

Regular Meeting of the City Commission  
**Tuesday, February 20, 2024**  
**7:30 p.m.**  
**Huntington Woods City Hall**  
**Agenda**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPROVAL OF AGENDA**

**APPROVAL OF CONSENT AGENDA**

All items listed under the Consent Agenda are considered routine by the City Commission and will be enacted in one motion. There will be no separate discussion on these items unless a Commission member so requests, in which event the item(s) will be removed from the Consent Agenda and added to the Regular Agenda at the end of the items of business.

- 1. Regular Meeting Minutes of January 16, 2024
- 2. Approval of Warrant 409
- 3. Reports and Minutes
  - a. Senior Advisory Committee – November 16, 2023
  - b. Library Advisory Board – November 20, 2023
  - c. Environmental Advisory Committee – December 20, 2023
  - d. Treasurer’s Report – December 2023 & January 2024

**COMMUNICATIONS**

- 1. Oakland County Treasurer’s Office Foreclosure Prevention
- 2. Resignation of Natalie Baum from the Senior Advisory Committee.

**PROCLAMATIONS**

- 1. Proclamation declaring February Black History Month

**COUNTY COMMISSIONER AND ELECTED OFFICIAL REMARKS**

**PUBLIC PARTICIPATION**

**ITEMS OF BUSINESS**

- 1. Resolution R- 2024: Matter of consideration to authorize the City Manager to issue a Request for Proposal for operations of the City Pool Café for the 2024 season.
- 2. Ordinance No. - \_\_\_\_ : Matter of consideration of the Adoption of an Ordinance to Amend the City of Huntington Woods Code of Ordinances, Chapter 40, Zoning, Article 2, Section 2.2, Definitions, to Remove Certain Definitions; and Article 10, Site Design Standards, Section 10.11, Signs to Amend the Regulations Pertaining to Signs in their Entirety; and to Provide Penalties for Violations thereof. (Second Reading)
- 3. Ordinance No. - \_\_\_\_ : Matter of consideration of the Adoption of an Ordinance to Amend Chapter 40, Zoning, Article 6, General Provisions, Section 40-6.03, Accessory Building, Structures and uses, to Provide the Maximum Squire Footage of Accessory Buildings in Residential Zoning Districts; and to Provide Penalties for Violations Thereof. (Second Reading)
- 4. Boards, Commissions and Committee Appointments: Matter of new appointments of residents to various Boards, Commissions and Committees.

**CITY MANAGER’S REPORT**

**COMMISSIONER COMMENTS**

**ADJOURNMENT OF REGULAR CITY COMMISSION MEETING**

Public Expression is encouraged. Comments are invited on each Agenda item when that item comes up for consideration. Matters not listed on the Agenda may be addressed under “Public Participation”. Please be advised that the Commission Meetings are usually attended by the media and cablecast live, in addition to being re-cablecast following the meeting. The City of Huntington Woods will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed material being considered at the meeting, to individuals with disabilities attending the meeting upon three working days’ notice to the City. Individuals with disabilities requiring auxiliary aids or services should contact the City by writing or calling: Ethan Haan, ADA Coordinator, Huntington Woods City Hall, 26815 Scotia, Huntington Woods, MI 48070, (248 581-2640). Deaf-Tel (1-248-541-1180).

**CONSENT AGENDA #1**

**CITY OF HUNTINGTON WOODS  
REGULAR MEETING OF THE CITY COMMISSION  
MINUTES  
January 16, 2024  
7:30 p.m.  
CITY HALL  
DRAFT**

Mayor Paul called the Meeting to order at 7:30 p.m.

**PRESENT:** Mayor Paul, Mayor Pro Tem Rozell, Commissioner Olsman, Commissioner Elder and Commissioner Steinhart

**ABSENT:** None

City Staff Present: Finance Director Haan, Clerk Barckholtz, Zoning Administrator Berry and City Attorney Zalewski

**APPROVAL OF AGENDA**

Mayor Paul noted that agenda item #8 should be removed from the agenda because the Commission has not had the opportunity to conduct interviews for board appointments.

Moved by Mayor Pro Tem Rozell and seconded by Commissioner Elder to approve the January 19, 2024 agenda as amended.

Ayes: Paul, Rozell, Elder, Steinhart, Olsman

Nays: None

Absent: None

**The Motion Carried.**

**APPROVAL OF CONSENT AGENDA**

Moved by Commissioner Elder and seconded by Commissioner Olsman to approve the January 19, 2024 Consent Agenda as presented.

Ayes: Paul, Rozell, Elder Steinhart, Olsman

Nays: None

Absent: None

**The Motion Carried.**

**COMMUNICATIONS**

None

**COUNTY COMMISSIONER AND ELECTED OFFICIAL REMARKS**

None

**PUBLIC PARTICIPATION**

- Ronald Stawiasz – 26332 York Ave.  
Thanked the Commission for addressing the rat issue near his property.
- Max Levine – 7920 Concord  
Noted continued concern with the flood light shining onto his property from a neighboring commercial property.
- Donald Levine – 25951 Dundee  
Noted concern with perceived selective code enforcement going on throughout the City.

**VEREGY FEASIBILITY STUDY PRESENTATION**

Veregy is an industry leader in energy efficiency solutions, solar and smart building technology. The City of Huntington Woods issued an RFQ for Energy Savings Performance Contracting (ESPC) project. Veregy was selected in October of 2021 for the ESPC project, and the study was conducted over 2022. Ed Sapala presented the Commission highlights of the Feasibility Study and included the next steps which includes a Letter of Intent.

Discussion continued amongst the Commission and Veregy about what the plan would include, EV charging stations and whether they would be a City amenity or an actual cost savings, meter reading and meter replacements, would this include an a la-carte plan option, funding mechanisms for the project and the notable DEI plan Veregy presented.

**Public Comment:**

Harold Stack – 13108 Talbot  
Noted items of concerns with the Veregy Plan.

No action was required at this time.

## CONSENT AGENDA #1

### **RESOLUTION- 46-2023:**

Matter of consideration to appoint a SEMCOG Delegate and Alternate.

Moved by Commissioner Olsman and seconded by Mayor Pro Tem Rozell, to appoint Mayor Bob Paul as the SEMCOG Delegate and Ethan Haan as the alternate.

Ayes: Paul, Rozell, Elder Steinhart, Olsman

Nays: None

Absent: None

**The Motion Carried.**

### **RESOLUTION- 47-2023:**

Matter of consideration to approve 2023-2024 Mid-Year Budget Amendments

City Clerk Barekholtz noted for the Commission that recent legislation increased the precinct size maximum of registered voters from 2,999 to 4,999. The City currently has 5600 registered voters. The City has maintained five precincts and with the increase in absentee voting, it now makes sense to combine Precinct #3 and Precinct #5. This would eliminate the City Hall as a polling location and newly combined Precinct #3 would be located at the Gillham Recreation Center.

Moved by Commissioner Elder and seconded by Mayor Pro Tem Rozell to approve the Gillham Recreation Center located in the City of Huntington Woods as a polling place for Precinct #3.

Ayes: Paul, Rozell, Olsman, Elder Steinhart

Nays: None

Absent: None

**The Motion Carried.**

### **RESOLUTION- 48-2023:**

Matter of authorizing 2023-2024 Mid-Year Budget Amendments

Finance Director Haan noted the Uniform Accounting and Budgeting Act requires budgets to be amended on a periodic basis as needed to ensure budgets remain balanced at year end. A review of accounts through December 31<sup>st</sup>, 2023 identified multiple adjustments. A detailed breakdown of these adjustments by fund and account was provided to the Commission. A small adjustment is needed to fully cover the cost of the annual audit and a larger adjustment is needed for higher spending on professional services than reasonably anticipated.

Moved by Mayor Pro Tem Rozell and seconded by Commissioner Olsman to authorize the mid-year budget amendments presented for the fiscal year ending June 30<sup>th</sup>, 2024.



## CONSENT AGENDA #1

Ayes: Paul, Rozell, Olsman, Elder Steinhart

Nays: None

Absent: None

### **The Motion Carried.**

#### **ORDINANCE NO. \_\_\_\_\_ :**

Matter of consideration of the Adoption of an Ordinance to Amend the City of Huntington Woods Code of Ordinances, Chapter 40, Zoning, Article 2, Section 2.2, Definitions, to Remove Certain Definitions; and Article 10, Site Design Standards, Section 10.11, Signs to Amend the Regulations Pertaining to Signs in their Entirety; and to Provide Penalties for Violations thereof. (First Reading)

Zoning Administrator Berry presented the proposed sign ordinance revision. After discussion with City Attorney Carol Rosati, the project was drafted with goals to regulate temporary signs and clarify the types of signs, allowable duration, add graphics and generally update for clarity and conciseness.

Moved by Commissioner Olsman and seconded by Commissioner Steinhart to approve the first reading of the Adoption of an Ordinance to Amend the City of Huntington Woods Code of Ordinances, Chapter 40, Zoning, Article 2, Section 2.2, Definitions, to Remove Certain Definitions; and Article 10, Site Design Standards, Section 10.11, Signs to Amend the Regulations Pertaining to Signs in their Entirety; and to Provide Penalties for Violations thereof.

Ayes: Paul, Rozell, Olsman, Elder Steinhart

Nays: None

Absent: None

### **The Motion Carried.**

#### **ORDINANCE NO. \_\_\_\_\_ :**

Matter of consideration of the Adoption of an Ordinance to Amend Chapter 40, Zoning, Article 6, General Provisions, Section 40-6.03, Accessory Building, Structures and uses, to Provide the Maximum Squire Footage of Accessory Buildings in Residential Zoning Districts; and to Provide Penalties for Violations Thereof. (First Reading)

Zoning Administrator Berry presented the Accessory Structure revision. The intent of the revision was to allow larger lots to have larger accessory structures. The current ordinance allows for bigger houses on bigger lots and the revision would allow a similar sliding scale for accessory structures.

A work session was held in May, a Public Hearing was held on August 28, 2023 at which time the Planning Commission unanimously approved the Accessory Structure ordinance revision.

## CONSENT AGENDA #1

Moved by Mayor Pro Tem Rozell and seconded by Commissioner Olsman to approve the first reading Adoption of an Ordinance to Amend Chapter 40, Zoning, Article 6, General Provisions, Section 40-6.03, Accessory Building, Structures and uses, to Provide the Maximum Squire Footage of Accessory Buildings in Residential Zoning Districts; and to Provide Penalties for Violations Thereof.

Ayes: Paul, Rozell, Elder Steinhart, Olsman

Nays: None

Absent: None

**The Motion Carried.**

## **BOARDS, COMMISSIONS, AND COMMITTEE NEW AND RE-APPOINTMENTS:**

### MAYORAL APPOINTMENTS

Mayor Paul recommended as the Mayoral Appointment the re-appointment of David Schwartz to the Planning Commission, Judy Goldsmith to the Library Advisory Committee and Commissioner Olsman, Commissioner liaison, voting member, of the Planning Commission.

Moved by Commissioner Elder and seconded by Mayor Pro Tem Rozell to re-appoint David Schwartz to the Planning Commission, Judy Goldsmith the Library Advisory Board and Commissioner Olsman, Commissioner as a voting member of the Planning Commission

Ayes: Paul, Rozell, Elder Steinhart, Olsman

Nays: None

Absent: None

**The Motion Carried.**

## **CITY MANAGER'S REPORT**

Finance Director Haan presented the Manager's Report on behalf of Manager Wilson.

- The DPW has been working overtime to clean up after the winter storm that happened over the weekend. Their priority was clearing the streets and removing tree limbs from the road and driveways and are getting the City returned to normal as soon as possible.

## **COMMISSIONER COMMENTS**

None

## **ADJOURNMENT:**

**CONSENT AGENDA #1**

Moved by Commissioner Olsman and seconded by Mayor Pro Tem Rozell, to adjourn the regular City Commission meeting.

Ayes: Paul, Rozell, Steinhart, Elder, Olsman

Nays: None

Absent: None

**The Motion Carried, meeting adjourned at 8:59 p.m.**

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Heidi Barckholtz, City Clerk

*2/2/21*

## Consent Agenda #2

### AGENDA ITEM WARRANT #409

## RESOLUTION

Moved by Commissioner \_\_\_\_\_ Supported by Commissioner \_\_\_\_\_ that the attached transfers and disbursements as listed on the Accounts Payable Distribution Report due by February 16<sup>th</sup>, 2024 and paid between January 13<sup>th</sup>, 2024 and February 16<sup>th</sup>, 2024 on pages 1 through 9 in the amount of \$1,074,101.31 to be approved and paid, subject to full audit.

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 6 FLAGSTAR BANK - AP ACCT						
01/18/2024	6	47884	10951	AMAZON CAPITAL SERVICES INC	LABELS/PLANNER PRE K SUPPLIES DVDs BOOKS BOOKS DVD BOOKS LIBRARY SUPPLIES LIBRARY SUPPLIES	74.98 32.48 40.90 228.79 34.98 16.99 24.99 69.96 7.99 <u>532.06</u>
01/18/2024	6	47885	09447	APPLIED INNOVATION	COPIER METER	41.26
01/18/2024	6	47886	11316	AVENTRIC TECHNOLOGIES	HEART START FRX PADS	424.00
01/18/2024	6	47887	00410	CITY OF BERKLEY	OCT-DEC 2023 DISPATCH/ANIMAL CONTROL	27,625.00
01/18/2024	6	47888	07736	CINTAS CORPORATION #31	WEEKLY MAT SERVICE WEEKLY MAT SERVICE WEEKLY MAT SERVICE WEEKLY MAT/TOWEL SERVICE WEEKLY MAT/MOP SERVICE	33.18 18.80 22.82 97.50 110.99 <u>283.29</u>
01/18/2024	6	47889	00040	CONSUMERS ENERGY	ACCT #1000 0022 3410 - 26325 SCOTIA STE ACCT #1000 0022 03469 - 26325 SCOTIA STE ACCT #1000 1256 6178 - 26815 SCOTIA	152.90 3,339.46 869.45 <u>4,361.81</u>
01/18/2024	6	47890	07501	CRANDALL-WORTHINGTON INC	JANITORIAL SUPPLIES	472.01
01/18/2024	6	47891	11654	DAVID ROEGNER	REIMBURSE FOR COFFEE MAKER PURCHASER	31.79
01/18/2024	6	47892	00045	DEMCO	CIRC. MATERIALS CIRC. MATERIALS	129.47 297.20 <u>426.67</u>
01/18/2024	6	47893	00048	DTE ENERGY	ACCT #9200 098 8205 0 - 8020 HENDRIE ACCT #9100 084 6344 0 - 8621 NADINE ACCT #9100 084 6321 8 - 10514 LASALLE BL ACCT #9100 075 2082 8 - 26325 SCOTIA	22.66 18.21 18.03 72.74 <u>131.64</u>
01/18/2024	6	47894	11636	FLEETPRIDE	EQUIPMENT PARTS	21.10
01/18/2024	6	47895	11307	SCOTT GLOWINSKI	INSPECTIONS	2,365.00 V
01/18/2024	6	47896	10754	GREAT LAKES WATER AUTHORITY	IWC CHARGES	293.02
01/18/2024	6	47897	11647	IMPERIAL SUPPLIES LLC	DPW SUPPLIES	117.11
01/18/2024	6	47898	00090	INDUSTRIAL BROOM SERVICE	SWEPPER SUPPLIES	898.00
01/18/2024	6	47899	MISC	JESSICA BLAKE	FACILITY DEPOSIT REFUND	100.00
01/18/2024	6	47900	04943	JOE'S AUTO PARTS	AUTO PARTS AUTO PARTS AUTO PARTS AUTO PARTS	38.28 19.14 46.47 49.43 <u>153.32</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					PRESCHOOL BOOK RETURN	(13.02)
					BOOKS	6.50
					BATTERIES	19.07
					CLASSROOM SUPPLIES/DECOR	136.32
					THE SNOWY DAY BOOK/STUFFY	9.54
					EVERGREENS FOR BLOCK CENTER	11.11
					SENIOR LUNCHESES	55.00
					COOKIE CUTTERS	14.12
					REFUND MEADOWBROOK HALL	(130.00)
					ZOOM	16.95
					PLAY DOUGH/BOOKS/TOYS	128.68
						5,508.87
01/25/2024	6	47922	10951	AMAZON CAPITAL SERVICES INC	PREK SUPPLIES	3.89
					PREK SUPPLIES	19.99
					PREK SUPPLIES	32.99
					PREK SUPPLIES	78.96
						135.83
01/25/2024	6	47923	11629	ATLAS FUEL SERVICE LLC	GASOLINE	1,629.94
01/25/2024	6	47924	07754	BLUE CROSS BLUE SHIELD OF MICH	GROUP #007006045-0009	659.49
					GROUP #007006045-0010	66,080.62
					GROUP #007006045-008	13,585.46
						80,325.57
01/25/2024	6	47925	00027	BLUE CROSS/BLUE SHIELD OF MICH	GROUP #60480-600	10,753.18
01/25/2024	6	47926	08779	BS & A SOFTWARE	BS&A ANNUAL SUPPORT FEE	2,338.00
01/25/2024	6	47927	11552	CINDY FRENKEL	LIBRARY PRESENTATION - 2/7/24	150.00
01/25/2024	6	47928	07736	CINTAS CORPORATION #31	WEEKLY MAT SERVICE	33.18
					WEEKLY MAT/TOWEL SERVICE	97.50
					WEEKLY MAT SERVICE	22.82
					WEEKLY MAT SERVICE	18.80
						172.30
01/25/2024	6	47929	00040	CONSUMERS ENERGY	ACCT #1000 1256 6020 - 12795 W. 11 MILE	1,146.48
					ACCT #1000 1256 5949 - 26415 SCOTIA	132.13
					ACCT #1000 1256 6087 - 12755 W. 11 MILE	716.98
						1,995.59
01/25/2024	6	47930	07501	CRANDALL-WORTHINGTON INC	MOP HEADS	100.00
					PAPER TOWEL DISPENSERS	160.00
					HAND CLEANER	100.00
						360.00
01/25/2024	6	47931	00048	DTE ENERGY	ACCT #9100 067 3500 5 - 12779 W. 11 MILE	547.28
					ACCT #9100 084 6333 3 - 13203 WALES	17.63
					ACCT #9100 084 6395 2 - 8725 W. 11 MILE	18.21
					ACCT #9100 084 7601 2 - 12801 W. 11 MILE	27.98
					ACCT #9100 084 7615 2 - 25820 SCOTIA	19.04
					ACCT #9100 068 0871 1 - 26415 SCOTIA RM	88.78
						718.92
01/25/2024	6	47932	11134	EASTON TELECOM SERVICES, LLC	DISPATCH LINES	89.96

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
02/01/2024	6	47969	04276	NIGHT AND DAY PRODUCTIONS	DJ FOR COMMUNITY DANCE	350.00
02/01/2024	6	47970	00166	OAKLAND COUNTY	CLEMIS FEES	3,219.00
02/01/2024	6	47971	08300	PLANTE & MORAN, PLLC	PMGAP UNIVERSITY JAN-JUN	1,500.00
02/01/2024	6	47972	11207	QUADIENT LEASING USA, INC.	FOLDING MACHINE LEASE	624.00
					POSTAGE METER INK	509.00
						<u>1,133.00</u>
02/01/2024	6	47973	00407	ROAD COMMISSION FOR OAKLAND COUNTY	COLD PATCH	1,240.88
02/01/2024	6	47974	11666	TIPPING POINT THEATRE	SENIOR THEATRE TRIP	499.50
02/01/2024	6	47975	01927	UNIVERSAL PLUMBING SUPPLY	SUMP PUMP	293.44
02/08/2024	6	47976	07860	21ST CENTURY NEWSPAPERS	LEGAL NOTICES	1,031.45
02/08/2024	6	47977	03659	AFLAC	PAYROLL DEDUCTION	238.32
02/08/2024	6	47978	10633	ALL-LIFT SYSTEMS LLC - STAR CRANE	HOIST REPAIR	7,499.96
02/08/2024	6	47979	10951	AMAZON CAPITAL SERVICES INC	BARCODE READERS	262.96
					PLAY GRILL	29.69
					BOOKS	12.95
					BOOKS/DVDS	65.66
					DVD	14.95
					DVDS	164.75
					BOOKS/DVDS	67.71
					DVDS	165.70
					DVDS	44.92
					DVDS	35.86
					LIBRARY SUPPLIES	61.73
					DVDS	35.03
					LIBRARY SUPPLIES	211.52
					DVDS	8.99
					PRESCHOOL SUPPLIES	14.49
					PREK SUPPLIES	75.61
					BOOKS	11.69
					BOOKS	7.85
					BOOKS/LIBRARY SUPPLIES	38.24
					CANDY	14.99
					LIBRARY SUPPLIES	37.94
					DATE STAMPS	44.50
					DVDS	16.99
					DVD	17.69
					DVDS	220.92
					DVDS	22.36
					DVDS	52.46
					DVDS	132.87
					BOOKS	86.88
					OFFICE SUPPLIES	341.30
					SPECIAL EVENT SUPPLIES	143.34
					CREDIT MEMO	(70.13)
					CREDIT MEMO	(17.98)
					CREDIT MEMO	(9.98)
					CREDIT MEMO	(7.49)
						<u>2,356.96</u>
02/08/2024	6	47980	09447	APPLIED INNOVATION	COPIER METER	41.26
					COPIER METER	44.46
						<u>85.72</u>
02/08/2024	6	47981	00017	BAKER & TAYLOR BOOKS	BOOKS	317.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
02/08/2024	6	47997	11307	SCOTT GLOWINSKI	INSPECTIONS	2,365.00
					INSPECTIONS	2,475.00
						<u>4,840.00</u>
02/08/2024	6	47998	05194	GORDON FOOD SERVICE	LATCHKEY SNACKS	114.94
02/08/2024	6	47999	03798	GRAINGER	DOOR CLOSER	248.44
02/08/2024	6	48000	05509	HERSCH'S, INC.	SALT	448.00
02/08/2024	6	48001	06651	IAN KINDER LLC	LIVE SAFE ACADEMY INSTRUCTOR	148.00
02/08/2024	6	48002	10953	IDEAL ELECTRICAL INSPECTIONS, LLC	ELECTRICAL INSPECTIONS	650.00
02/08/2024	6	48003	11573	INGRAM LIBRARY SERVICES	BOOKS	44.60
02/08/2024	6	48004	04943	JOE'S AUTO PARTS	AUTO PARTS	190.08
					CREDIT MEMO	(52.40)
						<u>137.68</u>
02/08/2024	6	48005	11469	JUDY SCHRAM	REIMBURSE MEMBERSHIP DUES - FRIENDS OF M	50.00
02/08/2024	6	48006	11076	KANOPY INC	SUBSCRIPTION FEES	262.65
02/08/2024	6	48007	11558	KIDCREATE STUDIO BLOOMFIELD	INSTRUCTOR PAYMENT	525.00
02/08/2024	6	48008	10764	LEXISNEXIS RISK SOLUTIONS	MONTHLY SUBSCRIPTION FEE	50.00
02/08/2024	6	48009	00543	THE LIBRARY NETWORK	QUARTERLY SUBSCRIPTION ORDERING AND INVO	503.09
02/08/2024	6	48010	00110	LIGHTING SUPPLY CO	LIGHT BULBS	21.42
02/08/2024	6	48011	11631	LINDSEY LIENERT	PRESCHOOL YOGA INSTRUCTOR	300.00
02/08/2024	6	48012	09077	MAD SCIENCE OF DETROIT INC.	BRIXOLOGY INSTRUCTOR PAYMENT	3,200.00
02/08/2024	6	48013	11140	METRO WIRELESS	BUSINESS VOICE/DATA SERVICES	500.33
02/08/2024	6	48014	11667	MIDAMERICA BOOKS	BOOKS	33.90
02/08/2024	6	48015	06373	MIDWEST TAPE, LLC	MEDIA	1,368.93
					MEDIA	11.24
					HOOPLA	1,355.91
					MEDIA	7.49
						<u>2,743.57</u>
02/08/2024	6	48016	06306	MOTION PICTURE LICENSING CORPORATIO	MPLC UMBRELLA LICENSE	700.08
02/08/2024	6	48017	06248	NEWMAN SIGNS, INC.	ROAD SIGNS	1,400.15
02/08/2024	6	48018	00166	OAKLAND COUNTY	CLEMIS LEADS ONLINE	2,157.00
					BOND PRINCIPAL/INTEREST	187,886.58
						<u>190,043.58</u>
02/08/2024	6	48019	09472	OAKLAND SCHOOLS	PRINT/MAIL WATER BILLS	491.42
02/08/2024	6	49020	11456	OVERDRIVE, INC	E-BOOKS/AUDIO BOOKS	248.69
					E-BOOKS/AUDIO BOOKS	309.65
						<u>558.34</u>
02/08/2024	6	48021	11668	P8NT, LLC	POOL MURAL DEPOSIT	915.00
02/08/2024	6	48022	11617	REEF SOLUTIONS, INC.	FISH TANK MAINTENANCE	60.00
					FISH TANK SUPPLIES/MAINTENANCE	235.00
						<u>295.00</u>
02/08/2024	6	48023	10879	VICTORIA RICKARD	PRESCHOOL ART CLASS	448.00
02/08/2024	6	48024	00407	ROAD COMMISSION FOR OAKLAND COUNTY	TRAFFIC SIGNAL MAINTENANCE	122.88
02/08/2024	6	48025	06784	ROYAL OAK FORD	VEHICLE REPAIRS	779.99
02/08/2024	6	48026	11143	SHARE CORPORATION	DPW SUPPLIES	110.88
02/08/2024	6	48027	00209	SOC RESOURCE RECOVERY AUTHORITY	BASIC REFUSE, RECYCLABLES, & YARD WASTE	19,823.00
02/08/2024	6	48028	00210	SOC WATER AUTHORITY	WATER PURCHASES	28,177.28
02/08/2024	6	48029	11323	STEVEN H. SCHWARTZ & ASSOCIATES	LEGAL FEES - JANUARY 2024	90.00
02/08/2024	6	48030	11541	STRATUS BLDG SOLUTIONS OF DETROIT	MONTHLY JANITORIAL SERVICES	3,540.00



CHECK REGISTER FOR CITY OF HUNTINGTON WOODS  
CHECK DATE FROM 01/13/2024 - 02/16/2024

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
02/15/2024	6	48058	00166	OAKLAND COUNTY	2014-2016 BOND PROGRAM - BERKLEY AVE	30,485.79
						320,349.13
02/15/2024	6	48059	00586	ODP BUSINESS SOLUTIONS, LLC	SEWAGE DISPOSAL SERVICES - JANUARY 2024	105,903.66
					OFFICE SUPPLIES	3.39
					OFFICE SUPPLIES	72.74
					OFFICE SUPPLIES	36.67
					OFFICE SUPPLIES	16.39
					OFFICE SUPPLIES	52.11
					CREDIT MEMO	(112.76)
						68.54
02/15/2024	6	48060	10224	ANDREW PAZUCHOWSKI	MILEAGE TO POLICE CHIEF'S CONFERENCE	74.63
02/15/2024	6	48061	11509	PLAY WITH A PURPOSE - PWAP	TABLES	1,184.96
02/15/2024	6	48062	00181	POLICE OFFICERS ASS'N OF MICH	UNION DUES	414.48
02/15/2024	6	48063	09663	POSTMASTER	BROCHURE POSTAGE	600.00
02/15/2024	6	48064	MISC	ROOT MASTERS SEWER & DRAIN	BD Payment Refund	1,000.00
02/15/2024	6	48065	03914	ROSATI SCHULTZ JOPPICH AMTSBUECHLER	LEGAL FEES - CODE VIOLATIONS	2,820.00
					LEGAL FEES - GENERAL MATTERS	3,446.40
						6,266.40
02/15/2024	6	48066	02195	ROYAL OAK & BIRMINGHAM & AWININ	SPOOL OF ROPE FOR POOL SHADES	165.00
02/15/2024	6	48067	03802	SNAP-ON INDUSTRIAL	GARAGE TOOLS	805.00
02/15/2024	6	48068	00209	SOC RESOURCE RECOVERY AUTHORITY	BASIC REFUSE, RECYCLABLES, & YARD WASTE	18,726.00
02/15/2024	6	48069	10036	STATE OF MICHIGAN	CARNIVAL/AMUSEMENT LICENSE	65.00
02/15/2024	6	48070	07697	THORNTON & GROOMS INC	PERMIT CANCELLED - 10765 KINGSTON	70.00
02/15/2024	6	48071	07138	TOSHIBA AMERICA BUSINESS SOLUTIONS	COPIER METER	80.25
					COPIER CHARGES	179.20
					PRINTER MAINTENANCE	215.00
						474.45
02/15/2024	6	48072	11385	VC3, INC	MICROSOFT 365 AGREEMENT	755.50
					CLOUD PROTECTION/DATA RECOVERY	377.00
						1,132.50
02/15/2024	6	48073	00594	WONSEY TREE SERVICE INC.	STREET SWEEPINGS	2,520.00
02/15/2024	6	48074	07255	WOW INTERNET AND CABLE	CABLE	69.62
6 TOTALS:						
Total of 192 Checks:						
Less 1 Void Checks:						
Total of 191 Disbursements:						
						1,076,466.31
						2,365.00
						1,074,101.31

# Consent Agenda #3a



City of Huntington Woods  
Senior Advisory Committee  
Thursday, November 16, 2023  
3:30 pm – Senior Room - Gillham Recreation Center

- Call to Order – 3:33 pm  
Present: Lenny Newman, Greg Gmerek, Natalie Baum, Fun Ng, Sally Schulman, Marcy Peters  
Tracy Shanley, Jennifer Furlong, Joann Johnson
- Approval of Agenda – Item added regarding use of City Signboards  
Approved by Natalie, seconded by Sally
- Approval of Minutes from October 19, 2023, meeting  
Approved by Fun, seconded by Greg
- Elected Officials Remarks – None  
Lenny wanted to express congratulations to Bob, Michelle and Jessica for their elections.
- Recreation Department Update provided by Jennifer and Tracy
  - 2 new bus drivers have been hired
  - Tech Support dates have been scheduled
  - Seniors have been requesting information on snow removal. Need referrals for available people/companies
  - HW Women's League will be providing Thanksgiving gift baskets
  - 60+ Holiday Lunch will be at Tapestry. 12th Night Singers will be performing. Attendance can be increased to 100 attendees
  - Security cameras will be added to Rec Center, pool, and Burton Field
  - Park assessment open house will be held on 12/5
- Library Programming Update provided by Joann
  - Multiple activities scheduled for November, December, and January. Detailed information on the Library website and in the hometown Herald
- Items of Business –
  - Multi-Generational Programming (Grandparents Program)
    - Natalie and Lenny will have a separate conversation to discuss further
    - Pen Pal program underway. Waiting to get the student letters back from the school
    - Pickleball with Norup students will continue for the rest of the school year
  - Committee members agreed to try and solicit local businesses to donate raffle gifts for 60+ Holiday Lunch. Flyer and tax exempt form provided

- Program/Trip Reviews
  - Marcy provided an update on past trips and a preview of upcoming trips. Detailed descriptions will be published soon (website, HH, 60+)
  - Senior Smores and Songs was well attended with more than 30 attendees
- Approval of 2024 Meeting Schedule
  - Approved and schedule attached
- Committee position election
  - Lenny – Chair
  - Marcy – Vice Chair
  - Melissa - Secretary
- City Sign Boards
  - Lenny stated we should be taking advantage of the city sign boards to publicize upcoming programs and events
- Public Participation – None
- Other Business – None
- Next Meeting: Thursday January 18, 2024
- Meeting adjourned at 4:39 pm. Approved by Marcy, seconded by Natalie

Minutes submitted by Marcy

# Consent Agenda #3b

## MINUTES

Huntington Woods Library Advisory Board

Meeting Date: Monday, November 20, 2023

Present: Manjula Kaza-Egan, Marty Ferman, Mary Foreman, Beth Applebaum, Deb Hemmye, Eliza Bressack, Bridget McKinley,

- I. Call to Order-7:05 p.m.
- II. Approval of minutes of October 16, 2023 meeting -Approved
- III. Friends of Library Report-Report was given by Marty Ferman.  
Marty gave a report on the budget. There was a discussion on the accounting procedures for the Friends.  
The next book sale is scheduled for December 1-2.  
Membership renewal reminders will be going out in December.
- IV. Librarian's report by Director Deb Hemmye.
  - a. Plumbing/Hot water line leak update-asbestos is now an issue in the repair.  
Samples have been taken and Deb is waiting for a report and proposal to repair/remediate. Also, the upstairs toilets will be upgraded.
  - b. Website Update. Deb gave an update on the website and there was a discussion about the new Library logo.
  - c. Fish Tank Update. With a lot of logistics to overcome, the fish tank/aquarium is progressing. Deb is looking for an electrician to install the appropriate electrical outlet.
  - d. Spine label project. This has been a major undertaking by one person (Anna) and she has made significant progress. All of the Adult and Juvenile fiction collection is complete.
  - e. Programs and Services  
Deb provided an update on Adult, Teen and Children's activities.  
The age range for Teen programs has been expanded to 11 years and up, with the goal of more attendance. Burtonbery book club was very successful.

f. Sally's Glass Installation. "The Purple Lady" memorial by Janet Kelman is complete. Sally's son Larry paid for the cost of the installation. Professional photos were taken. A dedication will take place next year (no date set yet).

g. Unattended children policy. There was a discussion about unattended children in the library and appropriate policies as well as enforcement of policies. There will be a follow up discussion at the next meeting.

h. The Board agreed-No meeting in December.

i. (added item) Statistics. Deb provided an update on errors in the statistical information presented at the last meeting, advising the Board that the report was not accurate.

V. Public Participation-None.

VI. Comments-None

Next Meeting is January 22, 2024

The Library Advisory Board meets at 7 p.m. on the third Monday of each month in the Friends Room on the lower level of the library.

\*See attached Calendars\*

HWPL Closings 2024

LAB Meeting Dates 2024

Adjournment -8:05 pm

Minutes prepared by Beth E. Applebaum

# Consent Agenda #3c

CITY OF HUNTINGTON WOODS  
ENVIRONMENTAL SUSTAINABILITY ADVISORY COMMITTEE  
MINUTES  
December 20, 2023 – 7:00 PM  
City Hall

Chair Sean Kristl called the meeting to order at 7:08 PM

**PRESENT:** Chair Kristl; Members: Phipps, Pollack, Zobl-Tar, Brooks, Student Member: Heller

**ABSENT:** Members: Sauter, Skyrd

Also Present: Chris Wilson  
Community Member: Hal Stack

## **MEMBER UPDATES:**

- Lisa Eyres - newest ESAC Member
- Sauter reappointed.
- Heller reappointed.

## **APPROVAL OF AGENDA**

Motion to amend the agenda October date, and otherwise approve by Phipps  
Seconded by Zobl-Tor  
**Motion carried 5-0**

## **APPROVAL OF MINUTES FROM 10/12/23**

Motion by Brooks; Second by Phipps to approve the minutes.  
**Motion Carried 5-0**

## **PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

- Confirmation of receipt of articles on stormwater management, etc
- Confirmation of review of Parks plan - implications for ESAC
  - *Kristl to connect with Parks Department Director (Tracy)*
    - Permeable surface possibilities - *Brooks to compile a list*
    - EV Chargers - *Phipps to assist*
    - Design plan for 11 Mile - bioswales discussed - underground drainage; with plants along city easement

## **UPDATES ON DRONE SHOW RESEARCH**

- Kristl is working on sponsorship tiers
- Old survey: 700 responses with even split
- Wilson discussed with Zoo:

- Position elections

### **ADJOURNMENT**

Motion by Kristl; Second by Brooks to adjourn the meeting.

**Motion carried 5-0**

**Meeting adjourned at 8:08 P.M.**

**Next meeting scheduled for January 18, 2024**



## Consent Agenda #3d

### Finance Department Memo

To: Honorable Mayor and City Commission

From: Ethan Haan, Finance Director

Date: February 15, 2024

Subject: Treasurer's Report December 2023 & January 2024

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The cash and investment positions as of January 31<sup>st</sup>, 2024 are attached. In addition, revenue and expenditures as of December 31<sup>st</sup> are also attached. Third quarter budget amendments will be presented at the March Commission meeting. Overall, the budgeted revenues and expenditures have been stable and according to projections. The budget for the next fiscal year (beginning July 1<sup>st</sup>, 2024) will be presented to the Commission at their April 16<sup>th</sup> meeting.

February 28<sup>th</sup> is the last day to pay any 2023 property taxes. After March 1<sup>st</sup>, 2024, all 2023 property taxes will be considered delinquent and payable to the Oakland County Treasurer. Tax settlement will begin after that point with Oakland County where the City will finalize the 2023 tax year.



# FINANCE REPORT - CASH POSITIONS

FUND	CURRENT INVESTMENTS	CURRENT CASH	TOTAL AVAILABLE
GENERAL FUND	4,094,462.02	2,347,567.68	6,442,030
MAJOR STREET FUND	553,907.75	(63,081.74)	490,826
LOCAL STREET FUND	5,115.28	36,044.11	41,159
ACT 345 PENSION FUND	(927.32)	467,095.48	466,168
RECREATION FUND	1,123,246.85	(354,013.95)	769,233
GWK DRAIN FUND	49,775.64	29,813.85	79,589
RACKHAM DEFENSE FUND	34,166.72	284.87	34,452
BUDGET STABILIZATION FUND	1,269,529.67	63,223.67	1,332,753
ELEVEN MILE - DEBT FUND	25,125.33	(33,451.36)	(8,326)
2010 UTGO DEBT	119,307.50	(70,399.94)	48,908
2012 UTGO DEBT	85,799.42	11,644.75	97,444
2014 UTGO DEBT	202,838.73	22,373.83	225,213
2017 UTGO DEBT	73,893.49	47,333.39	121,227
2019 UTGO DEBT	439,627.75	96,727.80	536,356
2020 CAPITAL IMP. BONDS	97,852.05	(396,121.62)	(298,270)
CAPITAL PLANNING FUND	1,079,846.29	(120,684.03)	959,162
SEWER CONSTRUCTION FUND	5,032,923.91	(1,443,029.18)	3,589,895
ROAD & SEWER CONSTRUCTION FUND	4,346,241.68	(1,443,029.18)	2,903,213
ROAD MAINTENANCE FUND	526,403.87	(66,742.58)	459,661
SANITATION FUND	88,481.49	281,389.92	369,871
WATER FUND	1,960,579.66	733,011.08	2,693,591
EQUIPMENT FUND	921,100.53	149,146.09	1,070,247
TRUST & AGENCY FUND	360,800.00	38,640.72	399,441
POST RETIREMENT FUND	772,439.31	96,924.64	869,364
TOTAL ASSETS - INVESTMENTS/CASH	23,262,538	430,668	23,693,206

FIDUCIARY (TRUSTEE)	AMOUNT INVESTED	PERCENT INVESTED	YIELD
MICHIGAN CLASS	9,616,032	41.57%	5.53%
OAKLAND COUNTY POOL- OPER	100,915	0.44%	1.74%
FIFTH THIRD SECURITIES	1,813,194	7.84%	1.10%
COMMERICA - J FUND - 4438	299,246	1.29%	4.46%
COMERICA SECURITIES - 2362	4,313,443	18.65%	2.64%
HUNTINGTON BANK	1,293,031	5.59%	1.20%
MULTIBANK SECURITIES	4,497,630	19.44%	2.20%
FLAGSTAR INVESTMENT ACCOUNT	519,840	2.25%	4.22%
FLAGSTAR BOND ACCOUNT	278,127	1.20%	4.22%
OAKLAND COUNTY BOND ACCOUNT	403,570	1.74%	1.74%
COMMUNITY UNITY BANK	225,000	0.97%	4.07%
TOTAL INVESTMENTS	23,135,029	100.00%	
			3.61%
		CASH	430,668
		INVESTMENTS	23,262,538
		TOTAL	23,693,206

		2023-24	YTD BALANCE	% BDGT
GL NUMBER	DESCRIPTION	AMENDED BUDGET	12/31/2023 NORMAL (ABNORMAL)	REMAIN
Fund 101 - GENERAL FUND				
Revenues				
Dept 000				
101-000-402.000	TAX COLL/CURRENT	7,228,980.00	7,238,249.48	(0.13)
101-000-407.000	TAX COLL/DELINQUENT	40,000.00	81.69	99.80
101-000-445.000	TAX COLL/PENALTIES	22,000.00	13,925.97	36.70
101-000-452.000	PERMITS/AIR CONDITIONING	4,200.00	2,160.00	48.57
101-000-453.000	PERMITS/BUILDING	240,000.00	176,635.62	26.40
101-000-454.000	PERMITS/ELECTICAL	35,000.00	19,260.00	44.97
101-000-455.000	PERMITS/HEATING	20,000.00	13,635.00	31.83
101-000-456.000	PERMITS/PLUMBING	25,000.00	13,745.00	45.02
101-000-457.000	BUISNESS REGISTRATION	10,000.00	1,950.00	80.50
101-000-458.000	ROW PARKING	4,000.00	1,220.00	69.50
101-000-470.000	CABLE TV FEES	131,000.00	54,870.54	58.11
101-000-479.000	NONBUSINESS LIC AND PERM	2,500.00	2,466.01	1.36
101-000-480.000	BUILDING INSPECTIONS	2,500.00	375.00	85.00
101-000-481.000	ALARM FEES	2,500.00	630.00	74.80
101-000-543.000	GRANTS PUBLIC SAFETY (302 FUNDS)	1,800.00	3,229.32	(79.41)
101-000-564.000	SSR/SALES TAX	0.00	284,135.00	0.00
101-000-565.000	SSR/LIQUOR	1,530.00	1,659.90	(8.49)
101-000-566.000	GRANTS LIBRARY/STATE	7,200.00	0.00	100.00
101-000-567.000	DONATIONS- LIBRARY PROGRAMMING	5,000.00	0.00	100.00
101-000-573.000	SSR/ LCSA PPT REIMBURSEMENT	4,300.00	3,106.09	27.77
101-000-574.000	SSR/BUSINESS ACTIVITY	759,490.00	0.00	100.00
101-000-607.000	ADMINISTRATIVE FEES	95,500.00	97,608.91	(2.21)
101-000-607.001	SERVICE FEES	250.00	160.00	36.00
101-000-656.000	FINES/DISTRICT COURT	42,000.00	28,053.36	33.21
101-000-657.000	FINES/PARKING VIOLATIONS	5,000.00	11,095.00	(121.90)
101-000-658.000	FINES/LIBRARY FEES	2,500.00	13,778.38	(451.14)
101-000-658.001	LIBRARY CONTRACT REVENUE	45,960.00	0.00	100.00
101-000-659.000	FINES/LIBRARY PENAL	15,600.00	0.00	100.00
101-000-665.000	INVESTMENT INCOME	20,000.00	109,053.56	(445.27)
101-000-667.002	EQUIPMENT RENTAL	0.00	150.00	0.00
101-000-676.000	INSURANCE REIMBURSEMENT	35,000.00	0.00	100.00
101-000-676.592	TRANSFER/WATER ADMIN	167,540.00	83,769.96	50.00
101-000-676.734	TRANSFER/POST RET ADMIN	1,000.00	499.98	50.00
101-000-692.000	MISC INCOME	10,000.00	11,755.83	(17.56)
Total Dept 000		8,987,350.00	8,187,259.60	8.90
TOTAL REVENUES		8,987,350.00	8,187,259.60	8.90
Expenditures				
Dept 101 - COMMISSION				
101-101-702.000	SALARIES	10.00	0.00	100.00
101-101-802.000	PROFESSIONAL SERV	27,000.00	7,657.97	71.64
101-101-860.000	CONFERENCES AND WORKSHOPS	5,000.00	1,114.99	77.70
101-101-860.001	MEMBERSHIPS & DUES	500.00	0.00	100.00
101-101-880.003	ANTI RACISM	2,000.00	0.00	100.00
101-101-956.000	MISCELLANEOUS	1,000.00	347.87	65.21
Total Dept 101 - COMMISSION		35,510.00	9,120.83	74.31
Dept 172 - ADMINISTRATION				
101-172-702.000	SALARIES	362,500.00	163,508.36	54.89
101-172-706.000	WAGES/HOURLY	105,840.00	43,660.76	58.75
101-172-715.000	BENEFIT/SOCIAL SECURITY	35,830.00	17,421.31	51.38
101-172-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	54,160.00	34,232.27	36.79
101-172-718.000	BENEFIT/RETIREMENT	394,740.00	191,708.08	51.43
101-172-719.000	BENEFIT/DENTAL	2,840.00	1,249.89	55.99
101-172-724.000	BENEFITS	17,720.00	7,808.80	55.93
101-172-727.000	SUPPLIES/OFFICE	9,500.00	4,337.10	54.35
101-172-727.001	SUPPLIES/POSTAGE	16,500.00	3,341.58	79.75
101-172-727.002	SUPPLIES/ELECTIONS	14,000.00	6,615.37	52.75
101-172-802.000	PROFESSIONAL SERV	85,000.00	79,961.67	5.93
101-172-802.008	PROFESSIONAL SERV/AUDIT	27,000.00	28,565.00	(5.80)
101-172-802.009	PROFESSIONAL SERV/INSP	75,000.00	35,409.00	52.79
101-172-802.010	PROFESSIONAL SERV/ATTORNEY	95,000.00	32,409.23	65.89
101-172-802.012	PROFESSIONAL SERV/O.C.	42,230.00	1,875.00	95.56
101-172-853.000	COMMUNICATIONS/TELEPHONE	1,650.00	953.90	42.19
101-172-860.000	CONFERENCES AND WORKSHOPS	5,500.00	2,537.61	53.86
101-172-860.001	MEMBERSHIPS & DUES	15,000.00	10,499.75	30.00
101-172-880.000	PROMOTION/COMMUNITY	3,500.00	1,700.00	51.43
101-172-880.001	COMMUNITY PROM/YOUTH ASSI	6,100.00	1,000.00	83.61
101-172-900.000	PRINTING AND PUBLICATION	6,500.00	2,048.66	68.48
101-172-900.001	PRINTING/PUB NEWSLETTER	15,000.00	9,550.55	36.33
101-172-920.000	UTILITIES	22,000.00	9,375.81	57.38

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	% BDGT
		AMENDED BUDGET	12/31/2023 NORMAL (ABNORMAL)	REMAIN
Fund 101 - GENERAL FUND				
Expenditures				
101-172-931.000	MAINTENANCE/BUILDING	25,000.00	15,297.34	38.81
101-172-934.000	DATA PROCESSING	20,000.00	15,002.57	24.99
101-172-942.000	VEHICLE REIMBURSEMENT	5,700.00	2,850.00	50.00
101-172-956.000	MISCELLANEOUS	2,500.00	146.79	94.13
Total Dept 172 - ADMINISTRATION		1,466,310.00	723,066.40	50.69
Dept 301 - PUBLIC SAFETY				
101-301-702.000	SALARIES	1,690,590.00	847,294.34	49.88
101-301-702.001	OVERTIME	160,000.00	91,469.64	42.83
101-301-706.000	WAGES/HOURLY	0.00	565.96	0.00
101-301-710.000	WAGES/CROSSING GUARDS	18,200.00	9,598.50	47.26
101-301-712.000	WAGES/VOLUNTEER FIRE	2,500.00	0.00	100.00
101-301-715.000	BENEFIT/SOCIAL SECURITY	38,900.00	21,426.68	44.92
101-301-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	336,790.00	178,055.26	47.13
101-301-718.000	BENEFIT/RETIREMENT	52,550.00	54,662.96	(4.02)
101-301-719.000	BENEFIT/DENTAL	24,520.00	11,916.87	51.40
101-301-724.000	BENEFITS	112,390.00	67,170.07	40.23
101-301-727.000	SUPPLIES/OFFICE	3,800.00	1,478.04	61.10
101-301-744.000	UNIFORM/PURCHASE	35,000.00	24,469.49	30.09
101-301-751.000	SUPPLIES/GAS, OIL	20,000.00	7,201.26	63.99
101-301-756.000	SUPPLIES/OPERATING	30,000.00	14,611.34	51.30
101-301-802.000	PROFESSIONAL SERV	175,000.00	90,427.29	48.33
101-301-802.014	PROFESSIONAL SERVICES- INFORMANTS	500.00	0.00	100.00
101-301-853.000	COMMUNICATIONS/TELEPHONE	26,500.00	4,156.59	84.31
101-301-860.000	CONFERENCES AND WORKSHOPS	1,500.00	323.76	78.42
101-301-860.001	MEMBERSHIPS & DUES	7,000.00	0.00	100.00
101-301-920.000	UTILITIES	12,000.00	6,134.05	48.88
101-301-931.000	MAINTENANCE/BUILDING	30,000.00	14,036.57	53.21
101-301-934.000	DATA PROCESSING	12,000.00	10,835.43	9.70
101-301-940.000	RENTAL/EQUIPMENT	90,000.00	45,000.00	50.00
101-301-942.000	VEHICLE REIMBURSEMENT	4,500.00	2,250.00	50.00
101-301-956.000	MISCELLANEOUS	1,000.00	1,760.00	(76.00)
101-301-956.001	MISCELLANEOUS/TRAINING (302 FUNDS)	15,000.00	2,287.10	84.75
Total Dept 301 - PUBLIC SAFETY		2,900,240.00	1,507,131.20	48.03
Dept 441 - PUBLIC WORKS				
101-441-706.000	WAGES/HOURLY	192,540.00	78,305.71	59.33
101-441-715.000	BENEFIT/SOCIAL SECURITY	13,060.00	6,584.24	49.58
101-441-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	37,330.00	17,310.52	53.63
101-441-718.000	BENEFIT/RETIREMENT	79,530.00	39,884.86	49.85
101-441-719.000	BENEFIT/DENTAL	2,500.00	1,047.10	58.12
101-441-724.000	BENEFITS	15,560.00	8,311.87	46.58
101-441-727.000	SUPPLIES/OFFICE	1,800.00	57.44	96.81
101-441-744.000	UNIFORM/PURCHASE	5,800.00	4,077.69	29.70
101-441-751.000	SUPPLIES/GAS, OIL	17,000.00	6,439.41	62.12
101-441-756.000	SUPPLIES/OPERATING	15,000.00	12,044.25	19.71
101-441-776.000	SUPPLIES/BLDG, GROUNDS	0.00	16,301.38	0.00
101-441-802.000	PROFESSIONAL SERV	20,000.00	13,027.27	34.86
101-441-853.000	COMMUNICATIONS/TELEPHONE	800.00	235.61	70.55
101-441-860.000	CONFERENCES AND WORKSHOPS	2,300.00	773.36	66.38
101-441-860.001	MEMBERSHIPS & DUES	480.00	125.00	73.96
101-441-920.000	UTILITIES	4,500.00	1,626.20	63.86
101-441-926.000	UTILITIES/STREET LIGHTING	65,000.00	36,424.20	43.96
101-441-931.000	MAINTENANCE/BUILDING	20,000.00	9,370.65	53.15
101-441-934.000	DATA PROCESSING	7,500.00	4,473.64	40.35
101-441-940.000	RENTAL/EQUIPMENT	1,000.00	0.00	100.00
101-441-956.000	MISCELLANEOUS	950.00	0.00	100.00
Total Dept 441 - PUBLIC WORKS		502,650.00	256,420.40	48.99
Dept 790 - LIBRARY				
101-790-702.000	SALARIES	196,500.00	75,585.02	61.53
101-790-706.000	WAGES/HOURLY	124,690.00	62,463.68	49.90
101-790-715.000	BENEFIT/SOCIAL SECURITY	24,570.00	11,383.27	53.67
101-790-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	33,590.00	8,249.25	75.44
101-790-718.000	BENEFIT/RETIREMENT	93,360.00	42,412.68	54.57
101-790-719.000	BENEFIT/DENTAL	1,970.00	464.32	76.43
101-790-724.000	BENEFITS	8,040.00	3,329.26	58.59
101-790-727.000	SUPPLIES/OFFICE	1,500.00	3,233.53	(115.57)
101-790-756.000	SUPPLIES/OPERATING	15,000.00	5,122.39	65.85
101-790-802.000	PROFESSIONAL SERV	70,000.00	49,159.48	29.77
101-790-802.015	PROFESSIONAL SVCS- PROGRAMMING	25,000.00	6,240.00	75.04

User: EHAAN

PERIOD ENDING 12/31/2023

DB: Huntingtonwoods

% Fiscal Year Completed: 50.27

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	% BDGT
		AMENDED BUDGET	12/31/2023 NORMAL (ABNORMAL)	REMAIN
Fund 101 - GENERAL FUND				
Expenditures				
101-790-853.000	COMMUNICATIONS/TELEPHONE	1,500.00	438.44	70.77
101-790-860.000	CONFERENCES AND WORKSHOPS	1,850.00	464.44	74.90
101-790-860.001	MEMBERSHIPS & DUES	230.00	245.00	(6.52)
101-790-880.000	PROMOTION/GALLERY	2,500.00	1,046.30	58.15
101-790-920.000	UTILITIES	22,000.00	8,882.82	59.62
101-790-931.000	MAINTENANCE/BUILDING	35,000.00	38,029.98	(8.66)
101-790-934.000	DATA PROCESSING	6,800.00	10,574.52	(55.51)
101-790-956.000	MISCELLANEOUS	1,500.00	603.46	59.77
101-790-978.000	ADULT BOOK PURCHASE	37,000.00	23,846.72	35.55
101-790-978.001	CHILDRENS BOOKS PURCHASE	8,000.00	0.00	100.00
101-790-978.002	PERIODICALS	10,000.00	602.09	93.98
101-790-978.003	DVD'S/ONLINE DATABASES/DISCS	30,000.00	24,010.73	19.96
Total Dept 790 - LIBRARY		750,600.00	376,387.38	49.86
Dept 954 - INSURANCE				
101-954-911.000	GENERAL LIABILITY COVERAG	212,070.00	215,350.00	(1.55)
101-954-914.000	EXCESS OF DEDUCTABLE	1,000.00	0.00	100.00
Total Dept 954 - INSURANCE		213,070.00	215,350.00	(1.07)
Dept 958 - TRANSFERS				
101-958-965.000	TRANSFER/MAJOR STREET	200,000.00	0.00	100.00
101-958-965.001	TRANSFER/LOCAL STREET	350,000.00	174,999.96	50.00
101-958-965.002	TRANSFER/	0.00	100,000.02	0.00
101-958-965.208	TRANSFER/RECREATION FUND	1,000,000.00	499,999.98	50.00
101-958-965.257	TRANSFER - BUD STABILIZAT	50,000.00	25,000.02	50.00
101-958-965.309	TRANSFER TO 2020 ROAD DEBT SERVICE	331,000.00	165,499.98	50.00
101-958-965.494	TRANSFER TO ROAD IMPROVEMENT FUND	400,000.00	199,999.98	50.00
101-958-965.661	TRANSFER - EQUIPMENT FUND	100,000.00	49,999.98	50.00
101-958-965.734	TRANSFER/POST RETIREMENT	414,970.00	207,484.98	50.00
101-958-965.735	TRANSFER HEALTH INS. POOL	250,000.00	124,999.98	50.00
101-958-965.970	TRANSFER/CAPITAL PLANNING	20,000.00	15,000.00	25.00
Total Dept 958 - TRANSFERS		3,115,970.00	1,562,984.88	49.84
TOTAL EXPENDITURES		8,984,350.00	4,650,461.09	48.24
Fund 101 - GENERAL FUND:				
TOTAL REVENUES		8,987,350.00	8,187,259.60	8.90
TOTAL EXPENDITURES		8,984,350.00	4,650,461.09	48.24
NET OF REVENUES & EXPENDITURES		3,000.00	3,536,798.51	(117,793

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	% BDGT
		AMENDED BUDGET	12/31/2023 NORMAL (ABNORMAL)	REMAIN
Fund 202 - MAJOR STREET FUND				
Revenues				
Dept 000				
202-000-546.000	ACT 51 REVENUES	592,900.00	199,580.34	66.34
202-000-569.000	GRANTS STATE/OTHER	1,500.00	0.00	100.00
202-000-665.000	INVESTMENT INCOME	2,000.00	13,596.00	(579.80)
202-000-668.000	RIGHT-OF-WAY FEES	23,850.00	0.00	100.00
202-000-676.101	TRANSFER/GENERAL FUND	200,000.00	100,000.02	50.00
Total Dept 000		820,250.00	313,176.36	61.82
TOTAL REVENUES		820,250.00	313,176.36	61.82
Expenditures				
Dept 443 - ROUTINE MAINTENANCE				
202-443-706.000	WAGES/HOURLY	40,460.00	19,559.46	51.66
202-443-715.000	BENEFIT/SOCIAL SECURITY	3,100.00	1,631.10	47.38
202-443-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	8,930.00	3,663.93	58.97
202-443-718.000	BENEFIT/RETIREMENT	14,080.00	8,237.28	41.50
202-443-719.000	BENEFIT/DENTAL	640.00	266.28	58.39
202-443-724.000	BENEFITS	3,900.00	1,790.52	54.09
202-443-756.000	SUPPLIES/OPERATING	5,000.00	0.00	100.00
202-443-818.002	CONTRACTS PATCHING	100,000.00	77,785.58	22.21
202-443-818.003	CONTRACTS GROUNDS MAINT	33,000.00	26,509.37	19.67
202-443-818.007	CONTRACTS TREE TRIMMING	150,000.00	76,439.99	49.04
202-443-940.000	RENTAL/EQUIPMENT	45,000.00	27,438.64	39.03
Total Dept 443 - ROUTINE MAINTENANCE		404,110.00	243,322.15	39.79
Dept 446 - TRAFFIC SERVICES				
202-446-706.000	WAGES/HOURLY	13,360.00	8,496.32	36.40
202-446-715.000	BENEFIT/SOCIAL SECURITY	1,020.00	709.64	30.43
202-446-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	3,130.00	1,450.21	53.67
202-446-718.000	BENEFIT/RETIREMENT	5,470.00	3,384.52	38.13
202-446-719.000	BENEFIT/DENTAL	180.00	87.09	51.62
202-446-724.000	BENEFITS	1,200.00	608.92	49.26
202-446-756.000	SUPPLIES/OPERATING	4,000.00	322.94	91.93
202-446-818.000	CONTRACTS SERV/TRAFFIC	6,000.00	2,036.62	66.06
202-446-940.000	RENTAL/EQUIPMENT	1,000.00	649.93	35.01
Total Dept 446 - TRAFFIC SERVICES		35,360.00	17,746.19	49.81
Dept 447 - ADMINISTRATION & ENGINEERING				
202-447-702.000	SALARIES	8,060.00	3,368.76	58.20
202-447-715.000	BENEFIT/SOCIAL SECURITY	620.00	281.69	54.57
202-447-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	1,200.00	586.97	51.09
202-447-718.000	BENEFIT/RETIREMENT	1,800.00	1,164.35	35.31
202-447-719.000	BENEFIT/DENTAL	50.00	17.26	65.48
202-447-724.000	BENEFITS	420.00	165.91	60.50
Total Dept 447 - ADMINISTRATION & ENGINEERING		12,150.00	5,584.94	54.03
Dept 465				
202-465-818.003	CONTRACTS GROUNDS MAINT	0.00	50.40	0.00
Total Dept 465		0.00	50.40	0.00
Dept 522 - SNOW REMOVAL				
202-522-706.000	WAGES/HOURLY	20,630.00	15,115.38	26.73
202-522-715.000	BENEFIT/SOCIAL SECURITY	1,580.00	1,259.38	20.29
202-522-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	5,290.00	2,657.37	49.77
202-522-718.000	BENEFIT/RETIREMENT	5,490.00	4,083.13	25.63
202-522-719.000	BENEFIT/DENTAL	280.00	155.51	44.46
202-522-724.000	BENEFITS	2,140.00	1,001.80	53.19
202-522-756.000	SUPPLIES/OPERATING	18,500.00	0.00	100.00
202-522-940.000	RENTAL/EQUIPMENT	15,000.00	258.47	98.28
Total Dept 522 - SNOW REMOVAL		68,910.00	24,531.04	64.40
Dept 524 - LOAN PAYMENT				
202-524-965.203	TRANSFER/ MAJOR-LOCAL	120,000.00	60,000.00	50.00
202-524-965.303	TRANSFER TO 11MILE DEBT	47,140.00	23,569.98	50.00

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	% BDGT
		AMENDED BUDGET	12/31/2023 NORMAL (ABNORMAL)	REMAIN
Fund 202 - MAJOR STREET FUND				
Expenditures				
Total Dept 524 - LOAN PAYMENT		167,140.00	83,569.98	50.00
TOTAL EXPENDITURES		687,670.00	374,804.70	45.50
Fund 202 - MAJOR STREET FUND:				
TOTAL REVENUES		820,250.00	313,176.36	61.82
TOTAL EXPENDITURES		687,670.00	374,804.70	45.50
NET OF REVENUES & EXPENDITURES		132,580.00	(61,628.34)	53.52

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	% BDGT
		AMENDED BUDGET	12/31/2023 NORMAL (ABNORMAL)	REMAIN
Fund 203 - LOCAL STREET FUND				
Revenues				
Dept 000				
203-000-546.000	ACT 51 REVENUES	205,000.00	69,178.64	66.25
203-000-665.000	INVESTMENT INCOME	250.00	1,305.74	(422.30)
203-000-676.101	TRANSFER/GENERAL FUND	350,000.00	174,999.96	50.00
203-000-676.202	TRANSFER/MAJOR ROAD	120,000.00	60,000.00	50.00
Total Dept 000		675,250.00	305,484.34	54.76
TOTAL REVENUES		675,250.00	305,484.34	54.76
Expenditures				
Dept 443 - ROUTINE MAINTENANCE				
203-443-706.000	WAGES/HOURLY	33,990.00	16,876.98	50.35
203-443-715.000	BENEFIT/SOCIAL SECURITY	2,600.00	1,413.16	45.65
203-443-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	7,490.00	3,434.65	54.14
203-443-718.000	BENEFIT/RETIREMENT	19,510.00	7,908.88	59.46
203-443-719.000	BENEFIT/DENTAL	600.00	246.28	58.95
203-443-724.000	BENEFITS	3,520.00	1,907.74	45.80
203-443-756.000	SUPPLIES/OPERATING	3,500.00	0.00	100.00
203-443-818.002	CONTRACTS PATCHING	30,000.00	57,024.45	(90.08)
203-443-818.003	CONTRACTS GROUNDS MAINT	33,000.00	26,421.95	19.93
203-443-818.007	CONTRACTS TREE TRIMMING	150,000.00	71,967.99	52.02
203-443-940.000	RENTAL/EQUIPMENT	65,000.00	41,157.99	36.68
Total Dept 443 - ROUTINE MAINTENANCE		349,210.00	228,360.07	34.61
Dept 446 - TRAFFIC SERVICES				
203-446-706.000	WAGES/HOURLY	10,450.00	5,042.38	51.75
203-446-715.000	BENEFIT/SOCIAL SECURITY	800.00	423.15	47.11
203-446-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	2,410.00	1,000.22	58.50
203-446-718.000	BENEFIT/RETIREMENT	7,070.00	2,972.22	57.96
203-446-719.000	BENEFIT/DENTAL	130.00	63.62	51.06
203-446-724.000	BENEFITS	930.00	547.66	41.11
203-446-756.000	SUPPLIES/OPERATING	2,000.00	0.00	100.00
203-446-818.000	CONTRACTS SERV/TRAFFIC	0.00	2,834.48	0.00
203-446-940.000	RENTAL/EQUIPMENT	1,000.00	974.91	2.51
Total Dept 446 - TRAFFIC SERVICES		24,790.00	13,858.64	44.10
Dept 447 - ADMINISTRATION & ENGINEERING				
203-447-702.000	SALARIES	6,010.00	2,663.60	55.68
203-447-715.000	BENEFIT/SOCIAL SECURITY	460.00	222.77	51.57
203-447-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	1,050.00	483.93	53.91
203-447-718.000	BENEFIT/RETIREMENT	2,190.00	1,082.34	50.58
203-447-719.000	BENEFIT/DENTAL	50.00	20.44	59.12
203-447-724.000	BENEFITS	380.00	186.99	50.79
Total Dept 447 - ADMINISTRATION & ENGINEERING		10,140.00	4,660.07	54.04
Dept 522 - SNOW REMOVAL				
203-522-706.000	WAGES/HOURLY	18,590.00	9,838.23	47.08
203-522-715.000	BENEFIT/SOCIAL SECURITY	1,420.00	820.66	42.21
203-522-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	4,920.00	2,075.83	57.81
203-522-718.000	BENEFIT/RETIREMENT	7,970.00	3,459.06	56.60
203-522-719.000	BENEFIT/DENTAL	240.00	118.10	50.79
203-522-724.000	BENEFITS	1,910.00	994.18	47.95
203-522-756.000	SUPPLIES/OPERATING	26,000.00	0.00	100.00
203-522-940.000	RENTAL/EQUIPMENT	18,000.00	387.71	97.85
Total Dept 522 - SNOW REMOVAL		79,050.00	17,693.77	77.62
TOTAL EXPENDITURES		463,190.00	264,572.55	42.88
Fund 203 - LOCAL STREET FUND:				
TOTAL REVENUES		675,250.00	305,484.34	54.76
TOTAL EXPENDITURES		463,190.00	264,572.55	42.88
NET OF REVENUES & EXPENDITURES		212,060.00	40,911.79	80.71

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	% BDGT
		AMENDED BUDGET	12/31/2023 NORMAL (ABNORMAL)	REMAIN
Fund 208 - RECREATION FUND				
Revenues				
Dept 000				
208-000-402.000	TAX COLL/CURRENT	81,900.00	81,518.39	0.47
208-000-569.000	GRANTS STATE/OTHER	3,200.00	0.00	100.00
208-000-573.000	SSR/ LCSA PPT REIMBURSEMENT	70.00	34.92	50.11
208-000-651.000	RECREATION/SPEC PROGRAMS	9,000.00	2,799.00	68.90
208-000-651.001	RECREATION/DREAM CRUISE	0.00	6,500.00	0.00
208-000-651.002	RECREATION/JULY 4TH	5,500.00	1,640.00	70.18
208-000-651.003	RECREATION/ PRE K	125,000.00	80,180.00	35.86
208-000-653.000	RECREATION/FEES/RENTALS	7,000.00	3,591.50	48.69
208-000-653.001	RECREATION/SALES	250.00	0.00	100.00
208-000-653.003	RECREATION/POOL	280,000.00	19,796.45	92.93
208-000-653.004	RECREATION/LEAGUE FEES	35,000.00	18,336.00	47.61
208-000-653.005	RECREATION/CLASSES, TRIPS	135,000.00	106,822.99	20.87
208-000-653.006	RECREATION/SR PROGRAMS	4,500.00	5,940.50	(32.01)
208-000-653.007	RECREATION/LATCH KEY	250,000.00	122,355.47	51.06
208-000-653.008	RECREATION/CAMP FEES	275,000.00	53,921.35	80.39
208-000-665.000	INVESTMENT INCOME	2,000.00	29,365.79	(1,368.2
208-000-667.000	BUS RENTAL FEES	25,000.00	2,228.00	91.09
208-000-676.101	TRANSFER/GENERAL FUND	1,000,000.00	499,999.98	50.00
208-000-692.000	MISC INCOME	2,500.00	341.35	86.35
208-000-699.395	FUND BALANCE APPROPRIATION	105,610.00	0.00	100.00
Total Dept 000		2,346,530.00	1,035,371.69	55.88
TOTAL REVENUES		2,346,530.00	1,035,371.69	55.88
Expenditures				
Dept 751 - RECREATION				
208-751-702.000	SALARIES	93,210.00	37,788.64	59.46
208-751-706.000	WAGES/HOURLY	239,510.00	97,368.41	59.35
208-751-715.000	BENEFIT/SOCIAL SECURITY	25,450.00	11,344.54	55.42
208-751-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	62,290.00	33,134.43	46.81
208-751-717.000	BENEFIT/LIFE INSURANCE	108,090.00	0.00	100.00
208-751-718.000	BENEFIT/RETIREMENT	0.00	61,874.89	0.00
208-751-719.000	BENEFIT/DENTAL	4,210.00	2,139.18	49.19
208-751-724.000	BENEFITS	17,560.00	12,530.31	28.64
208-751-727.000	SUPPLIES/OFFICE	4,500.00	2,521.58	43.96
208-751-744.000	UNIFORM/PURCHASE	3,000.00	1,275.00	57.50
208-751-751.000	SUPPLIES/GAS, OIL	4,500.00	1,479.14	67.13
208-751-756.000	SUPPLIES/OPERATING	13,000.00	9,149.35	29.62
208-751-802.000	PROFESSIONAL SERV	0.00	990.25	0.00
208-751-853.000	COMMUNICATIONS/TELEPHONE	6,000.00	2,374.32	60.43
208-751-860.000	CONFERENCES AND WORKSHOPS	3,500.00	1,960.00	44.00
208-751-860.001	MEMBERSHIPS & DUES	1,000.00	775.00	22.50
208-751-920.000	UTILITIES	65,000.00	26,276.58	59.57
208-751-931.000	MAINTENANCE/BUILDING	50,000.00	17,491.21	65.02
208-751-934.000	DATA PROCESSING	23,000.00	4,119.43	82.09
208-751-940.000	RENTAL/EQUIPMENT	0.00	49.99	0.00
208-751-956.000	MISCELLANEOUS	500.00	0.00	100.00
Total Dept 751 - RECREATION		724,320.00	324,642.25	55.18
Dept 753 - PROGRAMS				
208-753-702.000	SALARIES	88,370.00	35,009.40	60.38
208-753-714.001	WAGES/PROGRAM ATHLETIC LG	2,800.00	0.00	100.00
208-753-714.003	WAGES/PROGRAM SENIOR CITI	48,190.00	24,022.73	50.15
208-753-714.004	WAGES/PROGRAM LATCH KEY	170,740.00	78,778.97	53.86
208-753-714.005	WAGES/PROGRAM CAMPS	138,470.00	125,777.84	9.17
208-753-715.000	BENEFIT/SOCIAL SECURITY	34,320.00	20,477.67	40.33
208-753-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	47,890.00	24,717.67	48.39
208-753-718.000	BENEFIT/RETIREMENT	61,140.00	11,518.63	81.16
208-753-719.000	BENEFIT/DENTAL	3,960.00	1,621.96	59.04
208-753-724.000	BENEFITS	8,980.00	5,511.28	38.63
208-753-787.001	SUPPLIES/ATHLETIC LEAGUE	3,700.00	1,316.14	64.43
208-753-787.002	SUPPLIES/CLASSES & TRIPS	3,500.00	4,171.24	(19.18)
208-753-787.003	SUPPLIES/SENIOR PROGRAM	2,500.00	611.23	75.55
208-753-787.004	SUPPLIES/LATCH KEY	8,000.00	1,684.46	78.94
208-753-787.005	SUPPLIES/CAMPS	17,000.00	4,998.82	70.60
208-753-787.006	SUPPLIES/SPECIAL PROGRAM	3,800.00	3,675.31	3.28
208-753-787.007	SUPPLIES/ PRE K	15,000.00	704.81	95.30
208-753-803.001	CONTRACTS ATHLETIC LEAGUE	14,700.00	0.00	100.00
208-753-803.002	CONTRACTS CLASSES & TRIPS	75,000.00	36,837.50	50.88
208-753-803.003	CONTRACTS SENIOR TRIPS	5,000.00	3,825.59	23.49
208-753-803.004	CONTRACTS LATCH KEY	4,000.00	2,326.73	41.83
208-753-803.005	CONTRACTS CAMPS	45,000.00	30,625.86	31.94



GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	% BDGT
		AMENDED BUDGET	12/31/2023 NORMAL (ABNORMAL)	REMAIN
Fund 208 - RECREATION FUND				
Expenditures				
208-753-803.006	CONTRACTS SPECIAL PROGRAM	14,000.00	2,124.15	84.83
208-753-803.007	CONTRACTS PRE K	4,000.00	942.63	76.43
208-753-803.008	CONTRACTS JULY 4th	30,000.00	(7,119.93)	123.73
208-753-956.000	MISCELLANEOUS	9,000.00	8,714.31	3.17
208-753-965.970	TRANSFER/CAPITAL PLANNING	91,300.00	38,041.65	58.33
Total Dept 753 - PROGRAMS		950,360.00	460,916.65	51.50
Dept 754 - PARKS				
208-754-702.000	SALARIES	920.00	3,746.68	(307.25)
208-754-706.000	WAGES/HOURLY	67,030.00	22,418.94	66.55
208-754-715.000	BENEFIT/SOCIAL SECURITY	580.00	3,088.95	(432.58)
208-754-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	1,660.00	7,707.80	(364.33)
208-754-718.000	BENEFIT/RETIREMENT	46,720.00	22,331.52	52.20
208-754-719.000	BENEFIT/DENTAL	140.00	186.90	(33.50)
208-754-724.000	BENEFITS	800.00	13,259.58	(1,557.4
208-754-776.000	SUPPLIES/BLDG, GROUNDS	0.00	4,043.12	0.00
208-754-802.000	PROFESSIONAL SERV	87,000.00	79,804.94	8.27
Total Dept 754 - PARKS		204,850.00	156,588.43	23.56
Dept 755 - BUS				
208-755-706.000	WAGES/HOURLY	27,040.00	16,190.00	40.13
208-755-715.000	BENEFIT/SOCIAL SECURITY	2,070.00	1,327.86	35.85
208-755-724.000	BENEFITS	940.00	1,477.89	(57.22)
208-755-751.000	SUPPLIES/GAS, OIL	7,000.00	2,061.81	70.55
208-755-853.000	COMMUNICATIONS/TELEPHONE	800.00	371.50	53.56
208-755-940.000	RENTAL/EQUIPMENT	18,000.00	9,000.00	50.00
208-755-956.000	MISCELLANEOUS	100.00	0.00	100.00
Total Dept 755 - BUS		55,950.00	30,429.06	45.61
Dept 756 - POOL				
208-756-702.000	SALARIES	33,000.00	13,026.04	60.53
208-756-709.000	WAGES/PART TIME, SEASONAL	194,210.00	118,133.41	39.17
208-756-715.000	BENEFIT/SOCIAL SECURITY	17,380.00	11,507.13	33.79
208-756-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	6,660.00	3,408.91	48.82
208-756-718.000	BENEFIT/RETIREMENT	3,590.00	3,115.35	13.22
208-756-719.000	BENEFIT/DENTAL	800.00	244.08	69.49
208-756-724.000	BENEFITS	4,360.00	2,703.09	38.00
208-756-727.000	SUPPLIES/OFFICE	800.00	0.00	100.00
208-756-744.000	UNIFORM/PURCHASE	2,250.00	134.95	94.00
208-756-756.000	SUPPLIES/OPERATING	25,000.00	11,812.45	52.75
208-756-802.000	PROFESSIONAL SERV	7,500.00	0.00	100.00
208-756-920.000	UTILITIES	75,000.00	38,989.95	48.01
208-756-931.000	MAINTENANCE/BUILDING	40,000.00	4,368.18	89.08
208-756-956.000	MISCELLANEOUS	500.00	35.97	92.81
Total Dept 756 - POOL		411,050.00	207,479.51	49.52
TOTAL EXPENDITURES		2,346,530.00	1,180,055.90	49.71
Fund 208 - RECREATION FUND:				
TOTAL REVENUES		2,346,530.00	1,035,371.69	55.88
TOTAL EXPENDITURES		2,346,530.00	1,180,055.90	49.71
NET OF REVENUES & EXPENDITURES		0.00	(144,684.21)	0.00
TOTAL REVENUES - ALL FUNDS				
TOTAL REVENUES - ALL FUNDS		12,829,380.00	9,841,291.99	23.29
TOTAL EXPENDITURES - ALL FUNDS		12,481,740.00	6,469,894.24	48.17
NET OF REVENUES & EXPENDITURES		347,640.00	3,371,397.75	(869.80)

# Communication #1



1200 N. Telegraph Road, Dept. 479  
Pontiac, MI 48341-0479  
(248) 858-0611  
[oakgov.com/treasurer](http://oakgov.com/treasurer)

Robert Wittenberg, Treasurer

Jody Weissler DeFoe, Chief Deputy Treasurer

## Oakland County Treasurer's Office Foreclosure Prevention

The Oakland County Treasurer's Office is in the final stretch of our Foreclosure Prevention efforts. The tax foreclosure deadline for the 2021 or prior year taxes is on April 1, 2024. That means if these taxes aren't paid off by April 1<sup>st</sup> or any interested party hasn't entered into a repayment schedule with the Treasurer's office by then, the property will be foreclosed.

Since December of 2023, the Treasurer's office has conducted over a thousand Taxpayer Assistance Meetings to assist taxpayers with keeping their properties by working with them to get on a repayment schedule and/or by identifying resources that may be beneficial to them and their situation. We are here to help and strongly encourage taxpayers to contact us before the tax foreclosure deadline if they have delinquent taxes for 2021 or prior tax years. Taxpayers interested in scheduling a Taxpayer Assistance Meeting may call us at 248-858-0611 or they may visit [www.oakgov.com/treasurer](http://www.oakgov.com/treasurer)

Some of the resources available to assist taxpayers include:

- **Financial Empowerment Center** in the Treasurer's Office which provides one-on-one financial coaching and services to help taxpayers achieve their financial goals. Contact Reda at [nafsor@oakgov.com](mailto:nafsor@oakgov.com) or 248-807-5287.
- **Lakeshore Legal Aid** provides free legal services to people who are low income and seniors. 1-888-783-8190 is the number for new clients.

Again, we are here to help and strongly encourage taxpayers to contact the Treasurer's office if they have delinquent taxes for 2021 or prior tax years. If taxpayers are interested in scheduling a Taxpayer Assistance Meeting, they may call us at 248-858-0611 or they may visit [www.oakgov.com/treasurer](http://www.oakgov.com/treasurer).

Thank you!

A handwritten signature in black ink, appearing to read "Robert Wittenberg".

Robert Wittenberg  
Oakland County Treasurer

## Communication #2

**Heidi Brown-Barckholtz**

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**From:** Tracy Shanley  
**Sent:** Monday, January 29, 2024 10:53 AM  
**To:** Sarah Wagner; Heidi Brown-Barckholtz  
**Subject:** FW: Senior Advisory Committee

Hi Sarah & Heidi,

See below. Natalie Baum is resigning from the Senior Advisory Committee so we will need someone to replace her.

Thanks so much!

Tracy

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**From:** Natalie Baum <nataliebaum@gmail.com>  
**Sent:** Thursday, January 25, 2024 4:41 PM  
**To:** Tracy Shanley <tshanley@hwmi.org>  
**Cc:** lennynewman0428@gmail.com; Melissa Gadd <egadd3573@gmail.com>; fn.hwds@gmail.com; Greg Gmerek <greggmerek@yahoo.com>; Sally Schulman <tworginthewoods1@gmail.com>; Joanne Johnson <jj71944@gmail.com>; Jennifer Furlong <jfurlong@hwmi.org>; Bridget Levine <blevine@hwmi.org>; Bob Paul <bpaul@hwmi.org>  
**Subject:** Senior Advisory Committee

Hi Everyone,

I am writing to let you all know that I've respectfully decided to leave the committee. My personal schedule can be quite inconsistent and there's been too many times where I committed to attending a HWSAC event and with little to no warning had to cancel. I often over commit and I am learning to be more realistic about my availability. Please see the info below regarding the dancing with the stars event. I am sorry for any inconvenience I have caused and wish you all the best.

Kindly,  
Natalie Baum

Dancing with the stars event  
May 14 at 1:30pm (confirmed on 1/17)  
Our contact and the dance teacher at CASA is Samantha (Sam) Lamer  
[samantha.lamer@ferndaleschools.org](mailto:samantha.lamer@ferndaleschools.org)  
+1 (616) 291-4732

## **PROCLAMATION #1**

### **A Proclamation of the City of Huntington Woods Declaring February 2024 Black History Month**

WHEREAS: During Black History Month, we celebrate the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS: Black History Month grew out of the establishment, in 1926, of Negro History Week by Carter G. Woodson and the Association for the Study of African American Life and History; and

WHEREAS: since 1976, every American president has designated February as Black History Month and endorsed a specific theme. The Black History Month 2024 theme is “The Black Family: Representation, Identity, and Diversity”.

WHEREAS: the observance of Black History Month calls our attention to the continued need to battle racism and build a society that lives up to its democratic ideals; and

WHEREAS: the City of Huntington Woods continues to work toward becoming an inclusive community in which all citizens—past, present, and future—are respected and recognized for their contributions and potential contributions to our community, the state, the country, and the world; and,

WHEREAS: the Huntington Woods Library hosted the “Black History Hall of Fame” Theater Performance, conducted a Library Scavenger Hunt of Prominent African American figures, promoted a book display in honor of Black History Month and will host “Harriet Tubman” presented by Carol Trembath in March of 2024.

Now, therefore, in recognition of African Americans – past and present – in our community I, Robert Paul, Mayor of the City of Huntington Woods, Michigan, do hereby proclaim February 2024 to be Black History Month.

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[Mayor's Signature]



# AGENDA #1



## MANAGER'S MEMO

To: Honorable Mayor Paul; City Commission; Tracy Shanley, Parks and Recreation Director; Ethan Haan; Finance Director

From: Chris D. Wilson, City Manager

Date: February 16, 2024

Subject: Pool Café RFP

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Café operations at the City Pool have been either suspended or limited since the outbreak of COVID-19 in 2020. In preparation for the 2024 pool season the Parks and Recreation Department would like to return to full café operations for patrons of the pool. Due to staffing shortages, the City would like to pursue a third-party vendor for the operation of the Café.

City Administration has worked with Parks and Recreation staff on the attached Request for Proposal (RFP) for the operation of the café for the 2024 season. With Commission approval, this RFP will be made public this week, with responses due back in time for a potential award at the regular Commission meeting of March 19<sup>th</sup>.

**RECOMMENDATION ...be it so resolved that the City Commission authorizes the City Manager to issue a Request for Proposal for operations of the City Pool Café for the 2024 season. Proposals are due to City Hall by 3:00 PM on Wednesday, March 13<sup>th</sup>.**



# REQUEST FOR PROPOSALS FOR RECREATION CENTER CAFÉ OPERATOR

## HUNTINGTON WOODS MICHIGAN

The City of Huntington Woods is seeking a professional to operate the Café at the Gillham Recreation Center in the City of Huntington Woods. The Café will be open from May 25, 2024 until September 2, 2024 and would be open on a mutually agreeable schedule based on general pool hours. The City has historically staffed and operated the Café itself but is looking for proposals to outsource the operation.

The Café Operator will hire, schedule, and pay staff to work the café. The café operator will be responsible for staff conduct while working in the Gillham Recreation Center. Operator will be required to maintain liability insurance naming the City of Huntington Woods as additionally insured as well as maintain workers compensation insurance. Detailed insurance requirements are enclosed. Café staff members will be trained to ServSafe food safety standards.

Café Staff will open/set up and close/clean up the café every day that the pool is open.

The Café Operator will inventory and stock the café with the appropriate food items for the agreed upon sale products. The Café operator will propose menu items and prices for the café. Selections should include basic snack and drink items that are quick and affordable along with some healthier choices. Affordability of menu items will be a consideration in the awarding of the bid.

Huntington Woods Recreation Center will provide the facility and various cooking equipment (oven, fridge, stove, Pepsi machine, etc.) for the Café Operator to use. If the café operator sees fit, they may bring in some additional cooking equipment to use. All equipment belonging to the Recreation Department must be left in the same condition on September 2nd, 2024, as it was found on May 25th, 2024.

Café Operator will notify the Recreation Department of any issues, repairs, and incidents that occur within the café.

Site visits are available to review the current equipment and Café layout. Please call or email Lauren Fletcher to schedule an appointment. 248-581-2711 or [lfletcher@hwmj.org](mailto:lfletcher@hwmj.org)

The Café Operator proposal shall include three (3) hardcopy submissions. Hardcopy submissions shall be submitted in a sealed envelope marked "Huntington Woods Café Operator Proposal" and addressed to 26815 Scotia Road, Huntington Woods MI 48070 Attn: Chris Wilson, City Manager. Questions can be sent to Lauren Fletcher at [lfletcher@hwmj.org](mailto:lfletcher@hwmj.org) or by phone at 248-581-2711.

Deadline for submission is **3:00 p.m. on Wednesday, March 13, 2024.**

## Proposal Requirements

The successful proposal shall:

1. Provide information on the respondent's background and experience in the field as well as a listing of current contracts or work history.
2. Highlight any characteristics or capabilities that make the respondent uniquely qualified to perform the services requested.
3. Provide a proposed menu including pricing.
4. Indicate if you are a woman-owned or minority-owned business.
5. Disclose any actual or potential conflicts of interest with the City, its officers, elected officials, agents, and employees.
6. Describe any partnerships with any organizations/subcontractors/suppliers that will play a role in this project.
7. Identify at least three (3) references including the organization/business, address, contact person, phone number, date of services, and scope of services.
8. Provide a copy of your certificate of insurance verifying professional, commercial general, automobile liability, and workers' compensation insurance coverage with minimum policy limits as detailed in this RFP. The coverage must be maintained and carried in force for the duration of the contract.
9. Any additional information believed necessary to assist the City in evaluating your proposal may also be submitted.

## Evaluation criteria

The selection process will be based on responses to this RFP, verification of references and any interviews to verify the ability of proposer to provide services in response to this document. The City will evaluate each proposal based on the following criteria:

1. Demonstrating clearly and completely, your firm's understanding of the RFP scope of work;
2. Qualification, skill and experience level of proposer.
3. Reasonableness of project cost;



4. Demonstrated experience on projects of similar scope and favorable reference checks;
5. Provision of a certificate of insurance that meets or exceeds the City's minimum requirements;

## Proposal Conditions

A. INDEPENDENCE. By submission of a proposal, the respondent certifies that they have not paid or agreed to pay any fee or commission, or any other thing of value, contingent on the award of this contract to any employee, official, or current contracting consultant of the City. The respondent certifies that the financial information in this statement has been arrived at independently and without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such costs with any other proposal or Bidder.

B. PUBLIC RECORD. The contents of the proposals shall be considered public records of the City. Any respondent submitting a proposal hereunder further acknowledges and agrees that the City is a public entity which is required to abide by laws governing public records and shall not be liable for disclosures required by law. All materials submitted in response to this RFP shall become the property of the City upon delivery to the address set forth above.

### C. GENERAL REQUIREMENTS.

1. The City of Huntington Woods or its representatives shall not be held responsible for expenses incurred in the preparation or subsequent presentation of the RFP response.
2. This RFP is not an offer to enter into a contract, but rather a solicitation for Proposals.
3. The City of Huntington Woods reserves the right to reject all Proposals in its sole discretion. The City of Huntington Woods reserves the right to reject any and all Proposals in whole, or in part, and accept any Proposal or portion of the Proposal that, in their opinion, best serves the interests of the City of Huntington Woods.
4. The selected consultant and their subcontractors are required not to discriminate against any employee or applicant for employment to be employed in the performance of the Proposal with respect to hire, tenure, terms, conditions or privileges of employment, because of race, color, religion, national origin, or ancestry or also because of age or sex, except based on a legitimate occupational qualification. Violation of this requirement may be regarded as a material breach of the Michigan Fair Employment Practices Act and may be subject to prosecution.



5. The City adheres to a mandatory no smoking policy on City premises and/or at City functions. All consultants shall comply with this no smoking policy.
6. No work connected with this project may start until the selected consultant has obtained the insurance coverage as required in attached appendix. Such insurance shall be kept in effect during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted doing business in the State of Michigan, and acceptable to the City of Huntington Woods.
7. The awarded contract will be governed by the laws of the State of Michigan. Venue for any claims or litigation regarding this contract shall be in Oakland County Circuit Court or the Federal District Court, Eastern Division. The selected vendor/contractor shall not assign the contract or sublet it or portions thereof without the written consent of the authorized City representative.
8. The City of Huntington Woods is committed to the principles of Diversity, Equity, and Inclusion (DEI). Bidders are asked to indicate in their proposals if they are a woman-owned or minority owned business. Bidders are asked to include a copy of their DEI plan, if available, or to describe their efforts toward adopting a DEI plan or practices that promote the principles of DEI. Veteran's preference will also apply.

# CITY OF HUNTINGTON WOODS

## CONTRACTOR INSURANCE MINIMUM

### REQUIREMENTS

The contractor shall not commence work under this contract until he has obtained the insurance required under this paragraph. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverage shall be with insurance carriers acceptable to the City of Huntington Woods

1. Workers' Compensation Insurance: The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable Statutes of the State of Michigan.
2. Commercial General Liability Insurance: The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on "Occurrence Basis" with limits of liability not less than \$500,000. per occurrence and or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual liability,- (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU Exclusions, if applicable).
3. Motor Vehicle Liability: The Contractor shall procure and maintain during the life of this contract Motor Vehicle liability Insurance, including Michigan No-Fault Coverages, with limits of liability of not less than \$250,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.
4. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insureds" The City of Huntington Woods all elected and appointed officials, and employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.
5. Cancellation Notice: Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction and/or material Change shall be sent to: Ethan Haan, Finance Director City of Huntington Woods. 26815 Scotia Road. Huntington Woods 48070.
6. Proof of Insurance Coverage: The Contractor shall provide the City of Huntington Woods at the time of contract two (2) copies of the following certificates and policies listed below:
  - Workers Compensation Insurance
  - Commercial General Liability
  - Vehicle Liability



**CITY OF HUNTINGTON WOODS  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND THE CITY OF HUNTINGTON WOODS CODE OF ORDINANCES, CHAPTER 40, ZONING, ARTICLE 2, SECTION 2.2, DEFINITIONS, TO REMOVE CERTAIN DEFINITIONS; AND ARTICLE 10, SITE DESIGN STANDARDS, SECTION 10.11, SIGNS, TO AMEND THE REGULATIONS PERTAINING TO SIGNS IN THEIR ENTIRETY; AND TO PROVIDE PENALTIES FOR VIOLATIONS THEREOF.**

**THE CITY OF HUNTINGTON WOODS ORDAINS:**

**Section 1. Amendment of Chapter 40, Article 2, Section 2.2.**

Chapter 40, Article 2, Definitions, Section 2.2, Definitions is hereby amended to delete the definitions of "Sign" and "Sign Board" from the ordinance.

**Section 2. Amendment of Chapter 40, Article 10.**

Chapter 40, Zoning, Article 10, Site Design Standards, Section 10.11, Signs, shall be amended and replaced in its entirety to read as follows:

**ARTICLE 10, SIGNS**

**A. Purpose and Intent**

Signs may be erected or maintained in the City of Huntington Woods only as permitted by this article and subject to other restrictions contained in this Code. The sign regulations in this article are intended to balance the public and private interests and to promote a safe, well-maintained, vibrant, and attractive community while accommodating the need for signs to inform, direct, identify, advertise, advocate, promote, endorse, and otherwise communicate information. The sign regulations of this article are intended to ensure that signs are located, designed, sized, constructed, installed, and maintained in a way that protects and promotes safety, health, aesthetics, and the public welfare while allowing adequate communication. This section also contains provisions for art installations which may be regulated as a sign depending on the circumstances.

The following municipal interests are considered by the city to be compelling government interests. Each interest is intended to be achieved in a manner that represents the least restrictive means of accomplishing the stated interest, and in all events intended to promote an important government interest that would not be effectively achieved absent the regulation. Regulating the size and location of signage in the most narrowly tailored manner represents the least restrictive means of addressing the targeted government interests of avoiding nuisance-like conditions while maintaining and improving pedestrian and vehicular safety and efficiency; character and quality of life; economic development and property values; and property identification for emergency response and wayfinding purposes.

- (1) Pedestrian and Vehicular Safety.** Maintaining pedestrian and vehicular safety are predominant and compelling government interests throughout the city, with particular emphasis on the safety of pedestrians. The sidewalk network provides facilities for pedestrians in the city even in automobile-oriented commercial and non-residential areas.

The city recognizes that pedestrian traffic in the commercial areas leads to retail sales, and it serves a variety of business, entertainment, government, and residential uses in the districts. In addition, the city also accommodates automobile-oriented businesses and other land uses that generate motor vehicle trips.

Since most signage is intended and designed to attract the attention of operators of motor vehicles, thereby creating distractions from vigilance for traffic and pedestrian safety, this ordinance is intended to regulate signs such as to reduce such distractions and, in turn, reduce the risk for crashes, property damage, injuries, and fatalities, particularly considering the rate of speed at which the vehicles are traveling in these districts.

- (a) The city encourages signage that will inform pedestrians regarding their desired locations without conflicting with other structures and improvements in these districts, while concurrently allowing effective signage for motorists. These interests are legitimately supported by limiting the maximum size of signage, providing setbacks where relevant, and specifying minimum-sized characters for efficient perception by motorists and pedestrians, while minimizing distractions that could put pedestrians at risk.
- (b) In some circumstances, adjusting the size, setback, and other regulations applicable to signage may be important to avoid confusion and promote clarity where vehicular speeds vary on busy thoroughfares.
- (c) In multi-tenant buildings and centers, it is compelling and important to provide distinct treatment with a gradation of regulation for individual identification depending on base sign size, amount of road frontage, and the like, all intending to provide clarity to alleviate confusion and thus additional traffic maneuvers, provide a minimum size of characters to allow identification, and maintain maximum-sized overall signage to prevent line-of-sight issues.
- (d) Maximum size and minimum setback of signage is compelling and important to maintain clear views for both traffic and pedestrian purposes.

**(2) Character and Quality of Life.** Achieving and maintaining attractive, orderly, and desirable places to conduct business, celebrate civic events, entertain people, and provide housing opportunities is directly related to the stability of property values. This ordinance intends to allow signs that are of sufficient, but not excessive, size to perform their intended function as necessary to provide and maintain the city's character and support neighborhood stability. Signs that promote potential vehicular and pedestrian conflict, hinder sight distance, and distract from the pedestrian experience will be prohibited in efforts to preserve the character and unique experience within the city. Also, the intent of this ordinance is that signs will reflect the character of unique districts as may be established by the city's Master Plan, other adopted plans or the zoning ordinance.

**(3) Economic Development and Property Values.** It is found that there is a clear relationship between the promotion of a set of specifications and restrictions for signage and the promotion of economic development, recognizing that unregulated and haphazard determinations concerning the size, location, and other characteristics of signs tends to result in an appearance that reduces economic development, and, in the long-term, property values. In addition, the establishment of the restrictions in this ordinance



## AGENDA #2

has a direct relationship to creating stability and predictability, allowing each private interest to secure reasonable exposure of signage, and thus promote business success. The application of the restrictions in this ordinance allows businesses to reasonably command attention to the content and substance of their messages while concurrently allowing the promotion of other visuals, including types of business, landscaping, and architecture, all promoting economic development and property value enhancement.

- (4) Avoidance of Nuisance-Like Conditions.** Due to the concentration of people and activities, there is a potential for, and it is a compelling interest to avoid, blight, physical clutter, and visual clutter in the city, recognizing that such conditions tend to create nuisance-like conditions contrary to the public welfare. The result of these conditions leads to diminished property values, reduced attractiveness of the community, and reduced quality of life within the districts. Minimum regulations that substantially relate to signage are compelling and important and are necessary for the maintenance and well-being of positive conditions, good character, and quality of life in the city. Ultimately, these regulations are compelling and important for the protection of the City's character and residents.

- (a) An excessive number of signs in one location creates visual blight and clutter, as well as confusion of the public. Thus, limiting the number of signs on properties, and establishing setbacks from property lines is a compelling interest that can be directed with minimum regulation.
- (b) Signs that are too large and not properly spaced can lead to confusion, undermine the purposes of the signs, and ultimately lead to physical and visual clutter which can create safety issues for pedestrians and motorists. Establishing maximum sizes and locations can be the subject of clear and effective regulations that address this compelling and important interest.
- (c) Requiring minimum construction and maintenance specifications for signs can minimize the creation of blight and clutter due to the deterioration of signs that are not durable or otherwise well-constructed, and such regulations would be consistent with construction codes for other structures. These requirements can be enforced with efficient and low discretion application and review.
- (d) The sign ordinance is designed to prevent blight and protect aesthetic qualities by preventing visual clutter and protecting views. There is a compelling governmental interest that signs avoid glare, light trespass, and skyglow. A framework that enables the selection of proper fixture types and location, use of supportive lighting technology, and control of light levels in a reasonable fashion is consistent with regulations that are narrowly tailored to achieve the City's interests.

- (5) Property Identification for Emergency Response and Wayfinding Purposes.** Locating a business or residence by emergency police, fire, and other emergency responders can be a matter of life and death, and thus it is a compelling interest to ensure that proper, understandable, unambiguous, and coordinated signage be permitted and required, and specifications for such purposes can be accomplished in a simple and narrow manner. Wayfinding for vehicular and pedestrian purposes is also a compelling interest to avoid confusion in public rights-of-way, and unnecessary intrusions on private



property, and sign specifications for such wayfinding can be coordinated with property identification for emergency purposes.

(6) **Protection of the Right to Receive and Convey Messages.** The important governmental interests contained herein are not intended to target the content of messages to be displayed on signs. In no respect do the regulations of signage prohibit a property owner or occupant from an effective means of conveying a desired message. Nothing in this ordinance is intended to prohibit the right to convey and receive messages, particularly noncommercial messages such as religious, political, economic, social, philosophical, or other types of speech protected by the First Amendment of the United States Constitution.

(7) **Ease of Administration.** To have standards and administrative review procedures that are simple for property owners, tenants, and sign installers to understand and follow.

**B. Definitions.** The following words and phrases shall have the meanings set forth in this article when they are used in this article:

(1) **Sign Definitions, Sign Types.** The following definitions apply to types of signs based on the characteristics of the sign without respect to the content of the message:

(a) **Air-Activated Signs.** A sign that is inflated by air or uses air flow to induce movement. Inflatable objects used for signs are often made of flexible fabric and are equipped with a motor to blow air into the object. Air-activated signs are typically temporary and are restrained, attached, or held in place by a cord, rope, cable, or similar method, but can be permanent.

(b) **Animated Sign.** A sign that has any visible moving part either constantly or at intervals; flashing, scintillating, intermittent, or oscillating lights; visible mechanical movement of any description; or other apparent visible movement achieved by any means that move, change, flash, oscillate or visibly alters in appearance to depict action, create an image of a living creature or person, or create a special effect or scene. This definition does not include Changeable-Copy Signs and Electronic Message Center (EMC) Signs that comply with this article.

(c) **Art installations.** Installation of art pieces (sculptures, murals, posters, or paintings) on the exterior of a building or on the grounds of such a building may be allowed at the discretion of the Zoning Administrator. If such an installation is primarily for the purpose of advertising a particular brand or business, then it shall be treated as a sign and subject to the requirements of this ordinance governing such signage. Installation of art pieces (sculpture, murals, posters, or paintings) on the exterior of a building or on the grounds of such a building may be allowed at the discretion of the Zoning Administrator. The exercise of discretion will be based on the goal of permitting such art installations to beautify the community as appropriate with a wide variety of high-quality art projects. The presence of artwork creates a competitive edge and enticement by attracting people who are curious about the artwork. Residents and visitors may pause to enjoy the artwork's surprising and aesthetic delights and may return to experience the art again. However, if such an installation has as part of its purpose advertising a particular brand or business, then it shall be treated in whole or in

## AGENDA #2

part, based upon the area of the advertisement, and subject to the requirements of this section governing such sign.

- (d) **Awning Sign.** A permanent sign painted or screen printed on the exterior surface of an awning.



Figure 1: Awning Sign

- (e) **Banner Sign.** A temporary sign on paper, cloth, fabric or other flexible or combustible material of any kind that is attached flat against a structure or strung between two poles or structures.



Figure 2: Banner Sign

- (f) **Bench Sign.** A sign applied to or affixed to the seat or back of a bench.
- (g) **Billboard Sign.** A large sign erected, maintained, and used for the purpose of displaying messages that can be seen from a long distance or read from a vehicle traveling at high speeds. A Billboard Sign differs from a Freestanding Sign based on its larger size. Due to the limited size and residential character of the city, billboards are not permitted within the city's boundaries.
- (h) **Blade Sign.** Blade sign means a pedestrian-oriented sign, adjacent to a pedestrian walkway or sidewalk, attached to a building wall, marquee, awning, or arcade with the exposed face of the sign in a plane that is perpendicular to the plane of the building wall.

- (i) **Canopy Sign.** A permanent Projecting Sign affixed to the side or bottom surface(s) of an attached canopy.



Figure 3: Canopy Sign

- (j) **Changeable-Copy Sign.** A permanent sign or portion thereof on which the copy or symbols change either automatically through electrical or electronic means or manually through placement of copy and symbols on a panel mounted in or on a track system.
- (k) **Display Board.** An accessory sign displayed near a public building entrance either on the building or on a freestanding podium. Display Boards are intended to be viewed at close proximity. Examples include displaying menus, special sales, and descriptions of goods or services provided within the building.



Figure 4: Display Board

- (l) **Electronic Message Center (EMC) Sign.** An electrically activated changeable-copy sign whose variable message and/or graphic presentation capability can be electronically programmed.
- (m) **Feather flag.** A vertically oriented banner attached to a single pole allowing the fabric to hang loose at one, two or three of the four corners that is typically used to advertise a business, brand, or event.



## AGENDA #2

- (n) **Festoons.** A string of ribbons, pennants, spinners, streamers, tinsel, small flags, pinwheels, or lights, typically strung overhead and/or in loops.

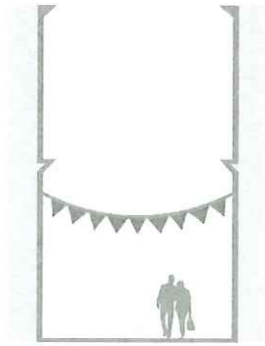


Figure 6: Festoons

- (o) **Flag.** A sign on paper, cloth, fabric or other flexible or combustible material of any kind that is attached to a permanent conforming pole in accordance with the zoning ordinance and the building code. Flags are typically supported on one side of the sign. Flags are not considered air-activated signs for the purposes of this ordinance.

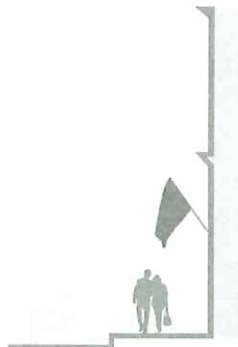


Figure 5: Flag

- (p) **Freestanding Sign.** A sign supported by one or more uprights, poles, pylons, monuments, or braces placed in the ground and not attached to any building or other structure. Freestanding signs include Monument Signs, but do not include Billboards.

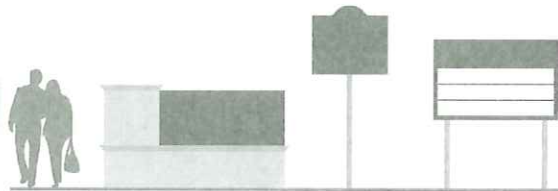


Figure 7: Freestanding Sign

- (q) **Incidental Sign.** A small sign, usually two (2) square feet or less, designed and located to be viewed by persons on a property and are generally not visible or legible from the right-of-way or adjacent properties. Examples of incidental signs include, but are not limited to, credit card signs, signs indicating hours of business, no smoking signs, signs used to designate bathrooms, handicapped

signs, traffic control signs that conform to the requirements of the Michigan Manual of Uniform Traffic Control Devices, and other signs providing information to be read at close proximity.

- (r) **Interior Sign.** A sign placed within a building, but not including a Window Sign as defined by this Ordinance, that is not visible from any public street, sidewalk, alley, park or public property.
- (s) **Marquee Sign.** A type of projecting sign typically mounted perpendicular to the building façade in a vertical manner. Marquee signs often include a changeable copy component in addition to the display of a permanent message but are not required to have changeable copy.

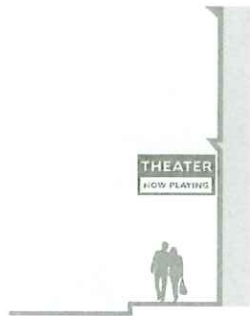


Figure 8: Marquee Sign

- (t) **Monument Sign.** A base-mounted, freestanding sign placed on the ground and not attached to any building or other structure. A Monument Sign includes a solid supporting base of at least twenty-four (24) inches in height and a width equal to or greater than the width of the sign face. Monument signs are constructed of a decorative and durable material (e.g., masonry), and shall have no separations between the sign face and the base.

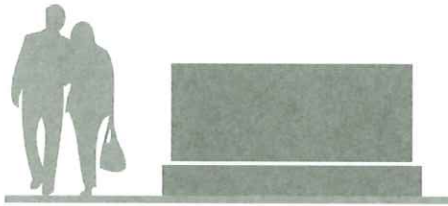


Figure 9: Monument Sign

- (u) **Nameplates.** Nameplates are typically made of metal, and may display addresses, names or images
- (v) **Nit.** A measure of luminance equal to one candela per square meter.
- (w) **Nonconforming Sign.** A sign that was lawfully permitted at the time it was erected but is not permitted under current law.
- (x) **Permanent Sign.** A sign constructed of durable materials intended to withstand prolonged exposure to exterior elements. Permanent signs are affixed to the ground or a structure by means of footings beneath the ground surface, bolts or screws into a structure, or other method intended to ensure the sign is displayed

## AGENDA #2

for an extended period of time with minimal maintenance or replacement of parts.

- (y) **Portable Sign.** A temporary sign designed to be easily movable. Portable signs are typically held in place during the period of display by sandbags, blocks, or other easily movable anchor.
- (z) **Projecting Sign.** A sign attached to a building or other structure and extending beyond the attachment surface by more than eighteen (18) inches. A "Projecting Sign" is differentiated from a "Wall Sign" based on the distance the sign projects from the surface of the building. "Awning Signs," "Canopy Signs," "Blade Signs" and "Marquee Signs" are types of Projecting Signs.
- (aa) **Roof Sign.** A sign that is erected, constructed, and maintained upon, against,

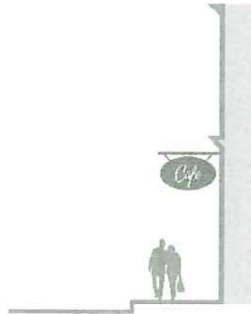


Figure 10: Projecting Sign

or above the roof or parapet of a building or any portion thereof. A sign mounted upon a mansard fascia that does not project above the highest point of the roof or parapet is considered a "Wall Sign."

- (bb) **Sandwich Board Sign.** A temporary sign that is not permanently anchored or secured to either a building, structure, or the ground. Often referred to as "sidewalk signs," sandwich board signs include, but are not limited to, "A" frame, "T" shaped, or inverted "T" shaped stands.



Figure 11: Sandwich Board Sign

- (cc) **Support Pole Sign.** Support pole signs is any permanent sign that is mounted on and supported by a pole.
- (dd) **Temporary Sign.** A display sign, banner or other device constructed of cloth, canvas, fabric, plastic or other light temporary materials, with or without a structural frame, or any other sign intended for a limited period of display that is not permanently anchored to the ground or a building.



- (ee) **Transported Sign.** A sign attached to or pulled by a vehicle that may be displayed or affixed to a movable object such as but not limited to a car, truck, trailer, or similar transportation device. A "Portable Sign" does not constitute a "Vehicle Sign."

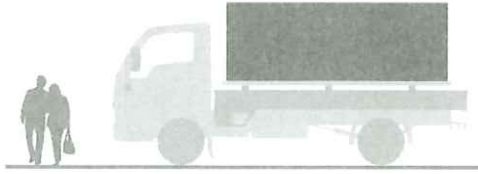


Figure 12: Transported Sign

- (ff) **Vehicle Sign.** A sign, painted or otherwise, attached to an operable vehicle that is regularly used and moved, including signs on a truck trailer. A "Vehicle Sign" does not constitute a "Transported Sign."



Figure 13: Vehicle Sign

- (gg) **Wall Sign.** A sign attached to, painted on, inscribed, or otherwise set upon the exterior wall or surface of any building, no portion of which projects more than eighteen (18) inches from the wall and which does not project above the roof or parapet line. A "Wall Sign" shall also include a sign mounted upon a mansard fascia that does not project above the highest point of the roof or parapet. Any other sign upon, against, or above the roof or parapet of a building or any portion thereof is defined as a "Roof Sign."

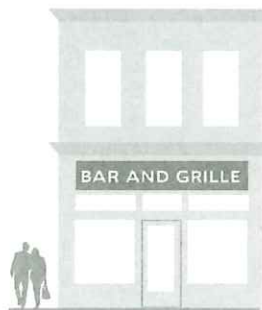


Figure 14: Wall Sign

## AGENDA #2

- (hh) **Window Sign.** A sign that is painted on or attached to a window or glass door that is intended to be viewed from the exterior, including signs located inside a building but visible primarily from the outside of the building.



Figure 15: Window Sign

- (ii) **Yard Sign.** A small temporary sign typically used for non-commercial purposes. Yard signs are characterized by a wire frame, non-durable message surface such as cardboard, plastic, or paper, and are often inserted into a lawn with wire posts. Although variations exist to the materials of the frame and message board, a consistent physical characteristic is its temporary and disposable nature.



Figure 16: Yard Sign

### (2) Definitions, General.

- (a) **Alteration.** Any change in size, shape, height, or type which changes the appearance of a sign or its structure, or a change in position, location, construction, or supporting structure of a sign.
- (b) **Building Frontage.** The length of the front (entry) portion of a building occupied by a single tenant, often facing a street fronting the premises on which the tenants are located.
- (c) **Glare.** Light emitting from a luminaire with intensity enough to reduce a viewer's ability to see, and in extreme cases, causing momentary blindness.
- (d) **Grade.** The average of the existing natural grade of the area within ten (10) feet of the influence of the sign.
- (e) **Height, Maximum.** Shall be measured from grade to the highest edge of the sign surface or its projecting structure.
- (f) **Height, Minimum.** Shall be measured from grade to the lowest edge of the sign surface or its projecting structure.

- (g) **Lot, zoning.** A single tract of land, located within a single block, which at the time of filing for a sign permit is designated by its owner or developer as a tract to be used, developed, or built upon as a unit, under single ownership or control.
- (h) **Luminaire.** A luminaire is a complete lighting system, which includes a lamp or lamps and a fixture.
- (i) **Owner.** A person, firm, partnership, association, company, or corporation, or any other legal entity, and/or its legal successors, heirs, and assigns.
- (j) **Premises.** The contiguous land in the same ownership or control which is not divided by a public street.
- (k) **Sign.** Any display or object which is primarily used to identify or display information or direct or attract attention by any means which is visible from any public street, sidewalk, alley, park, or public property and is otherwise located or set upon or in a building, structure or piece of land. The definition does not include goods displayed in a window.
- (l) **Sign Area.** The entire area within a circle, triangle, rectangle, oval, or other geometric shape enclosing the extreme limits of writing, representation, emblem, or any figure of similar character, together with any frame or other material or element forming an integral part of the display or used to differentiate the sign from the background against which it is placed, excluding the necessary supports or uprights on which such sign is placed.

## **C. Sign Design Standards in All Zoning Districts**

### **(1) Construction Standards.**

- (a) **General requirements.** All signs shall be designed and constructed in a safe and stable manner in accordance with the city's adopted building code and electrical code. All electrical wiring associated with a freestanding sign shall be installed underground.
- (b) **Building code compliance.** All permanent signs shall be designed to comply with maximum wind pressure and other requirements contained in the adopted Building Code.
- (c) **Framework.** All signs shall be designed so that the supporting framework, other than the supporting poles on a freestanding sign, is contained within or behind the face of the sign or within the building to which it is attached to be totally screened from view.

### **(2) Illumination.**

- (a) **General requirements.** Signs shall be illuminated only by steady, stationary, shielded light sources directed solely at the sign, or internal to it. Temporary signs shall not be illuminated. Permanent signs may be internally or externally illuminated, except where prohibited in this article.



## AGENDA #2

- (b) **General Illumination:** Maximum **sign** luminance shall not exceed 0.3 foot-candles above ambient light measurement based upon the **area** of the **sign** (in square feet) and distance measured perpendicular to the **sign** face in accordance with the following table (Table 403-1):

<b>Table 403-1</b> <b>Maximum Light Levels of Electronic Message Signs</b>		
<b>Maximum Allowed Ambient Light Level</b>	<b>Area of Sign (sq. ft.)</b>	<b>Measurement of Distance (ft)*</b>
0.3 foot-candles	10	32
0.3 foot-candles	15	39
0.3 foot-candles	20	45
0.3 foot-candles	25	50
0.3 foot-candles	30	55
0.3 foot-candles	35	59
0.3 foot-candles	40	63
0.3 foot-candles	45	67
0.3 foot-candles	50	71
0.3 foot-candles	55	74
0.3 foot-candles	60	77

Source: Model Code, Illuminating Engineering Society of North America

\* Measured in feet, perpendicular to the face of the sign.

- (c) **Non-glare shielded lighting.** A sign shall not display light of such intensity or brilliance to cause glare, impair the vision of an ordinary driver, or constitute a nuisance. Use of glaring undiffused lights or bulbs is expressly prohibited. The source of illumination shall not be visible, shall be fully shielded, and shall cause no glare hazardous to pedestrians, motorists or adjacent residential uses or districts. In order to further reduce glare, no design shall have a white or near white background.
- (d) **Bare bulb illumination.** Illumination by bare bulbs or flames is prohibited, except that bare bulbs are permitted on theatre marquees.
- (e) **Traffic hazards.** Sign illumination color and/or brightness that create a traffic hazard are prohibited.

**(3) Electronic Message Center (EMC) Signs.** EMC signs may be permitted on monument signs in non-residential and appropriately zoned districts subject to the standards of this section and the following regulations:

- (a) **Frequency of Change.** Signs with the ability to change displays shall not change more frequently than one (1) time per ten (10) seconds. Animated signs are expressly prohibited.
- (b) **Manner of Change.** Signs with the ability to change displays must be designed to change the display instantaneously. Flashing, scrolling, fading, dissolving, osculating, spinning, twirling, video display, or other type of motion are expressly prohibited.
- (c) **Internal Illumination.** EMC signs, shall not emit more than 5,000 nits in full daylight and 100 nits during night hours, which commence no later than one hour after sunset and extend through no earlier than sunrise. The displays shall transition smoothly at a consistent rate from the permitted daytime brightness to the permitted nighttime brightness levels. All EMC signs shall have functioning ambient light monitors and automatic dimming equipment which shall always be set to automatically reduce the brightness level of the sign proportionally to any reduction in the ambient light. In order to verify compliance with City Code or other applicable law, the interface that programs an EMC sign shall be made available to city staff for inspection upon request. If the interface is not or cannot be made available upon the city's request, the sign shall cease operation until the city has been provided proof of compliance with City Code.
- (d) **Rendering:** A color rendering of the display shall be provided for consideration of the planning commission during site plan review, and the planner and building official during an administrative review.
- (e) **Area:** An electronic changeable copy or electronic graphic display area shall not exceed more than 80 percent of the actual sign area of any monument sign.
- (f) **Integration into sign:** The electronic changeable copy or electronic graphic display areas on monument shall be part of the same sign face as a monument sign without electronic display technology and shall be integrated into the face of such sign by use of a border or similar design treatment that provides a visual linkage to the remainder of the sign.
- (g) **Default.** All electronic message signs shall default to an unlit black screen if fifty (50%) percent or more of the light source fails or if the light source otherwise is not displaying properly.

**(4) Sign Measurement.** The total sign area is to be expressed in square feet and shall be computed as herein set forth.

- (a) Single face sign total area shall be computed as the number of square feet within lines drawn at the outer perimeter forming any single and/or combination of geometric shapes, such as a square, rectangle, triangle, oval, or circle encompassing the extreme limits of an individual letter(s), word(s), logo(s),



## AGENDA #2

message(s), representations, emblem or any similar figure, including open space(s), together with any frame or other material forming an integral part of display used to differentiate such sign from the background against which it is placed. Uprights or supports for freestanding signs are excluded from this measurement.

- (b) Double-face signs having two (2) faces of equal size arranged and/or positioned back-to-back and parallel, or with the faces at an included angle of not more than thirty (30) degrees in the plain or vertical views the area of the sign, shall be computed as one half ( $\frac{1}{2}$ ) of the total area of the two (2) faces. When the faces of such a sign are not of equal area, then the area of the sign shall be computed as the total area of the largest face. When signs have three (3) to four (4) faces of equal size arranged and/or positioned with the faces at an angle of more than thirty (30) degrees in the plain or vertical view, the area of the sign shall be computed as the total area of the largest two (2) faces. The area of three-dimensional signs shall be measured by computing the total area of the largest two (2) faces measured at a two-dimensional view.
- (c) When two (2) single-face wall signs are arranged and/or positioned within thirty-six (36) inches of each other, the area of the two (2) signs shall be computed as one (1) single face sign and total area shall include the open space between the two (2) separate faces.
- (d) The height of the sign shall be measured from grade. The maximum sign height shall be measured from grade to the top of the sign. The minimum height, if applicable, shall be measured from grade to the bottom of the sign.
- (e) The area of a cylindrical sign shall be computed by multiplying the circumference of the cylinder by its height.

### (5) Sign Location.

- (a) **Right-of-Way Prohibited.** No sign, except those established and maintained by the city, county, state, or federal governments shall be located in, project into, or overhang a public right-of-way or dedicated public easement.
- (b) **Clear Vision Triangle Area Prohibited.** No sign shall be located in the clear vision triangle area, which shall mean the triangular area adjacent to the intersection of any street established by measuring a distance of fifteen (15) feet from the point of intersection of two streets along the right-of-way of each of the intersecting streets and connecting the ends of each measure distance to assure adequate visibility sight lines for vehicular traffic approaching the intersection.
- (c) **Compliance with setback requirements.** All permanent signs shall comply with the applicable setback requirements.
- (d) **Projections.** Unless otherwise stated, no sign shall project beyond or overhang the wall or any permanent architectural feature (e.g., awning, canopy, or marquee) by more than eighteen (18) inches and shall not project above or beyond the highest point in the roof or parapet.

- (e) **Safety.** No sign shall be permitted at any location that, in the discretion of the building official, creates any type of safety hazard or visual impediment to pedestrian or vehicular traffic. In making this determination, the building official shall cite any relevant building or electrical codes, provisions of this article or other city ordinances, and/or findings or studies of the public safety department and/or a traffic engineer.
- (6) **Liability Insurance.** If any wall, projecting, pole or roof sign is suspended over a public street or property or if the vertical distance of such sign above the street is greater than the horizontal distance from the sign to the street property line or parapet wall and so located as to be able to fall or be pushed onto public property, then the owner of such sign shall keep in force a Commercial General Liability Insurance policy in the amount of \$1,000,000.00. The Commercial General Liability Insurance policy shall include an endorsement, or policy language, endorsing the city as an additional insured.
- (7) **Landscaping.** The area surrounding signs shall be landscaped to match the design characteristics of the site as determined by the Zoning Administrator. The landscaping shall be maintained such that the sign remains visible to passing motorists.
- (8) **Setbacks and Distances.** The following setback and distance measurements shall be met:
  - (a) The distance between two (2) signs shall be measured along a straight horizontal line that represents the shortest distance between the two (2) signs.
  - (b) The distance between a sign and a parking lot or building shall be measured along a straight horizontal line that represents the shortest distance between the outer edge of the parking lot or building.
  - (c) The distance between a sign and a building or property line shall be measured along a straight horizontal line that represents the shortest distance between the edge of the sign and the building or property line.

#### **D. Signs Exempt from Permits**

The following signs shall be permitted in all zoning districts according to the regulations of this Ordinance and subject to the following provisions. No permit shall be required for signs enumerated below unless otherwise stated. Such exemptions, however, shall not be construed to relieve the owner of the sign from responsibility for its proper location, erection, maintenance, and removal.

- (1) Address numbers with a numeral height no greater than eight (8) inches for each dwelling unit and eighteen (18) inches for any other use, including multiple-family buildings. The posting of these address signs is necessary for the effective delivery of public safety services, which is a compelling governmental interest.
- (2) Any sign on the premises required by law.
- (3) Any sign that conforms to the Federal Highway Administration's *Manual on Uniform Traffic Control Devices* and is installed for the purpose of directing or instructing traffic.
- (4) Nameplates not to exceed two (2) square feet.



## **AGENDA #2**

- (5)** Historical markers as approved by the City Historic District Commission.
- (6)** Temporary signage in accordance with this ordinance.
- (7)** Official and legal notices signs that are issued by any court, public body, person, or officer in the performance of a public duty, or in giving any legal notice, including signs that are required for any public hearing. Such signs shall be removed according to the requirements of the City, court order or state statute.
- (8)** Signs erected on a city, county, state, or federal building or land owned by the authorized public agency.
- (9)** Interior signs that are not visible to the outside.
- (10)** Any lawful sign in a public or private right-of-way installed by an authorized public agency, including but not limited to, street signs and address signs.
- (11)** Private traffic control signs that conform to the requirements of the Michigan Manual of Uniform Traffic Control Devices.
- (12)** Not more than three (3) flags, mounted on a pole that is no higher than thirty (30) feet.
- (13)** Window signs, not to exceed twenty-five (25) percent of the total window area of the façade facing a road. Window signs must be placed in a manner to ensure visibility into the building for public safety.
- (14)** Vehicle signs, where the vehicle on which the sign is displayed does not regularly go unoperated for a period exceeding seven (7) consecutive days.
- (15)** Signs displaying noncommercial messages such as religious, political, economic, social, philosophical, or other types of speech protected by the First Amendment of the United States Constitution; provided, however, said signs shall comply with the number and size regulations in the applicable zoning district.
- (16)** No Trespassing signs not to exceed one and one half (1) square feet in size, on posts not to exceed a total height of five (5) feet.
- (17)** Art Installations, unless such art installation has as part of its purpose advertising a particular brand or business, in which event a sign permit shall be required. In addition, art installations may be subject to other required permits under the City Code such as zoning, electrical, building, etc.

### **E. Prohibited Signs**

The following signs are prohibited in all zoning districts, notwithstanding anything to the contrary in this article.

- (1)** Any sign that is not expressly permitted.
- (2)** Obsolete signs.

- (3)** Animated signs (including revolving signs and rotating signs) and signs that incorporate moving features, except for changeable-copy signs or electronic message center signs explicitly permitted in this article.
- (4)** Any sign that displays flashing, animation, scrolling, blinking, or intermittent lights, or lights with changing levels of light intensity.
- (5)** Festoons.
- (6)** Air-activated signs and balloon signs.
- (7)** Any sign that is deemed structurally or electrically unsafe by the Building Official.
- (8)** Signs which hide from view all or any part of any traffic sign, street sign or traffic signal.
- (9)** Support pole signs, including signs attached to light poles, utility poles, street signpost, and trees. Prohibited support pole signs shall not include support pole signs lawfully installed by an authorized public entity.
- (10)** Transported signs unless the vehicle with the transported sign is operating lawfully in a public or private road.
- (11)** Roof signs, except any sign erected or constructed as an integral, or essentially integral, part of the normal roof structure.
- (12)** Bench signs, not including permanently mounted plaques intended to be read at close proximity.
- (13)** Signs on or attached to fences.
- (14)** Projector-image signs.
- (15)** Rotating search lights or similar devices.
- (16)** Temporary electronic message center signs (EMCs).
- (17)** Signs on public or private towers.
- (18)** Signs displayed on an unlicensed vehicle or trailer, wagon, or other conveyance. This prohibition shall not apply to temporary "for sale" signs displayed in vehicle windows.
- (19)** Costume signs. The basis of prohibiting costume signs is that the movement and proliferation of costume signs would degrade traffic safety through the creation of visual distractions.
- (20)** Banners, flag signs and feather signs.
- (21)** Any sign located in a public or private right-of-way, unless permitted by the road agency or explicitly permitted elsewhere in this Ordinance.
- (22)** Neon, LED, or other light types permanently outlining windows or doors.



## AGENDA #2

- (23) Signs intended to mimic traffic control or emergency services signage. These signs are considered hazards detrimental to pedestrian and vehicular travel and to the public safety and welfare.

### F. General Standards for Permitted Signs.

- (1) **Signs permitted in the TD, Transitional District, and BD, Business District.** The following signs are permitted in the TD and BD Districts:

Sign Type	Sign Regulations in TD and BD Districts
<b>Monument Signs</b>	<p><b>Maximum Number:</b> A structure/lot may have both 1 monument sign and 1 wall sign, so long as the total area of both signs does not exceed 1.5 square foot per linear foot of building facade, not to exceed 150 square feet.</p> <p><b>Maximum Height:</b> 8 feet.</p> <p><b>Maximum Area:</b> 1.5 square feet per foot of road frontage, up to 32 square feet.</p> <ul style="list-style-type: none"> <li>For multi-tenant structures or shopping centers: tenants with individual access are permitted 1 sign each; tenants with shared/common access are permitted 1 sign per entrance, both up to a maximum area of 100 square feet.</li> </ul> <p><b>Required Setback:</b> 10 feet from existing right-of-way or access easement, Signs in a planned right-of-way, published by the Road Commission for Oakland County or the Michigan Department of Transportation, may only be permitted with an executed and recordable document ensuring the sign will be removed/relocated at the owner's expense if the right-of-way is expanded to encompass the land on which the sign is located.</p> <p><b>Setback from Residential Districts:</b> 10 feet from residential district boundary.</p>
<b>Electronic Message Signs</b>	<p><b>Maximum Height, Size and Number:</b> Shall comply with wall or monument regulations.</p> <p><b>Maximum Area:</b> Fifty (50%) percent of total permitted sign area.</p>
<b>Wall Signs</b>	<p><b>Maximum Number and Area:</b></p> <ul style="list-style-type: none"> <li>A structure may have both a monument sign and a wall sign, so long as the total area of both signs does not exceed 1.5 square foot per linear foot of building facade, not to exceed 150 square feet.</li> <li>For single-tenant structures, 1 wall sign may be located on each</li> </ul>

	<p>side of a building that faces a street or highway.</p> <ul style="list-style-type: none"> <li>For multi-tenant structures or shopping centers: tenants with individual access are permitted 1 sign each; tenants with shared/common access are permitted 1 sign per entrance, both up to a maximum area of 150 square feet.</li> </ul> <p><b>Maximum Sign Height:</b> The top of a wall sign shall not be higher than whichever is lowest:</p> <ul style="list-style-type: none"> <li>The bottom of the window at the first level of windows above the first story.</li> <li>The height of the building facing the street on which the sign is located.</li> <li>Wall signs shall not project more than twenty-four (24) inches from the face of a wall.</li> </ul> <p><b>Maximum Vertical Dimension:</b> The maximum vertical dimension of any wall sign shall not exceed one-fourth (1/4) of the building height.</p> <p><b>Maximum Horizontal Dimension:</b> The maximum horizontal dimension of any wall-mounted sign shall not exceed one-half (1/2) of the width of the building.</p> <p><b>Maximum Area:</b> 1 square foot per linear foot of building facade, not to exceed 150 square feet. For multi-tenant structures or shopping centers: tenants with individual access are permitted up to 150 square feet per sign based on the façade length of the occupied suite; sign area should be allocated on an equal basis for signs for tenants with shared/common access.</p>
<b>Marquee Signs</b>	<p><b>Design Standards:</b></p> <ul style="list-style-type: none"> <li>UV-resistant architectural fabric, in matte finish, suitable for outdoor use must be used and shall cover the front of the awning frame.</li> <li>The awning frame shall be constructed of steel or aluminum.</li> <li>Wind and snow load capacities shall be provided to the City as part of the permit process. Applicants should obtain wind and snow load capacities from the product manufacturer.</li> </ul> <p><b>Vertical Clearance:</b> Marquee signs must maintain a minimum of 10 feet vertical clearance beneath any marquee. Marquee signs are included in the calculation for total permitted wall signage.</p> <p><b>Message:</b> The written message shall be affixed flat to the vertical</p>



## AGENDA #2

	<p>face of the marquee.</p> <p><b>Projection:</b> Limitations imposed by this article regarding the projection of signs from the face of a wall or building shall not apply to marquee signs; provided that marquee signs shall comply with the setback requirements for the district in which the signs are located.</p>
<b>Awnings and canopies</b>	<p><b>Substitution:</b> Awnings and canopy signs are permitted in lieu of a wall sign, but shall be subject to all the regulations applicable to wall signs.</p> <p><b>Maximum Area:</b> the entire awning or canopy shall be considered to be the sign area. Total sign area will be that permitted for the wall sign being replaced by the awning or canopy.</p> <p><b>Coverage:</b> The total area of the lettering and logo shall not exceed fifty percent (50%) of the total area of the awning or canopy that is visible from the street.</p> <p><b>Compliance with size requirements for wall signs:</b> The area of signs on awnings or canopies shall be counted in determining compliance with the standards for total area of wall signs permitted on the parcel.</p> <p><b>Projection:</b> Limitations imposed by this article regarding the projection of signs from the face of a wall or building shall not apply to awnings and canopies; provided that awnings and canopies shall comply with the setback requirements for the district in which the signs are located.</p> <p><b>Vertical clearance:</b> A minimum vertical clearance of ten (10) feet shall be provided beneath any awning or canopy.</p> <p><b>Design Standards:</b></p> <ul style="list-style-type: none"><li>• UV-resistant architectural fabric, in matte finish, suitable for outdoor use must be used and shall cover the front of the awning frame.</li><li>• The awning frame shall be constructed of steel or aluminum.</li><li>• Wind and snow load capacities shall be provided to the City as part of the permit process. Applicants should obtain wind and snow load capacities from the product manufacturer.</li></ul> <p><b>Maintenance:</b> Torn, frayed, ripped, faded, stained, soiled, or dirty awnings shall be replaced immediately.</p> <p><b>Illuminated fabric canopy signs:</b> A translucent fabric canopy sign with internal illumination shall be considered a wall sign. The entire surface of the illuminated fabric sign shall be counted in the determination of sign area. Illumination levels shall be subject to Sec.</p>

	C(2).
<b>Projecting Signs</b>	<p><b>Maximum Number:</b> 1 per public entrance, spaced a minimum of 20 feet apart.</p> <p><b>Placement:</b> Projecting signs must be installed at a 90-degree angle from the building wall, at least 10 feet above the sidewalk and below the second story windowsill or roofline of the building, whichever is lower.</p> <p><b>Maximum Area:</b> 12 square feet per sign face; maximum of 2 faces each sign.</p>
<b>Window Signs</b>	<p><b>Window Signs:</b> Shall not exceed one-fourth (1/4) or 20% of the total window area of a façade, whichever is less. Window signs are included in the total permissible wall sign area.</p> <p><b>Location:</b> Window signs shall be located inside a window or door.</p>

**(2) Temporary Signs.** Temporary signs shall be permitted as follows:

MAXIMUM AREA PER SIGN FACE, MAXIMUM HEIGHT, AND ALLOWED TYPE OF TEMPORARY SIGNS				
DISTRICT	PERMITTED TYPES	MAXIMUM AREA OF ALL TEMPORARY SIGNS BY TYPE	MAXIMUM AREA OF ANY INDIVIDUAL SIGN	MAXIMUM HEIGHT (FREESTANDING)
(1) Residential (Temporary signs in Residential Districts are exempt from obtaining a permit)	Freestanding	0.2 square feet (sf) of sign area per linear foot of street frontage, provided the maximum allowable total area shall not be less than 15 sf nor more than 48 sf	12 square feet	5 feet
	Wall <sup>1</sup>	3 square feet per building in single family residential districts; 12 square feet per building in multiple family residential districts.	3 square feet in single family districts; 12 square feet per building in multiple family residential districts	
(2) Non-Residential	Freestanding	0.6 square feet (sf) of sign area per linear foot	32 square feet	6 feet



## AGENDA #2

		of street frontage, provided the maximum allowable total area shall not be less than 32 sf nor more than 100 sf		
	Wall <sup>1</sup>	20 square feet	20 square feet	
<sup>1</sup> The display period for temporary wall signs shall be limited to a total of twenty-eight (28) days per calendar year. Such signs shall not be displayed for any continuous period greater than fourteen (14) days. After this time expires, the sign shall be removed.				

- (a) Freestanding temporary signs shall be setback five (5) feet from all property lines. The maximum display time of freestanding temporary signs is 65 days. After this time expires, the sign shall be removed. Once the temporary sign is removed, there shall be a gap of at least thirty (30) days between the display of the same temporary sign on the same zoning lot.
  - (b) Notwithstanding the above, three (3) square feet of temporary freestanding or temporary wall sign area is allowed on each zoning lot at any time and without expiration of display time. The area of this sign is counted towards the area maximum in the Table above.
  - (c) When all or a portion of a building or land area on a zoning lot is listed or advertised for sale or lease, the maximum display time for temporary signs shall be the duration the building, building unit or land is listed or advertised for sale or lease. Once a building unit is leased or sold, the sign shall be removed if it has been displayed for more than 65 days after such sale or lease. In all cases, the sign area limits in the Table above shall apply.
  - (d) Temporary signs shall be constructed of durable, all-weather materials and designed to remain in place and in good repair so long as they remain on display. However, each zoning lot may have one temporary freestanding sign up to three (3) square feet constructed of any non-illuminated material. All temporary freestanding signs larger than three (3) square feet shall have a frame or rigid border.
  - (e) Temporary signs shall be subject to the maintenance standards of this section.
  - (f) Signs exempt from permits under Section 10, D, are exempt from the durational requirements.
- (3) Electronic Message Signs.** Electronic Message Signs (LED) shall be permitted only within the TD and B zoning districts, as either a freestanding, wall sign or window sign. Such signs shall be allowed subject to the sign regulations for each zoning district and subject to the following additional regulations:
- (a) The electronic display shall not be animated, flashing, multi-colored, or scrolling.

- (b) The frequency of the message change shall be restricted to no more than once every sixty (60) seconds.
- (c) The maximum area of an electronic message board shall not exceed fifty percent (50%) of the total sign area and shall be considered a part of a wall or freestanding sign, and as allowed per the zoning district and the sign regulations of this article.
- (d) The maximum height of an electronic message board shall conform to the height regulations for signs allowed in each zoning district.
- (e) The electronic message sign shall be subject to the illumination regulations in section C(2).
- (f) Prior to the issuance of a sign permit, the applicant shall provide written certification from the sign manufacturer that the light intensity has been factory-programmed not to exceed the above listed light levels, and that the intensity level is protected from end-user manipulation by password.

- G. Material and Design.** All signs shall be designed, constructed, and maintained in conformity with the provisions for materials, loads and stresses of the latest adopted edition of the building code and requirements of this article.
- H. Fastenings.** All signs must be erected in such a manner and with such materials to remain safe and secure during the period of use and all bolts, cables, and other parts of such signs shall be kept painted and free from corrosion. Any defect due to the fault of the erector shall be repaired by the erector.
- I. Fire Escapes.** No signs of any kind shall be attached to or placed upon a building in such a manner as to obstruct any fire escape.
- J. Support Location.** No pole, cable, or support of any nature shall be placed on any publicly owned property, street, right-of-way, or proposed street rights-of-way without written authorization from the owner of said right-of-way.
- K. Proximity to Electrical Conductors.** No sign shall be erected so that any part including cables and guys will be within ten (10) feet of any electrical conductor, streetlamp, traffic light or other public utility pole, or ten (10) feet of a high voltage wire.
- L. Sanitation.** Property surrounding any ground or monument sign shall be kept clean, sanitary, and free from obnoxious and offensive substances, free from weeds, rubbish and inflammable material.
- M. Traffic Interference.** No sign shall be erected or maintained which simulates or imitates in size, color, letter, or design any traffic sign or signal or other word, phrase, symbol or character in such a manner as to interfere with, mislead, or confuse traffic.
- N. Maintenance.** All signs shall be maintained in a condition of good repair. Peeling or missing paint, holes, broken, cracked, bent, warped, rotted, discolored, sagging, out-of-plumb, rusted, or missing material or parts shall be repaired within sixty (60) days of written notification by the



## AGENDA #2

building official.

- O. Compliance with Building Code.** The building code adopted by the city shall regulate the construction and maintenance of signs unless the provisions of this article are more stringent.

**P. Nonconforming Signs**

- (1) Intent.** It is the intent of this article to avoid any unreasonable invasion of established private property. It is further the intent to encourage eventual elimination of signs that:
- (a) As a result of the adoption of this article, become nonconforming.
  - (b) Are recognized as illegal nonconforming signs.
- (2) Lawful Existing Signs.** Any sign lawfully existing at the time of adoption of this article which does not fully comply with all provisions shall be considered a legal nonconforming sign and may be permitted to remain as long as the sign is properly maintained, there is no increase in nonconformity, and the sign is not detrimental to the health, safety, and welfare of the community except as hereafter provided. Signs on which an enforcement action have been initiated by the city are not considered lawful signs for the purposes of this section.
- (3) Alteration.** No nonconforming sign shall be altered, reconstructed, or re-erected, unless the alteration, reconstruction, or re-erection complies with the provisions of this article. For the purpose of this article only, the term "altered" or "reconstructed" shall not include normal maintenance or replacement of sign copy when no changes are made to the frame or structure of the sign. Nonconforming signs and sign structures shall be removed or made to conform within ninety (90) days of the termination of the use to which they are accessory.
- (4) Continuance.** A nonconforming sign shall not be:
- (a) Relocated, expanded, or structurally altered to prolong the life of the sign or to change the shape, size, type, placement, or design of the sign.
  - (b) Repaired after being damaged if the repair of the sign would cost more than fifty (50%) percent of the cost of a similar new sign. Such sign shall be brought into compliance with this article or shall be removed.
- (5) Removal of Nonconforming Signs.** If the owner of a sign or the premises on which a sign is located changes the location of a building, property line or sign, or changes the use of the land or building so that any sign on the premises is rendered nonconforming, such sign must be removed or made to conform to this article.

**Q. Administration, Permits, Inspections and Enforcement**

**(1) Permits and Applications**

- (a) **Permit Required.** It shall be unlawful for any person to erect, re-erect, alter, or relocate any sign, excluding those listed in D., without first obtaining a permit in accordance with the provisions set forth in this article. A permit shall require the

payment of a fee in accordance with the schedule adopted by resolution of the city commission. Any sign that makes use of electricity shall, in addition to a sign permit, require an electrical permit, regardless of size.

(b) **Applications.** Applications for sign permits shall be made upon forms provided by the Building Department for this purpose and shall contain the following information:

1. Name, address, and phone number of applicants.
2. Location of the building, structure, or lot on which the sign is to be attached or erected.
3. Position of the sign on the building, structure, or lot on which the sign is to be attached or erected.
4. Position of the sign in relation to nearby buildings, structures, property lines, and right-of- ways, existing or proposed.
5. Two (2) copies of the plans and specifications and method of construction and attachment to the building or the ground.
6. Copies of sheets and calculations, if deemed necessary, which show the structure is designed for dead load and wind pressure in accordance with the regulations adopted by the City.
7. Name and address of the sign erector.
8. Insurance policy and/or performance guarantee as required in the Code.
9. Such other information as the building official may require to show full compliance with this and all other applicable laws of the city and the state of Michigan.
10. When public safety so requires, the application containing the aforesaid material shall, in addition, bear the certificate or seal of a registered structural or civil engineer as a condition to the issuance of a permit.
11. Indicate the zoning district in which the sign is to be located.
12. A landscaping plan for the area surrounding the sign base, if applicable.

(c) **Review of application; issuance of permit.**

1. **Planning commission review.** Sign permit applications submitted in conjunction with the proposed construction of a new development, building or addition to an existing building shall be reviewed by the planning commission as a part of the required site plan review. Proposed signs must be shown on the site plan.
2. **Building official review.** The building official shall review the sign



## AGENDA #2

permit application for any sign proposed on a site or existing building where no other new construction is proposed.

3. **Issuance of a permit.** Following review and approval of a sign application by the planning commission or building official, as appropriate, the building official shall issue a sign permit for signs that meet all the requirements of this article.
- (d) **Permit Expiration.** A sign permit shall become null and void if the work for which the permit was approved is not completed within six (6) months of the date of issuance. Approvals granted for signs included in a site plan shall be valid for one (1) year.
- (e) **Sign Maintenance and Message Change.** No permit shall be required for ordinary servicing, repainting of existing sign message, or cleaning of a sign. No permit is required for change of message of a sign designed to allow for message change without a change of structure, such as a bulletin board or billboard. Structural changes to a sign frame or support shall require a permit.

### (2) Inspection and Maintenance

- (a) **Inspection of new signs.** All signs for which a permit has been issued shall be inspected by the building official when erected. Approval shall be granted only if the sign has been constructed in compliance with the approved plans and applicable Zoning Ordinance and building code standards.
- (b) **Inspection of existing signs.** The building official shall have the authority to routinely enter onto property to inspect existing signs. In conducting such inspections, the building official shall determine whether the sign is located in the permitted area, adequately supported, painted to prevent corrosion, and so secured to the building or other support as to safely bear the weight of the sign and pressure created by the wind.
- (c) **Correction of defects.** If the building official finds that any sign is unsafe, insecure, improperly constructed, or poorly maintained, the sign erector, owner of the sign, or owner of the land shall make the sign safe and secure by completing any necessary re-construction or repairs, or entirely remove the sign in accordance with the timetable established by the building official.

### (3) Compliance Certificate Required

- (a) **Compliance Certification.** All signs shall be inspected at original installation and if found to be in full compliance with the provisions of this article, shall be issued a Certificate of Compliance.
- (b) **Inspections.** The building official may cause existing signs to be inspected on a periodic basis, at least once every two (2) years to determine continuation of compliance with the provisions of this article.
- (c) **Inspection Fee.** An inspection fee may be established by the City Commission. Such fee shall be charged to the owner of each sign inspected at the time of

inspection, provided that such fee shall not be imposed more than once in any year.

- (d) **Concealed Work.** In cases where fastenings are to be installed and enclosed in such a manner that the building official cannot easily remove material to see the fastenings and material used, the building department may advise the sign erector so that the inspection may be made before concealment, if such inspection is deemed necessary by the building official.
  - (e) **Removal of Signs.** Should any sign be found unsafe, insecure, improperly maintained, or constructed or not in accordance with the requirements of this article, the erector and/or owner shall be required to make any such sign safe, secure, and otherwise in compliance with the requirements of this article within thirty (30) days of written notice. Failure to comply shall result in an order to remove the sign within forty-eight (48) hours from the time of notification in writing of the same from the building department.
  - (f) **Exception.** Existing signs determined to be unsafe and an immediate hazard to health or safety shall be removed, repaired, or secured within twenty-four (24) hours of notification.
  - (g) **Exemptions.** Exempt signs as provided in Section D. shall not be required to obtain a Certificate of Compliance.
  - (h) **Responsibility of Compliance.** The owner of any property on which a sign is placed, and the owner of the sign are declared to be equally responsible for the erection, safety, and condition of the sign and the area in the vicinity thereof subject to the provisions of this article.
- (4) **Sign Erector Requirements.** Permits may be issued only to licensed persons in compliance with the following provisions.
- (a) **License application.** Any person before engaging or continuing in the business of erecting or repairing signs in the City shall apply for a sign erector's license.
  - (b) **Insurance Certificates.** To obtain said license the applicant shall first furnish the city a Commercial General Liability insurance policy in the amount of \$1,000,000.00. The Commercial General Liability Insurance policy shall include an endorsement, or policy language, naming the city as an additional insured. Said license shall automatically terminate upon the expiration of the insurance policy unless evidence of renewal is filed with the city clerk. All persons erecting, installing, repairing, replacing, or otherwise engaging in such activities with respect to an electric sign or outline lighting must also be appropriately licensed as required by the Michigan Electrical Administrative Act 217 of 1956, as amended.
  - (c) **Lapsing of Insurance.** If at any time, the insurance of any sign erector is permitted to lapse, his/her/its license and right to obtain permits shall automatically be revoked until a current certificate of insurance is filed with the building department.



## AGENDA #2

- (d) **Notification of Change.** A sign erector shall notify the building department of any change in address and if a firm or corporation, any change in ownership or management if other than that indicated on the insurance.
- (e) **Revocation.** The license of a sign erector may be suspended or revoked as otherwise provided for in this Code.

### R. Appeals

Any party who has been refused a sign permit for a proposed sign may file an appeal with the zoning board of appeals, in accordance with Sec. 40-12.05 of the City Code. In determining whether a variance is appropriate, the zoning board of appeals shall study the sign proposal, considering any extraordinary circumstances, such as those listed below, that would cause practical difficulty in complying with the sign standards. The presence of any of the circumstances listed may be enough to justify granting a variance. However, the zoning board of appeals may decline to grant a variance even if some circumstances are present.

- (1) Permitted signage could not be easily seen by passing motorists due to the configuration of existing buildings, trees, or other obstructions, which cannot be legally and/or practically removed.
- (2) Permitted signage could not be seen by passing motorists in sufficient time to permit safe deceleration and exit. In determining whether such circumstances exist, the zoning board of appeals shall consider the width of the road, the number of moving lanes, the volume of traffic and speed limits.
- (3) Existing signs on nearby parcels would substantially reduce the visibility or advertising impact of a conforming sign on the subject parcel.
- (4) Construction of a conforming sign would require removal or severe alteration to natural features on the parcel, such as but not limited to removal of trees, alteration of the natural topography, filling of wetlands, or obstruction of a natural drainage course.
- (5) Construction of a conforming sign would obstruct the vision of motorists or otherwise endanger the health or safety of passers-by.
- (6) Variance from certain sign regulations would be offset by increased building setback, increased landscaping, or other such enhancements, so that the net effect is an improvement in appearance of the parcel, compared to the result that would be otherwise achieved with construction of a conforming sign.
- (7) A sign which exceeds the permitted height or area standards of the ordinance would be more appropriate in scale because of the large size or frontage of the parcel or building or within a building setback significantly greater than required by ordinance.

### S. Violations; removal of signs

- (1) A violation of any provision or requirement of this article is a municipal civil infraction, subject to enforcement and the fines and penalties for civil infraction violations as set forth in the Code of Ordinances, in addition to the penalties set forth herein.

- (2) In addition to the remedies set forth in paragraph A, above, the enforcement officer or his/her designee shall have the right to revoke any permit issued hereunder for a violation of this article. Any of the grounds upon which the initial permit application may be denied shall also constitute grounds for such revocation. In addition, the failure of the sign erector and property owner to comply with the provisions of this article or other provisions of this Code or other law shall also constitute grounds for revocation of the permit. The sign erector and property owner shall be notified in writing by the enforcement officer or his/her/its designee of the specific grounds for a revocation and demand for correction and abatement. Such notice may be served personally or by registered mail, return receipt requested. The notice shall allow a maximum of ten (10) business days after service of the notice to correct or abate the violation. Additional time may be granted by the enforcement officer or his/her designee when bona fide efforts to remove or eliminate the offending condition are in progress. The notice shall provide that the sign erector and property owner may request a hearing on the notice and permit revocation by filing an appeal with the zoning board of appeals.
- (3) If a violation is neither remedied nor appealed within the given time period set forth by the written notice, the enforcement officer or his/her designee shall have the right to revoke the sign permit. Upon revocation of a permit issued pursuant to this ordinance, the sign erector or property owner of the parcel on which the sign has been placed shall remove the sign from the property within ten (10) calendar days from the date of the notice and, if not so removed within the time period, the city or city's contractor may initiate removal of the sign. All costs associated with the removal of the sign and correction of the offense incurred by the city, or the city's contractor, shall be the joint and several responsibilities of the permittee and property owner. If such obligation is not paid within thirty (30) days after mailing of the bill of costs to the property owner, the city may place a lien upon such real property enforceable as a tax lien in the manner prescribed by the general laws of this state against the property and collected as in the case of general property tax. If the same is not paid prior to the preparation of the next assessment roll of the city, the amount shall be assessed as a special tax against such premises on the next assessment roll and collected thereunder.

#### **T. Severability**

If any section, clause or provision of this ordinance shall be declared to be unconstitutional, void, illegal or ineffective by any court of competent jurisdiction, the validity of the ordinance as a whole, or in part, shall not be affected other than the part invalidated, and such section, clause or provision declared to be unconstitutional, void or illegal shall thereby cease to be a part of this ordinance, but the remainder of this ordinance shall stand and be in full force and effect.

#### **U. Substitution Clause**

Noncommercial messages shall be permitted on any sign constructed or erected in compliance with this ordinance.

#### **Section 3. Repealer.**

This ordinance repeals any ordinances in conflict thereof.



**AGENDA #2**

**Section 4. Savings Clause.**

Nothing in this ordinance shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired, or affected by this ordinance.

**Section 5. Publication and Effective Date.**

This ordinance shall be effective on the 8th day after publication, or a later date as provided in the Michigan Zoning Enabling Act for when a petition for voter referendum on this ordinance and/or a notice of intent to submit such a petition is timely filed with the City Clerk.

**Section 6. Adoption.**

That this ordinance was duly adopted by the City of Huntington Woods City Commission at its regular meeting called and held on \_\_\_\_\_, 2024 and was ordered given publication in the manner required by law.

CITY OF HUNTINGTON WOODS

\_\_\_\_\_  
Heidi Brown-Barckholtz, City Clerk

Adoption Date: \_\_\_\_\_, 2024  
Publication Date: \_\_\_\_\_, 2024  
Effective Date: \_\_\_\_\_, 2024



A D M I N I S T R A T I V E      O F F I C E S

*Mayor Robert F. Paul*  
*Mayor Pro-Tem Joe Rozell*  
*City Manager Chris Wilson*

*Commissioner Jules B. Olsman*  
*Commissioner Michelle Elder*  
*Commissioner Jessica Steinhart*

December 1, 2023

Mayor Bob Paul  
Mayor Pro-Tem Joe Rozell  
Commissioner Jules Olsman  
Commissioner Michelle Elder  
Commissioner Jessica Steinhart

Before you is a proposed sign ordinance revision. After discussions with Carol Rosati this project was drafted with goals to regulate temporary signs and clarify the types of signs, allowable duration, add graphics and generally update and make more user friendly and clear.

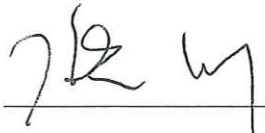
The project was introduced in September, worked on at a public meeting in October with the City Attorney's office present to answer questions and at a meeting on November 27, 2023 a Public Hearing was held and the Planning Commission voted unanimously with five members present to :

Approve recommendation of the revised sign ordinance to the City Commission for adoption.

Yeas: Kohn, Polan ( Presiding Officer), Linden, Golembiewski, Guterrez

Nays: None

Please feel free to reach out with any questions or concerns you may have.

  
\_\_\_\_\_  
Hank Berry - Zoning Administrator

  
\_\_\_\_\_  
Richard Polan- Vice Chair  
Planning Commission

CITY OF HUNTINGTON WOODS  
OAKLAND COUNTY, MICHIGAN

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO AMEND CHAPTER 40, ZONING, ARTICLE 6, GENERAL PROVISIONS, SECTION 40-6.03, ACCESSORY BUILDINGS, STRUCTURES AND USES, TO PROVIDE THE MAXIMUM SQUARE FOOTAGE OF ACCESSORY BUILDINGS IN RESIDENTIAL ZONING DISTRICTS; AND TO PROVIDE PENALTIES FOR VIOLATIONS THEREOF.**

**THE CITY OF HUNTINGTON WOODS ORDAINS:**

**Section 1 of Ordinance. Ordinance Amendment.**

Chapter 40, Zoning, Article 6, General Provisions, Section 40-6.03, Accessory Buildings, Structures and Uses, is hereby amended to read as follows:

**Section 40-6.03 - Accessory Buildings, Structures and Uses**

A. [Unchanged]

B. Accessory Buildings in Residential Zoning Districts.

(1) No more than two (2) accessory building or structures may be permitted per lot. A private garage or carport shall not exceed 650 square feet in floor area. In addition, one (1) other accessory building is permitted in accordance with the floor area square footage below:

- (a) 100 square feet in R-1E;
- (b) 125 square feet in R-1D;
- (c) 150 square. feet in R-1C;
- (d) 175 square feet in R-1B; and
- (e) 200 square feet in R-1A.

(2)-(7) [Unchanged]

C. [Unchanged]

**Section 2 of Ordinance. Repealer.**

All ordinances, parts of ordinances, or sections of the City Code in conflict with this Ordinance are repealed only to the extent necessary to give this Ordinance full force and effect.

**Section 3 of Ordinance. 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 of Ordinance. 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 of Ordinance. Effective Date.**

This Ordinance shall be effective on the 8th day after publication, or a later date as provided in the Michigan Zoning Enabling Act for when a petition for voter referendum on this ordinance and/or a notice of intent to submit such a petition is timely filed with the City Clerk

**Section 6 of Ordinance. Enactment.**

This Ordinance is declared to have been enacted by the City Commission of the City of Huntington Woods at a meeting called and held on the \_\_\_\_ day of \_\_\_\_\_, 2024, and ordered to be given publication in the manner prescribed by law.

Ayes:

Nays:

Abstentions:

Absent:

STATE OF MICHIGAN     )  
  ) ss.  
COUNTY OF OAKLAND    )

I, the undersigned, the qualified and acting City Clerk of the City of Huntington Woods, Oakland County, Michigan, do certify that the foregoing is a true and complete copy of the Ordinance adopted by the City Commission of the City of Huntington Woods at a meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2024, the original of which is on file in my office.

\_\_\_\_\_  
HEIDI BARCKHOLTZ, City Clerk  
City of Huntington Woods





A D M I N I S T R A T I V E      O F F I C E S

*Mayor* **Robert F. Paul**  
*Mayor Pro-Tem* **Joe Rozell**  
*City Manager* **Chris Wilson**

*Commissioner* **Jules B. Olsman**  
*Commissioner* **Michelle Elder**  
*Commissioner* **Jessica Steinhart**

December 1, 2023

Mayor Bob Paul  
Mayor Pro-Tem Joe Rozell  
Commissioner Jules Olsman  
Commissioner Michelle Elder  
Commissioner Jessica Steinhart

Before you is a proposed Accessory Structure revision. The impetus for this revision was the desire to allow larger lots to have larger accessory structures. Our ordinance allows for bigger houses on bigger lots and this allows a similar sliding scale for accessory structures.


A work session was held in May, and at a meeting on August 28, 2023 a Public Hearing was held and the Planning Commission voted unanimously with six members present to :


Approve recommendation of the Accessory Structure ordinance revision to the City Commission for adoption.

Yeas: Elder, Kohn, Polan ( Presiding Officer), Linden, Golembiewski, Guitierrez

Nays: None

Please feel free to reach out with any questions or concerns you may have.

  
\_\_\_\_\_  
Hank Berry - Zoning Administrator

  
\_\_\_\_\_  
Richard Polan- Vice Chair  
Planning Commission

## Huntington Woods Resident Interest Form



Name Brandon Weinbaum Date 1/12/2024  
 Address 8424 Lincoln Drive # Of Yrs. Residing in HW 20  
 Phone 248.804.0411 Email Hwcampers@gmail.com

Please read the descriptions of the City Boards, Commissions, and Committies in the Descriptions document. Please check which boards, commissions, or committees you'd like to be considered for. The City encourages all residents with diverse backgrounds and qualifications apply.

### Brief description of background and experience

I held a builders license for several years in the state of Michigan, I have participated before with the building commission, I work as a project manager for DTE in there large scale capital projects.

## Boards

### ☐ Arts & Garden Board

Please check the box you have interest in:

- ☐ Public Art
- ☐ Tree preservation
- ☐ Landscape architecture
- ☐ Event planning
- ☐ Culture
- ☐ Public beautification efforts

### ☐ Board of Review

Please check the box you have interest in:

- ☐ Banking/Finance
- ☐ Property appraisal/assessing
- ☐ Real estate/development law

### ☐ Construction and Property Maintenance Board of Appeals

Please check the box you have interest in:

- ☐ Architecture
- ☐ Building construction
- ☐ Engineering

### ☐ Library Advisory Board

Please check the box you have interest in:

- ☐ Policymaking
- ☐ Public relations
- ☐ Library knowlege

## ☐ Parks and Recreation Advisory Board

Please check the box you have interest in:

- ☐ Fitness
- ☐ Recreation
- ☐ Policymaking
- ☐ Public Relations

## ☒ Zoning Board of Appeals

Please check the box you have interest in:

- ☒ Building Construction
- ☒ Land use planning
- ☒ Real estate
- ☐ Engineering
- ☐ Architecture
- ☐ Legal background

## Commissions

### ☐ Historic District Commission

Please check the box you have interest in:

- ☐ Architecture
- ☐ Building construction
- ☐ Historic preservation
- ☐ Member of a preservation organization

### ☒ Planning Commission

Please check the box you have interest in:

- ☐ Landscape architecture
- ☐ Civil Engineering
- ☒ Land use
- ☒ Real estate development

## Committees

### ☐ Anti-Racism Advisory Committee

Please check the box you have interest in:

- ☐ Policy making
- ☐ Public engagement
- ☐ Understanding of equity and systemic racism

### ☐ Communication Advisory

Please check the box you have interest in:

- ☐ Communications
- ☐ Public relations
- ☐ Social media
- ☐ Branding

### ☐ Environmental Advisory Committee

Please check the box you have interest in:

- ☐ Environmental protection
- ☐ Conservation
- ☐ Recycling
- ☐ Sustainability
- ☐ Climate change

### ☐ Senior Advisory Committee

Please check the box you have interest in:

- ☐ Aging conditions
- ☐ Grants/endowments
- ☐ Wellness programming
- ☐ Policymaking