transition to a Smart Grid



- The grid will be fully automated in the next five to six years.

Strategic Focus

- With more than 109 miles of trees trimmed, 72% of Madison Heights is on a five-year trimming cycle.
- Replace aging, at-risk infrastructure, including poles and crossarms. 67% of Madison Heights is on the 10-year pole top maintenance cycle.
- 56% of Madison Heights has previously been converted to 13.2kV. Plan to convert 100% of Madison Heights from 4.8kV to 13.2kV in future.
- Conversions include replacing poles and crossarms, reconductoring with larger primary, and installing additional lightning protection.
- Conversion supports EV charging and helps to facilitate connecting wind, solar and storage to the grid.
- Remote monitoring and control will be widely deployed, enabling our System Operations Center to isolate damage and remotely restore customers.
- Installation of automation devices is already underway with 7% of Madison Heights circuits projected to be automated by the end of 2024 and 100% is planned by end of 2027.

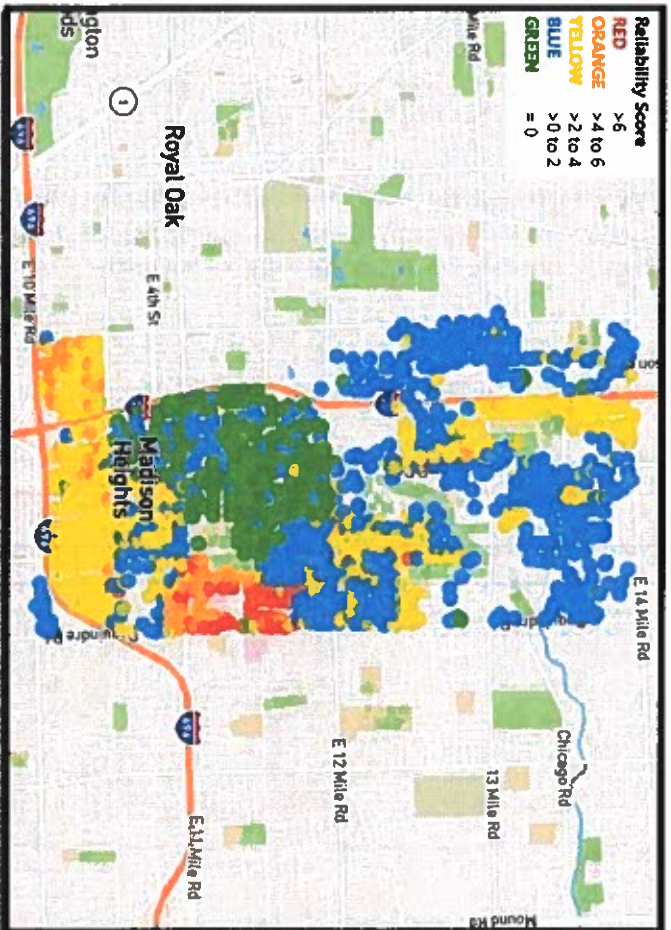
What we're doing in Madison Heights

• Focus on 4.8kV first due to safety

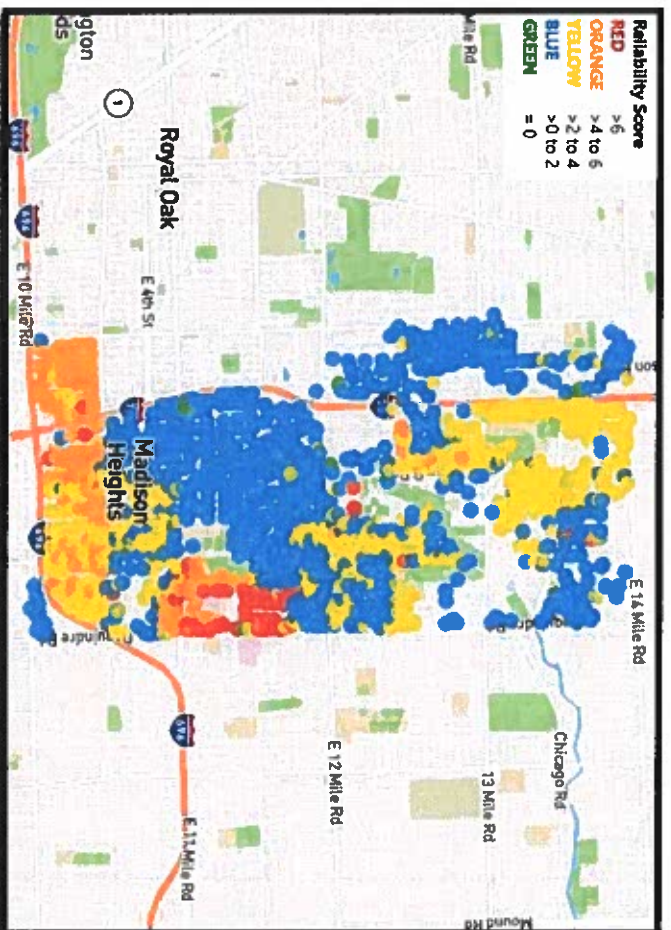


Madison Heights Customer Outage Map in 2024

**MADISON HEIGHTS SYSTEM RELIABILITY MAP
(Excluding Storm)**

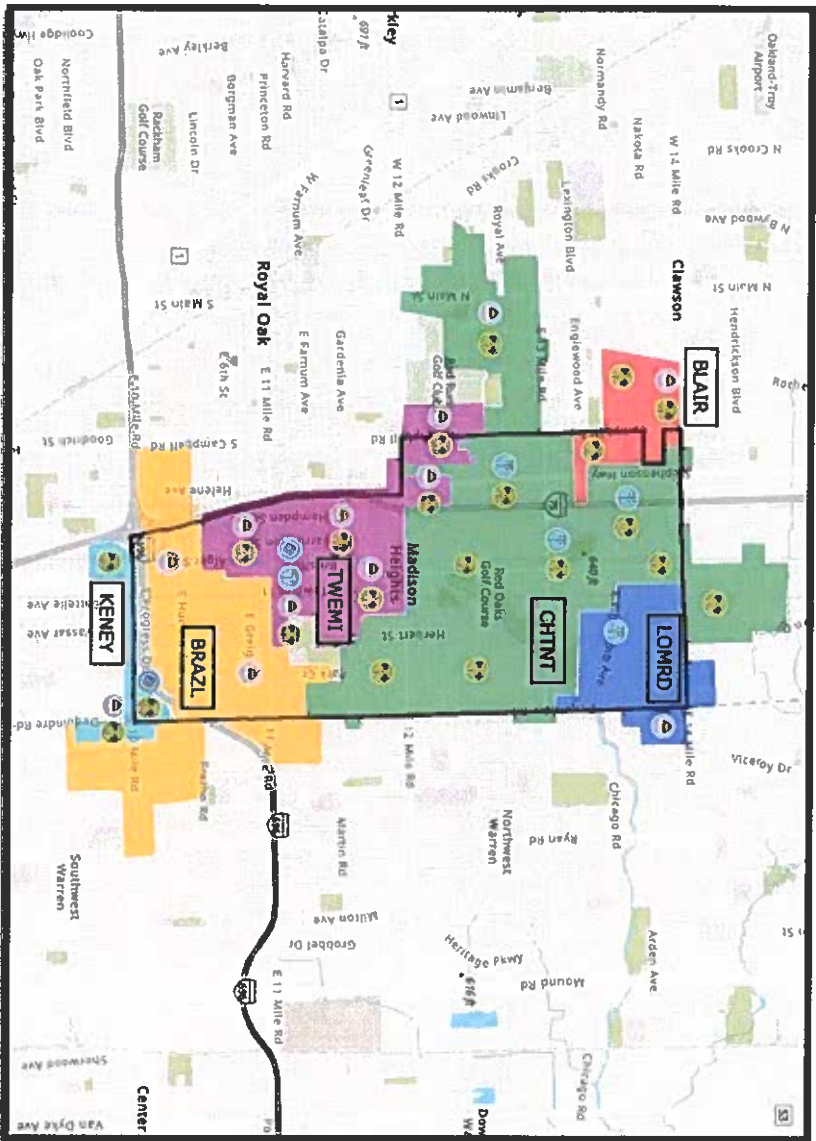






**MADISON HEIGHTS SYSTEM RELIABILITY MAP
(Including Storm)**



We are actively addressing the key priority areas across Madison Heights with tree trimming and equipment upgrades

MADISON HEIGHTS SERVICE TERRITORY FOOTPRINT BY SUBSTATION AREA



-  Transitioning to a smart grid
-  Upgrading existing infrastructure
-  Rebuilding significant portions of the grid
-  Trimming trees

U-21.122 reliability data report

Utility: DTE Electric
 Reporting area: City of Madison Heights
 Period: July 2023-June 2024

Row Labels	Sum of Total Customer outages	Sum of Total number of outages caused by lightning	Sum of Total number of outages caused by equipment failure	Sum of Total number of planned and forced outages	Sum of Total outages caused by transmission or generation failure	Sum of Total number of outages caused by large of the public at	Sum of Total number of outages caused by trees	Sum of Total number of outages caused by wind, snow, ice, hail, and rain	Sum of Total number of outages caused by animal interference	Sum of Total number of outages caused by unknown causes	Sum of Total number of outages caused by other causes	Average of Customer Average Interruption Duration Index (contribution to total CAIDI)	Average of System Average Interruption Duration Index	Average of System Average Interruption Frequency Index
26125181001	586	0	53	0	0	0	0	251	1	0	275	457.3	61.4	0.144
26125181100	1318	55	13	27	0	0	10	8	658	0	747	448.7	21.7	0.083
26125181200	1771	2	466	88	0	0	103	297	329	0	486	392.4	18.3	0.048
26125181300	5703	0	1351	0	0	0	1090	1616	289	0	1357	373.2	134.3	0.169
26125181400	1463	0	4	5	0	1	691	679	0	0	83	157.5	28.0	0.081
26125181500	1934	0	7	0	0	0	587	638	534	0	168	239.1	44.5	0.127
26125181600	6242	0	62	1	0	35	1774	1862	2250	0	308	398.6	85.8	0.215
26125981200	270	15	22	0	0	0	5	167	4	0	56	296.4	47.7	0.103
Grand Total	18481	73	1978	121	0	36	4210	9518	4065	0	3480	332.8	56.0	0.132



AGENDA ITEM SUMMARY FORM

MEETING DATE: October 14, 2024

PREPARED BY: Tracee L. Miller, HR Director/Purchasing Coordinator

AGENDA ITEM CONTENT: Resolution to Opt Out of PA 152

AGENDA ITEM SECTION: Reports

BUDGETED AMOUNT: n/a

FUNDS REQUESTED: n/a

FUND: n/a

EXECUTIVE SUMMARY:

Public Act 152, as amended, limits the amount that public employers pay toward employee medical benefit plans, beginning January 1, 2012. City Council is required to make an election for its choice of compliance for the subsequent calendar year.

RECOMMENDATION:

Given that all of the City's Collective Bargaining Agreements approved by City Council provide for 10% employee premium sharing, Council is requested to opt-out of PA 152 as allowable under that statute.

RESOLUTION TO OPT OUT OF PA 152

WHEREAS, PA 152, passed by the state Legislature, was designed to lessen the burden of employee healthcare costs on public employers;

WHEREAS, Communities are given three options for complying with the requirements of the Bill;

WHEREAS, those three options are as follows:

- 1) Apply the Hard Cap (capped dollar amount each government employer may pay towards an employee’s healthcare costs);
- 2) Adopt by majority vote the 80%/20% (employer/employee) cost-sharing model;
- 3) Opt out of the cost-sharing model by a super majority vote of five as set forth in the bill and revisit it prior to the next year.

WHEREAS, the City of Madison Heights has determined to opt out of the cost-sharing model by a super majority vote of five as set forth in the bill as its choice of compliance under PA 152;

NOW, THEREFORE, BE IT RESOLVED, the Madison Heights City Council elects to comply with the requirements of the Publicly Funded Health Insurance Contribution Act by opting out of the cost-sharing model as set forth in PA 152.

Yeas:

Nays:

CERTIFICATION: I hereby certify that the foregoing is a true and complete resolution adopted by the City Council for the City of Madison Heights at a regular meeting held this _____ day of _____ 2024.

Cheryl E. Rottmann
City Clerk



AGENDA ITEM SUMMARY FORM

MEETING DATE: 10/14/24

PREPARED BY: Melissa Marsh, City Manager

AGENDA ITEM CONTENT: Energy Future Grant Project Management and Technical Services Proposal

AGENDA ITEM SECTION: Bid Awards/Purchases

BUDGETED AMOUNT: \$0

FUNDS REQUESTED: \$0

FUND: 101

EXECUTIVE SUMMARY:

Fall of 2023, Energy Sciences was engaged in developing the City of Madison Heights' Sustainability Plan when we learned of a federally funded grant opportunity from the U.S. Department of Energy (DOE). We requested they shift their focus to assist us in applying for the DOE Energy Future Grant (EFG). In April 2024, our project, "Evolve: A Regional Decarbonization Plan for Southeast Oakland County," was selected by the DOE as one of only four projects nationwide—and two in Michigan—to receive funding. Since Madison Heights is leading this initiative and is the recipient of the \$500,000 EFG, we recommend that the City approve the Energy Futures Grant Project Management and Technical Services Proposal from Energy Sciences for a total not to exceed \$500,000, given their involvement, they are the only contractor that can manage this project.

RECOMMENDATION:

Therefore, the staff recommends that the City Council make two motions:

1. Motion to amend the budget for Federal Grant Revenues 101-021-528-5288 and Contractual Services Expenses – Federal 101-265-818-0044 both by \$500,000. This will need to be approved by a supermajority of City Council
2. Motion to approve a contract with Energy Sciences Resource Partners, LLC for Energy Futures Grant Project Management and Technical Services for a total not to exceed \$500,000.

To: Honorable Mayor and City Council
From: Melissa R. Marsh, City Manager
Date: September 30, 2024
Subject: Energy Future Grant Project Management and Technical Services Proposal

In the fall of 2023, Energy Sciences was engaged in developing the City of Madison Heights' Sustainability Plan when we learned of a federally funded grant opportunity from the U.S. Department of Energy (DOE). We requested Energy Sciences to shift their focus to assist Madison Heights, in collaboration with Ferndale, Oak Park, and the Lamphere School District, in applying for the DOE Energy Future Grant (EFG). In April 2024, our project, "Evolve: A Regional Decarbonization Plan for Southeast Oakland County," was selected by the DOE as one of only forty projects nationwide—and two in Michigan—to receive funding.

Energy Sciences will continue to support us throughout the award negotiation process, including drafting necessary technical documents and ensuring compliance with all requirements. As the primary contractor and overall project manager, Energy Sciences will facilitate seamless coordination among the City and the various jurisdictions, ensuring effective stakeholder engagement throughout the project. By leveraging their expertise in communications and outreach, they will maintain consistent messaging while addressing each jurisdiction's unique needs and developing strategies to effectively engage local communities. Additionally, Energy Sciences will provide technical and engineering support, particularly in facility operations and fleet analysis, to ensure the project's success.

Since Madison Heights is leading this initiative and is the recipient of the \$500,000 EFG, we recommend that the City approve the Energy Futures Grant Project Management and Technical Services Proposal from Energy Sciences for a total not to exceed \$500,000, given their involvement, they are the only contractor that can manage this project.

Therefore, the staff recommends that the City Council make two motions:

1. Motion to amend the budget for Federal Grant Revenues 101-021-528-5288 and Contractual Services Expenses – Federal 101-265-818-0044 both by \$500,000. This will need to be approved by a supermajority of City Council
2. Motion to approve a contract with Energy Sciences Resource Partners, LLC for Energy Futures Grant Project Management and Technical Services for a total not to exceed \$500,000.



16 years of
sustainable
service

City of Madison Heights: Energy Future Grant Project Management & Technical Services Proposal

September 20, 2024

Prepared For:

Melissa Marsh
City Manager
City of Madison Heights
300 W 13 Mile Rd
Madison Heights, MI 48071
melissamarsh@madison-heights.org

Submitted By:

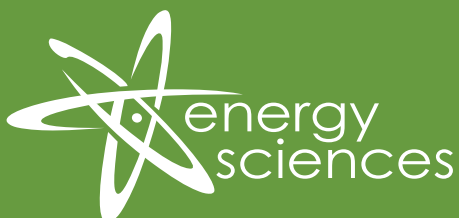
Energy Sciences Resource Partners, LLC
3500 W. 11 Mile Rd., Suite B
Berkley, Michigan, 48072

Contact:

Michelle Peters | michelle.peters@esciences.us | Mobile: (734) 365-1151

Table of Contents

Executive Summary	3
Project Summary	4
Proposed Scope of Work	6
Deliverables	9
Assumptions	10
Exclusions	11
Fees & Schedule	12
Key Resources	14
Exhibit A	16
Exhibit B	17
Exhibit C	18



16 years of sustainable service

Dear Ms. Marsh,

Energy Sciences works collaboratively with clients to identify project needs and requirements, pursue customized solutions, and design targeted approaches to meet and exceed expectations. Our comprehensive understanding of local challenges and opportunities enables us to develop effective, actionable strategies, and our industry experts are committed to providing you with the support, knowledge, and tools your community needs to generate lasting positive change.

Small footprint, big impact; it is more than a statement for us at Energy Sciences; it defines who we are and what we do. Our work with municipalities is firmly based on the belief that sustainability isn't just a dream for a select few, but a future every community deserves. We are proud to continue providing services that build on our longstanding relationship with the City of Madison Heights, working together to create a vibrant, diverse, and sustainable future for the communities we serve.

The project selected by the US Department of Energy (DOE) for the inaugural round of Energy Future Grants (EFG), "Evolve: A Regional Decarbonization Plan for Southeast Oakland County," is an ambitious plan we crafted together that relies on the collaboration of four local government jurisdictions, each on the same path to a more sustainable future but with unique needs for tailored energy solutions, resource management strategies, and community engagement approaches, reflecting their individual priorities and challenges. Energy Sciences is enthusiastic about being part of this team and looks forward to providing our expertise to the City and subrecipients in project management, strategy development, communications and outreach, and technical services.

We look forward to the opportunity to help you. If you have any questions regarding this proposal, please do not hesitate to call us.

Sincerely,



Shelley Sullivan, CEM CLEP, CEA

President

Energy Sciences

Project Summary



16 years of sustainable service

In the fall of 2023, Energy Sciences supported the City of Madison Heights, in coalition with the City of Ferndale, the City of Oak Park, and the Lamphere School District, with defining a project, completing an application, and creating a Community Benefits Plan (CBP) for the Energy Future Grant (EFG) offered by the US Department of Energy (DOE). Since April 2024, when the DOE selected the project "Evolve: A Regional Decarbonization Plan for Southeast Oakland County," Energy Sciences has continued to support the ongoing award negotiation process by drafting the necessary documents and ensuring that all requirements are met.

The project consists of developing the Plan with three primary goals:

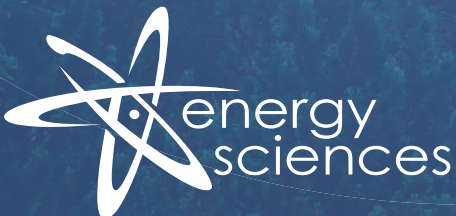
1. Establishing a unified method for quantifying the GHG missions
2. Understanding the impact of current operational and community-based GHG emissions
3. Developing strategies to enhance energy efficiency, building envelopes, and vehicle electrification while expanding mobility and alternative transportation options for the community

Working together to develop a Regional Decarbonization Plan (Plan) will allow all of the team members, currently at different stages in their journey, to decarbonize their operations and communities and to share and leverage information, experiences, and knowledge. This Plan will create the path to fleet and mobility transformation and building energy performance improvement, with a strong focus on community engagement and education, influencing regional decreases in GHG emissions and spurring economic activity and job growth in the area.

As the primary contractor and overall project manager, Energy Sciences will provide seamless coordination for the City and jurisdictional team members, ensuring stakeholder engagement throughout the project. Leveraging its expertise in communications and outreach, Energy Sciences will maintain consistent messaging while recognizing each jurisdiction's unique needs and developing strategies to engage its communities effectively. In addition, Energy Sciences will offer technical and engineering support, particularly in facility operations and fleet analysis, to drive project success.

Michigan Clean Cities (MICC) and Midwest Energy Efficiency Alliance (MEEA) are the project's technical expertise subcontractors for building performance, GHG emissions calculations, and fleet energy intensity. MICC is a member of the DOE Clean Cities Coalition and will contribute its expertise in alternative fuels and advanced vehicle technologies in transportation. MEEA is well-versed in energy efficiency policy and solutions throughout the Midwest and is uniquely qualified to host an energy code modernization workshop that will provide insight into strategies that have been successful in similar communities.

Proposed Scope of Work



16 years of
sustainable
service

Energy Sciences will work through the development of the Plan collaboratively with the City, jurisdictional team members, and subcontractors. The four primary tasks associated with the Plan's development include creating 1) Community Engagement Plans, 2) Operating Performance Assessments & Inventories, 3) Fleet and Mobility Assessments & Inventories, and 4) a Regional Decarbonization Plan.

The following is a high-level breakdown of specific actions required for the completion of each primary task:

1. Community Engagement Plans

- a. Assist the City and jurisdictional team members in determining community communication methods for sharing updates and receiving feedback. Identify Disadvantaged Community (DAC) census tracts and note areas of burden.
- b. Assist with identifying, engaging, and securing the partnership of 3-4 potential partners connected to the region or serving the DACs.
- c. Assist with the creation of meeting schedules to engage the community, receive feedback, and provide updates.

2. Operating Performance Assessment & Inventory

- a. Conduct building performance assessments for the City of Madison Heights, City of Oak Park, and Lamphere School District. Review the results of building performance audits for the City of Ferndale. Select a single uniform method for the team to adopt as the standard for calculating operating and community-based GHG emissions.
- b. Assess, quantify, and document all operating and community-based GHG emissions for the City and jurisdictional team members.
- c. Assist the City and jurisdictional team members with setting a uniform baseline and consolidating the individual inventories into a unified regional GHG emissions inventory.

3. Fleet and Mobility Assessment & Inventory

- a. Assist the City and jurisdictional team members in conducting a Community Mobility Assessment.
- b. Assist with inventorying and auditing the energy intensity for jurisdictionally owned and operated vehicles.
- c. Assist in identifying barriers to implementing community mobility solutions and fleet electrification.

4. Regional Decarbonization Plan

- a. Assist the City and jurisdictional team members in developing Mobility Transformation Plans.
- b. Assist the City and jurisdictional team members in developing Operating Improvement Plans.
- c. Assist with using the results from the Mobility Transformation Plans and Operating Improvement Plans to create the Regional Decarbonization Plan.

Deliverables



16 years of sustainable service

Deliverables to the City and subrecipients include the following:

- Preliminary Community Meeting Schedules for each jurisdiction team member.
- Assessment reports for the facilities operated by The City of Madison Heights, Oak Park, and Lamphere School District and a report using the results of the previously completed assessments for the City of Ferndale.
- GHG Emissions reports for each jurisdiction team member.
- Regional GHG Emissions Report, which includes the collective results of the jurisdictional team members.
- Community Mobility Assessment reports for each jurisdiction team member.
- Fleet inventory and energy intensity reports for each jurisdiction team member.
- Report from the Energy Modernization Workshop.
- Mobility Transformation Plans for each jurisdiction team member.
- Operating Improvement Plans for each jurisdiction team member.
- Regional Decarbonization Plan encompassing the collective jurisdictional team members.

Energy Sciences will provide an overall progress report update to Madison Heights monthly. After completing each relevant task, a findings report with the results of that task will be provided to the team member which is the subject of that task.

Assumptions

This proposal is based on Energy Sciences' assumption that the City of Madison Heights, City of Ferndale, City of Oak Park, and Lamphere School District will provide the following:

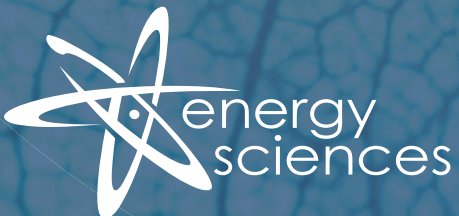
- A Team Lead who will act as the primary point of contact and coordinate with the Energy Sciences project manager, subcontractors, community, and stakeholders. They will also collaborate and coordinate with the Energy Sciences program manager on the community engagement and outreach activities outlined in the SOPO and CBP, including appointing a staff member to represent the City during these activities.

- Timely access to monthly historical utility billing (gas and electric), facility assessment reports, facility staff availability for interviews and access to buildings and their systems for assessments, future capital plans for building upgrades, and other relevant information to support the development of the Operating Performance Assessment & Inventory.
- Access to and a list of operated vehicles in the fleet, vehicle age, miles driven, future planning for upgrades and replacement, and other relevant information needed to develop the Fleet and Mobility Assessment & Inventory.

Exclusions

This proposal does not include City residential & commercial community water & waste management practices. Services may be added by request for an addendum to this proposal for additional costs.

Fees & Schedule



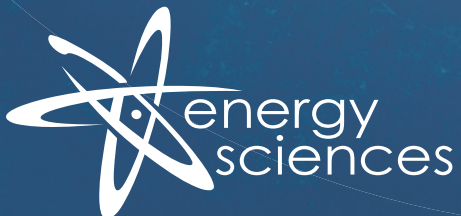
16 years of sustainable service

The total lump sum fee for developing the Energy Efficiency Strategy is \$500,000.00, with a breakdown of the four main tasks. A further detailed schedule is attached in Exhibit C.

Task	Estimated Timeline	Fee
Task 1: Community Engagement Plan	Month 1 - Month 4	\$47,040
Subtask 1.1: Community engagement and feedback strategy	Month 1 - Month 2	\$23,200
Subtask 1.2: Identify and engage potential partners	Month 1 - 3	\$16,000
Subtask 1.3: Create a Preliminary Community Meeting Schedule	Month 2 - 4	\$7,840
Task 2: Operating Performance Assessment & Inventory	Month 1 - Month 7	\$225,320
Subtask 2.1: Perform energy and building performance audits on all jurisdiction-operated facilities	Month 1 - Month 6	\$154,540
Subtask 2.2: Calculate GHG operating and community-based GHG emissions	Month 3 - 7	\$64,900
Subtask 2.3: Set a regional benchmark standard	Month 6 - 7	\$5,880
Task 3: Fleet and Mobility Assessment & Inventory	Month 3 - Month 7	\$106,560
Subtask 3.1: Conduct a community mobility assessment	Month 3 - Month 6	\$19,400
Subtask 3.2: Conduct a fleet inventory and audit	Month 3 - Month 6	\$65,880
Subtask 3.3: Determine barriers to electrification	Month 5 - Month 7	\$21,280
Task 4: Regional Decarbonization Plan	Month 7 - Month 12	\$121,080
Subtask 4.1: Create a Mobility Transformation Plan	Month 7 - Month 10	\$31,200
Subtask 4.2: Create an Operating Improvement Plan	Month 7 - Month 10	\$66,460
Subtask 4.3: Develop the Regional Decarbonization Plan	Month 9 - Month 12	\$23,420

Invoicing for all tasks will be done on a progress basis after each subtask is completed by the subrecipients, contractor, and subcontractors, as noted in Exhibit C. Energy Sciences is prepared to begin this project after DOE awards the grant and within two weeks of receiving a signed contract.

Key Resources



16 years of sustainable service



Shelley Sullivan, CEM, CSDP

Ms. Sullivan has a diversified energy and environmental background with over 25 years of experience implementing sustainable solutions that reduce energy waste, minimize environmental impact, and reduce operating costs. She has a passion for the environment and a commitment to helping communities and facility owners improve building energy and operational performance while minimizing their environmental footprint. Shelley works collaboratively with customers to develop practical strategies customized to their individual goals and needs. In 2008, Ms. Sullivan co-founded Energy Sciences, a full-service energy consulting company that collaborates with businesses, governments, and utilities to optimize how they use energy and other resources. Shelley holds a BS in chemical engineering, an MS in hazardous waste management, and numerous professional certifications, including CEM, CEA, CLEP, and CSDP.



Laurie Catey

As the Director of Engineering & Consulting Services, Laurie manages a talented team of engineers and consultants that specialize in sustainability and building sciences. She has 40 years of construction industry experience, including specialization in building commissioning and retro-commissioning, building system assessments and studies, and designing and implementing energy efficiency programs for utilities. Laurie holds a BS in Mechanical Engineering and an MBA in International Business. She is a member of the Building Commissioning Association (BCA) and the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) and serves on the Construction Code Commission for the State of Michigan.



Michelle Peters, PMP

Michelle is a multifaceted Program Manager with fifteen years of experience in the project management, consulting, energy efficiency, sustainability, and design industries. She is passionate about developing functional programs and sharing all the social, economic, and environmental benefits of sustainability and waste reduction. Michelle focuses on working with Municipal and Local Governments by assisting them with seeking and applying for grant funding and through the development, implementation, and management of the resulting plans, projects, and programs. She also leads the Energy Sciences Sustainability Committee while developing and delivering training programs for Energy Sciences and its clients related to topics in sustainability such as Environmental, Social, & Governance (ESG), Decarbonization, and Climate Action Planning, among others. Michelle holds a Bachelor of Interior Architecture from Lawrence Technological University and a PMP certification from Project Management International.



Sue Josifoski, CEM

A senior manager, Sue has over nine years of experience in the energy consulting field for commercial and industrial facilities, including energy assessments and retro-commissioning projects, developing strategic energy plans and programs for clients, and managing utility programs. She works in the energy efficiency industry because it is meaningful and allows her to be part of the solution to the challenges we face in today's world. She holds a BS in Chemical Engineering and an MS in Renewable Energy, and she is a certified energy auditor and certified energy manager.

Exhibit A: Statement of Project Objectives (SOPO)

Item 11.

Statement of Project Objectives

DE-SE0001147

Mod Number: 000

City of Madison Heights

Evolve: A Regional Mobility Transformation and Decarbonization Plan for
Southeast Oakland County

A. Project Objectives

This is a Regional Decarbonization Plan. This Regional Decarbonization Plan is supported by three key goals: establishing a unified method for quantifying the GHG missions, understanding the impact of current operational and community-based GHG emissions, and developing strategies to enhance energy efficiency, building envelopes, and vehicle electrification while expanding mobility and alternative transportation options for the community. The Regional Decarbonization Plan encompasses multiple jurisdictions at different stages of progress to decarbonize their operations and communities, and working together to develop a Regional Decarbonization Plan which will allow for sharing and leveraging of information, experiences, and expertise while also tailoring individual plans that align with their communities needs.

The goals will be evaluated based on the City's success in meeting the following measurable objectives:

- **Strategy to Reduce Energy Burden:** which will be assessed by tracking the projected financial and energy savings associated with energy conservation and efficiency measures identified for future implementation in these communities.
- **Improve Environmental Impact:** this will be evaluated by establishing baselines and utilizing a uniform reporting standard to monitor and measure the decrease in environmental exposure and burdens resulting from GHG emissions reductions from future fleet electrification and building retrofits.
- **Community Participation and Engagement:** this will be measured by event numbers, participation levels, and financial resources allocated to events and engagement strategies, with transparent communication on how their input benefits the overall Regional Decarbonization Plan.

B. Technical Scope Summary

The scope of work includes the deliverables of developing Community Engagement Plans, Operating Improvement Plans, Mobility Transformation Plans for four (4) jurisdictions, and one (1) overall Regional Decarbonization Plan. The tasks and subtasks, outlined in Section C, will revolve primarily around data collection, analysis, and planning. Community engagement and feedback will feed into iterations of the development of the resulting Operating Improvement Plan and Mobility Transformation Plans for the City of Madison Heights (the City) and the three (3) additional jurisdictions.

The approach for developing the Community Engagement Plans will include determining a communication strategy for the City of Madison Heights and the three (3) additional jurisdictions and within these communities. This includes, but is not limited to, partner identification, feedback collection methods, meeting schedules, and community and regional update strategies.

The approach to developing the Operating Improvement Plans will feature a series of subtasks and milestones that focus primarily on the facilities that the City of Madison Heights and the three (3) additional jurisdictions operate. This includes quantifying the GHG emissions and using them to create a baseline that the City can use to measure progress and quantify the benefits of decarbonization. The data collected will be used to help prioritize upgrades and seek out funding opportunities to leverage for those upgrades.

Mobility Transformation Plans will be developed using the results of the fleet energy intensity audits conducted by the City and the three (3) additional jurisdictions, along with feedback from the communities about their transportation and mobility needs. This approach will allow The City to leverage the collective power as a purchasing unit with potential suppliers.

The main contractor will be able to ensure consistency in project management for the City and the three (3) additional jurisdictions and that all stakeholders remain engaged. The expertise needed to complete more technical tasks related to building performance, GHG emissions calculations, and fleet energy intensity, among others, will be supported by the contractors that have existing partnerships with each other and with the City and the three (3) additional jurisdictions. The main contractor will provide overall project management support and technical support related to facility operations and fleet analysis. One of the secondary contractors is a member of the DOE Clean Cities Coalition and will contribute its expertise in alternative fuels and advanced vehicle technologies in transportation. The other secondary contractor is well versed in energy efficiency policy and solutions throughout the Midwest and is best positioned to host an energy code modernization workshop that will provide insight into strategies that have been successful in similar communities.

C. Tasks To Be Performed

Task 1.0: Community Engagement Plan (M1-M4, Q1-Q2)

The City and the three (3) additional jurisdictions will develop a schedule of community meetings, events, and engagements. This plan will involve the community, agencies and organizations, and potential local partners, providing them the opportunity to contribute feedback and receive updates throughout the project and development of the Regional Decarbonization Plan. Each jurisdiction will utilize its existing environmental commissions as Community Advisory Boards, which include members of the community and members of the jurisdiction's staff. These boards will lead this project and make decisions about the content of the overall Regional Decarbonization Plan, including integrating the feedback received. (CBP task 1)

Subtask 1.1: Community engagement and feedback strategy. (M1-M2, Q1)

The City and the three (3) additional jurisdictions will determine the methods they will use to engage the community. DACs will be identified using the Climate and Economic Justice Screening Tool by census tract for the four (4) jurisdictions, and the areas of burden they face will also be noted. There will be a focus on reaching these communities through partnerships with organizations that also have a presence in the community. (CBP Subtask 1.1)

Milestone 1.1.1 The City and the three (3) additional jurisdictions will each develop a list of methods, which include in-person, print, and web-based at a minimum, that the City will use for engagement, feedback, and to share updates with the relevant communities. Updates will be delivered to the community quarterly at a minimum. (CBP Milestone 1.1.1)

Subtask 1.2: Identify and engage potential partners. (M1-M3, Q1)

The City and the three (3) additional jurisdictions will identify potential partners, and they will be included in the development of four (4) Preliminary Community Meeting Schedules with at least one (1) initial meeting and 1-2 follow-up meetings with each partner through the course of the project. Additional meetings can be held as needed based on the involvement of the potential partners. (CBP Subtask 1.2)

Milestone 1.2.1 The City and the three (3) additional jurisdictions will identify a minimum of 3-4 regional, state, and federal agencies and organizations that can become partners and also provide assistance with Milestones 3.3.1, 4.1.1, and 4.1.2. (CBP Milestone 1.2.1)

Subtask 1.3: Create a Preliminary Community Meeting Schedule. (M2-M4, Q1-Q2)

The City and the three (3) additional jurisdictions will plan four (4) meeting schedules to engage the community, receive feedback, and provide updates; additional meetings may be added as needed throughout the project. (CBP Milestone 1.3.1)

Task 2.0: Operating Performance Assessment & Inventory (M1-M7, Q1-Q3)

The City and the three (3) additional jurisdictions will determine one (1) uniform method of assessing and tracking GHG emissions and establish one (1) common baseline to benchmark against. The City and the collaborating jurisdictions will each complete an inventory of each operating and community-based GHG emissions.

Subtask 2.1: Perform energy and building performance audits on all jurisdiction-operated facilities. (M1-M6, Q1-Q2)

The City and the three (3) additional jurisdictions will use the results of the audits to baseline the current performance levels.

Milestone 2.1.1 The City and the three (3) additional jurisdictions will identify and document one (1) single uniform method to adopt as the standard for calculating operating and community-based GHG emissions.

Milestone 2.1.2 The City and the three (3) additional jurisdictions will quantify and document the results in four (4) jurisdiction-specific audit reports for each of the 6-10 facilities operated by The City and collaborating jurisdictions.

Subtask 2.2: Calculate GHG operating and community-based GHG emissions. (M3-M7, Q1-Q3)

The City and the three (3) additional jurisdictions will assess and catalog operating and GHG emissions.

Milestone 2.2.1 The City and the three (3) additional jurisdictions will quantify and document all operating and community-based GHG emissions, including the results from milestones 2.1.2 and 3.2.1 in four (4) reports.

Subtask 2.3: Set a regional benchmark standard. (M6-M7, Q2-Q3)

The City and the three (3) additional jurisdictions will determine a uniform baseline year, which can be used as a benchmark to compare performance. When the four (4) Operating Improvement Plans are implemented after phase 1 is completed by the City and the collaborating jurisdictions, this will help quantify the health benefits of reducing GHG emissions.

Milestone 2.3.1 The City and the three (3) additional jurisdictions will identify and set one (1) uniform timeframe as the baseline

Milestone 2.3.2 The City and the three (3) additional jurisdictions will consolidate the collective jurisdiction-specific inventories to produce one (1) regional inventory and deliver it in one (1) report.

Task 3.0: Fleet and Mobility Assessment & Inventory (M3-M7, Q1-Q3)

The City and the three (3) additional jurisdictions will engage the participating communities to determine their mobility needs and assess the condition of their fleet; the initial framework for this engagement will be planned in Subtask 1.3, and further developed during Subtask 3.1. The City and collaborating jurisdictions will identify barriers faced to implement mobility solutions for the community and electrify these fleets. (CBP Task 3)

Subtask 3.1: Conduct a community mobility assessment. (M3-M6, Q1-Q2)

The City and the three (3) additional jurisdictions will use surveys to engage the relevant communities to determine the mobility needs and EV adoption rate. These surveys will focus on ensuring that a proportional percentage of the DACs are engaged, as noted in the CBP Milestone 1.1.1. This will be accomplished by leveraging the partnerships developed in Milestone 1.2.1 to reach members of the DACs where they may receive support services and at locations like public libraries. The meetings, engagement sessions, and additional strategies will be added to the Community Meeting Schedule developed in Subtask 1.3. (CBP Milestone 2.1.1)

Subtask 3.2: Conduct a fleet inventory and audit. (M3-M6, Q1-Q2)

The City and the three (3) additional jurisdictions will inventory and audit the energy intensity of existing fleets, including all of the vehicles that are operated across all of the jurisdiction's facilities and in their operations.

Milestone 3.2.1 Four (4) reports will be produced that quantify energy intensity and document the GHG emissions of each vehicle in the City's and the three (3) additional jurisdictions' fleets.

Subtask 3.3: Determine barriers to electrification. (M5-M7, Q2-Q3)

The City and the three (3) additional jurisdictions will identify barriers to implementing community mobility solutions and fleet electrification.

Milestone 3.3.1 The City and the three (3) additional jurisdictions will quantify and document the barriers to implementing mobility solutions and fleet electrification based on community feedback gathered through methods determined in Milestone 1.1.1. This information will be compiled into four (4) reports, which will be integrated with the results of Subtask 3.1 and Milestone 3.2.1 to form the Fleet and Mobility Assessment & Inventories.

Task 4.0: Regional Decarbonization Plan (M7-M12, Q3-Q4)

The City and the three (3) additional jurisdictions will use the results of the completed Operating Performance Assessment & Inventories and Fleet and Mobility Assessment & Inventories to develop Mobility Transformation Plans and Operating Improvement Plans. The collective team will use the goals and targets in these plans to develop one (1) Regional Decarbonization Plan. (CBP Tasks 3, 4, 5)

Subtask 4.1: Create a Mobility Transformation Plan. (M7-M10, Q3-Q4)

The City and the three (3) additional jurisdictions will each create plans to implement mobility solutions for the community and electrify the jurisdiction's fleets. The City will collaborate with the main and supporting contractors on the development of the plans. These plans are a framework for a strategy that will provide additional transportation options for the communities, make EV adoption more accessible for DACs, and reduce GHG emissions. (CBP Subtasks 4.1, 5.1; CBP Milestones 4.1.1, 5.1.1)

Milestone 4.1.1 The City and the three (3) additional jurisdictions will collaborate with the main and supporting contractors to identify and engage at least 2-3 partners. This will be done through networking events and conferences regularly held in Michigan, as well as through the contractors' existing relationships. These contractors and partners will be able to provide potential solutions to the barriers identified in Milestone 3.3.1

Milestone 4.1.2 The City and the three (3) additional jurisdictions will quantify the jurisdiction's goals in GHG emissions reduced and the incremental targets to reach the goal. This, along with the integration of Milestones 3.2.1, 3.3.1, and 4.1.1, will result in four (4) Mobility Transformation Plans, which will be tailored to the communities of the individual jurisdictions and delivered in four (4) reports.

Subtask 4.2: Create an Operating Improvement Plan. (M7-M10, Q3-Q4)

The City and the three (3) additional jurisdictions will develop plans to modernize and improve the performance of the jurisdictions operated facilities, which will support the Mobility Transformation Plans. These plans set a path for implementing infrastructure upgrades, which will provide job opportunities, and reduce GHG emissions from the jurisdiction's facility operations. (CBP Subtasks 3.1, 4.2; CBP Milestone 4.2.1.)

Milestone 4.2.1 The City and the three (3) additional jurisdictions will host 1 energy code modernization workshop with assistance from a contractor selected to provide technical support to learn about potential strategies that can be adopted that are currently being used by similar local governments in the Midwest. (CBP Milestone 3.1.1)

Milestone 4.2.2 The City and the three (3) additional jurisdictions will identify and document facility improvement opportunities in four (4) reports using the results of Milestone 2.1.2.

Milestone 4.2.3 The City and the three (3) additional jurisdictions will quantify an overall operational goal in GHG emissions reduced and incremental targets to reach the goal. Additionally, an overall goal in GHG emissions reduced and incremental targets to reach for community-based GHG emissions calculated in Milestone 2.2.1 will be determined. This, along with the integration of Milestone 4.2.1, will result in four (4) Operating Improvement Plans, which will be tailored to the communities of the individual jurisdictions and delivered in four (4) reports.

Subtask 4.3: Develop the Regional Decarbonization Plan. (M9-M12, Q3-Q4)

The City and the three (3) additional jurisdictions will develop one (1) regional plan that incorporates the individual jurisdiction's Mobility Transformation Plans and Operational Improvement Plans. It will document the GHG emissions reduced and benefits of decarbonization for the communities which are outlined in the Community Benefits Plan.

Milestone 4.3.1 The City and the three (3) additional jurisdictions will quantify an overall goal for the region in GHG emissions reduced and the incremental targets to reach the goal. It will document the benefits of reaching each target and overall goal in one (1) integrated report with the results of Milestones 4.1.2 and 4.2.2, which will become the Regional Decarbonization Plan.

End of Project Goal: One (1) final report that incorporates the Mobility Transformation Plan and the Operating Improvement Plan. This will become the official Regional Decarbonization Plan for the City and the three (3) additional jurisdictions. This plan will aim to serve as a resource and guide for other jurisdictions as well.

D. Project Management and Reporting

Reports and other deliverables will be provided in accordance with the Federal Assistance Reporting Checklist following the instructions included therein.

Additional deliverables, as indicated in the task/subtask descriptions, include the following:

1. Milestone 1.1.1 – Four (4) lists of methods, which will be used for engagement, feedback, and to share updates with the communities.
2. Subtask 1.3 - Four (4) Preliminary Community Meeting Schedules.
3. Milestone 2.1.2 – Four (4) audit reports that include the 6-10 facilities that are operated.
4. Milestone 2.2.1 – Four (4) operating and community-based GHG emissions reports.
5. Milestone 2.3.2 – One (1) Regional GHG Emissions Report.
6. Milestone 3.2.1 – Four (4) fleet energy intensity and GHG emissions reports.
7. Milestone 3.3.1 – Four (4) Fleet and Mobility Assessment & Inventories.
8. Milestone 4.1.2 – Four (4) Mobility Transformation Plans.
9. Milestone 4.2.1 – Four (4) Facility Improvement Reports.
10. Milestone 4.2.2 – One (1) Report from the Energy Modernization Workshop.
11. Milestone 4.2.3 – Four (4) Operating Improvement Plans
12. Milestone 4.3.1 – One (1) Regional Decarbonization Plan.

Attachment 1 – Milestone Summary Table

Milestone Summary Table							
Recipient Name:		City of Madison					
Project Title:		Evolve: A Regional Mobility Transformation and Decarbonization Plan for Southeast Oakland County					
Task Number	Task or Subtask	Milestone Type	Milestone Number*	Milestone Description (Go/No-Go Decision Criteria)	Milestone Verification Process (What, How, Who, Where)	Anticipated Date (Months from Start of the Project)	Anticipated Quarter (Quarters from Start of the Project)
1.0	Community Engagement Plan						
1.1	Community engagement and feedback strategy	Milestone	1.1.1, CBP 1.1.1	Develop strategy with engagement methods	Four (4) PDF lists for The City and the three (3) additional jurisdictions will be delivered to DOE at the end of this milestone, and they will be updated quarterly. They will also be shared with the public.	2	1
1.2	Identify and engage potential partners	Milestone	1.2.1, CBP 1.2.1	Identify potential partners	One (1) PDF list of the partners will be delivered to the DOE at the end of this milestone.	3	1
2.0	Operating Performance Assessment & Inventory						
2.1	Perform energy and building performance audits on all jurisdiction-operated facilities	Milestone	2.1.1	Determine a common method of measuring and logging GHG emissions	One (1) PDF report outlining the single uniform method to calculate operating and community-based GHG emissions will be delivered to DOE at the end of this milestone.	1	1
2.1	Perform energy and building performance audits on all jurisdiction-operated facilities	Milestone	2.1.2	Complete operating facility assessments	Four (4) PDF reports with the results of the audits of the facilities operated by the City and three (3) additional jurisdictions will be delivered to the DOE at the end of this milestone.	6	2
2.2	Calculate GHG operating and	Milestone	2.2.1	Inventory all GHG emissions	Four (4) PDF reports that inventory the operating and community based GHG	7	3

	community based GHG emissions				emissions will be delivered to the DOE at the end of this milestone.		
2.3	Set a regional benchmark standard	Milestone	2.3.1	Set baseline for benchmark	One (1) PDF report identifying a uniform baseline timeframe will be delivered to the DOE at the end of this milestone.	6	2
2.3	Set a regional benchmark standard	Milestone	2.3.2	Create a Regional GHG Inventory	One (1) PDF report containing the regional GHG inventory will be delivered to the DOE at the end of this milestone.	7	3
3.0	Fleet and Mobility Assessment & Inventory						
3.2	Conduct a fleet inventory and audit	Milestone	3.2.1	Complete fleet inventory and audit	Four (4) PDF reports with the results of the audits of the fleets operated by the City and three (3) additional jurisdictions will be delivered to the DOE at the end of this milestone.	6	2
3.3	Determine barriers to electrification	Milestone	3.3.1	Identify barriers to implement mobility solutions & fleet electrification	Four (4) PDF reports from the City and the three (3) additional jurisdictions outlining the barriers to implement mobility solutions & fleet electrification will be delivered to the DOE at the end of this milestone.	7	3
4.0	Regional Decarbonization Plan						
4.1	Create a Mobility Transformation Plan	Milestone	4.1.1	Identify solutions to barriers in the Fleet and Mobility Assessment & Inventory	One (1) PDF report with potential solutions for the items identified in Milestone 3.3.1 will be delivered to the DOE at the end of this milestone.	7	3
4.1	Create a Mobility Transformation Plan	Milestone	4.1.2	Determine the goal and targets for the Mobility	Four (4) PDF reports from the City and the three (3) additional jurisdictions which set goals and targets for the Mobility	8	3

				Transformation Plan	Transformation Plan will be delivered to the DOE at the end of this milestone.		
4.2	Create an Operating Improvement Plan	Milestone	4.2.1, CBP 3.1.1	Host an Energy Code Modernization Workshop	One (1) PDF report from the City and the three (3) additional jurisdictions which outlines and summarizes the results of the Energy Code Modernization Workshop.	8	3
4.2	Create an Operating Improvement Plan	Milestone	4.2.2	Identify opportunities to improve performance of the facilities in the Operating Performance Assessment & Inventory	Four (4) PDF reports from the City and the three (3) additional jurisdictions which identify and document facility improvement opportunities will be delivered to the DOE at the end of this milestone.	9	3
4.2	Create an Operating Improvement Plan	Milestone	4.2.3	Determine the goal and targets for the Operating Improvement Plan	Four (4) PDF reports from the City and the three (3) additional jurisdictions which set a GHG reduction goal for the Operating Improvement Plan and incremental targets to reach it will be delivered to the DOE at the end of this milestone.	10	4
4.3	Develop the Regional Decarbonization Plan	End of Project Goal	4.3.1	Determine goal and targets for the Regional Decarbonization Plan	One (1) PDF report which sets an overall goal the Regional Decarbonization Plan and the incremental targets to reach it will be delivered to the DOE as the end of project goal.	12	4

Exhibit B: Community Benefits Plan & Community Benefits, Outcomes, and Objectives (CBP & CBOO)

Community Benefits Plan (CBP)
DE-SE0001147
The City of Madison Heights
Evolve: A Regional Mobility Transformation and Decarbonization Plan for
Southeast Oakland County

General Project Information:

The City of Madison Heights (the City) will create a Regional Decarbonization Plan along with the three (3) neighboring jurisdictions. This Regional Decarbonization Plan has three (3) goals: establishing a unified method for quantifying the GHG missions, understanding the impact of current operational and community-based GHG emissions, and developing strategies to enhance energy efficiency, building envelopes, and vehicle electrification while expanding mobility and alternative transportation options for the community. The community of Madison Heights, along with the communities of the three (3) additional jurisdictions, supports the concept of decarbonization because they understand the social, environmental, and economic benefits. This understanding has been fostered through community participation in environmental commissions engaged by the City and the three (3) other jurisdictions.

This project will take place in the operated facilities and among communities of the four (4) jurisdictions, which include eight (8) disadvantaged community (DAC) census tracts within the Cities of Madison Heights, Oak Park, and the Lamphere School District. The effects of this effort will extend to the neighboring Cities of Detroit, Royal Oak, Troy, Hazel Park, Warren, Royal Oak Township, Berkley, Huntington Woods, and Pleasant Ridge. The cities of Troy, Hazel Park, Warren, Royal Oak Township, and Detroit also include disadvantaged community census tracts. This Phase 1 planning project is 12-months or 1 budget period.

A. COMMUNITY AND LABOR ENGAGEMENT

- a. The City and the additional three (3) jurisdictions currently engage the communities through existing commissions, boards, and groups that have an interest in environmental issues. This engagement will continue with the development of four (4) Community Engagement Plans, which will provide opportunities for the communities to share input, contribute to the targets and goals of the plans, and update the communities on the project's progress. The Community Engagement Plan will enable the City and its partner jurisdictions to actively interface with the community and ensure that the voices of the DACs are heard and included in the feedback that will shape the Regional Decarbonization Plan. This will be aided through the partnership of organizations that are imbedded within it. Community engagement is crucial for the Mobility Transformation Plan, especially for completing a Community Mobility Assessment. The community engagement helps create an inventory of

community mobility needs, identify current barriers to electric vehicle adoption, and project future adoption rates.

b. Quarters 1-4

- Task 1 (SOPO Task 1): Community Engagement Plan
 - Subtask 1.1 (SOPO Subtask 1.1): Community engagement and feedback strategy.
 - **Month 2: CBP Milestone 1.1.1 (SOPO Milestone 1.1.1):** The City and the three (3) additional jurisdictions will each develop a list of methods (which include in-person, print, and web-based at a minimum) that they will be using to engage and receive feedback from the community. The team will ensure when receiving feedback or surveying the community that a proportionate percentage of the DACs are included in the feedback by identifying the members of the DAC using ZIP code and census tracts to confirm it. Updates will be delivered to the community quarterly (4 times throughout the budget period) at a minimum.

c. Quarters 1-2

- Task 1 (SOPO Task 1): Community Engagement Plan
 - Subtask 1.2 (SOPO Subtask 1.2): Identify and engage potential partners.
 - **Month 3: CBP Milestone 1.2.1 (SOPO Milestone 1.2.1):** The City and the three (3) additional jurisdictions will continue to build on partnerships that currently exist with 3 local commissions, 1 academic institution, and the engaged non-profit contractor partners. At a minimum, commitment and partnership of at least 3-4 organizations that have a connection to the region or serve the DACs is secured.
 - Subtask 1.3 (SOPO Subtask 1.3): Create a Preliminary Meeting Schedule
 - **Month 4: CBP Milestone 1.3.1 (SOPO Subtask 1.3):** A preliminary meeting schedule will be shared through the methods listed in Milestone 1.1.1. To maximize participation and feedback, alternative engagement methods will be considered, such as virtual meetings, community events, and libraries.
- Task 2 (SOPO Task 3): Fleet and Mobility Assessment
 - **Month 6: CBP Milestone 2.1.1 (SOPO Subtask 3.1):** The City and the three (3) additional jurisdictions will conduct community mobility assessments that determine the mobility needs, methods used and Electric Vehicle (EV) adoption rate of the community at large. The City and jurisdictions will ensure that a proportionate percentage of the DACs are included by using the methods referenced in milestone 1.1.1 and leveraging partnerships from Milestone 1.2.1 to meet them where they may receive services and have the trust of the partners.

B. INVESTING IN JOB QUALITY AND WORKFORCE CONTINUITY

- a. Although not realized by the City and additional three (3) jurisdictions in Phase 1, the following four milestones within this Community Benefits Plan will lay a strong foundation to support Investment in Job Quality and Workforce Continuity in Phase 2 and beyond: 1.2.1., 4.1.1, 4.2.1, 5.1.1.
- b. In Milestone 1.2.1, The City and the three (3) additional jurisdictions will build on their relationships with the two (2) non-profit contractors, one (1) of which currently has several training programs, including commercial building operator training, which can benefit the DACs. The other non-profit contractor advocates for and develops programs which include an Affordable Mobility Platform (AMP) for low-cost EV sharing that has been successfully implemented in three (3) jurisdictions in Michigan. This can be investigated as a potential solution in Phase 1 for potential future implementation in Phase 2 and will benefit the DACs with a potential option that makes training programs accessible by providing a reliable and low cost transportation method that is currently lacking in the community at large. Other partners will be evaluated with a factor for consideration that includes their track record of providing workforce development programs that could be supported by the team and relationships with the DACs which could benefit.

Milestones 4.1.1 and 4.2.1 will set in place a framework for selecting contractors that will be realized after the completion of Phase 1. The City and additional three (3) jurisdictions will commit to considering contractors to implement the resulting projects which have a track record of being responsible employers by providing a safe and healthy workplace, respecting the right of their employees to join or form a union, and hires locally/ engages the DACs when possible.

The completion of Milestone 5.1.1 will allow the City and additional three (3) jurisdictions to set criteria which can be used to evaluate potential suppliers for future purchases after the completion of Phase 1 based on the benefits they provide their employees, risk minimization practices in procurement and with regards to labor, career advancement, and access to the support services which may be needed for productivity and to be effective employees.

C. ADVANCING DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY (DEIA)

- a. The City and the three (3) additional jurisdictions have committed to working with Disadvantaged Business Entities (DBE) and Non-profit organizations to fulfill technical support and project management contractor needs. The team also recognize that these entities can provide valuable insights into strategies that have been successfully implemented and are beneficial for DACs.
- b. Quarter 3

- Task 3 (SOPO Task 4): Regional Decarbonization Plan
 - Subtask 3.1 (SOPO Subtask 4.2): Create an Operating Improvement Plan.
 - **Month 8: CBP Milestone 3.1.1 (SOPO Milestone 4.2.1):** The City and three (3) additional jurisdictions will host an Energy Code Modernization workshop with a non-profit contractor partner. The workshop can consider strategies that have been effective in similar jurisdictions with DACs facing similar burdens.

D. CONTRIBUTING TO THE JUSTICE40 INITIATIVE

- a. In phase 1, the City's project will develop a strategy to support at least five (5) of the eight (8) objectives of the Justice 40 Initiatives. This will create a blueprint for the future that will decrease the burdens of environmental exposure associated with GHG emissions. It will also put into place a framework that will increase energy resilience through a plan to improve energy efficiency, which will also result in a reduction of overhead energy costs for the jurisdictions.
 - The DACs that will benefit include but are not limited to the following census tracts: 26125181600, 26125181300, 26125181000, 26125171300, 26125171500, 26125171600.

One benefit that will be realized during and upon completion of phase 1 will be an increase in access to low-cost capital after the development of the Operating Improvement Plans and Mobility Transformation Plans, which will identify potential opportunities. These opportunities have the potential to be funded through various programs that are already in place and may be announced during phase 1 through the federal, state, and other organizations that share similar overall goals of decarbonization.

The creation of the four (4) Mobility Transformation Plans will increase parity in clean energy technology access. These plans will establish clear and actionable goals to meet their targets. After the Mobility Transformation Plan is completed, it will allow the jurisdictions to leverage their collective power to negotiate with suppliers and take advantage of existing and potential funding opportunities. This sets up the jurisdictions to be early adopters with a model for neighboring communities and school districts, encouraging them to develop their own electrification plans and leverage similar opportunities. Regional communities can also benefit from the education and outreach programs available to businesses. Additionally, the four (4) jurisdictions will share resources and insights from the Energy Future Grant Program application and phase 1 of this project.

- b. Quarters 3-4
 - Task 4 (SOPO Task 4): Regional Decarbonization Plan

- Subtask 4.1 (SOPO Subtask 4.1): Create a Mobility Transformation Plan.
 - **Month 10: CBP Milestone 4.1.1 (SOPO Subtask 4.1):** The City and additional three (3) jurisdictions will align solutions (projects) identified in the Mobility Transformation Plan with existing sources of funding from the Federal, State, or local governments and through potential partners.
- Subtask 4.2 (SOPO Subtask 4.2): Create an Operating Improvement Plan.
 - **Month 10: CBP Milestone 4.1.2 (SOPO Subtask 4.2):** The City and additional three (3) jurisdictions will align solutions (projects) identified in the Operating Improvement Plan with existing sources of funding from the Federal, State, or local governments and through potential partners.
- Task 5 (SOPO Task 4): Regional Decarbonization Plan
 - Subtask 5.1 (SOPO Subtask 4.1): Create a Mobility Transformation Plan.
 - **Month 10: CBP Milestone 5.1.1 (SOPO Subtask 4.1):** The completion of the Mobility Transformation Plan will increase access to clean energy technology for the city and three (3) additional jurisdictions. This will give the communities the ability to leverage existing and potential programs and greater power to negotiate as a collective unit, making them equal to a unit they cannot match individually.
 -

End of Project Goal: The City, along with three (3) additional jurisdictions, will develop one (1) Regional Decarbonization Plan by the end of this project. This Regional Decarbonization Plan will incorporate community and labor engagement by using feedback from local communities and ensuring proportional representation of Disadvantaged Communities (DACs). It will promote diversity, equity, inclusion, and accessibility by utilizing contractors who are Disadvantaged Business Enterprises (DBEs) and non-profit organizations. Furthermore, the Regional Decarbonization Plan will support the Justice 40 Initiative by including specific measures to enhance the jurisdictions' operations, provide mobility solutions for the community, and implement a greenhouse gas (GHG) reduction strategy upon the completion of Phase 1.

Summary Table: Community Benefits Outcomes and Objectives (CBOO)

Category and Commitment	Existing or Planned	Budget Period 1 milestone
Community and Labor Engagement		
<i>Community Benefits Agreement</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not at this time This is not applicable.	

<i>Collective bargaining agreement (operating jobs)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not at this time This is not applicable.	
<i>Project Labor Agreement (construction jobs)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not at this time This is not applicable.	
<i>Other community and labor engagement commitments</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Partnerships with a minimum of 3-4 organizations that can assist with engaging DACs (SOPO Milestone 1.2.1) 4 meeting schedules, 1 each from the City and the three (3) additional jurisdictions, with at least 1 meeting per quarter (SOPO Subtask 1.3)
<i>Community feedback and data incorporated into the project</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Not at this time (If “Not at this time”, please provide an explanation in this cell).	4 lists, 1 each from the City and the three (3) additional jurisdictions, with at least 3 different engagement and feedback methods (SOPO Milestone 1.1.1) 4 mobility assessment reports, 1 each from the City and the three (3) additional jurisdictions, ensuring that the DACs are proportionately represented in the feedback that is incorporated in the reports through leveraging partnerships and locations they frequent (SOPO Subtask 3.1)
Investing in Quality Jobs		
<i>Total Number of Permanent Operations Jobs:</i>	This is not applicable.	
<i>Number of Construction phase jobs:</i>	This is not applicable.	
<i>Minimum starting wage for permanent hourly jobs:</i>	This is not applicable.	
<i>Pay upper quartile wages for industry and occupation</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No This is not applicable.	
<i>Fringe Benefits</i>	<input type="checkbox"/> Employer-sponsored health insurance <input type="checkbox"/> Contributions to retirement <input type="checkbox"/> Transportation assistance <input type="checkbox"/> Childcare assistance This is not applicable.	

<i>Training</i>	<input type="checkbox"/> Contributions to labor-management training partnership <input type="checkbox"/> Utilization of registered apprentices for at least 15% of construction jobs <input type="checkbox"/> Paid training <input type="checkbox"/> Tuition support or reimbursement This is not applicable.	
<i>Health and Safety Committee with Hourly Worker Representation</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not at this time This is not applicable.	
<i>Support for Worker Organizing/Collective Bargaining</i>	<input type="checkbox"/> Pledge to make public any commitment made in the CBP to remain neutral during any union organizing campaigns <input type="checkbox"/> Pledge to permit union recognition through card check <input type="checkbox"/> Intention to enter into binding arbitration to settle first contracts <input type="checkbox"/> Pledge to make public any commitment made in the CBP to allow union organizers access to appropriate onsite nonwork spaces (e.g. lunchrooms) <input type="checkbox"/> Pledge to make public any commitment made in the CBP to refrain from holding captive audience meetings <input type="checkbox"/> [Applies to For-Profit-Entities] Certify, consistent with 2 CFR 910.352 (<i>Cost Principles</i>) and 48 CFR 31.205-21 (<i>Labor Relations Costs</i>), that they will not claim as cost share or submit any such costs as allowable costs, the "costs of any activities undertaken to persuade employees, of any entity, to exercise or not exercise, or concerning the	

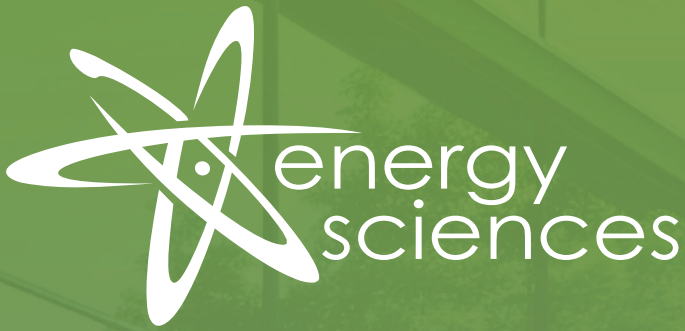
	<p>manner of exercising, the right to organize and bargain collectively through representatives of the employees' own choosing." (48 CFR 31.205-21)</p> <p>This is not applicable.</p>	
Other Job Quality & Workforce	This is not applicable.	
Diversity, Equity, Inclusion, and Accessibility		
<i>Local recruitment efforts</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No This is not applicable.	
<i>Targeted recruitment efforts</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No This is not applicable.	
<i>Partnering or contracting with Minority-Serving Institutions or businesses majority owned or controlled by underrepresented persons or groups of underrepresented persons.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Partnership with a Women-Owned firm for the main contractor and 2 non-profits for technical support	
<i>Partner with quality pre-apprenticeship or apprenticeship readiness program.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No This is not applicable.	
<i>Other DEIA</i>		1 workshop with the City, three (3) additional jurisdictions, non-profit contractor partner to review, discuss, and consider options to implement energy code modernization strategies in each of the jurisdictions (SOPO Milestone 4.2.1)
Justice40 Initiative (disadvantaged communities)		
<i>Identifies benefits/impacts</i>	<input checked="" type="checkbox"/> Yes (26125181600, 26125181300, 26125181000, 26125171300, 26125171500, 26125171600).	

	<input type="checkbox"/> No	
<i>Reduction in energy costs</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No A framework to achieve this through future implementation will be developed, but not realized in this phase.	
<i>A decrease in environmental exposure and burdens</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No A framework to achieve this through future implementation will be developed, but not realized in this phase.	
<i>An increase in access to low-cost capital</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>4 Mobility Transformation Plans, 1 each from the City and the three (3) additional jurisdictions, which can be used to align the solutions identified with existing or upcoming programs (SOPO Subtask 4.1)</p> <p>4 Operating Improvement Plan, 1 each from the City and the three (3) additional jurisdictions, which can be used to align the solutions identified with existing or upcoming programs (SOPO Subtask 4.2)</p>
<i>An increase in quality job creation, the clean energy job pipeline, and job training for individuals</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No This is not applicable.	
<i>Increases in clean energy enterprise creation and contracting</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No This is not applicable..	
<i>Increases in energy democracy, including Tribal nation or community ownership of project assets</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No This is not applicable.	
<i>Increased parity in clean energy technology access and adoption</i>	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>4 Mobility Transformation Plans, 1 each from the City and the three (3) additional jurisdictions, which can be used to negotiate pricing with suppliers as a collective unit (SOPO Subtask 4.1)</p>
<i>An increase in energy and climate resilience</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

	A framework to achieve this through future implementation will be developed, but not realized in this phase.	
<i>Other Justice40</i>	This is not applicable.	

Exhibit C: Fees & Schedule Details

Task/ Subtask	Task & Subtask Description	Ferndale Budget (\$)	Oak Park Budget (\$)	Lamphere Budget (\$)	Energy Sciences Budget (\$)	MICC Budget (\$)	MEEA Budget (\$)	Total (\$)
1	Community Engagement Plan							
1.1	Community engagement and feedback strategy.	\$ 160.00	\$ 160.00	\$ 160.00	\$ 22,720.00	\$ -	\$ -	\$ 23,200.00
1.2	Identify and engage potential partners.	\$ 160.00	\$ 160.00	\$ 160.00	\$ 15,520.00	\$ -	\$ -	\$ 16,000.00
1.3	Create a Preliminary Community Meeting Schedule.	\$ 160.00	\$ 160.00	\$ 160.00	\$ 7,360.00	\$ -	\$ -	\$ 7,840.00
	Task 1 Totals	\$ 480.00	\$ 480.00	\$ 480.00	\$ 45,600.00	\$ -	\$ -	\$ 47,040.00
2	Operating Performance Assessment & Inventory							
2.1	Perform energy and building performance audits on all jurisdiction-operated facilities.	\$ -	\$ 28,800.00	\$ 67,840.00	\$ 57,900.00	\$ -	\$ -	\$ 154,540.00
2.2	Calculate GHG operating and community based GHG emissions.	\$ 8,000.00	\$ 16,000.00	\$ 15,000.00	\$ 25,900.00	\$ -	\$ -	\$ 64,900.00
2.3	Set a regional benchmark standard.	\$ 960.00	\$ 1,000.00	\$ 1,000.00	\$ 2,920.00	\$ -	\$ -	\$ 5,880.00
	Task 2 Totals	\$ 8,960.00	\$ 45,800.00	\$ 83,840.00	\$ 86,720.00	\$ -	\$ -	\$ 225,320.00
3	Fleet and Mobility Assessment & Inventory							
3.1	Conduct a community mobility assessment.	\$ 1,600.00	\$ 800.00	\$ 320.00	\$ 11,680.00	\$ 5,000.00	\$ -	\$ 19,400.00
3.2	Conduct a fleet inventory and audit.	\$ 14,400.00	\$ 15,000.00	\$ 2,500.00	\$ 23,480.00	\$ 10,500.00	\$ -	\$ 65,880.00
3.3	Determine barriers to electrification.	\$ 3,200.00	\$ 3,200.00	\$ 3,200.00	\$ 7,680.00	\$ 4,000.00	\$ -	\$ 21,280.00
	Task 3 Totals	\$ 19,200.00	\$ 19,000.00	\$ 6,020.00	\$ 42,840.00	\$ 19,500.00	\$ -	\$ 106,560.00
4	Regional Decarbonization Plan							
4.1	Create a Mobility Transformation Plan.	\$ 3,200.00	\$ 2,400.00	\$ 1,600.00	\$ 20,000.00	\$ 4,000.00	\$ -	\$ 31,200.00
4.2	Create an Operating Improvement Plan.	\$ 6,560.00	\$ 6,400.00	\$ 6,400.00	\$ 33,600.00	\$ 1,500.00	\$ 12,000.00	\$ 66,460.00
4.3	Develop the Regional Decarbonization Plan.	\$ 1,600.00	\$ 920.00	\$ 1,660.00	\$ 19,240.00	\$ -	\$ -	\$ 23,420.00
	Task 4 Totals	\$ 11,360.00	\$ 9,720.00	\$ 9,660.00	\$ 72,840.00	\$ 5,500.00	\$ 12,000.00	\$ 121,080.00
	Project Totals	\$ 40,000.00	\$ 75,000.00	\$ 100,000.00	\$ 248,000.00	\$ 25,000.00	\$ 12,000.00	\$ 500,000.00



16 years of
sustainable
service

Thank you!

**Please contact us if you have any questions!
To learn more about us, head to:**

www.energysciencesllc.com



AGENDA ITEM SUMMARY FORM

MEETING DATE: 10/14

PREPARED BY: Sean P. Ballantine, Director of Public Services

AGENDA ITEM CONTENT: Director of Public Services - Police Department HVAC Replacement Phase 2

AGENDA ITEM SECTION: Bid Awards/Purchases

BUDGETED AMOUNT: \$200,000

FUNDS REQUESTED: \$611,815

FUND: 101-301-987-0000

EXECUTIVE SUMMARY:

In the FY 2022-23 Budget, funding was accumulated for the replacement and optimization of the HVAC system at the Police Department. A single bid was received by the deadline, and was significantly higher than the budgeted amount, resulting in the city, our energy consultant Energy Sciences, and the sole responsive bidder developing a phasing plan. Staff also applied for a grant from State Representative Mike McFall to help us complete the project in a more timely manner, and to mitigate the impact on the General Fund. We were awarded this grant in the amount of \$500,000.

RECOMMENDATION:

Staff recommends that Council consider two motions:

To approve a Budget Amendment in the amount of \$500,000 to both 101-301-987-0000 and 101-023-569-5766 State Grant revenue reflecting the awarded grant funds

To award the Police Department HVAC Replacement, Phase 2 to Denny’s Heating and Cooling, of Troy, in the amount of \$611,815. This represents the base cost, acceptance of the option to replace the 8 rooftop fans, and an allowance to replace the broken and worn diffusers. Funding is budgeted and available.

MEMORANDUM

DATE: October 8, 2024
TO: Melissa R. Marsh, City Manager
FROM: Sean P. Ballantine, Director of Public Services
SUBJECT: Bid Award – Police Department HVAC Replacement Phase 2

In the FY 2022-23 Budget, funding was accumulated for the replacement and optimization of the HVAC system at the Police Department. A single bid was received by the deadline, and was significantly higher than the budgeted amount, resulting in the city, our energy consultant Energy Sciences, and the sole responsive bidder developing a phasing plan. Phase 1, involving the replacement of the rooftop air handlers, radiant heaters in the security garage, HVAC unit for the tunnel, the integration of a digital control system, and the engineering for the future Phase 2 has recently been completed.

As Phase 1 was being undertaken, additional funds were programmed in the budget for a future Phase 2. Staff also applied for a grant from State Representative Mike McFall to help us complete the project in a more timely manner, and to mitigate the impact on the General Fund. We were awarded this grant in the amount of \$500,000, and it has been confirmed by Denny’s Heating and Cooling, the successful bidder on Phase 1 as well as the projects at the Civic Center Campus, Court, Library, and former Active Adult Center that they are able to hold the pricing from the original 2022 bid.

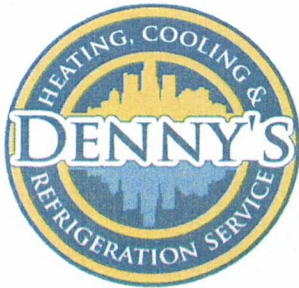
Phase 2 will complete the Police Department HVAC project, increasing the building’s energy efficiency by replacing the failing electric reheat variable volume air boxes with a hot water natural gas boiler system. Further, all boxes will be converted to reheat capability which will greatly increase occupant comfort; the building is currently configured to only have heat on the very outermost zones.

Staff therefore recommends that Council consider two motions:

To approve a Budget Amendment in the amount of \$500,000 to account 101-301-987-0000, reflecting the awarded grant funds.

To award the Police Department HVAC Replacement, Phase 2 to Denny’s Heating and Cooling, of Troy, in the amount of \$611,815. This represents the base cost, acceptance of the option to replace the 8 rooftop fans, and an allowance to replace the broken and worn diffusers. Funding is budgeted and available.

Department of Public Services
City of Madison Heights
801 Ajax Drive
Madison Heights, Michigan 48071



1831 Austin
Troy, MI 48083
248-669-4338 Phone
248-669-3495 Fax

Madison Heights Police HVAC Upgrade Phase II 9-25-24

Sean Ballantine

Enclosed are original documents along with a sketch depicting what has to happen in Evidence Test Lab.

To Summarize

- Total Project Base Bid.....\$986,600.00
- RTU's and VAV Takeover.....\$400,985.00
- **TOTAL REMAINING.....\$585,615.00**

Options Completed in Phase I

Replace MUA, MEP Drawings, Duct Cleaning, Replace Tunnel Unit, Replace Radiant, and Crane for changing 5-ton ahead of time

Options Remaining (updated price)

- Replace 8 existing roof exhaust fans.....\$ 16,200.00
 - Women locker changed
 - Indoor fans are not used, not included
- Change diffusers about \$200.00 each. These will vary due to style.
- There is a \$600.00 deduct to have MH handle their own gas upgrade. MH probably have to anyways; gas company will not accept our signatures on papers. The cost is \$300 plus some paperwork which I'll help with that. This upgrade is required, you put in RFP for bidder to cover. This seems redundant for us to cover. (This is based on a conversation I had with Consumers Energy in 2022)

This change will require a gas shut down; I'd guess at 8 hours. I suggest to do this ASAP.

CONCLUSION

After a thorough investigation, the price will remain the same as on 2022 RFP - \$585,615.00

Delivery and Work Scope

Delivery is about 4 – 6 weeks. No extended lead times needed. The plan is to start in boiler room and get that done. Then do the hydronic piping down halls, leaving tees for every box. Then we will do ~ 1-2 box at a time, which will involve getting into each room; change box with minor duct, add hydronic pipe, add controls, and turn on – no electric anymore on that box. To achieve this, we will need to get clear about a 10'x10 area under each box, for construction and safety purposes. We will coordinate with Police Department and MH areas needed as project progresses. There are some boxes that are less invasive.

Plan on 4 months construction time

FORMS V through XI TO BE FILLED BY THE BIDDER:

V. PRICING PAGE:

City of Madison Heights R.F.P. # M.H. 22-05:

Pricing and Warranty Page – Pricing is to be all-inclusive, and shall include all engineering, design, materials, installation, disposal and all necessary Labor. Pricing shall be held for one-hundred twenty days (120 days)

Warranty Period – Materials 1 Year Warranty Period – Labor 1 Year

Pricing Table			
<u>Base Scope</u>	<u>\$ Material</u>	<u>\$ Labor</u>	<u>Total in USD</u>
Base Scope Service as described in the Scope of Work section C (1)	\$560,000-	\$426,600-	\$986,600-
<u>Add Alternates</u>	<u>\$ Material</u>	<u>\$ Labor</u>	<u>Total in USD</u>
Add alternate 1: Third-party commissioning for the base scope service listed in the Scope of Work section C (1)	N/A	N/A	\$28,000-
Add alternate 2: Replacing the existing make-up air unit for the basement shooting range	\$23,400-	\$7,000-	\$30,400-
Add alternate 3: Supply and exhaust systems duct cleaning for all airside systems	N/A	N/A	\$17,160-
Add alternate 4: Replacing the heating and cooling unit for the tunnel that connects the Police Department to the City Hall	\$7,000-	\$5,000-	\$12,000-
Add alternate 5: Replacing two garage gas-fired infrared unit heaters	\$4,500-	\$2,500-	\$7,000-
Add Alternate 6: roof penetrations (If new RTU's or exhaust ventilation require modifications to existing curbing and/or penetrations)	N/A	N/A	N/A
Add alternate 7: Base Scope Service alternative if any (Use NA if not applicable) <u>*Brief description of the proposed alternative for the base scope: Replace 13 Existing Exhaust Fans</u>	\$14,000-	\$4,000-	\$18,000- ↓
Alt 8: Above Base Price includes hydronic CUH except CUH-4, CUH-9A & CUH-9B. Those will be <u>new electric</u> . Based on size & location they are less practical to change to Hydronic. Add to make hydronic.	\$11,000-	\$20,000-	\$31,000-
Alt 9: Base Bid includes \$600- for gas upgrade (Actual cost - \$300 - see Attached) \$600- Deduct if Madison Heights handles upgrade with utility company. Denny's will complete paperwork & do gas 12 connections for new meter.	N/A	N/A	<\$600->

Good morning!

I am happy to report that City Council approved the Phase 1 plan for the Police Department. This was submitted and approved for the following:

Proposal dated 3/6/23 for rooftop units and box takeovers: \$400,985

Option 1 – Replace Make-Up Air Unit: \$28,755

Option 2 – Complete HVAC and Electrical Drawings for future hydronic system: \$19,200

Original Proposal Alternate 3 – Supply and exhaust duct cleaning for all airside systems: \$17,160

Original Proposal Alternate 4 – Replace HVAC for the tunnel: \$12,000

Original Proposal Alternate 5 – Replace 2 garage gas-fired infrared unit heaters: \$7,000

For a total of \$485,100.

A purchase order will be forthcoming. Looking forward to getting this project started!



Purchase Order

Vendor No. V03546	Date 03/28/2023	Purchase Order No. 000001887	Page 1
----------------------	--------------------	---------------------------------	-----------

V DENNY'S HEATING COOLING & REFRIGERAT
 E 1831 AUSTIN DRIVE
 N TROY, MI 48083
 D
 O
 R

S H POLICE DEPARTMENT
 I P 280 WEST 13 MILE RD
 T MADISON HEIGHTS, MI 48071
 C

B I City of Madison Heights
 L c/o Accounts Payable
 L 300 W 13 Mile Rd
 T Madison Heights, MI 48071
 O Phone (248) 583-0845

QTY	UNIT	DESCRIPTION	AMOUNT
1		PHASE 1 HVAC PROJECT PD RFP 22-05 101-301-987-0000	485,100.00

ACCEPTANCE- THE DELIVERY OF ANY MATERIAL OR SUPPLIES HEREUNDER, OR THE PERFORMANCE OF ANY PART OF THE SERVICE SPECIFIED HEREIN, SHALL CONSTITUTE AN UNQUALIFIED ACCEPTANCE HEREOF BY ACCEPTANCE OF THIS PURCHASE ORDER. THE SELLER AGREES THAT IT HAS AND WILL COMPLY WITH ALL LAWS AND ALL RULES AND REGULATIONS OF ANY GOVERNMENTAL AUTHORITY APPLICABLE TO THE GOODS OR SERVICES TO BE FURNISHED HERE UNDER.

The City of Madison Heights is exempt from Federal Excise and Michigan Sales and Use Taxes.
 # B38-6025685

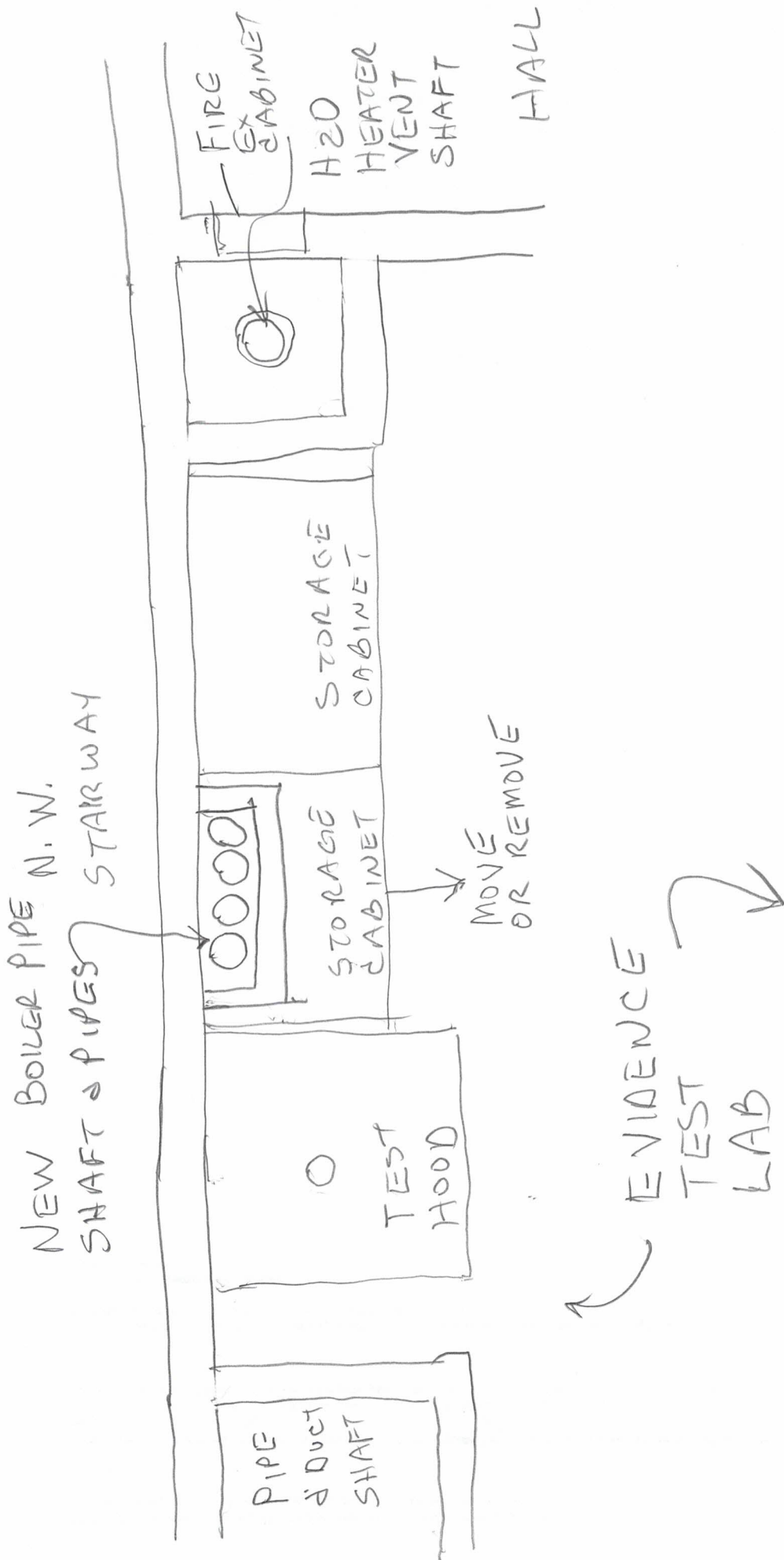
PURCHASE ORDER
 TOTAL -----> \$485,100.00

J. Ngjat

PURCHASING COORDINATOR

leaw

FINANCE DIRECTOR/TREASURER





AGENDA ITEM SUMMARY FORM

MEETING DATE: 10/14/24

PREPARED BY: Matt Lonnerstater, AICP

AGENDA ITEM CONTENT: CED Director - Zoning Text Amendment ZTA 24-01 [Ordinance 2022] - Accessory Buildings, Structures, and Uses - First Reading

AGENDA ITEM SECTION: Ordinances

BUDGETED AMOUNT: N/A

FUNDS REQUESTED: N/A

FUND: N/A

EXECUTIVE SUMMARY:

City staff proposes the attached text amendment [ZTA 24-01; Ordinance 2022] pertaining to the regulation of small gazebos, pergolas and utility structures (e.g. exterior air conditioner units).

RECOMMENDATION:

Staff recommends that City Council approve ZTA 24-01, Ordinance # 2022, upon first reading and schedule the second and final reading for the October 28th, 2024 City Council meeting.



MEMORANDUM

Date: October 3rd, 2024
 To: City of Madison Heights City Council
 From: Matt Lonnerstater, AICP – City Planner
 Subject: Zoning Text Amendment (24-01) – Accessory Buildings, Structures, and Uses – Gazebos, Pergolas, and Utility Structures – First Reading

Introduction

Madison Heights City Council adopted the new Zoning Ordinance on May 13th, 2024. Since going into effect, staff has encountered several ordinance sections that could benefit from clarification or refinement:

- Section 7.03.10 – Use Specific Standards related to Detached One-Family Dwellings
- Section 7.03.43 – Use Specific Standards related to Temporary Uses
- **Section 8.03 – Accessory Buildings, Structures, and Uses [Addressed in this Memo]**
- Sections 12.06 and 12.07 - Signs

This memo addresses proposed text amendments to Section 8.03 – Accessory Buildings, Structures, and Uses – pertaining to the regulation of small gazebos, pergolas and utility structures (e.g. exterior air conditioner units). The Planning Commission recommended approval of the proposed text amendment at their September 17th, 2024 meeting.

Background and Proposed Amendments

Gazebos, Pergolas and Open/Unenclosed Accessory Structures

Since the adoption of the new Zoning Ordinance, staff has received several building permit applications for detached gazebos, pergolas, or other similar small unenclosed accessory structures located on rear decks or patios. Under the current standards, unenclosed accessory structures (roofed, but open on all sides) such as gazebos and pergolas are subject to the same minimum setback standards as all other accessory structures, including detached garages or sheds: five (5) feet from side/rear property lines and ten (10) feet from the principal structures.

Due to the ten-foot building setback requirement, gazebos, pergolas, and other unenclosed patio covers either need to be physically attached to the main house as a building addition or be located ten feet from the house. In order to provide more flexibility for homeowners and reduce the need for future variances, staff recommends exempting small unenclosed accessory structures such as gazebos and pergolas from the building setback requirement; such structures would still be subject to other accessory structure standards, such as minimum yard setbacks, height, and lot coverage.

Staff has confirmed with the Building Official and Fire Marshal that the proposed amendments are compatible with building and fire codes.

Detached Pergolas and Gazebos on Patios



Utility Structures

Current ordinance language restricts utility structures such as generators and air conditioner units to the rear yard, with the exception that such structures may be permitted in a side yard only if enclosed by a masonry enclosure (e.g. bricks or stone). Since the adoption of the Ordinance, staff has received several requests for new or replacement side yard air conditioner units which would require the construction/installation of a masonry enclosure. Due to the price of masonry materials and needed labor to install, the additional cost adds a financial burden to homeowners.

In order to provide more flexibility for screening methods (while keeping the general intent) and to reduce the cost burden of replacing or installing air conditioning units or exterior generators, staff recommends removing the masonry enclosure requirement and replacing it with a standard that screening be constructed of, *“materials similar/compatible to the building(s) to which they are accessory.”* Evergreen shrubbery or plant material would also be appropriate in certain cases. The revised language would allow screening methods to include wood, vinyl, evergreen landscaping, etc., and provide administrative flexibility on a case-by-case basis.

A/C Unit Screening



Planning Commission Action

At their September 17th, 2024 meeting, the Planning Commission held a public hearing and **recommended approval** of the proposed text amendment, as written. Draft minutes from this meeting are attached.

Next Step

Based on the Planning Commission’s recommendation, staff recommends that City Council approve ordinance # 2022 (ZTA 24-01) upon first reading and schedule the second and final reading for the October 28th, 2024 City Council meeting.

**Ordinance No. 2022
City of Madison Heights
Oakland County, Michigan
Zoning Text Amendment 24-01**

An ordinance to amend Ordinance 2198, being an ordinance codifying and adopting a new Zoning Ordinance for the City of Madison Heights, by amending Appendix A, Section 8.03 – Accessory Buildings, Structures, and Uses – to create more flexible standards for unenclosed structures and utility structures.

The City of Madison Heights ordains:

Section 1. SECTION 8.03. ACCESSORY BUILDINGS, STRUCTURES, AND USES is hereby amended as follows:

1. **Accessory Buildings, Structures, and Uses.** Accessory buildings and uses, except as otherwise permitted in this Ordinance, shall be subject to the following regulations:
 - A. Use. Accessory buildings and uses are permitted only in connection with, incidental to and on the same lot with, a principal building, structure or use which is permitted in the particular zoning district. No accessory building, structure or use shall be occupied or utilized unless the principal structure to which it is accessory is occupied or utilized. Accessory structures shall not be constructed until the principal building is constructed; however, a principal building and detached accessory structure may be constructed simultaneously. A detached accessory building can be used for parking or storage of motor vehicles, but not for commercial servicing or repair, unless approved as an element of a Special Land Use and/or Site Plan approval.
 - B. Permit. Any accessory building greater than 200 square feet shall require a building permit. All accessory buildings in non-residential districts also require a site plan, unless otherwise determined by the Planning and Zoning Administrator.
 - C. Accessory Dwelling Units. Accessory Dwelling Units (ADUs) are further subject to the use-specific standards of Section 7.03(1). Where there is a conflict between the standards of this Section and Section 7.03, the standards of Section 7.03 shall apply.
 - D. Location. Unless noted otherwise, detached accessory buildings shall only permitted in the rear yard subject to setbacks listed in this section. In the case of corner lots, detached accessory structures may be permitted abutting the secondary street in accordance with street side yard setbacks for the principal structure.
 - E. Height.

- (1) Residential Districts: With the exception of detached accessory dwelling units (Section 7.03(1)), detached accessory structures shall not exceed fifteen (15) feet in height. Attached accessory structures shall be subject to height regulations applicable to the principal structure in the associated zoning district.
 - (2) Non-Residential and Mixed-Use Districts: Detached accessory structures shall not exceed twenty (20) feet in height. Attached accessory structures shall be subject to the height regulations applicable to the principal structure in the associated zoning district.
- F. Lot Coverage. All attached and detached accessory buildings shall be in compliance with zoning ordinance provisions concerning the maximum percentage of lot coverage.
- G. Setbacks. Accessory structures are subject to the following setbacks listed below:
- (1) Where the accessory building is structurally attached to a principal building, it shall be subject to, and must conform to all regulations of this Ordinance applicable to main buildings.
 - (2) No detached accessory building shall be located closer than ten (10) feet to any main building ([including buildings on adjacent parcels](#)) nor shall it be located closer than five feet to any side or rear lot line, with eaves no closer than four feet to any lot line. Detached accessory buildings may be located up to three feet to the rear lot line or side lot line, if construction is fire-resistance rated according to the current Michigan Residential Code, with eaves no closer than two feet to any lot line.

[\(a\) Exemption for Gazebos/Pergolas and Unenclosed Structures: For single-family, townhome, duplex, or multiplex uses, detached, freestanding, and unenclosed gazebos, pergolas, or similar roofed but unenclosed accessory structures up to 200 square feet in area are exempt from the minimum ten \(10\) foot building setback requirement if open/unenclosed on all sides, unless a greater minimum separation distance is required by the Building Official.](#)
 - (3) In those instances where the rear lot line is coterminous with an alley right-of-way, the accessory building shall not be closer than one foot to such rear lot line. In no instance shall an accessory building be located within a dedicated easement right-of-way. In those instances where the rear lot line abuts a street right-of-way, with the exception of an alley, the accessory building shall be no closer to this line than the required front yard setback in the district in which the property is located.
 - (4) Corner Lots: In the case of a corner lot, a detached accessory structure shall be subject to the street side yard setbacks applicable to the principal structure.

- H. Design. When a permit is required, all attached and detached accessory buildings, including garages, sheds, and carports, shall be designed and constructed of materials and design, including roof style, compatible with the principal structure and other buildings in the vicinity, as determined by the Planning and Zoning Administrator. The Planning and Zoning Administrator may allow modifications to the design if the alternate design is compatible with surrounding architecture.
 - I. Pavement. All accessory buildings which are used as garages shall have paved driveways from the street to the garage. The paved driveway shall be a minimum of nine feet wide unless otherwise approved by the Community and Economic Development Department, and are further subject to use-specific standards of Article 7. The Community and Economic Development Department shall base its determination upon such factors as the narrowness, shallowness, shape, or area of a specific piece of property, topographical conditions, or extraordinary or exceptional conditions of the property by which the strict application of this Ordinance would result in a practical difficulty; however, such practical difficulty shall not be self-created by the property owner.
 - J. Drainage. All driveways and garages shall be paved with asphalt or concrete and drained in accordance with the requirements of and upon approval of the city engineer.
 - K. Foundation and Rat Walls. All detached accessory structures, regardless of size, shall be built on a concrete or masonry foundation or feature a rat wall, both in accordance with Chapter 6 of the Code of Ordinances, Buildings and Building Regulations.
2. **Portable On-Site Storage Units.** Portable On-Site Storage Units may be permitted on a temporary basis in accordance with the following:
- A. Residential Districts:
 - (1) One portable on-site storage unit shall be permitted per dwelling unit.
 - (2) Portable on-site storage units shall be located on a paved surface and shall be subject to the location and setback standards for accessory structures, Section 8.03 (1), above. The Planning and Zoning Administrator may approve alternate locations through the submittal/approval of a Temporary Use Permit.
 - (3) Such unit shall be permitted without a temporary use permit for up to 30 days in a one 12-month period, unless otherwise noted in this Section.
 - (4) For multi-family residential sites, on-site portable storage units shall not obstruct drive aisles or block a required parking space.
 - (5) A portable on-site storage unit may be permitted for up to six months for use on-site during substantial construction or renovation on the property as evidenced by active building permits and upon application for a Temporary Use Permit, approved by the Planning and Zoning Administrator.
 - B. Non-residential and Mixed-Use Districts

- (1) Two (2) portable on-site storage units shall be permitted per parcel, upon approval of a Temporary Use Permit.
- (2) Portable on-site storage units shall be located on a paved surface, and only in the rear yard. The portable unit(s) shall maintain the minimum rear yard setbacks for accessory structures per Section 8.03 (1), above.
- (3) Such unit(s) shall be permitted for up to 30 days in a one 12-month period, unless otherwise noted below.
- (4) Portable on-site storage unit may be permitted for up to six months for use on-site during substantial construction or renovation on the property as evidenced by active building permits and upon application for a Temporary Use Permit, approved by the Planning and Zoning Administrator.
- (5) Portable on-site storage units may be placed on a permanent basis within an approved accessory outdoor storage area without the need for a temporary use permit. Such accessory outdoor storage areas shall be subject to the requirements of Section 8.03 (6), below.
- (6) Containers exceeding 16 feet in length, such as cargo/shipping containers, shall only be placed within an approved accessory outdoor storage area. Such accessory outdoor storage areas shall be subject to the requirements of Section 8.03 (6), below.

C. General Regulations

- (1) No portable storage unit shall be located in a public right-of-way.
- (2) No electrical, gas, or plumbing services shall be connected to the portable storage unit.
- (3) Portable storage containers shall not be used to store hazardous materials, as defined by the Michigan Fire Code.
- (4) Portable storage containers shall not be used as living quarters for humans or animals.

3. **Utility Structures.** All ground-mounted transformers, generators, air conditioner units, mechanical equipment, and similar equipment shall be subject to the following regulations.

A. Such structures, when unenclosed or not screened, shall only be permitted in the rear yard and shall be placed immediately adjacent to the building to be served.

A-B. The utility structure shall be located a minimum of three (3) feet from any property line. However, a non-conforming existing utility structure may be replaced with a new unit of a similar size in the same location without meeting the setback requirements; such structures in the side yard shall be screened in accordance with subsection C, below.

C. The ~~Technical Review Committee~~ Planning and Zoning Administrator may permit such utility structures within an interior side yard or street side yard, subject to the following requirements:

(1) ~~, provided it is screened~~ The utility structure shall be placed immediately adjacent to the building to be served and shall be screened on at least three (3) sides ~~completely with an enclosure~~ so as to not be visible from the street. ~~The wall of the principal building may count toward one of the three sides.~~ Such ~~enclosure screening~~ shall be constructed of ~~masonry~~ materials similar/compatible to the building(s) to which they are accessory and shall ~~obscure all utility structures within.~~ be constructed to a height not less than that of the unit to be screened. Evergreen shrubbery or plant material may be substituted for enclosures. Chain link fencing is not permissible as screening material.

~~B.~~ Utility structures are exempt from, and do not count towards, the maximum lot coverage standards of Article 4, Schedule of Regulations.

~~D.~~ Such structures shall be subject to screening requirements listed in Section 11.08(2), unless otherwise noted above.

Section 2. Repealer

All ordinances or parts of ordinances in conflict with this ordinance are repealed only to the extent necessary to give this ordinance full force and effect.

Section 3. Severability

Should any section, subdivision, clause, or phrase of this ordinance be declared by the courts to be invalid, the validity of the ordinance as a whole, or in part, shall not be affected other than the part invalidated.

Section 4. Savings

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force when they were commenced.

Section 5. Effective Date

This ordinance as ordered shall take effect ten (10) days after its adoption and upon publication.

Section 6. Enactment

A copy of this ordinance may be inspected or purchased at the City Clerk’s office between the hours of 8:00 a.m. and 11:30 a.m. and between 12:30 p.m. and 4:30 p.m. on regular business days.

Roslyn Grafstein, Mayor

Cheryl Rottmann, City Clerk

CERTIFICATION:

I, Cheryl Rottmann, the duly appointed City Clerk of the City of Madison Heights, County of Oakland, State of Michigan, do hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Madison Heights City Council at their Regular Meeting held on _____, 2024.

Cheryl Rottmann, City Clerk

ZOTXT 24-01 (Ordinance 2022)
Planning Commission Public Hearing: September 17th, 2024
City Council First Reading: October 14th, 2024
City Council Second Reading: TBD
Adopted/ Public Hearing: TBD
Published: TBD
Effective: TBD

Ordinance No. 2022
City of Madison Heights
Oakland County, Michigan
Zoning Text Amendment 24-01

An ordinance to amend Ordinance 2198, being an ordinance codifying and adopting a new Zoning Ordinance for the City of Madison Heights, by amending Appendix A, Section 8.03 – Accessory Buildings, Structures, and Uses – to create more flexible standards for unenclosed structures and utility structures.

The City of Madison Heights ordains:

Section 1. SECTION 8.03. ACCESSORY BUILDINGS, STRUCTURES, AND USES is hereby amended as follows:

1. **Accessory Buildings, Structures, and Uses.** Accessory buildings and uses, except as otherwise permitted in this Ordinance, shall be subject to the following regulations:
 - A. Use. Accessory buildings and uses are permitted only in connection with, incidental to and on the same lot with, a principal building, structure or use which is permitted in the particular zoning district. No accessory building, structure or use shall be occupied or utilized unless the principal structure to which it is accessory is occupied or utilized. Accessory structures shall not be constructed until the principal building is constructed; however, a principal building and detached accessory structure may be constructed simultaneously. A detached accessory building can be used for parking or storage of motor vehicles, but not for commercial servicing or repair, unless approved as an element of a Special Land Use and/or Site Plan approval.
 - B. Permit. Any accessory building greater than 200 square feet shall require a building permit. All accessory buildings in non-residential districts also require a site plan, unless otherwise determined by the Planning and Zoning Administrator.
 - C. Accessory Dwelling Units. Accessory Dwelling Units (ADUs) are further subject to the use-specific standards of Section 7.03(1). Where there is a conflict between the standards of this Section and Section 7.03, the standards of Section 7.03 shall apply.
 - D. Location. Unless noted otherwise, detached accessory buildings shall only permitted in the rear yard subject to setbacks listed in this section. In the case of corner lots, detached accessory structures may be permitted abutting the secondary street in accordance with street side yard setbacks for the principal structure.
 - E. Height.

- (1) Residential Districts: With the exception of detached accessory dwelling units (Section 7.03(1)), detached accessory structures shall not exceed fifteen (15) feet in height. Attached accessory structures shall be subject to height regulations applicable to the principal structure in the associated zoning district.
 - (2) Non-Residential and Mixed-Use Districts: Detached accessory structures shall not exceed twenty (20) feet in height. Attached accessory structures shall be subject to the height regulations applicable to the principal structure in the associated zoning district.
- F. Lot Coverage. All attached and detached accessory buildings shall be in compliance with zoning ordinance provisions concerning the maximum percentage of lot coverage.
- G. Setbacks. Accessory structures are subject to the following setbacks listed below:
- (1) Where the accessory building is structurally attached to a principal building, it shall be subject to, and must conform to all regulations of this Ordinance applicable to main buildings.
 - (2) No detached accessory building shall be located closer than ten (10) feet to any main building (including buildings on adjacent parcels) nor shall it be located closer than five feet to any side or rear lot line, with eaves no closer than four feet to any lot line. Detached accessory buildings may be located up to three feet to the rear lot line or side lot line if construction is fire-resistance rated according to the current Michigan Residential Code, with eaves no closer than two feet to any lot line.
 - (a) Exemption for Gazebos/Pergolas and Unenclosed Structures: For single-family, townhome, duplex, or multiplex uses, detached, freestanding, and unenclosed gazebos, pergolas, or similar roofed but unenclosed accessory structures up to 200 square feet in area are exempt from the minimum ten (10) foot building setback requirement if open/unenclosed on all sides, unless a greater minimum separation distance is required by the Building Official.
 - (3) In those instances where the rear lot line is coterminous with an alley right-of-way, the accessory building shall not be closer than one foot to such rear lot line. In no instance shall an accessory building be located within a dedicated easement right-of-way. In those instances where the rear lot line abuts a street right-of-way, with the exception of an alley, the accessory building shall be no closer to this line than the required front yard setback in the district in which the property is located.
 - (4) Corner Lots: In the case of a corner lot, a detached accessory structure shall be subject to the street side yard setbacks applicable to the principal structure.

- H. Design. When a permit is required, all attached and detached accessory buildings, including garages, sheds, and carports, shall be designed and constructed of materials and design, including roof style, compatible with the principal structure and other buildings in the vicinity, as determined by the Planning and Zoning Administrator. The Planning and Zoning Administrator may allow modifications to the design if the alternate design is compatible with surrounding architecture.
 - I. Pavement. All accessory buildings which are used as garages shall have paved driveways from the street to the garage. The paved driveway shall be a minimum of nine feet wide unless otherwise approved by the Community and Economic Development Department and are further subject to use-specific standards of Article 7. The Community and Economic Development Department shall base its determination upon such factors as the narrowness, shallowness, shape, or area of a specific piece of property, topographical conditions, or extraordinary or exceptional conditions of the property by which the strict application of this Ordinance would result in a practical difficulty; however, such practical difficulty shall not be self-created by the property owner.
 - J. Drainage. All driveways and garages shall be paved with asphalt or concrete and drained in accordance with the requirements of and upon approval of the city engineer.
 - K. Foundation and Rat Walls. All detached accessory structures, regardless of size, shall be built on a concrete or masonry foundation or feature a rat wall, both in accordance with Chapter 6 of the Code of Ordinances, Buildings and Building Regulations.
2. **Portable On-Site Storage Units.** Portable On-Site Storage Units may be permitted on a temporary basis in accordance with the following:
- A. Residential Districts:
 - (1) One portable on-site storage unit shall be permitted per dwelling unit.
 - (2) Portable on-site storage units shall be located on a paved surface and shall be subject to the location and setback standards for accessory structures, Section 8.03 (1), above. The Planning and Zoning Administrator may approve alternate locations through the submittal/approval of a Temporary Use Permit.
 - (3) Such unit shall be permitted without a temporary use permit for up to 30 days in a one 12-month period, unless otherwise noted in this Section.
 - (4) For multi-family residential sites, on-site portable storage units shall not obstruct drive aisles or block a required parking space.
 - (5) A portable on-site storage unit may be permitted for up to six months for use on-site during substantial construction or renovation on the property as evidenced by active building permits and upon application for a Temporary Use Permit, approved by the Planning and Zoning Administrator.

B. Non-residential and Mixed-Use Districts

- (1) Two (2) portable on-site storage units shall be permitted per parcel, upon approval of a Temporary Use Permit.
- (2) Portable on-site storage units shall be located on a paved surface, and only in the rear yard. The portable unit(s) shall maintain the minimum rear yard setbacks for accessory structures per Section 8.03 (1), above.
- (3) Such unit(s) shall be permitted for up to 30 days in a one 12-month period, unless otherwise noted below.
- (4) Portable on-site storage unit may be permitted for up to six months for use on-site during substantial construction or renovation on the property as evidenced by active building permits and upon application for a Temporary Use Permit, approved by the Planning and Zoning Administrator.
- (5) Portable on-site storage units may be placed on a permanent basis within an approved accessory outdoor storage area without the need for a temporary use permit. Such accessory outdoor storage areas shall be subject to the requirements of Section 8.03 (6), below.
- (6) Containers exceeding 16 feet in length, such as cargo/shipping containers, shall only be placed within an approved accessory outdoor storage area. Such accessory outdoor storage areas shall be subject to the requirements of Section 8.03 (6), below.

C. General Regulations

- (1) No portable storage unit shall be located in a public right-of-way.
- (2) No electrical, gas, or plumbing services shall be connected to the portable storage unit.
- (3) Portable storage containers shall not be used to store hazardous materials, as defined by the Michigan Fire Code.
- (4) Portable storage containers shall not be used as living quarters for humans or animals.

3. **Utility Structures.** All ground-mounted transformers, generators, air conditioner units, mechanical equipment, and similar equipment shall be subject to the following regulations.

- A. Such structures, when unenclosed or not screened, shall only be permitted in the rear yard and shall be placed immediately adjacent to the building to be served.
- B. The utility structure shall be located a minimum of three (3) feet from any property line. However, a non-conforming existing utility structure may be replaced with a new unit of

a similar size in the same location without meeting the setback requirements; such structures in the side yard shall be screened in accordance with sub-section C, below.

- C. The Planning and Zoning Administrator may permit such utility structures within an interior side yard or street side yard, subject to the following requirements:
 - (1) The utility structure shall be placed immediately adjacent to the building to be served and shall be screened on at least three (3) sides so as to not be visible from the street. The wall of the principal building may count toward one of the three sides. Such screening shall be constructed of materials similar/compatible to the building(s) to which they are accessory and shall be constructed to a height not less than that of the unit to be screened. Evergreen shrubbery or plant material may be substituted for enclosures. Chain link fencing is not permissible as screening material.
- D. Utility structures are exempt from, and do not count towards, the maximum lot coverage standards of Article 4, Schedule of Regulations.

Section 2. Repealer

All ordinances or parts of ordinances in conflict with this ordinance are repealed only to the extent necessary to give this ordinance full force and effect.

Section 3. Severability

Should any section, subdivision, clause, or phrase of this ordinance be declared by the courts to be invalid, the validity of the ordinance as a whole, or in part, shall not be affected other than the part invalidated.

Section 4. Savings

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force when they were commenced.

Section 5. Effective Date

This ordinance as ordered shall take effect ten (10) days after its adoption and upon publication.

Section 6. Enactment

A copy of this ordinance may be inspected or purchased at the City Clerk’s office between the hours of 8:00 a.m. and 11:30 a.m. and between 12:30 p.m. and 4:30 p.m. on regular business days.

Roslyn Grafstein, Mayor

Cheryl Rottmann, City Clerk

CERTIFICATION:

I, Cheryl Rottmann, the duly appointed City Clerk of the City of Madison Heights, County of Oakland, State of Michigan, do hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Madison Heights City Council at their Regular Meeting held on _____, 2024.

Cheryl Rottmann, City Clerk

ZOTXT 24-01 (Ordinance 2022)

Planning Commission Public Hearing: September 17th, 2024

City Council First Reading: October 14th, 2024

City Council Second Reading: TBD

Adopted/ Public Hearing: TBD

Published: TBD

Effective: TBD



CITY OF MADISON HEIGHTS
PLANNING COMMISSION MEETING MINUTES

September 17, 2024 **(DRAFT)**
 Council Chambers – City Hall
 300 W. 13 Mile, Madison Heights, MI 48071

1. CALL TO ORDER

Chair Champagne called the meeting of the Madison Heights Planning Commission to order at 5:30 p.m.

2. ROLL CALL

Present: Chair Josh Champagne
 Mayor Roslyn Grafstein
 Mayor Pro Tem Mark Bliss
 Commissioner Eric Graettinger
 Commissioner Cliff Oglesby
 Commissioner Grant Sylvester

Also Present: City Planner Matt Lonnerstater
 Assistant City Attorney Tim Burns
 Business Services Coordinator Mary Daley

3. EXCUSE ABSENT MEMBERS

Motion by Commissioner Oglesby, seconded by Commissioner Graettinger to excuse Commissioners Marsh and Kalnasy.

Motion carries unanimously.

4. APPROVAL OF THE MINUTES

Motion by Commissioner Graettinger, seconded by Marsh to approve the minutes of the regular Planning Commission meeting of August 20 2024.

Motion carries unanimously.

5. PUBLIC COMMENT - For items not listed on the agenda

Chair Champagne opened the floor for public comment at 5:31p.m. Seeing none, public comment was closed at 5:31 pm.

6. PUBLIC HEARING

Madison Heights City Council adopted the new Zoning Ordinance on May 13th, 2024. Since going into effect, staff has encountered several ordinance sections that could benefit from clarification or refinement:

- Section 7.03.10 – Use Specific Standards related to Detached One-Family Dwellings
- Section 7.03.43 – Use Specific Standards related to Temporary Uses
- Section 8.03 – Accessory Buildings, Structures, and Uses [Addressed in this Memo]
- Sections 12.06 and 12.07 – Signs

Discussion: ZTA 24-01 - Accessory Buildings, Structures and Uses - Gazebos, Pergolas, and Utility Structures

The proposed amendments to section Section 8.03, addressed in the packet, were discussed and reviewed. Under the old ordinance, gazebos and pergolas were treated as accessory structures (roofed, but open on all sides) subject to the same minimum setback standards as all other accessory structures, including detached garages or sheds: five (5) feet from side/rear property lines and ten (10) feet from the principal structures.

This proposed amendment would exempt small unenclosed accessory structures such as gazebos and pergolas from the building setback requirement and allow applicants to bring the gazebos and pergolas closer to the structure and reduce the need for future variances. Staff has confirmed with the Building Official and Fire Marshal that the proposed amendments are compatible with building and fire codes.

The second part of this amendment pertains to utility structures such as a generator or HVAC unit. Current ordinance language restricts utility structures to the rear yard, with the exception that such structures may be permitted in a side yard only if enclosed by a masonry enclosure. The amendment would allow screening methods to include wood, vinyl or landscaping such as arborvitae.

Chair Champagne opened the hearing for public comment at 5:36 pm. Seeing none, the public comment portion of this hearing was closed at 5:36 pm.

Motion by Commissioner Graettinger, seconded by Commissioner Sylvester to recommend approval of Zoning Text Amendment 24-01 to City Council as presented by Staff and as written in the packet.

Motion carries unanimously.

Discussion: ZTA 24-02 - Detached One-Family Dwelling Standards – Driveways

The proposed amendments to section Section 7.03.10, addressed in the packet, were discussed and reviewed by the Commission. Planner Lonnerstater explained that the current ordinance limits driveway widths to the outer edges of the garage door. The proposed amendment extends that limit a modest additional 18 inches width (on each side) beyond the edges of the garage door. Staff proposes this would allow for the storage of larger vehicles and provide for a paved area to step out from the vehicle without compromising the general intent of the width limitation.

Chair Champagne opened the hearing for public comment at 5:39 pm. Seeing none, the public comment portion of this hearing was closed at 5:39 pm.

Motion by Commissioner Sylvester, seconded by Commissioner Oglesby to recommend approval of Zoning Text Amendment 24-02 to City Council as presented by Staff and as written in the packet.

Motion carries unanimously.

Discussion: ZTA 24-03 - Use Specific Standards related to Temporary Uses

The proposed amendments to section Section 7.03.43, addressed in the packet, were discussed and reviewed by the Commission. When the zoning ordinance was updated, it became obvious that the language was restrictive for some more active and unique events that wished to occur weekly. The current language limits properties to three (3) special events per calendar year, with a fourteen (14) day gap between events.

New language would add a “recurring event” provision to the Special Events category, allowing business owners/property owners to hold a recurring event (1-2 consecutive days each) up to a total of ten (10) days per calendar year. A recurring event could be applied for under a single special event permit, which would count toward the total number of special events allotted per year.

Chair Champagne opened the hearing for public comment at 5:43 pm. Seeing none, the public comment portion of this hearing was closed at 5:43 pm.

Motion by Commissioner Sylvester, seconded by Commissioner Graettinger to recommend approval of Zoning Text Amendment 24-03 to City Council as presented by Staff and as written in the packet.

Motion carries unanimously.

Discussion: ZTA 24-04 - Signs - Wall Sign Allowances

The proposed amendments to section Section 12.06 and 12.07, addressed in the packet, were discussed and reviewed by the Commission. In the current ordinance, the maximum allowance for signs is based on the area of the street facing façade of the business. This proposed amendment changes the language from street-facing to “primary facing.” In order to adequately allocate wall signage allowances and to avoid the need for variances, staff recommended recategorizing building facades into “primary facades” and “secondary facades.” Primary facades would include any façade that fronts a public street or any façade that serves as a main entrance to a building or tenant space, regardless of street frontage. Secondary facades would include any other façade, typically along the side or rear of a building.

Chair Champagne opened the hearing for public comment at 5:47 pm. Seeing none, the public comment portion of this hearing was closed at 5:47 pm.

Motion by Commissioner Sylvester, seconded by Commissioner Graettinger to recommend approval of Zoning Text Amendment 24-04 to City Council as presented by Staff and as written in the packet.

Motion carries unanimously.

7. PLANNER UPDATES

11 Mile Streetscape Update

Planner Lonnerstater shared an update on the 11 Mile Streetscape Plan- Main Street Placemaking Grant. On July 18th the Oakland County staff informed the city that the Board of Commissioners approved our Placemaking Grant application for a total grant request of \$313,981.50. City Council approved this plan at their meeting on August 12, 2024.

This lane reconfiguration will focus on the area John R from Lorenz. The anticipated start date is sometime next Spring.

8. PUBLIC COMMENT

Seeing no further comments, Chair Champagne adjourned the meeting at 5:57 p.m.



AGENDA ITEM SUMMARY FORM

MEETING DATE: 10/14/24

PREPARED BY: Matt Lonnerstater, AICP

AGENDA ITEM CONTENT: CED Director - Zoning Text Amendment ZTA 24-02 [Ordinance 2023] - Use Specific Standards for Detached One-Family Dwellings [Driveways] - First Reading

AGENDA ITEM SECTION: Ordinances

BUDGETED AMOUNT: N/A

FUNDS REQUESTED: N/A

FUND: N/A

EXECUTIVE SUMMARY:

City staff proposes the attached text amendment [ZTA 24-02; Ordinance 2023] pertaining to the regulation of driveways and driveway widths for detached one-family dwellings.

RECOMMENDATION:

Staff recommends that City Council approve ZTA 24-02, Ordinance # 2023, upon first reading and schedule the second and final reading for the October 28th, 2024 City Council meeting.



MEMORANDUM

Date: October 3rd, 2024
 To: City of Madison Heights City Council
 From: Matt Lonnerstater, AICP – City Planner
 Subject: Zoning Text Amendment (24-02) – Use Specific Standards related to Detached One-Family Dwellings (Driveways) – First Reading

Introduction

Madison Heights City Council adopted the new Zoning Ordinance on May 13th, 2024. Since going into effect, staff has encountered several ordinance sections that could benefit from clarification or refinement:

- **Section 7.03.10 – Use Specific Standards related to Detached One-Family Dwellings (Driveways) [Addressed in this Memo]**
- Section 7.03.43 – Use Specific Standards related to Temporary Uses
- Section 8.03 – Accessory Buildings, Structures, and Uses
- Sections 12.06 and 12.07 - Signs

This memo addresses proposed text amendments to Section 7.03.10– Use Specific Standards related to Detached One-Family Dwellings – pertaining to the width and design of residential driveways. The Planning Commission recommended approval of the proposed text amendment at their September 17th, 2024 meeting.

Background and Proposed Amendments

Current ordinance language restricts the overall width of a residential driveway to the width (outer edges) of the garage door. Since the adoption of the new Zoning Ordinance, staff has received several requests for slightly wider driveways to accommodate larger vehicles and provide the ability to step out from a vehicle without stepping onto grass.

The intent of the existing driveway width limitation is to ensure that front yards are not completely inundated with pavement, which can lead to poor pedestrian environments and unsightly appearances. The existing ordinance language limits the width of a driveway at the property line to 12 feet for detached garages and 20 feet for attached garages but allows a driveway to taper/widen to the outer edges of the garage door. Staff acknowledges that a modest additional width beyond the edges of the garage door (staff proposes 18 inches) would allow for the storage of larger vehicles and provide for a paved area in which to step out from the vehicle without compromising the general intent of the width limitation.

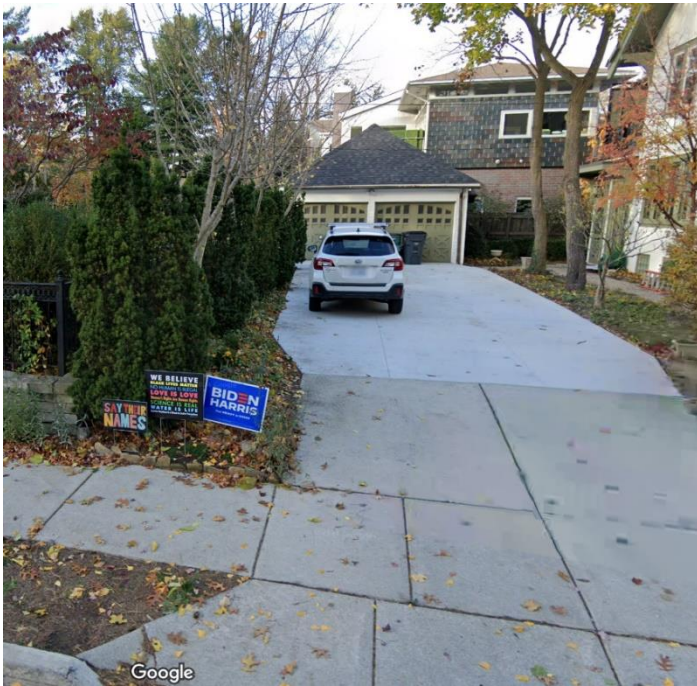
Wide Driveways



Wide driveways, especially at the front property line, create unsafe environments for pedestrians and may detract from the appearance and character of a residential neighborhood.

The proposed language explains where and how a taper can begin on a property and clarifies that driveways cannot be located directly in front of the main residential portion of the structure, with certain exceptions.

Limited Width Driveways with Tapers



Both of these driveways have limited widths at the front property line, but taper/widen to a point approximately eighteen (18") inches beyond the outer edges of the garage door.

Planning Commission Action

At their September 17th, 2024 meeting, the Planning Commission held a public hearing and recommended approval of the proposed text amendment, as written. Draft minutes from this meeting are attached.

Next Step

Based on the Planning Commission’s recommendation, staff recommends that City Council approve ordinance #2023 (ZTA 24-02) upon first reading and schedule the second and final reading for the October 28th, 2024 City Council meeting.

**Ordinance No. 2023
City of Madison Heights
Oakland County, Michigan
Zoning Text Amendment 24-02**

An ordinance to amend Ordinance 2198, being an ordinance codifying and adopting a new Zoning Ordinance for the City of Madison Heights, by amending Appendix A, Section 7.03.10– Detached One-Family Dwellings – to modify standards relating to driveway widths.

The City of Madison Heights ordains:

Section 1. SECTION 7.03. USE SPECIFIC STANDARDS is hereby amended as follows:

Section 7.03.10 – Detached One-Family Dwellings

A. DWELLING UNIT DESIGN:

- (1) Dwelling units that front a public street shall have at least one (1) entrance facing, or visible from, the public street.
- (2) Exterior Finish Materials. Primary materials shall include brick, natural stone, cultured stone, smooth wood siding, or fiber cement siding. Accent materials (up to 25% of the net façade) may include architectural metal, asphalt siding, stucco, aluminum siding, EIFS, reflective glass, vinyl cladding, or concrete. The Planning and Zoning Administrator may consider alternative accent materials.

B. GARAGES:

- (1) Detached Garages. Detached garages shall comply with the Accessory Buildings standards, Section 8.03.
- (2) Attached Garages. Garages shall not be the prominent feature of the front elevation of the home or of the street frontage. Attached garages shall comply with the following standards:
 - (a) Attached garages are subject to the minimum building setback provisions for the principal structure.
 - (b) The total width of front-loaded attached garages shall not occupy more than 50% of the total width of the front façade of the house, as measured along any building line that faces the street, which excludes any architectural elements such as bay windows or unenclosed porches. The width of the garage is

measured at the width of the door and not necessarily the space it occupies in the dwelling behind the door. Garage width may be increased to not more than 60% of the total width of the front façade on parcels with a lot width of 40 ft. or less.

- (c) Front-loaded attached garages shall be recessed at least two (2) feet from the front façade of the house. Front porches may be considered the front façade and be used as the point of measurement for those homes where the porch comprises at least 30 percent of the front façade.

C. DRIVEWAYS

- (1) Minimum driveway width at the right-of-way line: 9 feet.
- (2) All driveways or approaches within the public right-of-way shall be paved with concrete and all other driveways shall be paved with asphalt or concrete.
- (3) Driveways shall be set back a minimum of one (1) foot from side and rear lot lines, except in cases where the driveway is accessed from a rear alley or where a driveway is shared between two or more properties. Driveways shall not be permitted ~~within the front yard~~ in front of the residential dwelling, except as permitted within this Section.
- (4) Driveways leading to an Attached Garage: A driveway providing access to an attached garage shall be no wider than 20 feet at the front or street side lot line but may taper to ~~the a~~ a width up to, but not to exceed, eighteen inches beyond the exterior edges of the garage door opening; ~~beginning at a distance of~~ the taper shall begin a minimum of 5 feet from the property line adjacent to the street and shall be angled no greater than 45 degrees. However, in no case shall any part of the driveway be located directly in front of the residential dwelling, with the exception of living spaces above the garage. ~~exceed the width of the garage door, except where an additional parking pad is permitted, below.~~
- (5) Driveways leading to a Detached Garage: A driveway that provides access to a detached garage shall be no wider than twelve (12) feet in width at the property line but may taper to a width up to, but not to exceed, eighteen inches beyond the exterior edges of the garage door opening; the taper shall begin in the side or rear yard and shall be angled no greater than 45 degrees. ~~the width of the garage in the side and rear yard. However, i~~ In no case shall any part of the driveway be located directly in front of the residential dwelling, with the exception of accessory dwelling living spaces above/within the detached garage. ~~exceed the width of the garage, except where an additional parking pad is permitted, below.~~

On a corner property, a driveway leading to a detached garage facing a side street shall be no wider than 20 feet at the side street property line but may taper to ~~the a~~ a width up to, but not to exceed, eighteen inches beyond the exterior edges; the taper shall begin a minimum of the garage door opening at a distance of 5 feet from the side street property

line. However, in no case shall any part of the driveway be located directly in front of the residential dwelling, with the exception of accessory dwelling living spaces above/within the garage. ~~exceed the width of the garage, except where an additional parking pad is permitted, below.~~

- (6) Driveways on Properties without a Garage: Where no garage exists, a driveway shall be no wider than twelve (12) feet in width at the property line but may taper to a maximum of twenty (20) feet in the side and rear yard. In no case shall any part of the driveway be located directly in front of the residential dwelling.
- (7) Circular Driveways: A circular driveway with two approaches on the same street, or one per street on a corner lot, is permitted on parcels containing 200 feet or more of combined lot width.
- (8) Ribbon Driveways: Ribbon driveways are permitted for residential driveways, subject to the same dimensions and paving standards for standard driveways. Individual ribbons shall only be permitted within the boundary of the lot and shall not be less than eighteen (18) inches or more than thirty (30) inches wide.
- (9) Additional Parking Pad: One (1) additional parking pad for parking and turnarounds, no greater than 18 x 20 feet, is permitted adjacent to a permitted driveway within a side or rear yard. Parking pads shall be set back a minimum of one (1) foot from side and rear property lines.

For properties fronting an arterial or collector street, as denoted within the Master Plan, one (1) parking pad, no greater than 18 x 20 feet, may be located within a required front or street side yard setback to allow for safe vehicular turnaround. Such parking pad shall be screened from the abutting street with plant materials or an alternative screening method approved by the Planning and Zoning Administrator, and shall be set back a minimum of five (5) feet from the street right-of-way line.

Section 2. Repealer

All ordinances or parts of ordinances in conflict with this ordinance are repealed only to the extent necessary to give this ordinance full force and effect.

Section 3. Severability

Should any section, subdivision, clause, or phrase of this ordinance be declared by the courts to be invalid, the validity of the ordinance as a whole, or in part, shall not be affected other than the part invalidated.

Section 4. Savings

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force when they were commenced.

Section 5. Effective Date

This ordinance as ordered shall take effect ten (10) days after its adoption and upon publication.

Section 6. Enactment

A copy of this ordinance may be inspected or purchased at the City Clerk’s office between the hours of 8:00 a.m. and 11:30 a.m. and between 12:30 p.m. and 4:30 p.m. on regular business days.

Roslyn Grafstein, Mayor

Cheryl Rottmann, City Clerk

CERTIFICATION:

I, Cheryl Rottmann, the duly appointed City Clerk of the City of Madison Heights, County of Oakland, State of Michigan, do hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Madison Heights City Council at their Regular Meeting held on _____, 2024.

Cheryl Rottmann, City Clerk

ZOTXT 24-02 (Ordinance 2023)
Planning Commission Public Hearing: September 17th, 2024
City Council First Reading: October 14th, 2024
City Council Second Reading: TBD
Adopted/ Public Hearing: TBD
Published: TBD
Effective: TBD

Ordinance No. 2023
City of Madison Heights
Oakland County, Michigan
Zoning Text Amendment 24-02

An ordinance to amend Ordinance 2198, being an ordinance codifying and adopting a new Zoning Ordinance for the City of Madison Heights, by amending Appendix A, Section 7.03.10– Detached One-Family Dwellings – to modify standards relating to driveway widths.

The City of Madison Heights ordains:

Section 1. SECTION 7.03. USE SPECIFIC STANDARDS is hereby amended as follows:

Section 7.03.10 – Detached One-Family Dwellings

A. DWELLING UNIT DESIGN:

- (1) Dwelling units that front a public street shall have at least one (1) entrance facing, or visible from, the public street.
- (2) Exterior Finish Materials. Primary materials shall include brick, natural stone, cultured stone, smooth wood siding, or fiber cement siding. Accent materials (up to 25% of the net façade) may include architectural metal, asphalt siding, stucco, aluminum siding, EIFS, reflective glass, vinyl cladding, or concrete. The Planning and Zoning Administrator may consider alternative accent materials.

B. GARAGES:

- (1) Detached Garages. Detached garages shall comply with the Accessory Buildings standards, Section 8.03.
- (2) Attached Garages. Garages shall not be the prominent feature of the front elevation of the home or of the street frontage. Attached garages shall comply with the following standards:
 - (a) Attached garages are subject to the minimum building setback provisions for the principal structure.
 - (b) The total width of front-loaded attached garages shall not occupy more than 50% of the total width of the front façade of the house, as measured along any building line that faces the street, which excludes any architectural elements such as bay windows or unenclosed porches. The width of the garage is

measured at the width of the door and not necessarily the space it occupies in the dwelling behind the door. Garage width may be increased to not more than 60% of the total width of the front façade on parcels with a lot width of 40 ft. or less.

- (c) Front-loaded attached garages shall be recessed at least two (2) feet from the front façade of the house. Front porches may be considered the front façade and be used as the point of measurement for those homes where the porch comprises at least 30 percent of the front façade.

C. DRIVEWAYS

- (1) Minimum driveway width at the right-of-way line: 9 feet.
- (2) All driveways or approaches within the public right-of-way shall be paved with concrete and all other driveways shall be paved with asphalt or concrete.
- (3) Driveways shall be set back a minimum of one (1) foot from side and rear lot lines, except in cases where the driveway is accessed from a rear alley or where a driveway is shared between two or more properties. Driveways shall not be permitted in front of the residential dwelling, except as permitted within this Section.
- (4) Driveways leading to an Attached Garage: A driveway providing access to an attached garage shall be no wider than 20 feet at the front or street side lot line but may taper to a width up to, but not to exceed, eighteen inches beyond the exterior edges of the garage door opening; the taper shall begin a minimum of 5 feet from the property line adjacent to the street and shall be angled no greater than 45 degrees. However, in no case shall any part of the driveway be located directly in front of the residential dwelling, with the exception of living spaces above the garage.
- (5) Driveways leading to a Detached Garage: A driveway that provides access to a detached garage shall be no wider than twelve (12) feet in width at the property line but may taper to a width up to, but not to exceed, eighteen inches beyond the exterior edges of the garage door opening; the taper shall begin in the side or rear yard and shall be angled no greater than 45 degrees. In no case shall any part of the driveway be located directly in front of the residential dwelling, with the exception of accessory dwelling living spaces above/within the detached garage.

On a corner property, a driveway leading to a detached garage facing a side street shall be no wider than 20 feet at the side street property line but may taper to a width up to, but not to exceed, eighteen inches beyond the exterior edges; the taper shall begin a minimum of 5 feet from the side street property line. However, in no case shall any part of the driveway be located directly in front of the residential dwelling, with the exception of accessory dwelling living spaces above/within the garage.

- (6) Driveways on Properties without a Garage: Where no garage exists, a driveway shall be no wider than twelve (12) feet in width at the property line but may taper to a maximum of twenty (20) feet in the side and rear yard. In no case shall any part of the driveway be located directly in front of the residential dwelling.
- (7) Circular Driveways: A circular driveway with two approaches on the same street, or one per street on a corner lot, is permitted on parcels containing 200 feet or more of combined lot width.
- (8) Ribbon Driveways: Ribbon driveways are permitted for residential driveways, subject to the same dimensions and paving standards for standard driveways. Individual ribbons shall only be permitted within the boundary of the lot and shall not be less than eighteen (18) inches or more than thirty (30) inches wide.
- (9) Additional Parking Pad: One (1) additional parking pad for parking and turnarounds, no greater than 18 x 20 feet, is permitted adjacent to a permitted driveway within a side or rear yard. Parking pads shall be set back a minimum of one (1) foot from side and rear property lines.

For properties fronting an arterial or collector street, as denoted within the Master Plan, one (1) parking pad, no greater than 18 x 20 feet, may be located within a required front or street side yard setback to allow for safe vehicular turnaround. Such parking pad shall be screened from the abutting street with plant materials or an alternative screening method approved by the Planning and Zoning Administrator, and shall be set back a minimum of five (5) feet from the street right-of-way line.

Section 2. Repealer

All ordinances or parts of ordinances in conflict with this ordinance are repealed only to the extent necessary to give this ordinance full force and effect.

Section 3. Severability

Should any section, subdivision, clause, or phrase of this ordinance be declared by the courts to be invalid, the validity of the ordinance as a whole, or in part, shall not be affected other than the part invalidated.

Section 4. Savings

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force when they were commenced.

Section 5. Effective Date

This ordinance as ordered shall take effect ten (10) days after its adoption and upon publication.

Section 6. Enactment

A copy of this ordinance may be inspected or purchased at the City Clerk’s office between the hours of 8:00 a.m. and 11:30 a.m. and between 12:30 p.m. and 4:30 p.m. on regular business days.

Roslyn Grafstein, Mayor

Cheryl Rottmann, City Clerk

CERTIFICATION:

I, Cheryl Rottmann, the duly appointed City Clerk of the City of Madison Heights, County of Oakland, State of Michigan, do hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Madison Heights City Council at their Regular Meeting held on _____, 2024.

Cheryl Rottmann, City Clerk

ZOTXT 24-02 (Ordinance 2023)
Planning Commission Public Hearing: September 17th, 2024
City Council First Reading: October 14th, 2024
City Council Second Reading: TBD
Adopted/ Public Hearing: TBD
Published: TBD
Effective: TBD



**CITY OF MADISON HEIGHTS
PLANNING COMMISSION MEETING MINUTES**

September 17, 2024 **(DRAFT)**
Council Chambers – City Hall
300 W. 13 Mile, Madison Heights, MI 48071

1. CALL TO ORDER

Chair Champagne called the meeting of the Madison Heights Planning Commission to order at 5:30 p.m.

2. ROLL CALL

Present: Chair Josh Champagne
Mayor Roslyn Grafstein
Mayor Pro Tem Mark Bliss
Commissioner Eric Graettinger
Commissioner Cliff Oglesby
Commissioner Grant Sylvester

Also Present: City Planner Matt Lonnerstater
Assistant City Attorney Tim Burns
Business Services Coordinator Mary Daley

3. EXCUSE ABSENT MEMBERS

Motion by Commissioner Oglesby, seconded by Commissioner Graettinger to excuse Commissioners Marsh and Kalnasy.

Motion carries unanimously.

4. APPROVAL OF THE MINUTES

Motion by Commissioner Graettinger, seconded by Marsh to approve the minutes of the regular Planning Commission meeting of August 20 2024.

Motion carries unanimously.

5. PUBLIC COMMENT - For items not listed on the agenda

Chair Champagne opened the floor for public comment at 5:31p.m. Seeing none, public comment was closed at 5:31 pm.

6. PUBLIC HEARING

Madison Heights City Council adopted the new Zoning Ordinance on May 13th, 2024. Since going into effect, staff has encountered several ordinance sections that could benefit from clarification or refinement:

- Section 7.03.10 – Use Specific Standards related to Detached One-Family Dwellings
- Section 7.03.43 – Use Specific Standards related to Temporary Uses
- Section 8.03 – Accessory Buildings, Structures, and Uses [Addressed in this Memo]
- Sections 12.06 and 12.07 – Signs

Discussion: ZTA 24-01 - Accessory Buildings, Structures and Uses - Gazebos, Pergolas, and Utility Structures

The proposed amendments to section Section 8.03, addressed in the packet, were discussed and reviewed. Under the old ordinance, gazebos and pergolas were treated as accessory structures (roofed, but open on all sides) subject to the same minimum setback standards as all other accessory structures, including detached garages or sheds: five (5) feet from side/rear property lines and ten (10) feet from the principal structures.

This proposed amendment would exempt small unenclosed accessory structures such as gazebos and pergolas from the building setback requirement and allow applicants to bring the gazebos and pergolas closer to the structure and reduce the need for future variances. Staff has confirmed with the Building Official and Fire Marshal that the proposed amendments are compatible with building and fire codes.

The second part of this amendment pertains to utility structures such as a generator or HVAC unit. Current ordinance language restricts utility structures to the rear yard, with the exception that such structures may be permitted in a side yard only if enclosed by a masonry enclosure. The amendment would allow screening methods to include wood, vinyl or landscaping such as arborvitae.

Chair Champagne opened the hearing for public comment at 5:36 pm. Seeing none, the public comment portion of this hearing was closed at 5:36 pm.

Motion by Commissioner Graettinger, seconded by Commissioner Sylvester to recommend approval of Zoning Text Amendment 24-01 to City Council as presented by Staff and as written in the packet.

Motion carries unanimously.

Discussion: ZTA 24-02 - Detached One-Family Dwelling Standards – Driveways

The proposed amendments to section Section 7.03.10, addressed in the packet, were discussed and reviewed by the Commission. Planner Lonnerstater explained that the current ordinance limits driveway widths to the outer edges of the garage door. The proposed amendment extends that limit a modest additional 18 inches width (on each side) beyond the edges of the garage door. Staff proposes this would allow for the storage of larger vehicles and provide for a paved area to step out from the vehicle without compromising the general intent of the width limitation.

Chair Champagne opened the hearing for public comment at 5:39 pm. Seeing none, the public comment portion of this hearing was closed at 5:39 pm.

Motion by Commissioner Sylvester, seconded by Commissioner Oglesby to recommend approval of Zoning Text Amendment 24-02 to City Council as presented by Staff and as written in the packet.

Motion carries unanimously.

Discussion: ZTA 24-03 - Use Specific Standards related to Temporary Uses

The proposed amendments to section Section 7.03.43, addressed in the packet, were discussed and reviewed by the Commission. When the zoning ordinance was updated, it became obvious that the language was restrictive for some more active and unique events that wished to occur weekly. The current language limits properties to three (3) special events per calendar year, with a fourteen (14) day gap between events.

New language would add a “recurring event” provision to the Special Events category, allowing business owners/property owners to hold a recurring event (1-2 consecutive days each) up to a total of ten (10) days per calendar year. A recurring event could be applied for under a single special event permit, which would count toward the total number of special events allotted per year.

Chair Champagne opened the hearing for public comment at 5:43 pm. Seeing none, the public comment portion of this hearing was closed at 5:43 pm.

Motion by Commissioner Sylvester, seconded by Commissioner Graettinger to recommend approval of Zoning Text Amendment 24-03 to City Council as presented by Staff and as written in the packet.

Motion carries unanimously.

Discussion: ZTA 24-04 - Signs - Wall Sign Allowances

The proposed amendments to section Section 12.06 and 12.07, addressed in the packet, were discussed and reviewed by the Commission. In the current ordinance, the maximum allowance for signs is based on the area of the street facing façade of the business. This proposed amendment changes the language from street-facing to “primary facing.” In order to adequately allocate wall signage allowances and to avoid the need for variances, staff recommended recategorizing building facades into “primary facades” and “secondary facades.” Primary facades would include any façade that fronts a public street or any façade that serves as a main entrance to a building or tenant space, regardless of street frontage. Secondary facades would include any other façade, typically along the side or rear of a building.

Chair Champagne opened the hearing for public comment at 5:47 pm. Seeing none, the public comment portion of this hearing was closed at 5:47 pm.

Motion by Commissioner Sylvester, seconded by Commissioner Graettinger to recommend approval of Zoning Text Amendment 24-04 to City Council as presented by Staff and as written in the packet.

Motion carries unanimously.

7. PLANNER UPDATES

11 Mile Streetscape Update

Planner Lonnerstater shared an update on the 11 Mile Streetscape Plan- Main Street Placemaking Grant. On July 18th the Oakland County staff informed the city that the Board of Commissioners approved our Placemaking Grant application for a total grant request of \$313,981.50. City Council approved this plan at their meeting on August 12, 2024.

This lane reconfiguration will focus on the area John R from Lorenz. The anticipated start date is sometime next Spring.

8. PUBLIC COMMENT

Seeing no further comments, Chair Champagne adjourned the meeting at 5:57 p.m.



AGENDA ITEM SUMMARY FORM

MEETING DATE: 10/14/24

PREPARED BY: Matt Lonnerstater, AICP

AGENDA ITEM CONTENT: CED Director - Zoning Text Amendment ZTA 24-03 [Ordinance 2024] - Use Specific Standards for Temporary Uses- First Reading

AGENDA ITEM SECTION: Ordinances

BUDGETED AMOUNT: N/A

FUNDS REQUESTED: N/A

FUND: N/A

EXECUTIVE SUMMARY:

City staff proposes the attached text amendment [ZTA 24-03; Ordinance 2024] pertaining to seasonal sales lots and recurring special events.

RECOMMENDATION:

Staff recommends that City Council approve ZTA 24-03, Ordinance # 2024, upon first reading and schedule the second and final reading for the October 28th, 2024 City Council meeting.



MEMORANDUM

Date: October 3rd, 2024
 To: City of Madison Heights City Council
 From: Matt Lonnerstater, AICP – City Planner
 Subject: Zoning Text Amendment (24-03) – Use Specific Standards related to Temporary Uses – First Reading

Introduction

Madison Heights City Council adopted the new Zoning Ordinance on May 13th, 2024. Since going into effect, staff has encountered several ordinance sections that could benefit from clarification or refinement:

- Section 7.03.10 – Use Specific Standards related to Detached One-Family Dwellings (Driveways)
- **Section 7.03.43 – Use Specific Standards related to Temporary Uses [Addressed in this Memo]**
- Section 8.03 – Accessory Buildings, Structures, and Uses
- Sections 12.06 and 12.07 - Signs

This memo addresses proposed text amendments to Section 7.03.43– Use Specific Standards related to Temporary Uses – pertaining to recurring special events. The Planning Commission recommended approval of the proposed text amendment at their September 17th, 2024 meeting.

Background

The Zoning Ordinance contains specific provisions for temporary uses and divides them into three general categories: temporary outdoor displays/sales, seasonal sales lots, and special events. Since Ordinance adoption, staff has received several requests for weekly cornhole tournaments in the parking lots of bars and restaurants. While this type of recurring event most appropriately fits into the “special events” category, the current language limits properties to three (3) special events per calendar year, with a fourteen (14) day gap between events.

When drafted, the original intent of the “special event” category was to accommodate larger events such as fairs and carnivals. In its application, the current language would only permit restaurants to hold three recurring events per year, separated by fourteen days; this is fairly restrictive, and inhibits the ability for restaurants and bars to hold unique recurring events such as cornhole tournaments, farmers markets, craft markets, etc.

To allow more flexibility to business owners and allow for more active and unique events throughout the community, staff recommends adding a “recurring event” provision to the Special Events category, allowing business owners/property owners to hold a recurring event (1-2 consecutive days each) up to a total of ten (10) days per calendar year. A recurring event could be applied for under a single special event permit, which would count toward the total number of special events allotted per year.

An additional minor modification clarifies that if the applicant for a temporary use permit is not the property owner, they shall provide a signed letter of authorization from the property owner with the application.

Planning Commission Action

At their September 17th, 2024 meeting, the Planning Commission held a public hearing and recommended approval of the proposed text amendment, as written. Draft minutes from this meeting are attached.

Next Step

Based on the Planning Commission’s recommendation, staff recommends that City Council approve ordinance #2024 (ZTA 24-03) upon first reading and schedule the second and final reading for the October 28th, 2024 City Council meeting.

**Ordinance No. 2024
City of Madison Heights
Oakland County, Michigan
Zoning Text Amendment 24-03**

An ordinance to amend Ordinance 2198, being an ordinance codifying and adopting a new Zoning Ordinance for the City of Madison Heights, by amending Appendix A, Section 7.03.43– Temporary Uses – to modify standards relating to seasonal sales lots and recurring special events.

The City of Madison Heights ordains:

Section 1. SECTION 7.03. USE SPECIFIC STANDARDS is hereby amended as follows:

Section 7.03.43 – Temporary Uses

- A. Except as otherwise provided in this Zoning Ordinance, the temporary uses listed in this Section shall require the issuance of a Temporary Use Permit in accordance with this Section and the process/requirements of Section 10.08. Temporary/Seasonal Business Licenses shall also be required in accordance with Chapter 7 of the Madison Heights Code of Ordinances.
- B. Applicants seeking a temporary use permit for a time period longer than otherwise allowed by this chapter, or for a temporary use not specifically permitted in this chapter (or not deemed similar by the Planning and Zoning Administrator), shall submit for approval through the Planning Commission; provided, that it complies with all other relevant development and operational standards for the use as provided in this Zoning Ordinance.
- C. Exempt Temporary Uses: The following temporary uses are exempt from the procedural and licensing requirements of this section but remain subject to other Sections of this Zoning Ordinance and the Madison Heights Code of Ordinances.
 - (1) Emergency Facilities: Temporary facilities to accommodate emergency health and safety needs and activities.
 - (2) Temporary Construction Yards – on-site: Yards and sheds for the storage of materials and equipment used as part of a construction project, provided a valid building permit has been issued and the materials and equipment are stored on the same site as the construction activity.
 - (3) Temporary Construction Office or Temporary Real Estate Office. A temporary construction or real estate office used during the construction of a principal building, buildings, or uses on the same site, subject to building permits and trade permits.

- (4) Activities conducted on public property or within the public right-of-way that are approved by the city or as otherwise required by the Zoning Ordinance or Municipal Code.
- (5) Temporary events or activities occurring within, or upon the grounds of, a private residence or upon the common areas of a multi-family residential development.
- (6) Mobile Food Sites, in accordance with Section 7.03(28)
- (7) Temporary portable on-site storage units in accordance with Section 8.03(2).

D. Standards Applicable to all Temporary Uses. All temporary uses, including but not limited to those listed in this Section, shall comply with the following standards:

- (1) No temporary use shall be established or conducted so as to cause a threat to the public health, safety, comfort, convenience, and general welfare, either on or off the premises.
- (2) Temporary uses shall be set back a minimum of twenty-five (25) feet from abutting residentially-zoned parcels or residential uses, with the exception of existing mixed-use buildings.
- ~~(2)~~(3) Temporary use applicants shall either be the property owner or, if not the property owner, present a signed letter of authorization from the property owner agreeing to such temporary use.
- ~~(3)~~(4) Temporary uses shall not obstruct required fire lanes, access to buildings or utility equipment, clear vision triangle, ADA spaces or aisles, or egress from buildings on the lot or on adjoining property.
- ~~(4)~~(5) Temporary uses shall provide adequate parking area and improvements adequate to accommodate anticipated vehicular traffic. Safe pedestrian accessibility shall be provided between parking areas and the temporary use, with a separation between vehicular and pedestrian traffic areas.
- ~~(5)~~(6) Temporary uses shall be conducted completely within the lot on which the principal use is located, unless the City authorizes the use of City-owned property or right-of-way.
- ~~(6)~~(7) During the operation of the temporary use, the lot on which it is located shall be maintained in an orderly manner, shall be kept free of litter, debris, and other waste material, and all storage and display of goods shall be maintained within the designated area.

~~(7)~~(8) Signs for temporary uses shall be permitted only in accordance with Article 12, Signs.

~~(8)~~(9) Temporary uses shall comply with all requirements of the Fire Prevention Code and other applicable codes and regulations.

E. Allowed Temporary Uses and Use-Specific Standards. The following temporary uses may be permitted via approval from the Planning and Zoning Administrator, subject to satisfying use-specific standards. Such uses shall also require the issuance of a valid Temporary/Seasonal Business License:

(1) **Temporary Outdoor Displays/Sales.** The establishment of temporary outdoor sales and the temporary display of goods, including promotional sales, sidewalk sales, and parking lot sales, may be conducted accessory to an otherwise lawfully permitted or allowed principal use on the same site, subject to the following:

(a) Temporary outdoor displays and sales shall only be permitted in a non-residential or mixed-use zoning district, accessory to an existing business located on the same property.

(b) Products displayed and sold outdoors shall relate to the on-site use and business, and all activities shall be conducted within the lot.

(c) Temporary outdoor displays and sales are limited to a maximum of ninety (90) total days per calendar year, which may or may not be consecutive.

(d) Sales and display areas may not occupy more than fifteen percent (15%) of the parking area and shall not substantially alter the existing circulation or fire access on site.

(2) **Seasonal Sales Lots.** Temporary seasonal sales activity (e.g., Christmas trees, pumpkin sales, plant sales, fireworks sales) may be permitted, subject to the following:

(a) Seasonal sales lots may be permitted in any non-residential or mixed-use zoning district, or on any public, quasi-public, or institutional site that abuts an arterial or collector road.

~~(b) Seasonal sales applicants shall have an established physical presence in the City of Madison Heights and maintain a valid business license with the City or shall provide evidence that such seasonal sales are conducted for a charitable, religious, civic, educational, or philanthropic purpose.~~

~~(e)~~(b) Temporary seasonal sales are limited to a maximum of ninety (90) total days per calendar year, which may or may not be consecutive.

~~(c)~~ Sales and display areas may not occupy more than fifteen percent (15%) of a parking area and shall not substantially alter the existing circulation or fire access on site.

(3) **Special Events.** Special events such as auctions, craft fairs, [farmers markets](#), [outdoor entertainment](#), and carnivals, may be permitted, subject to the following:

(a) Special events may be permitted in any non-residential or mixed-use zoning district, or on any property approved for public, quasi-public, or institutional uses that abuts an arterial or collector road, as defined in the Madison Heights Master Plan.

(b) The temporary special event is limited to a maximum of seven (7) consecutive days. A total of three (3) ~~seven-day periods~~ [temporary special events](#) are permitted per [business per calendar](#) year, separated by a stretch of fourteen (14) consecutive days.

~~(b)~~ [A recurring event that typically does not take place over consecutive days, but may take place on no more than two consecutive days, may be submitted as a single temporary special event permit. A recurring event is not subject to the 14-day separation standard listed in subsection \(E\)\(3\)\(b\), above. A recurring event is limited to a total of ten \(10\) days per calendar year and shall count toward the total number of special events](#)

(c) Permitted hours of operation shall be limited to between 12:00 (noon) to 10:00 p.m.

F. When a temporary use is not specifically mentioned in this section, the Planning and Zoning Administrator may determine that such use is similar in nature to listed use(s) above and shall establish the term, and make necessary findings and conditions for the particular use. The Planning and Zoning Administrator reserves the right to refer any request for a temporary use permit to the Planning Commission for action, in accordance with Section 15.08.

G. In issuing a temporary use permit, the approving authority may impose conditions which it finds necessary for the protection and preservation of property rights and values of adjacent properties.

Section 2. Repealer

All ordinances or parts of ordinances in conflict with this ordinance are repealed only to the extent necessary to give this ordinance full force and effect.

Section 3. Severability

Should any section, subdivision, clause, or phrase of this ordinance be declared by the courts to be invalid, the validity of the ordinance as a whole, or in part, shall not be affected other than the part invalidated.

Section 4. Savings

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force when they were commenced.

Section 5. Effective Date

This ordinance as ordered shall take effect ten (10) days after its adoption and upon publication.

Section 6. Enactment

A copy of this ordinance may be inspected or purchased at the City Clerk’s office between the hours of 8:00 a.m. and 11:30 a.m. and between 12:30 p.m. and 4:30 p.m. on regular business days.

Roslyn Grafstein, Mayor

Cheryl Rottmann, City Clerk

CERTIFICATION:

I, Cheryl Rottmann, the duly appointed City Clerk of the City of Madison Heights, County of Oakland, State of Michigan, do hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Madison Heights City Council at their Regular Meeting held on _____, 2024.

Cheryl Rottmann, City Clerk

ZOTXT 24-03 (Ordinance 2024)
Planning Commission Public Hearing: September 17th, 2024
City Council First Reading: October 14th, 2024
City Council Second Reading: TBD
Adopted/ Public Hearing: TBD
Published: TBD
Effective: TBD

**Ordinance No. 2024
City of Madison Heights
Oakland County, Michigan
Zoning Text Amendment 24-03**

An ordinance to amend Ordinance 2198, being an ordinance codifying and adopting a new Zoning Ordinance for the City of Madison Heights, by amending Appendix A, Section 7.03.43– Temporary Uses – to modify standards relating to seasonal sales lots and recurring special events.

The City of Madison Heights ordains:

Section 1. SECTION 7.03. USE SPECIFIC STANDARDS is hereby amended as follows:

Section 7.03.43 – Temporary Uses

- A. Except as otherwise provided in this Zoning Ordinance, the temporary uses listed in this Section shall require the issuance of a Temporary Use Permit in accordance with this Section and the process/requirements of Section 10.08. Temporary/Seasonal Business Licenses shall also be required in accordance with Chapter 7 of the Madison Heights Code of Ordinances.
- B. Applicants seeking a temporary use permit for a time period longer than otherwise allowed by this chapter, or for a temporary use not specifically permitted in this chapter (or not deemed similar by the Planning and Zoning Administrator), shall submit for approval through the Planning Commission; provided, that it complies with all other relevant development and operational standards for the use as provided in this Zoning Ordinance.
- C. Exempt Temporary Uses: The following temporary uses are exempt from the procedural and licensing requirements of this section but remain subject to other Sections of this Zoning Ordinance and the Madison Heights Code of Ordinances.
 - (1) Emergency Facilities: Temporary facilities to accommodate emergency health and safety needs and activities.
 - (2) Temporary Construction Yards – on-site: Yards and sheds for the storage of materials and equipment used as part of a construction project, provided a valid building permit has been issued and the materials and equipment are stored on the same site as the construction activity.
 - (3) Temporary Construction Office or Temporary Real Estate Office. A temporary construction or real estate office used during the construction of a principal building, buildings, or uses on the same site, subject to building permits and trade permits.

- (4) Activities conducted on public property or within the public right-of-way that are approved by the city or as otherwise required by the Zoning Ordinance or Municipal Code.
- (5) Temporary events or activities occurring within, or upon the grounds of, a private residence or upon the common areas of a multi-family residential development.
- (6) Mobile Food Sites, in accordance with Section 7.03(28)
- (7) Temporary portable on-site storage units in accordance with Section 8.03(2).

D. Standards Applicable to all Temporary Uses. All temporary uses, including but not limited to those listed in this Section, shall comply with the following standards:

- (1) No temporary use shall be established or conducted so as to cause a threat to the public health, safety, comfort, convenience, and general welfare, either on or off the premises.
- (2) Temporary uses shall be set back a minimum of twenty-five (25) feet from abutting residentially-zoned parcels or residential uses, with the exception of existing mixed-use buildings.
- (3) Temporary use applicants shall either be the property owner or, if not the property owner, present a signed letter of authorization from the property owner agreeing to such temporary use.
- (4) Temporary uses shall not obstruct required fire lanes, access to buildings or utility equipment, clear vision triangle, ADA spaces or aisles, or egress from buildings on the lot or on adjoining property.
- (5) Temporary uses shall provide adequate parking area and improvements adequate to accommodate anticipated vehicular traffic. Safe pedestrian accessibility shall be provided between parking areas and the temporary use, with a separation between vehicular and pedestrian traffic areas.
- (6) Temporary uses shall be conducted completely within the lot on which the principal use is located, unless the City authorizes the use of City-owned property or right-of-way.
- (7) During the operation of the temporary use, the lot on which it is located shall be maintained in an orderly manner, shall be kept free of litter, debris, and other waste material, and all storage and display of goods shall be maintained within the designated area.

- (8) Signs for temporary uses shall be permitted only in accordance with Article 12, Signs.
 - (9) Temporary uses shall comply with all requirements of the Fire Prevention Code and other applicable codes and regulations.
- E. Allowed Temporary Uses and Use-Specific Standards. The following temporary uses may be permitted via approval from the Planning and Zoning Administrator, subject to satisfying use-specific standards. Such uses shall also require the issuance of a valid Temporary/Seasonal Business License:
- (1) **Temporary Outdoor Displays/Sales.** The establishment of temporary outdoor sales and the temporary display of goods, including promotional sales, sidewalk sales, and parking lot sales, may be conducted accessory to an otherwise lawfully permitted or allowed principal use on the same site, subject to the following:
 - (a) Temporary outdoor displays and sales shall only be permitted in a non-residential or mixed-use zoning district, accessory to an existing business located on the same property.
 - (b) Products displayed and sold outdoors shall relate to the on-site use and business, and all activities shall be conducted within the lot.
 - (c) Temporary outdoor displays and sales are limited to a maximum of ninety (90) total days per calendar year, which may or may not be consecutive.
 - (d) Sales and display areas may not occupy more than fifteen percent (15%) of the parking area and shall not substantially alter the existing circulation or fire access on site.
 - (2) **Seasonal Sales Lots.** Temporary seasonal sales activity (e.g., Christmas trees, pumpkin sales, plant sales, fireworks sales) may be permitted, subject to the following:
 - (a) Seasonal sales lots may be permitted in any non-residential or mixed-use zoning district, or on any public, quasi-public, or institutional site that abuts an arterial or collector road.
 - (b) Temporary seasonal sales are limited to a maximum of ninety (90) total days per calendar year, which may or may not be consecutive.
 - (c) Sales and display areas may not occupy more than fifteen percent (15%) of a parking area and shall not substantially alter the existing circulation or fire access on site.

(3) **Special Events.** Special events such as auctions, craft fairs, farmers markets, outdoor entertainment, and carnivals, may be permitted, subject to the following:

(a) Special events may be permitted in any non-residential or mixed-use zoning district, or on any property approved for public, quasi-public, or institutional uses that abuts an arterial or collector road, as defined in the Madison Heights Master Plan.

(b) The temporary special event is limited to a maximum of seven (7) consecutive days. A total of three (3) temporary special events are permitted per business per calendar year, separated by a stretch of fourteen (14) consecutive days.

A recurring event that typically does not take place over consecutive days but may take place on no more than two consecutive days, may be submitted as a single temporary special event permit. A recurring event is not subject to the 14-day separation standard listed in subsection (E)(3)(b), above. A recurring event is limited to a total of ten (10) days per calendar year and shall count toward the total number of special events

(c) Permitted hours of operation shall be limited to between 12:00 (noon) to 10:00 p.m.

F. When a temporary use is not specifically mentioned in this section, the Planning and Zoning Administrator may determine that such use is similar in nature to listed use(s) above and shall establish the term and make necessary findings and conditions for the particular use. The Planning and Zoning Administrator reserves the right to refer any request for a temporary use permit to the Planning Commission for action, in accordance with Section 15.08.

G. In issuing a temporary use permit, the approving authority may impose conditions which it finds necessary for the protection and preservation of property rights and values of adjacent properties.

Section 2. Repealer

All ordinances or parts of ordinances in conflict with this ordinance are repealed only to the extent necessary to give this ordinance full force and effect.

Section 3. Severability

Should any section, subdivision, clause, or phrase of this ordinance be declared by the courts to be invalid, the validity of the ordinance as a whole, or in part, shall not be affected other than the part invalidated.

Section 4. Savings

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force when they were commenced.

Section 5. Effective Date

This ordinance as ordered shall take effect ten (10) days after its adoption and upon publication.

Section 6. Enactment

A copy of this ordinance may be inspected or purchased at the City Clerk’s office between the hours of 8:00 a.m. and 11:30 a.m. and between 12:30 p.m. and 4:30 p.m. on regular business days.

Roslyn Grafstein, Mayor

Cheryl Rottmann, City Clerk

CERTIFICATION:

I, Cheryl Rottmann, the duly appointed City Clerk of the City of Madison Heights, County of Oakland, State of Michigan, do hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Madison Heights City Council at their Regular Meeting held on _____, 2024.

Cheryl Rottmann, City Clerk

ZOTXT 24-03 (Ordinance 2024)
Planning Commission Public Hearing: September 17th, 2024
City Council First Reading: October 14th, 2024
City Council Second Reading: TBD
Adopted/ Public Hearing: TBD
Published: TBD
Effective: TBD



CITY OF MADISON HEIGHTS
PLANNING COMMISSION MEETING MINUTES

September 17, 2024 **(DRAFT)**
 Council Chambers – City Hall
 300 W. 13 Mile, Madison Heights, MI 48071

1. CALL TO ORDER

Chair Champagne called the meeting of the Madison Heights Planning Commission to order at 5:30 p.m.

2. ROLL CALL

Present: Chair Josh Champagne
 Mayor Roslyn Grafstein
 Mayor Pro Tem Mark Bliss
 Commissioner Eric Graettinger
 Commissioner Cliff Oglesby
 Commissioner Grant Sylvester

Also Present: City Planner Matt Lonnerstater
 Assistant City Attorney Tim Burns
 Business Services Coordinator Mary Daley

3. EXCUSE ABSENT MEMBERS

Motion by Commissioner Oglesby, seconded by Commissioner Graettinger to excuse Commissioners Marsh and Kalnasy.

Motion carries unanimously.

4. APPROVAL OF THE MINUTES

Motion by Commissioner Graettinger, seconded by Marsh to approve the minutes of the regular Planning Commission meeting of August 20 2024.

Motion carries unanimously.

5. PUBLIC COMMENT - For items not listed on the agenda

Chair Champagne opened the floor for public comment at 5:31p.m. Seeing none, public comment was closed at 5:31 pm.

6. PUBLIC HEARING

Madison Heights City Council adopted the new Zoning Ordinance on May 13th, 2024. Since going into effect, staff has encountered several ordinance sections that could benefit from clarification or refinement:

- Section 7.03.10 – Use Specific Standards related to Detached One-Family Dwellings
- Section 7.03.43 – Use Specific Standards related to Temporary Uses
- Section 8.03 – Accessory Buildings, Structures, and Uses [Addressed in this Memo]
- Sections 12.06 and 12.07 – Signs

Discussion: ZTA 24-01 - Accessory Buildings, Structures and Uses - Gazebos, Pergolas, and Utility Structures

The proposed amendments to section Section 8.03, addressed in the packet, were discussed and reviewed. Under the old ordinance, gazebos and pergolas were treated as accessory structures (roofed, but open on all sides) subject to the same minimum setback standards as all other accessory structures, including detached garages or sheds: five (5) feet from side/rear property lines and ten (10) feet from the principal structures.

This proposed amendment would exempt small unenclosed accessory structures such as gazebos and pergolas from the building setback requirement and allow applicants to bring the gazebos and pergolas closer to the structure and reduce the need for future variances. Staff has confirmed with the Building Official and Fire Marshal that the proposed amendments are compatible with building and fire codes.

The second part of this amendment pertains to utility structures such as a generator or HVAC unit. Current ordinance language restricts utility structures to the rear yard, with the exception that such structures may be permitted in a side yard only if enclosed by a masonry enclosure. The amendment would allow screening methods to include wood, vinyl or landscaping such as arborvitae.

Chair Champagne opened the hearing for public comment at 5:36 pm. Seeing none, the public comment portion of this hearing was closed at 5:36 pm.

Motion by Commissioner Graettinger, seconded by Commissioner Sylvester to recommend approval of Zoning Text Amendment 24-01 to City Council as presented by Staff and as written in the packet.

Motion carries unanimously.

Discussion: ZTA 24-02 - Detached One-Family Dwelling Standards – Driveways

The proposed amendments to section Section 7.03.10, addressed in the packet, were discussed and reviewed by the Commission. Planner Lonnerstater explained that the current ordinance limits driveway widths to the outer edges of the garage door. The proposed amendment extends that limit a modest additional 18 inches width (on each side) beyond the edges of the garage door. Staff proposes this would allow for the storage of larger vehicles and provide for a paved area to step out from the vehicle without compromising the general intent of the width limitation.

Chair Champagne opened the hearing for public comment at 5:39 pm. Seeing none, the public comment portion of this hearing was closed at 5:39 pm.

Motion by Commissioner Sylvester, seconded by Commissioner Oglesby to recommend approval of Zoning Text Amendment 24-02 to City Council as presented by Staff and as written in the packet.

Motion carries unanimously.

Discussion: ZTA 24-03 - Use Specific Standards related to Temporary Uses

The proposed amendments to section Section 7.03.43, addressed in the packet, were discussed and reviewed by the Commission. When the zoning ordinance was updated, it became obvious that the language was restrictive for some more active and unique events that wished to occur weekly. The current language limits properties to three (3) special events per calendar year, with a fourteen (14) day gap between events.

New language would add a “recurring event” provision to the Special Events category, allowing business owners/property owners to hold a recurring event (1-2 consecutive days each) up to a total of ten (10) days per calendar year. A recurring event could be applied for under a single special event permit, which would count toward the total number of special events allotted per year.

Chair Champagne opened the hearing for public comment at 5:43 pm. Seeing none, the public comment portion of this hearing was closed at 5:43 pm.

Motion by Commissioner Sylvester, seconded by Commissioner Graettinger to recommend approval of Zoning Text Amendment 24-03 to City Council as presented by Staff and as written in the packet.

Motion carries unanimously.

Discussion: ZTA 24-04 - Signs - Wall Sign Allowances

The proposed amendments to section Section 12.06 and 12.07, addressed in the packet, were discussed and reviewed by the Commission. In the current ordinance, the maximum allowance for signs is based on the area of the street facing façade of the business. This proposed amendment changes the language from street-facing to “primary facing.” In order to adequately allocate wall signage allowances and to avoid the need for variances, staff recommended recategorizing building facades into “primary facades” and “secondary facades.” Primary facades would include any façade that fronts a public street or any façade that serves as a main entrance to a building or tenant space, regardless of street frontage. Secondary facades would include any other façade, typically along the side or rear of a building.

Chair Champagne opened the hearing for public comment at 5:47 pm. Seeing none, the public comment portion of this hearing was closed at 5:47 pm.

Motion by Commissioner Sylvester, seconded by Commissioner Graettinger to recommend approval of Zoning Text Amendment 24-04 to City Council as presented by Staff and as written in the packet.

Motion carries unanimously.

7. PLANNER UPDATES

11 Mile Streetscape Update

Planner Lonnerstater shared an update on the 11 Mile Streetscape Plan- Main Street Placemaking Grant. On July 18th the Oakland County staff informed the city that the Board of Commissioners approved our Placemaking Grant application for a total grant request of \$313,981.50. City Council approved this plan at their meeting on August 12, 2024.

This lane reconfiguration will focus on the area John R from Lorenz. The anticipated start date is sometime next Spring.

8. PUBLIC COMMENT

Seeing no further comments, Chair Champagne adjourned the meeting at 5:57 p.m.



AGENDA ITEM SUMMARY FORM

MEETING DATE: 10/14/24

PREPARED BY: Matt Lonnerstater, AICP

AGENDA ITEM CONTENT: CED Director - ZTA 24-04 [Ordinance 2025] - Measurement of Sign Area and Height and Regulations for Permitted Signs [Wall Signs] - First Reading

AGENDA ITEM SECTION: Ordinances

BUDGETED AMOUNT: N/A

FUNDS REQUESTED: N/A

FUND: N/A

EXECUTIVE SUMMARY:

City staff proposes the attached text amendment [ZTA 24-04 Ordinance 2025] pertaining to wall sign measurements and allowances.

RECOMMENDATION:

Staff recommends that City Council approve ZTA 24-04, Ordinance # 2025, upon first reading and schedule the second and final reading for the October 28th, 2024 City Council meeting.



MEMORANDUM

Date: October 3rd, 2024
 To: City of Madison Heights City Council
 From: Matt Lonnerstater, AICP – City Planner
 Subject: Zoning Text Amendment (24-04) – Regulations for Permitted Signs (Wall Signs) – First Reading

Introduction

Madison Heights City Council adopted the new Zoning Ordinance on May 13th, 2024. Since going into effect, staff has encountered several ordinance sections that could benefit from clarification or refinement:

- Section 7.03.10 – Use Specific Standards related to Detached One-Family Dwellings (Driveways)
- Section 7.03.43 – Use Specific Standards related to Temporary Uses
- Section 8.03 – Accessory Buildings, Structures, and Uses
- **Sections 12.06 and 12.07 – Signs – Wall Signs [Addressed in this Memo]**

This memo addresses proposed text amendments to Section 12.06 and 12.07– Signs – pertaining to measurement and allowances for wall signs. The Planning Commission recommended approval of the proposed text amendment at their September 17th, 2024 meeting.

For reference, staff has included example images of wall signs and their respective areas at the end of this memo.

Background and Proposed Amendments

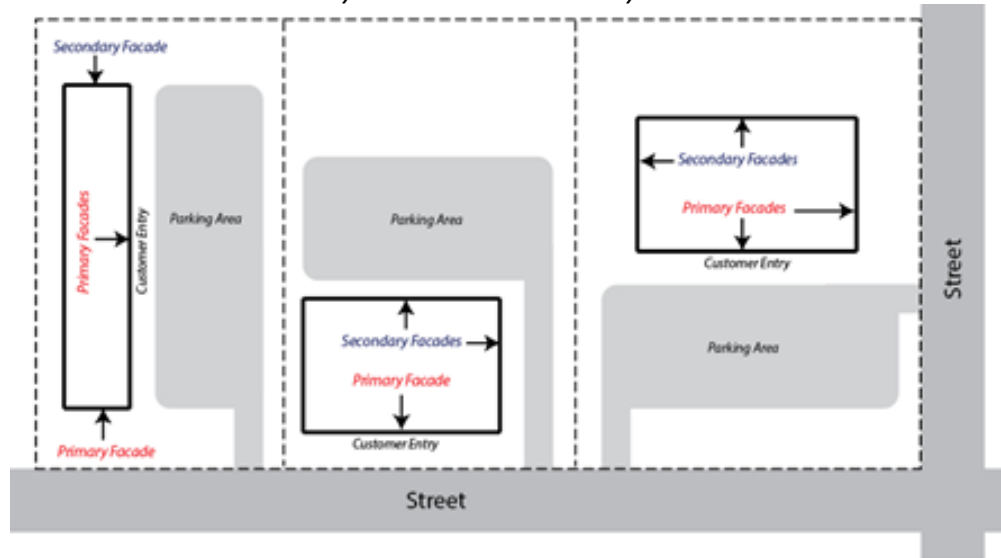
Section 12.06 – Measurement of Sign Area and Height – and Section 12.07 – Regulations for Permitted Signs – contain definitions and calculations pertaining to the measurement of wall signs, as well as the various wall sign allowances per zoning district. The existing language splits wall sign allowances into the categories of “street-facing facades” and “non-street facing facades,” with greater bonus allowances for street-facing facades. While these categories work for many properties/buildings in Madison Heights, there are certain buildings within the City whose main building entrances do not face a street, and several properties that do not have street frontage at all. For example, Target’s main entrance faces the interior parking lot rather than John R Road, and the tenants in Master’s Plaza all face an interior parking lot

Properties/Tenants with Interior-Facing Primary Facades



In order to adequately allocate wall signage allowances and to avoid the need for variances, staff recommends recategorizing building facades into “primary facades” and “secondary facades.” Primary facades would include any façade that fronts a public street or any façade that serves as a main entrance to a building or tenant space, regardless of street frontage. Secondary facades would include any other façade, typically along the side or rear of a building. See the image below for clarification.

Primary Facades and Secondary Facades



The existing language provides a bonus wall sign area allowance for tenants that have street-fronting facades length in excess of 200 feet. Staff proposes changing this bonus allowance to apply to primary façade lengths, even those not fronting a street, in excess of 200 feet. Staff also proposes to extend this bonus allowance to buildings/tenants whose primary façade is greater than 150 feet from the right-of-way line of the adjacent street to allow for greater visibility.

Buildings with Significant Setbacks (>150 feet from Right-of-Way)



Planning Commission Action

At their September 17th, 2024 meeting, the Planning Commission held a public hearing and recommended approval of the proposed text amendment, as written. Draft minutes from this meeting are attached.

Next Step

Based on the Planning Commission’s recommendation, staff recommends that City Council approve ordinance #2024 (ZTA 24-03) upon first reading and schedule the second and final reading for the October 28th, 2024 City Council meeting.

For Reference: Example Wall Signs and Sign Areas



Goodwill: 80 square feet



O'Reilly Auto Parts: 115 square feet



Gong Cha: 45 square feet

**Ordinance 2025
City of Madison Heights
Oakland County, Michigan
Zoning Text Amendment 24-04**

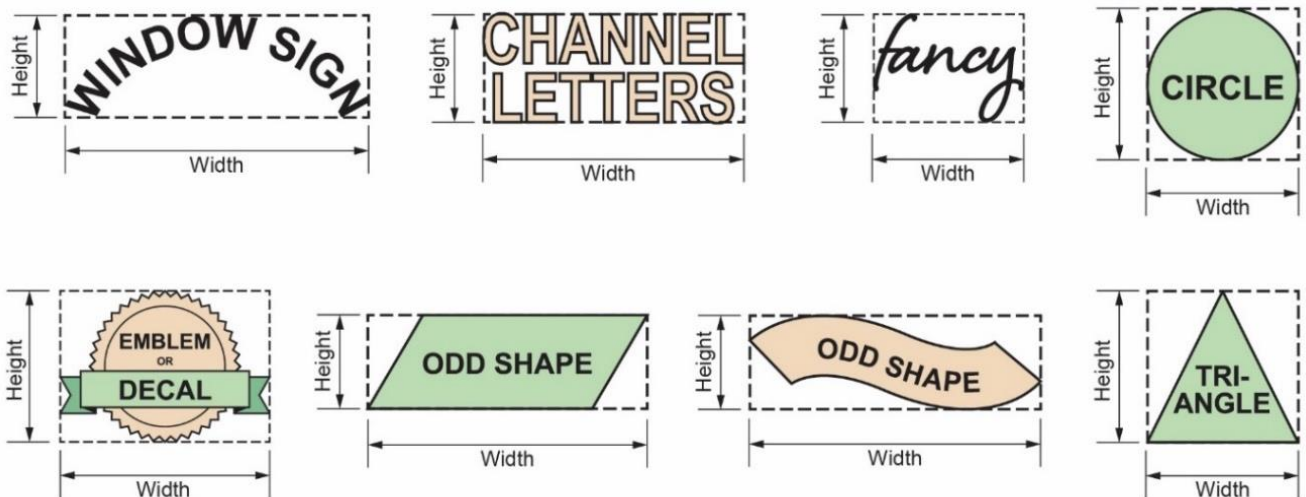
An ordinance to amend Ordinance 2198, being an ordinance codifying and adopting a new Zoning Ordinance for the City of Madison Heights, by amending Appendix A, Section 12.06 – Measurement of Sign Area and Height – and Section 12.07 – Regulations for Permitted Signs – to modify standards relating to wall sign measurements and allowances.

The City of Madison Heights ordains:

Section 1. SECTION 12.06 – MEASUREMENT OF SIGN AREA AND HEIGHT is hereby amended as follows:

Section 12.06 Measurement of Sign Area and Height

- Sign Area.** For the purposes of this section, the sign area shall include the total area within any circle, triangle, rectangle or square, or combination of two shapes which are contiguous to each other, enclosing the extreme limits of writing, representation, emblem or any similar figure, together with any frame or other material forming an integral part of the display or used to differentiate such sign from the background against which it is placed. In the case of a broken sign, (a sign with open spaces between the letters or insignia) the sign area to be considered for size shall include all air space between the letters or insignia. Where more than one wall sign is used, each sign may be measured individually, using the procedure above, provided the signs are separated by a distance equal to, or greater than, the width of the largest sign. Any back-lit area of a building exterior shall be considered to be a sign area. Where a sign has two or more faces, the area of all faces shall be included in determining the area of the sign, except that where two such faces are placed back-to-back and less than 24 inches apart, the area of the sign shall equal the area of one face.

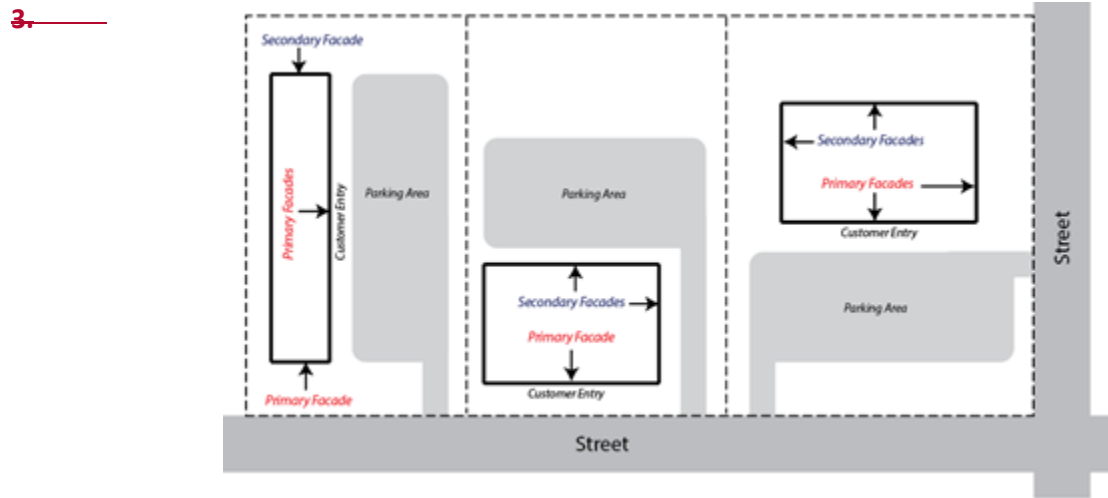


- Sign Height.** The height of the sign is measured from the ground to the highest point of the sign from the ground.

- Lineal Building Street Frontage.** In certain cases, the lineal street frontage of a building, building unit, or individual tenant space ~~shall may~~ be the basis for determining permissible wall sign area. Lineal Building Street frontage shall be the sum of all wall lengths associated with such building, building unit, or tenant space parallel to a public street, excluding any such wall length determined by the Planning and Zoning Administrator as unrelated to such building, building unit, or tenant space. For multi-tenant buildings, the street frontage shall be measured from the centerline of the party walls defining the tenant’s individual space.

4. Façade Measurements: In certain cases, sign area calculations may be based on the length of the façade serving as the building or tenant’s primary or secondary façades. Primary façades shall include any façade that has building street frontage along a public street (as defined above) or any façade that serves as the main entrance to a building or tenant space, regardless of street frontage. All other façades shall be considered secondary façades for the purposes of this article. A building or tenant space may have multiple primary façades and secondary façades. When a site has primary and secondary façades herein, the Planning and Zoning Administrator shall determine which façades shall serve as the primary façades and which shall be the secondary façades, as applicable. Façade length shall be the sum of all wall lengths associated with said façade. For multi-tenant buildings, façade length shall be measured from the centerline of the party walls defining the tenant’s individual space.

Primary and Secondary Façades



Section 2. SECTION 12.07- REGULATIONS FOR PERMITTED SIGNS is hereby amended as follows:

Section 12.07 Regulations for Permitted Signs

The following conditions shall apply to all signs erected or located in the specified zoning district(s):

R-1, R-2, R-3, R-MN, R-MF and H-M Districts:

Sign Type	R-1, R-2, R-3, R-MN, R-MF and H-M Districts (Single-family, duplex, and multi-plex lots only)	R-1, R-2, R-3, R-MN, R-MF and H-M Districts (Residential Developments [e.g., subdivisions, site condominiums, multi-family, and mobile home parks] and Non-Residential Uses only)
Awning/ Canopy Signs	Not Permitted	Maximum Number: One (1) sign per awning/canopy. Maximum Area: 15 square feet per sign. Individual signs greater than 15 sq. ft. may be permitted by allocating permitted wall signage allowances, below, to the awning/canopy sign.
Ground Signs	Not Permitted	Maximum Number: One (1) per street frontage. If an individual parcel has frontage that exceeds 300 linear feet on any given street, a total of one (1) additional ground sign may be permitted. Ground signs on a single parcel shall be separated by a minimum of 100 feet. Minimum Setback: 3 feet from right of way. Increase setback by 0.5 foot for every 0.5 foot of height increase above 5 feet (up to a maximum of 6 feet).
Monument Signs	Not Permitted	Maximum Height: 6 feet Maximum Area: 32 square feet

• Decorative Post Signs	Not Permitted	Maximum Height: 5 feet Maximum Area: 24 square feet
Projecting Signs	Not Permitted	Maximum Number: One (1) projecting sign per public entrance, minimum separation of 20 feet between projecting signs on a single façade. Maximum Area: 10 square feet per individual sign
Wall Signs	Not Permitted	Maximum Area per Individual Sign: 50 square feet Maximum Total Sign Area per Façade: Street-Facing façades/Street Frontage/Primary Façade: 1.5 square feet of sign area per lineal feet of building street frontage or primary façade length, not to exceed a total of 100 square feet for each street-facing façade street-fronting façade or primary façade. Non-street-facing façades/Secondary Façade: 1.5 square feet of sign area per lineal feet of secondary façade length, not to exceed 75 100 square feet per façade. Painted Wall Signs: Refer to Section 12.05(7)
Window Signs	Maximum Area: 25% of the window area.	
Temporary Signs	Maximum Height: 4 feet Maximum Area: 16 square feet total Minimum Setback: 2 feet from right of way or any lot line.	Maximum Number: One (1) per street frontage. One (1) per parcel with no street frontage. Maximum Height: 4 feet Maximum Area: 16 square feet Minimum Setback: 2 feet from any lot line.

B-1 Neighborhood Business District; B-2 Community Business District; B-3 Regional Business Districts; CC City Center District; and MUI Mixed Use Innovation Districts.

Sign Type	B-1, B-2, B-3, CC, and MUI Districts
Awning/ Canopy Signs	Maximum Number: One (1) sign per awning/canopy. Maximum Area: 15 square feet per sign. Individual signs greater than 15 square feet may be permitted by allocating permitted wall signage allowances, below, to the awning/canopy sign.
Ground Signs	Maximum Number: One (1) per street frontage per parcel. If a parcel has frontage that exceeds 300 linear feet on any given street, a total of one (1) additional ground sign may be permitted. Ground signs on a single parcel shall be separated by a minimum of 100 feet. Minimum Setback: 3 feet from right of way. Increase setback by 0.5 foot for every 0.5 foot of height increase above 5 feet (up to a maximum of 8 feet). No sign shall be located closer than 30 feet to any property line of an adjacent residential district.
• Monument Signs	Maximum Height: 8 feet Maximum Area: 0.5 square foot per each lineal foot of lot frontage to a maximum of 60 square feet in area, whichever is less
• Decorative Post Signs	Maximum Height: 5 feet Maximum Area: 24 square feet
Projecting Signs	Maximum Number: One (1) per public entrance, minimum separation of 20 feet between projecting signs on a single façade. Maximum Area: 10 square feet per individual sign.

Wall Signs

Maximum Height: 20 feet

Maximum Area per Individual Sign: 75 square feet. Individual tenants with lineal building frontage in excess of 200 feet along a public roadway shall be permitted a maximum individual sign area allowance of 100 square feet along such street facing facades.

Maximum Total Sign Area per Façade:

Street-Facing facades/Street Frontage/Primary Façade: 1.5 square feet of total sign area per lineal feet of building street frontage or primary façade length, not to exceed a total of 100 square feet per tenant per street facing street-fronting façade or primary façade.

Individual Buildings/Tenants with an individual lineal building street frontage or primary façade length in excess of 200 feet, along a public street or whose primary façade is set back more than 150 feet from the right-of-way line of the adjacent street, shall be permitted a total wall area allowance bonus of 25% along such frontage/façade, not to exceed of 150 square feet per façade, along such street facing facades.

Non-street-facing facades/Secondary Façade: 1.5 square feet of sign area per lineal feet of secondary façade length, not to exceed 100 square feet ~~100 square feet per façade per tenant.~~

Painted Wall Signs: Refer to [Section 12.05\(7\)](#)

Window Signs

Maximum Area: 25% of the window area. In an enclosed building where the public is not allowed in the building and where food is offered to the public through a window for immediate consumption the maximum coverage shall be 50 percent.

Temporary Signs

Maximum Number: One (1) per street frontage, One (1) per parcel with no street frontage.

Maximum Height: 4 feet

Maximum Area: 16 square feet

Minimum Setback: 2 feet from right of way or any lot line.

O-1 Office District:

Sign Type	O-1 Districts
Awning/ Canopy Signs	<p>Maximum Number: One (1) sign per awning/canopy.</p> <p>Maximum Area: 15 square feet per sign. Individual signs greater than 15 square feet may be permitted by allocating permitted wall signage allowances, below, to the awning/canopy sign.</p>
Ground Signs	<p>Maximum Number: One (1) per street frontage of a lot or development.</p> <p>Maximum Height: 8 feet</p> <p>Maximum Area: 0.5 square foot per each lineal foot of lot frontage to a maximum of 48 square feet in area.</p> <p>Minimum Setback: 3 feet from all lot lines. No sign shall be located closer than 30 feet to any property line of an adjacent residential district. Increase setback by 0.5 foot for every 0.5 foot of height increase above 5 feet (up to a maximum of 8 feet).</p>
<ul style="list-style-type: none"> Monument Signs 	<p>Maximum Height: 8 feet</p> <p>Maximum Area: 48 square feet</p>
<ul style="list-style-type: none"> Decorative Post Signs 	<p>Maximum Height: 5 feet</p> <p>Maximum Area: 24 square feet</p>
Projecting Signs	<p>Maximum Number: One (1) per public entrance, minimum separation of 20 feet between projecting signs on a single façade.</p> <p>Maximum Area: 10 square feet per individual sign.</p>
Wall Signs	<p>Maximum Height: 20 feet</p> <p>Maximum Area per Individual Sign: 50 square feet. Individual tenants with lineal building frontage in excess of 200 feet along a public roadway shall be permitted a maximum individual sign area allowance of 75 square feet along such street facing facades.</p>

Maximum Total Sign Area per Façade:

~~Street-Facing façades~~**Street Frontage/Primary Façade:** 1.5 square feet of total sign area per lineal feet of building street frontage or primary façade length, not to exceed a total of 75 square feet per tenant per street-fronting façade or primary façade~~street-facing façade.~~

~~Individual tenants with~~**Buildings/Tenants with an individual lineal**-building street frontage or primary façade length in excess of 200 feet ~~along a public street, or whose primary façade is set back more than 150 feet from the right-of-way line of the adjacent street,~~ shall be permitted a total wall area bonus of 25% along such frontage/façade, not to exceed 125 square feet per façade. ~~allowance of 100 square feet along such street-facing façades.~~

~~Non-street-facing façades:~~**Secondary Façade: Secondary Façade:** 1.5 square feet of sign area per lineal feet of secondary façade length, not to exceed 75 square feet ~~75 square feet per façade per tenant.~~

Painted Wall Signs: Refer to Section 12.05(7)

Window Signs	Maximum Area: 25% of the window area.
Temporary Signs	Maximum Number: One (1) per <u>street frontage. One (1) per parcel with no street frontage.</u> lot. Maximum Height: 4 feet Maximum Area: 16 square feet Minimum Setback: 2 feet from right of way or any lot line.

M-1 Light Industrial District; and M-2 Heavy Industrial Districts:

Sign Type	M-1 and M-2 Districts
Awning/ Canopy Signs	Maximum Number: One (1) sign per awning/canopy. Maximum Area: 15 square feet per sign. Individual signs greater than 15 square feet may be permitted by allocating permitted wall signage allowances, below, to the awning/canopy sign.
Ground Signs	Maximum Number: One (1) per street frontage per parcel. If a parcel has frontage that exceeds 300 linear feet on any given street, a total of one (1) additional ground sign may be permitted. Ground signs on a single parcel shall be separated by a minimum of 100 feet. No sign shall be located closer than 30 feet to any property line of an adjacent residential district. Minimum Setback: 5 feet
• Monument Signs	Maximum Height: 8 feet Maximum Area: 0.5 square foot per each lineal foot of lot frontage to a maximum of 60 square feet in area.
• Decorative Post Signs	Maximum Height: 5 feet Maximum Area: 24 square feet
Projecting Signs	Maximum Number: One (1) per public entrance, minimum separation of 20 feet between projecting signs on a single façade. Maximum Area: 10 square feet per individual sign.
Wall Signs	Maximum Area per Individual Sign: 100 square feet. Individual tenants with lineal building frontage in excess of 200 feet along a public roadway shall be permitted a maximum individual sign area allowance of 150 square feet along such street-facing façades. Maximum Total Sign Area per Façade: Street-Facing façades Street Frontage/Primary frontage: 1.5 square feet of sign area per lineal feet of building <u>street frontage or primary façade length</u> , not to exceed a total of 150 square feet per tenant per street-facing <u>street-facing façade or primary</u> façade. Individual tenants Buildings/Tenants with <u>an individual lineal</u> building <u>street frontage or primary façade length</u> in excess of 200 feet, <u>or whose primary façade is set back more</u>

~~than 150 feet from the right-of-way of the adjacent street along a public street~~ shall be permitted a total wall area bonus of 25% along such frontage/facade, not to exceed allowance of 175 square feet along such street facing façades, per facade.
~~Non-street-facing façades: Secondary Facade: 1.5 square feet of sign area per lineal foot of secondary facade length, not to exceed 100 square feet per facade per tenant.~~

Painted Wall Signs: Refer to Section 12.05(7)

Window Signs	Maximum Area: 25% of the window area.
Temporary Signs	Maximum Number: One (1) per lot <u>street frontage. One (1) per parcel with no street frontage.</u> Maximum Height: 4 feet Maximum Area: 16 square feet Minimum Setback: 2 feet from right of way or any lot line.

Section 3. Repealer

All ordinances or parts of ordinances in conflict with this ordinance are repealed only to the extent necessary to give this ordinance full force and effect.

Section 4. Severability

Should any section, subdivision, clause, or phrase of this ordinance be declared by the courts to be invalid, the validity of the ordinance as a whole, or in part, shall not be affected other than the part invalidated.

Section 5. Savings

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force when they were commenced.

Section 6. Effective Date

This ordinance as ordered shall take effect ten (10) days after its adoption and upon publication.

Section 7. Enactment

A copy of this ordinance may be inspected or purchased at the City Clerk’s office between the hours of 8:00 a.m. and 11:30 a.m. and between 12:30 p.m. and 4:30 p.m. on regular business days.

Roslyn Grafstein, Mayor

Cheryl Rottmann, City Clerk

CERTIFICATION:

I, Cheryl Rottmann, the duly appointed City Clerk of the City of Madison Heights, County of Oakland, State of Michigan, do hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Madison Heights City Council at their Regular Meeting held on _____, 2024.

Cheryl Rottmann, City Clerk

ZOTXT 24-04 (Ordinance 2025)

Planning Commission Public Hearing: September 17th, 2024

City Council First Reading: October 14th, 2024

City Council Second Reading: TBD

Adopted/ Public Hearing: TBD

Published: TBD

Effective: TBD

DRAFT

**Ordinance 2025
City of Madison Heights
Oakland County, Michigan
Zoning Text Amendment 24-04**

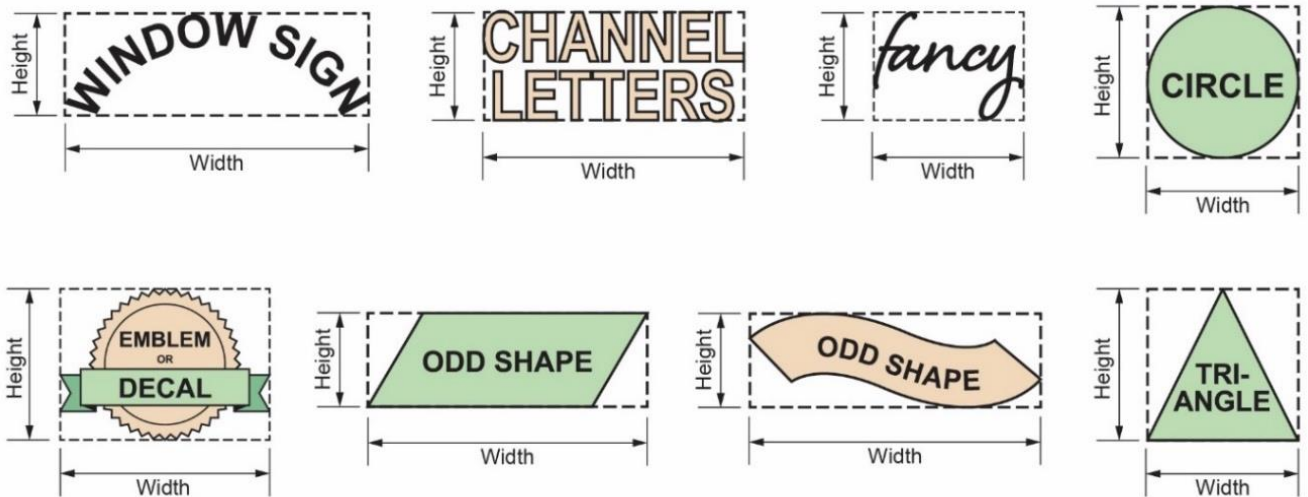
An ordinance to amend Ordinance 2198, being an ordinance codifying and adopting a new Zoning Ordinance for the City of Madison Heights, by amending Appendix A, Section 12.06 – Measurement of Sign Area and Height – and Section 12.07 – Regulations for Permitted Signs – to modify standards relating to wall sign measurements and allowances.

The City of Madison Heights ordains:

Section 1. SECTION 12.06 – MEASUREMENT OF SIGN AREA AND HEIGHT is hereby amended as follows:

Section 12.06 Measurement of Sign Area and Height

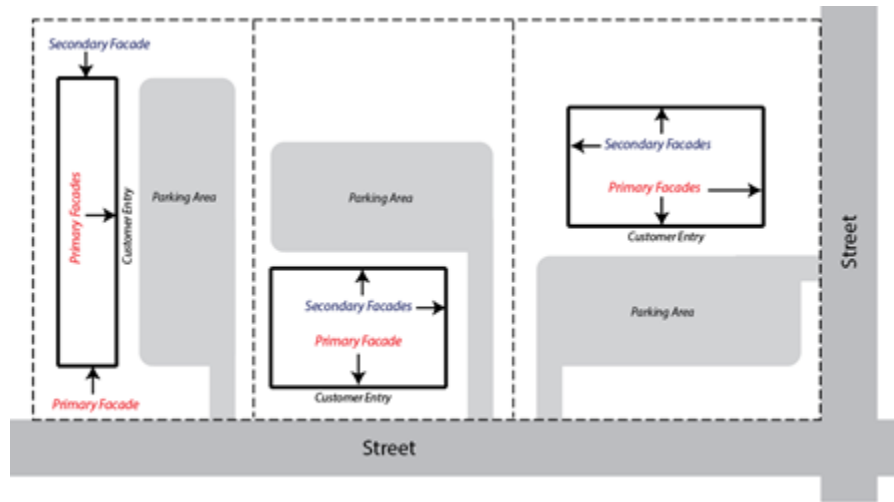
- 1. Sign Area.** For the purposes of this section, the sign area shall include the total area within any circle, triangle, rectangle or square, or combination of two shapes which are contiguous to each other, enclosing the extreme limits of writing, representation, emblem or any similar figure, together with any frame or other material forming an integral part of the display or used to differentiate such sign from the background against which it is placed. In the case of a broken sign, (a sign with open spaces between the letters or insignia) the sign area to be considered for size shall include all air space between the letters or insignia. Where more than one wall sign is used, each sign may be measured individually, using the procedure above, provided the signs are separated by a distance equal to, or greater than, the width of the largest sign. Any back-lit area of a building exterior shall be considered to be a sign area. Where a sign has two or more faces, the area of all faces shall be included in determining the area of the sign, except that where two such faces are placed back-to-back and less than 24 inches apart, the area of the sign shall equal the area of one face.



- 2. Sign Height.** The height of the sign is measured from the ground to the highest point of the sign from the ground.
- 3. Building Street Frontage.** In certain cases, the lineal street frontage of a building, building unit, or individual tenant space may be the basis for determining permissible wall sign area. Building Street frontage shall be the sum of all wall lengths associated with such building, building unit, or tenant space parallel to a public street, excluding any such wall length determined by the Planning and Zoning Administrator as unrelated to such building, building unit, or tenant space. For multi-tenant buildings, the street frontage shall be measured from the centerline of the party walls defining the tenant's individual space.

4. **Façade Measurements:** In certain cases, sign area calculations may be based on the length of the façade serving as the building or tenant’s primary or secondary façades. Primary façades shall include any façade that has building street frontage along a public street (as defined above) or any façade that serves as the main entrance to a building or tenant space, regardless of street frontage. All other façades shall be considered secondary façades for the purposes of this article. A building or tenant space may have multiple primary façades and secondary façades. When a site has primary and secondary façades herein, the Planning and Zoning Administrator shall determine which façades shall serve as the primary façades and which shall be the secondary façades, as applicable. Façade length shall be the sum of all wall lengths associated with said façade. For multi-tenant buildings, façade length shall be measured from the centerline of the party walls defining the tenant’s individual space.

Primary and Secondary Façades



Section 2. SECTION 12.07- REGULATIONS FOR PERMITTED SIGNS is hereby amended as follows:

Section 12.07 Regulations for Permitted Signs

The following conditions shall apply to all signs erected or located in the specified zoning district(s):

R-1, R-2, R-3, R-MN, R-MF and H-M Districts:

Sign Type	R-1, R-2, R-3, R-MN, R-MF and H-M Districts (Single-family, duplex, and multi-plex lots only)	R-1, R-2, R-3, R-MN, R-MF and H-M Districts (Residential Developments [e.g., subdivisions, site condominiums, multi-family, and mobile home parks] and Non-Residential Uses only)
Awning/ Canopy Signs	Not Permitted	Maximum Number: One (1) sign per awning/canopy. Maximum Area: 15 square feet per sign. Individual signs greater than 15 sq. ft. may be permitted by allocating permitted wall signage allowances, below, to the awning/canopy sign.
Ground Signs	Not Permitted	Maximum Number: One (1) per street frontage. If an individual parcel has frontage that exceeds 300 linear feet on any given street, a total of one (1) additional ground sign may be permitted. Ground signs on a single parcel shall be separated by a minimum of 100 feet. Minimum Setback: 3 feet from right of way. Increase setback by 0.5 foot for every 0.5 foot of height increase above 5 feet (up to a maximum of 6 feet).
Monument Signs	Not Permitted	Maximum Height: 6 feet Maximum Area: 32 square feet

• Decorative Post Signs	Not Permitted	Maximum Height: 5 feet Maximum Area: 24 square feet
Projecting Signs	Not Permitted	Maximum Number: One (1) projecting sign per public entrance, minimum separation of 20 feet between projecting signs on a single façade. Maximum Area: 10 square feet per individual sign
Wall Signs	Not Permitted	Maximum Total Sign Area per Façade: Street Frontage/Primary Façade: 1.5 square feet of sign area per lineal feet of building street frontage or primary façade length, not to exceed a total of 100 square feet for each street-fronting façade or primary façade. Secondary Façade: 1.5 square feet of sign area per lineal feet of secondary façade length, not to exceed 75 square feet. Painted Wall Signs: Refer to Section 12.05(7)
Window Signs	Maximum Area: 25% of the window area.	
Temporary Signs	Maximum Height: 4 feet Maximum Area: 16 square feet total Minimum Setback: 2 feet from right of way or any lot line.	Maximum Number: One (1) per street frontage. One (1) per parcel with no street frontage Maximum Height: 4 feet Maximum Area: 16 square feet Minimum Setback: 2 feet from any lot line.

B-1 Neighborhood Business District; B-2 Community Business District; B-3 Regional Business Districts; CC City Center District; and MUI Mixed Use Innovation Districts.

Sign Type	B-1, B-2, B-3, CC, and MUI Districts
Awning/ Canopy Signs	Maximum Number: One (1) sign per awning/canopy. Maximum Area: 15 square feet per sign. Individual signs greater than 15 square feet may be permitted by allocating permitted wall signage allowances, below, to the awning/canopy sign.
Ground Signs	Maximum Number: One (1) per street frontage per parcel. If a parcel has frontage that exceeds 300 linear feet on any given street, a total of one (1) additional ground sign may be permitted. Ground signs on a single parcel shall be separated by a minimum of 100 feet. Minimum Setback: 3 feet from right of way. Increase setback by 0.5 foot for every 0.5 foot of height increase above 5 feet (up to a maximum of 8 feet). No sign shall be located closer than 30 feet to any property line of an adjacent residential district.
• Monument Signs	Maximum Height: 8 feet Maximum Area: 0.5 square foot per each lineal foot of lot frontage to a maximum of 60 square feet in area, whichever is less
• Decorative Post Signs	Maximum Height: 5 feet Maximum Area: 24 square feet
Projecting Signs	Maximum Number: One (1) per public entrance, minimum separation of 20 feet between projecting signs on a single façade. Maximum Area: 10 square feet per individual sign.
Wall Signs	Maximum Total Sign Area per Façade: Street Frontage/Primary Façade: 1.5 square feet of total sign area per lineal feet of building street frontage or primary façade length, not to exceed a total of 100 square feet per street-fronting façade or primary façade. Buildings/Tenants with an individual building street frontage or primary facade length in excess of 200 feet, or whose primary facade is set back more than 150 feet from the right-of-way line of the

adjacent street, shall be permitted a total wall area bonus of 25% along such frontage/façade, not to exceed 150 square feet per facade.

Secondary Façade: 1.5 square feet of sign area per lineal feet of secondary façade length, not to exceed 100 square feet.

Painted Wall Signs: Refer to [Section 12.05\(7\)](#)

Window Signs	Maximum Area: 25% of the window area. In an enclosed building where the public is not allowed in the building and where food is offered to the public through a window for immediate consumption the maximum coverage shall be 50 percent.
Temporary Signs	Maximum Number: One (1) per street frontage. One (1) per parcel with no street frontage. Maximum Height: 4 feet Maximum Area: 16 square feet Minimum Setback: 2 feet from right of way or any lot line.

O-1 Office District:

Sign Type	O-1 Districts
Awning/ Canopy Signs	Maximum Number: One (1) sign per awning/canopy. Maximum Area: 15 square feet per sign. Individual signs greater than 15 square feet may be permitted by allocating permitted wall signage allowances, below, to the awning/canopy sign.
Ground Signs	Maximum Number: One (1) per street frontage of a lot or development. Maximum Height: 8 feet Maximum Area: 0.5 square foot per each lineal foot of lot frontage to a maximum of 48 square feet in area. Minimum Setback: 3 feet from all lot lines. No sign shall be located closer than 30 feet to any property line of an adjacent residential district. Increase setback by 0.5 foot for every 0.5 foot of height increase above 5 feet (up to a maximum of 8 feet).
<ul style="list-style-type: none"> Monument Signs 	Maximum Height: 8 feet Maximum Area: 48 square feet
<ul style="list-style-type: none"> Decorative Post Signs 	Maximum Height: 5 feet Maximum Area: 24 square feet
Projecting Signs	Maximum Number: One (1) per public entrance, minimum separation of 20 feet between projecting signs on a single façade. Maximum Area: 10 square feet per individual sign.
Wall Signs	Maximum Total Sign Area per Façade: Street Frontage/Primary Façade: 1.5 square feet of total sign area per lineal feet of building street frontage or primary façade length, not to exceed a total of 75 square feet per tenant per street-fronting façade or primary facade. Buildings/Tenants with an individual building street frontage or primary façade length in excess of 200 feet, or whose primary facade is set back more than 150 feet from the right-of-way line of the adjacent street, shall be permitted a total wall area bonus of 25% along such frontage/façade, not to exceed 125 square feet per facade. Secondary Façade: 1.5 square feet of sign area per lineal feet of secondary façade length, not to exceed 75 square feet Painted Wall Signs: Refer to Section 12.05(7)
Window Signs	Maximum Area: 25% of the window area.
Temporary Signs	Maximum Number: One (1) per street frontage. One (1) per parcel with no street frontage. Maximum Height: 4 feet Maximum Area: 16 square feet Minimum Setback: 2 feet from right of way or any lot line.

M-1 Light Industrial District; and M-2 Heavy Industrial Districts:

Sign Type	M-1 and M-2 Districts
Awning/ Canopy Signs	<p>Maximum Number: One (1) sign per awning/canopy.</p> <p>Maximum Area: 15 square feet per sign. Individual signs greater than 15 square feet may be permitted by allocating permitted wall signage allowances, below, to the awning/canopy sign.</p>
Ground Signs	<p>Maximum Number: One (1) per street frontage per parcel. If a parcel has frontage that exceeds 300 linear feet on any given street, a total of one (1) additional ground sign may be permitted. Ground signs on a single parcel shall be separated by a minimum of 100 feet. No sign shall be located closer than 30 feet to any property line of an adjacent residential district.</p> <p>Minimum Setback: 5 feet</p>
<ul style="list-style-type: none"> Monument Signs 	<p>Maximum Height: 8 feet</p> <p>Maximum Area: 0.5 square foot per each lineal foot of lot frontage to a maximum of 60 square feet in area.</p>
<ul style="list-style-type: none"> Decorative Post Signs 	<p>Maximum Height: 5 feet</p> <p>Maximum Area: 24 square feet</p>
Projecting Signs	<p>Maximum Number: One (1) per public entrance, minimum separation of 20 feet between projecting signs on a single façade.</p> <p>Maximum Area: 10 square feet per individual sign.</p>
Wall Signs	<p>Maximum Total Sign Area per Façade:</p> <p>Street Frontage/Primary frontage: 1.5 square feet of sign area per lineal feet of building street frontage or primary façade length, not to exceed a total of 150 square feet per tenant per street-facing façade or primary façade.</p> <p>Buildings/Tenants with an individual building street frontage or primary façade length in excess of 200 feet, or whose primary façade is set back more than 150 feet from the right-of-way of the adjacent street shall be permitted a total wall area bonus of 25% along such frontage/façade, not to exceed 175 square feet per façade.</p> <p>Secondary Façade: 1.5 square feet of sign area per lineal feet of secondary façade length, not to exceed 100 square feet</p> <p>Painted Wall Signs: Refer to Section 12.05(7)</p>
Window Signs	<p>Maximum Area: 25% of the window area.</p>
Temporary Signs	<p>Maximum Number: One (1) per street frontage. One (1) per parcel with no street frontage.</p> <p>Maximum Height: 4 feet</p> <p>Maximum Area: 16 square feet</p> <p>Minimum Setback: 2 feet from right of way or any lot line.</p>

Section 3. Repealer

All ordinances or parts of ordinances in conflict with this ordinance are repealed only to the extent necessary to give this ordinance full force and effect.

Section 4. Severability

Should any section, subdivision, clause, or phrase of this ordinance be declared by the courts to be invalid, the validity of the ordinance as a whole, or in part, shall not be affected other than the part invalidated.

Section 5. Savings

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force when they were commenced.

Section 6. Effective Date

This ordinance as ordered shall take effect ten (10) days after its adoption and upon publication.

Section 7. Enactment

A copy of this ordinance may be inspected or purchased at the City Clerk’s office between the hours of 8:00 a.m. and 11:30 a.m. and between 12:30 p.m. and 4:30 p.m. on regular business days.

Roslyn Grafstein, Mayor

Cheryl Rottmann, City Clerk

CERTIFICATION:

I, Cheryl Rottmann, the duly appointed City Clerk of the City of Madison Heights, County of Oakland, State of Michigan, do hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Madison Heights City Council at their Regular Meeting held on _____, 2024.

Cheryl Rottmann, City Clerk

ZOTXT 24-04 (Ordinance 2025)
Planning Commission Public Hearing: September 17th, 2024
City Council First Reading: October 14th, 2024
City Council Second Reading: TBD
Adopted/ Public Hearing: TBD
Published: TBD
Effective: TBD



CITY OF MADISON HEIGHTS
PLANNING COMMISSION MEETING MINUTES

September 17, 2024 **(DRAFT)**
 Council Chambers – City Hall
 300 W. 13 Mile, Madison Heights, MI 48071

1. CALL TO ORDER

Chair Champagne called the meeting of the Madison Heights Planning Commission to order at 5:30 p.m.

2. ROLL CALL

Present: Chair Josh Champagne
 Mayor Roslyn Grafstein
 Mayor Pro Tem Mark Bliss
 Commissioner Eric Graettinger
 Commissioner Cliff Oglesby
 Commissioner Grant Sylvester

Also Present: City Planner Matt Lonnerstater
 Assistant City Attorney Tim Burns
 Business Services Coordinator Mary Daley

3. EXCUSE ABSENT MEMBERS

Motion by Commissioner Oglesby, seconded by Commissioner Graettinger to excuse Commissioners Marsh and Kalnasy.

Motion carries unanimously.

4. APPROVAL OF THE MINUTES

Motion by Commissioner Graettinger, seconded by Marsh to approve the minutes of the regular Planning Commission meeting of August 20 2024.

Motion carries unanimously.

5. PUBLIC COMMENT - For items not listed on the agenda

Chair Champagne opened the floor for public comment at 5:31p.m. Seeing none, public comment was closed at 5:31 pm.

6. PUBLIC HEARING

Madison Heights City Council adopted the new Zoning Ordinance on May 13th, 2024. Since going into effect, staff has encountered several ordinance sections that could benefit from clarification or refinement:

- Section 7.03.10 – Use Specific Standards related to Detached One-Family Dwellings
- Section 7.03.43 – Use Specific Standards related to Temporary Uses
- Section 8.03 – Accessory Buildings, Structures, and Uses [Addressed in this Memo]
- Sections 12.06 and 12.07 – Signs

Discussion: ZTA 24-01 - Accessory Buildings, Structures and Uses - Gazebos, Pergolas, and Utility Structures

The proposed amendments to section Section 8.03, addressed in the packet, were discussed and reviewed. Under the old ordinance, gazebos and pergolas were treated as accessory structures (roofed, but open on all sides) subject to the same minimum setback standards as all other accessory structures, including detached garages or sheds: five (5) feet from side/rear property lines and ten (10) feet from the principal structures.

This proposed amendment would exempt small unenclosed accessory structures such as gazebos and pergolas from the building setback requirement and allow applicants to bring the gazebos and pergolas closer to the structure and reduce the need for future variances. Staff has confirmed with the Building Official and Fire Marshal that the proposed amendments are compatible with building and fire codes.

The second part of this amendment pertains to utility structures such as a generator or HVAC unit. Current ordinance language restricts utility structures to the rear yard, with the exception that such structures may be permitted in a side yard only if enclosed by a masonry enclosure. The amendment would allow screening methods to include wood, vinyl or landscaping such as arborvitae.

Chair Champagne opened the hearing for public comment at 5:36 pm. Seeing none, the public comment portion of this hearing was closed at 5:36 pm.

Motion by Commissioner Graettinger, seconded by Commissioner Sylvester to recommend approval of Zoning Text Amendment 24-01 to City Council as presented by Staff and as written in the packet.

Motion carries unanimously.

Discussion: ZTA 24-02 - Detached One-Family Dwelling Standards – Driveways

The proposed amendments to section Section 7.03.10, addressed in the packet, were discussed and reviewed by the Commission. Planner Lonnerstater explained that the current ordinance limits driveway widths to the outer edges of the garage door. The proposed amendment extends that limit a modest additional 18 inches width (on each side) beyond the edges of the garage door. Staff proposes this would allow for the storage of larger vehicles and provide for a paved area to step out from the vehicle without compromising the general intent of the width limitation.

Chair Champagne opened the hearing for public comment at 5:39 pm. Seeing none, the public comment portion of this hearing was closed at 5:39 pm.

Motion by Commissioner Sylvester, seconded by Commissioner Oglesby to recommend approval of Zoning Text Amendment 24-02 to City Council as presented by Staff and as written in the packet.

Motion carries unanimously.

Discussion: ZTA 24-03 - Use Specific Standards related to Temporary Uses

The proposed amendments to section Section 7.03.43, addressed in the packet, were discussed and reviewed by the Commission. When the zoning ordinance was updated, it became obvious that the language was restrictive for some more active and unique events that wished to occur weekly. The current language limits properties to three (3) special events per calendar year, with a fourteen (14) day gap between events.

New language would add a “recurring event” provision to the Special Events category, allowing business owners/property owners to hold a recurring event (1-2 consecutive days each) up to a total of ten (10) days per calendar year. A recurring event could be applied for under a single special event permit, which would count toward the total number of special events allotted per year.

Chair Champagne opened the hearing for public comment at 5:43 pm. Seeing none, the public comment portion of this hearing was closed at 5:43 pm.

Motion by Commissioner Sylvester, seconded by Commissioner Graettinger to recommend approval of Zoning Text Amendment 24-03 to City Council as presented by Staff and as written in the packet.

Motion carries unanimously.

Discussion: ZTA 24-04 - Signs - Wall Sign Allowances

The proposed amendments to section Section 12.06 and 12.07, addressed in the packet, were discussed and reviewed by the Commission. In the current ordinance, the maximum allowance for signs is based on the area of the street facing façade of the business. This proposed amendment changes the language from street-facing to “primary facing.” In order to adequately allocate wall signage allowances and to avoid the need for variances, staff recommended recategorizing building facades into “primary facades” and “secondary facades.” Primary facades would include any façade that fronts a public street or any façade that serves as a main entrance to a building or tenant space, regardless of street frontage. Secondary facades would include any other façade, typically along the side or rear of a building.

Chair Champagne opened the hearing for public comment at 5:47 pm. Seeing none, the public comment portion of this hearing was closed at 5:47 pm.

Motion by Commissioner Sylvester, seconded by Commissioner Graettinger to recommend approval of Zoning Text Amendment 24-04 to City Council as presented by Staff and as written in the packet.

Motion carries unanimously.

7. PLANNER UPDATES

11 Mile Streetscape Update

Planner Lonnerstater shared an update on the 11 Mile Streetscape Plan- Main Street Placemaking Grant. On July 18th the Oakland County staff informed the city that the Board of Commissioners approved our Placemaking Grant application for a total grant request of \$313,981.50. City Council approved this plan at their meeting on August 12, 2024.

This lane reconfiguration will focus on the area John R from Lorenz. The anticipated start date is sometime next Spring.

8. PUBLIC COMMENT

Seeing no further comments, Chair Champagne adjourned the meeting at 5:57 p.m.