



CITY COUNCIL

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

STUDY SESSION AGENDA

MONDAY, JUNE 17, 2018

Conference Room – Second Floor
5:30 p.m.

AGENDA ITEMS

A. Call to Order by Mayor Garrett

B. Discussion Items

- A. Discussion – Facility Rental Update
- B. Discussion – Sanitary Retention Tank
- C. Discussion – Update of Rates and Fees
- D. Discussion – Agenda Items

C. Mayor and Council Comments

D. Public Comments

E. Adjourn

COUNCIL COMMUNICATION:

TO: Mayor Garrett and Council Members
FR: Sheryl Mitchell
DA: May 20, 2019
RE: **City Administrator – Follow Ups**

The following are updates on previous inquiries from Council Members

- Sidewalks
- Bike Lanes
- Dog Park
- Sign Ordinance
- Discussion – House in the Woods
- Right-of-Way near George's Soccer
- Lathrup Village Town Homes – Alley and Landscaping
- Chase Bank – Brick Wall Replacement
- Decorative Street Sign – Lathrup Blvd and San Quentin; and Catalpa Sign

Community Service Credits

Groups or individuals may pay all or a portion of their total rental fee in qualified community service. Qualified projects must directly benefit the City of Lathrup Village Parks & Recreation Department in its mission to serve the people of Lathrup Village.

A maximum of \$1,000 in Community Service Credits can be earned per year per individual. They cannot be transferred except when an individual has earned them and wants to transfer them to a group or business of which they are a member. The Recreation Coordinator will maintain a record of earned credits, easily accessible upon inquiry. Credits expire after two years of non-use.

The list of available projects and their Community Service Credits below are examples. Individuals or groups may submit other projects for consideration to the Recreation Coordinator. Projects must be approved in advance to use credits towards facility rentals.

Monetary Donations

Direct monetary donations to the Parks & Recreation department will be credited dollar for dollar.

Examples: money donated to purchase park signage, complete landscaping projects, provide scholarships or make building improvements

Supplies

New or gently used supplies donated to the Parks & Recreation department, based on a list of needed items, will be credited dollar for dollar.

Examples: yard waste bags, gloves, plants, office supplies, bottled water, snacks

Volunteer Hours

Hours donated to assist with Parks & Recreation department events and projects will be credited at a rate of \$10 per hour per individual. Exceptions may be made for professional services.

Examples: park cleanups, passing out flyers, assisting at events, serving on Recreation Advisory Board, curating monthly showcase in the lobby

Professional Services examples: landscaping, skilled trades and general contracting, event planning, consulting

Sponsorships

Sponsorship dollars will be credited at a rate of \$0.50 per dollar since the sponsor has also benefited from marketing and promotion.

Examples: presenting sponsorship such as Michigan First Credit Union Summer in the Village, specific aspects such as "with bounce house sponsored by Target"



Use of Lathrup Village
Municipal Building & Grounds
POLICY

The following are the rules and regulations for “Community Group” use of the Lathrup Village building and grounds.

Room Reservation and Use:

Upon completion of the registration process, use of the following City Hall facilities will apply:

The Meeting Place: Second Floor

Monday – Friday from 8:00 a.m. – 4:00 p.m.
Fee: \$25.00 per meeting in room

Conference Room: Second Floor

Monday – Friday from 8:00 a.m. – 4:00 p.m.
No charge, (Not to exceed 4 hours)

Use of these rooms is strictly for meetings and educational sessions only.
Light refreshments are permitted, if alcohol will be consumed an alcohol agreement will need to be filled out and signed. Uses such as painting or arts & crafts are specifically prohibited.

Community Room Request (includes kitchen):

Fee: \$25.00 per room use
You may request use Monday – Thursday from 8:00 a.m. – 4:00 p.m.
Friday- Sunday will need to be booked 30 or more days in advance.
This includes one free community room booking per group

The city will provide a check list regarding clean up at closing of the kitchen/community room that must be signed and dated by the responsible party at the time of each use.

***Failure to comply with these policies could result in revoking the community group’s use of the building and grounds. ***

CITY OF LATHRUP VILLAGE
2019/2020– COMMUNITY GROUP REGISTRATION

NAME OF COMMUNITY GROUP _____

PRESIDENT (or name & title of leader) _____

RESPONSIBLE PARTY (In Case of Emergency) _____

NUMBER OF ACTIVE MEMBERS IN YOUR GROUP _____

CONTACT ADDRESS, TELEPHONE NUMBER, CELL NUMBER & E-MAIL

REQUESTED USE OF CITY FACILITIES – include NUMBER OF REQUESTED
USES

- COMMUNITY ROOM - # OF USES _____
- MEETING PLACE - # OF USES _____
- CONFERENCE ROOM - # OF USES _____
- MUNICIPAL PARK - # OF USES _____

**ATTACH EVENT SCHEDULE – IF SET-UP OF TABLES AND CHAIRS FOR
YOUR MEETING IS REQUIRED, PLEASE ALSO ATTACH A SET-UP
DRAWING.**

Each New Community Group is required to file an annual Group Registration with the
Recreation Coordinator. The City must be notified if any information on the filed
registration form changes prior to the next annual registration.

Thank you!

CITY OF LATHRUP VILLAGE
Revised Indoor Rental Policies and Procedures
DRAFT 6-14-2019

Purpose

The indoor spaces available currently available for use within the City of Lathrup Village City Hall offer a tremendous resource for the community. This document will establish written policies and procedures for both rental and community use of these indoor spaces.

Definitions

For the purpose of the following policies and procedures, groups and spaces will be defined as follows:

Resident- any person whose primary residence is within the City of Lathrup Village limits, as listed on their driver's license or state ID

Non-Resident- any person whose primary residence is not within the City of Lathrup Village limits, as listed on their driver's license or state ID

Lathrup Village Non-Profit Group- any registered 501(c)(3) organization, established with some expressed intent of directly benefitting Lathrup Village residents

Lathrup Village Community Group- any not-for-profit organization, established with some expressed intent of directly benefitting Lathrup Village residents

Lathrup Village Business- any for-profit organization located within the city limits of Lathrup Village

Other Non-Profit Group- a registered 501(c)(3) organization who does not meet the requirements of a Lathrup Village Non-Profit Group

Other Community Group- any not-for-profit organization that does not meet the requirements of a Lathrup Village Community Group

Other Business- any for-profit organization that does not meet the requirements of a Lathrup Village Business

Government/School Partner- any government (local, county, state, federal) entity or agency of such, or non-profit school or school district. For-profit schools will be considered a business.

Community Room- largest room on the main floor of the City of Lathrup Village City Hall, rental of which includes access to parking on either side of City Hall, use of the main floor bathrooms and optional use of the kitchen, bar and audio-visual equipment (limited to wired microphone,

projector, cd/dvd player and built-in audio but not connections or wireless microphones or stands). Suitable for banquets, baby showers, wedding showers, graduation parties/open houses, repasses, large meetings, adult birthday parties, dances, classes/events using paint. Suitable for food and alcohol. Not suitable for youth parties. Minimum of 25 participants to book. Max of 150.

Kitchen- kitchen within the community room, rental of which includes access to ice machine, dishwasher, refrigerator, stove top/ovens and coffee maker for the purpose of reheating, warming and/or cooling foods only. The kitchen may be rented stand-alone by professional chefs only for cooking or preparing foods.

Conference Room- enclosed room on the second-floor of the City of Lathrup Village City Hall, rental of which includes access to parking on either side of City Hall, use of the second-floor bathrooms. Suitable for meetings only, up to 10 people. Not suitable for food.

Meeting Place- unenclosed room on the second-floor of the City of Lathrup Village City Hall, rental of which includes access to parking on either side of City Hall, use of the second-floor bathrooms. Suitable for meetings or yoga only, up to 25 people. Suitable for food and/or alcohol. Does not include use of second-floor or main floor kitchen.

Council Chambers- unenclosed room on the second-floor of the City of Lathrup Village City Hall, rental of which includes access to parking on either side of City Hall, use of the second-floor bathrooms. Suitable for meetings only, up to 15 people. Not suitable for food.

The Studio- dance studio on the lower level of the City of Lathrup Village City Hall, rental of which includes access to parking on either side of City Hall, use of lower level bathrooms. Suitable for dance and exercise classes requiring a hard floor, up to 40 people. Not suitable for food.

Fitness Room- unenclosed room on the lower level of the City of Lathrup Village City Hall, rental of which includes access to parking on either side of City Hall, use of lower level bathrooms. Suitable for fitness classes requiring use of available equipment or private training, up to 8 people, rental includes use of exercise equipment. Not suitable for food.

Start time- the time at which event organizers and participants may enter the building

End time- the time at which all event organizers and participants must be out of the building

Appropriate Documentation establishing a group or business' status for discounted rates- could include, but is not limited to: a copy of 501(c)(3) documentation, federal tax-exempt number, copy of group's mission statement, documentation of official mailing address, roster of group's current members mailing addresses, documentation of community service projects/hours or any combination of the above

Facility Use Rules

Alcohol

An alcohol use agreement must be completed prior to the event in order for alcohol to be served. **Users should keep the alcohol use agreement present and easily accessible throughout the event.** Alcohol is not permitted for graduation parties/open houses. Any party observed to be serving alcohol without an alcohol use agreement or in violation of our alcohol policies will be closed immediately with no refund or fees or deposit.

Audio-Visual Equipment

A digital projector, screen, wired microphone, cd player, dvd player and audio are available for rent in the community room only. Event organizers must contact the Recreation Coordinator at least one week before their event to set up a time to test compatibility of their equipment with our equipment. Event organizers must provide their own connections to the projector and audio equipment.

Bathrooms

Renters and their guests are limited to the bathrooms on the floor of the room(s) they are renting unless otherwise specified. Users of Municipal Park are also able to use the bathrooms at city hall. All users are responsible for cleaning up after themselves and leaving the facility in good condition.

Damage – Loss of Deposit

Rental deposits will be refunded within 30 days after the completion of the event. Deduction will be made from the deposit for any outstanding fees incurred, for losses or damage which occurs during the use of the facility along with an explanation of those damages. **Deductions will be applied if the facility is used longer than the contracted amount of time.**

Designated Areas

Renters and their guests are limited to the room(s) rented and the nearest bathrooms on the same floor unless otherwise specified. Renters are responsible for ensuring their guests do not wander throughout the building and/or utilize spaces that have not been rented to that party.

Events with tickets/admission fees

Events with tickets or admission fees are prohibited. Exceptions may be made for “suggested donation” events for non-profit organizations and schools if known in advance.

Furniture

Rental of an indoor space includes use of furniture, limited to tables and chairs. The meeting place, council chambers and community room can be arranged according to the needs of the applicant as long as a room diagram is provided at least two weeks before the event.

Furniture for rent is subject to availability. For an update inventory of what furniture is available, applicants may contact the Recreation Coordinator. Furniture may not be rented by itself for use off-site or outside.

Item	Current Inventory
60" round tables	16
8' rectangular tables	
6' rectangular tables	
Half Moon Tables	
High Top Tables	
Chairs	

Linens, place settings, dinnerware, silverware, serving dishes, glasses, coffee/tea sets, kitchen utensils, etc. are not available for rent or use outside of city events.

Rental of dance studio or fitness room includes use of equipment in the room unless otherwise marked.

Kitchen

Rental of the kitchen includes access to ice machine, dishwasher, refrigerator, stove top/ovens and coffee maker for the purpose of reheating, warming and/or cooling foods only. The kitchen may not be rented stand-alone except by professional chefs. Event organizers or participants are not allowed to open cupboards or drawers to use items belonging to the facility. If the kitchen is not rented, it will be locked.

Music/Noise Levels

Music and noise levels must be respectful towards other users of the building. Renters must abide by directives from city personnel in regards to excessive music or noise volume. Music and behavior of users should be respectful of use of a public building.

Parking

Renters have access to the entire city hall lot unless otherwise specified by city personnel. If directed to use a certain area of the lot, renters agreed to make every effort to direct their guests to use that area.

Signage & Decorations

Decorations are limited to tables only. Nothing may be attached to walls, ceiling or fans. No loose decorations such as confetti or glitter may be used. All decorations must be removed by the users at the end of the event.

Smoking

Smoking of any kind, vaping/electronic cigarettes, marijuana and marijuana infused products are prohibited.

Vending Events

Events in which products/services will be sold or promoted, ex. Mary Kay parties, are prohibited.

General Rental Policies

- The rental applicant must remain on site for the duration of the rental period.
- Event organizers must have a printed copy of their alcohol use agreement (if applicable) to display to Police Department/city personnel if requested.
- Reservation holders may not transfer a reservation to another party.
- The use of any space is at your own risk. The City does not assume responsibility for injury or for any loss, theft or damage to personal items.
- Reservation holders must comply with State of Michigan laws and City of Lathrup Village ordinances.
- Individuals or groups who fail to comply with these policies or who are responsible for damage to a facility may lose their deposit and their ability to rent City of Lathrup Village facilities in the future.

Indoor Facility Policies

- Start time is the time at which event organizers and participants may enter the building. End time is the time at which all event organizers and participants must be out of the building. Extra set up/tear down time is not permitted without paying for the additional time. Events that extend beyond their rental time may forfeit all or part of their deposit and may incur additional fees beyond what their deposit would cover.
- Renters have access to the entire city hall lot unless otherwise specified by city personnel. If directed to use a certain area of the lot, renters agreed to make every effort to direct their guests to use that area.
- The City will not provide any setup or cleanup assistance for events. Any furniture or materials (including tables and chairs) must be provided by the event organizer and are not available for rent through the City of Lathrup Village.
- Electricity is only available at the Gazebo and Pavilion within the Municipal Park. There is a \$20 flat fee, to be paid in advance, to use electricity at Municipal Park.
- Except for the Municipal Park, none of the other parks have restrooms. Events lasting more than 4 hours are required to arrange and pay for their own portable toilets. A list of vendors serving this area is available. All other rentals may opt to provide their own portable toilets. Portable toilets must be delivered and removed the same day as the event. Portable toilets should be positioned to be out of direct view of neighboring homes and may not be placed within 100 feet of neighboring homes. The City of Lathrup Village assumes no responsibility for portable toilets brought on to city property for use by private rentals.

- Music levels must stay under 65 decibels at all times. For comparison purposes, that's about as loud as a vacuum cleaner. Music should be considered background to your event and quiet enough for people to speak over. You should not be able to hear the music outside of the park.
- Area must be thoroughly cleaned after use. All trash must be bagged and placed in bins. Trash that does not fit neatly in the bins provided must be taken off-site by the renters. Trash may not be left sitting next to bins. Used charcoal must be disposed of in designated charcoal bins.

Prohibited Items and Events

- Bounce houses, inflatables, petting zoos, and animal rides are prohibited at all parks except for City of Lathrup Village sponsored events. The City and the Police Department reserve the right to prohibit any activity considered to be a public nuisance or danger to park users.
- Decorations are not to be attached to the pavilion/picnic shelter or gazebo at Municipal Park in any way. Loose decorations such as confetti and glitter are prohibited at all parks. Remnants of spent water balloons must be thoroughly removed. Steel or wood pins/stakes are not allowed to be placed in the ground at any park site due to underground wiring and irrigation systems. Open flames and candles are prohibited.
- Commercial activity, the promotion of any business or commercial venture, fundraising, or a requiring anyone to pay or make a donation to attend the event is prohibited.
- Deep-frying is prohibited.
- Fireworks of any kind, including sparklers, are prohibited.
- No glass containers allowed (bottles, etc.).
- Smoking of any kind, vaping/electronic cigarettes, marijuana and marijuana infused products and alcohol are prohibited. Events with alcohol will be immediately terminated and deposits will not be returned.



Date: June 6, 2019

To: Sheryl Mitchell, City Administrator

From: Susie Stec, Manager – Community & Economic Development

Re: Proposed Fee Schedule changes

As you know, the City's planning & zoning related fees have not been updated since 2014. In comparing the existing Lathrup Village Fee Schedule to the most recent Giffels Webster fee schedule, it is clear that the City has been subsidizing the cost of development and incurring a loss for many years.

On the following page is a chart detailing the proposed Planning & Zoning Fees. While these are significant increases, they are pass-through costs. With the exception of lot splits and engineering review, all fees have increased to align with the fees charged to the City by our consultants. It should be noted that the Commercial Site Plan Review fee includes two (2) reviews. In my experience, applicants typically need two (2) reviews before the site plans are ready for official consideration by the Planning Commission.

There are also a few new fees being proposed including Planned Unit Development, Administrative Review, and Extra Pre-Application Meeting. As it relates to the latter, I believe that it is important for the City to offer one (1) complimentary pre-application meeting to businesses seeking to establish themselves in Lathrup Village. If an applicant wishes to have additional meetings, then the "Extra Pre-Application Meeting" fee would apply.

Finally, the proposed fee schedule differentiates between the levels of variance types. These fees also include the typical costs associated with publishing the required public hearing notices.

PLANNING & ZONING FEES

Application Type	New Fee	Current Fee
Lot Split	\$500	\$500
Rezoning	\$895 plus \$15/acre over 10	\$500 up to 2 acres; \$50/additional acre over 2
Special Land Use Request	\$1,200	\$400
Commercial Site Plan Review	\$1,350	\$500
**** Engineering Review	\$500	\$500
Planned Unit Development	\$1,000 plus \$100/acre or fraction thereof	*does not exist
Administrative Review	\$250	*does not exist
Zoning Board of Review		
*** Commercial (Dimensional)	\$600 for 1 st variance; \$150/additional variance on the same site	\$200
*** Residential (Dimensional)	\$300 for 1 st variance; \$100/additional variance on the same site.	\$125
Use Variance	\$850	*does not exist
Extra Pre-Application Meeting	\$300	*does not exist



Suggested Revised Fees

CITY OF LATHRUP VILLAGE, MICHIGAN

PREPARED 24 APRIL 2019 BY

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MCKENNA

Communities for real life.

Building Permit Fees

CONSTRUCTION COST SCHEDULE

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

The building permit and plan review fees are based on the estimated construction value as calculated in accordance with the International Code Council's square foot construction code table (gross area x sq. ft. construction cost). The most current (BVD) Building Valuation Data Table in effect on July 1st of each year at the (ICC) International Code Council web site (www.iccsafe.org/) will be the table utilized for present and future calculations. ICC BVD outlines the base cost per square foot for any given Use/Group/Type of construction combination. These figures are not intended to reflect actual cost of construction, but are used as a basis for determination of fees related to services rendered for projects.

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

Application fee non-refundable	\$50.00
Contractor registration fee	\$25.00
Re- Inspection fee	\$40.00

- (1) A building permit fee shall be paid for all new buildings, alterations, additions based on the construction cost evaluation of the Building Valuation Data Table and the following permit fee schedule:

Minimum Building Permit Fee (Under \$1,000)	\$100.00
Valuation \$1,000 up to \$10,000 multiplied by .016	\$100 plus valuation over \$1,000
Valuation over \$10,000 up to \$100,000	\$244 plus valuation over \$10,000 multiplied by .015
Valuation over \$100,000 up to \$1,000,000	\$1,594 plus valuation over \$100,000 multiplied by .0148
Valuation over \$1,000,000	\$14,614 plus valuation over \$1,000,000 multiplied by .0076

- (2) All interior demolitions (non-structural) \$150.00

- (3) Temporary theatres, Carnivals and Exhibitions \$250.00
(Site plan approval required)

- (4) In no case shall the total number of inspections requested exceed the permit fee paid at \$50.00 per inspection. Work not repaired at the time of re- inspection, or works not ready or available for inspection at the time the inspection is requested, will require an additional re-inspection fee of \$50.00.

- | | |
|---|----------|
| (5) All roofing permits | \$120.00 |
| (6) Window permits up to 10 windows | \$ 80.00 |
| (7) Each additional window | \$ 5.00 |
| (8) Accessory Structures – Fences, Sheds,
Dumpster Enclosures, Satellites and Flag Poles | \$ 80.00 |

Electrical Permit Fees

Application fee non-refundable \$ 40.00

Electrical permit fees shall be paid for all permits, including but not limited to, apparatus and equipment installed in new buildings, alterations, additions, field inspection service and repairs, according to the following schedule. In no case shall less than \$50.00 be charged for any one permit, and fees for additions to open permits under the same contractor's name shall not be charged less than \$15.00.

(1) Electrical Contractor Registration Fee \$25.00

**(2) Inspection Fee minimum 2 inspections contractor must provide
total # of inspection required at application \$40.00**

(3) Commercial Electrical Permit Fees:

Annual Permits: (includes 2 status inspections) \$150.00

Circuits:

Furniture Systems – EACH OUTLET \$6.00

All New or Extended \$6.00

Generators KW: Optional Standby

30 KW and under \$50.00

Over 30 KW \$65.00

Transfer Switch \$50.00

Emergency or Legally Required

30 KW and under PER HOUR \$50.00

Over 30 KW PER HOUR \$50.00

Transfer Switch PER HOUR \$50.00

HVAC:

Furnace \$40.00

Geothermal \$50.00

Space Heater \$20.00

Low Voltage: Excluding Data/Telecom

Per Device \$ 7.00

Miscellaneous:

Dishwasher \$15.00

Disposal \$15.00

Door Opener \$15.00

Dryer \$15.00

Electric Air Cleaner \$15.00

Fixtures \$3.00

Hand Dryer \$15.00

Humidifier \$15.00

Hydro Massage Tub \$15.00

Manufactured Buildings \$50.00

Ovens / Ranges \$15.00

Pools / Spas \$45.00

Power Outlet \$14.00

Retro-fit Energy Conservation (groups of 10)

Specs / Documentation Required. \$6.00

Solar PV System \$75.00

Under-floor Raceways each 100 feet \$30.00

Water Heater \$15.00

Motors KV, HP, KW, KVA:

1/4 to 10	\$20.00
11 to 30	\$30.00
31 to 50	\$35.00
51 to 100	\$40.00
Over 100	\$45.00

Refrigeration A/C:

Up to 5 ton	\$25.00
5 to 40 ton	\$35.00
Over 40 ton	\$50.00

Service (600 volts and under):

100 to 400 amp	\$40.00
401 to 800 amp	\$60.00
Over 800	\$75.00
Temporary	\$50.00

Service (Over 600 volts):

Up to 100 amps	\$40.00
Over 100 amps	\$60.00
Feeders: Each 100 Feet or less	\$30.00

Signs:

Circuit - EACH	\$45.00
Connect / Reconnect - EACH	\$45.00
Outline Lighting (Neon) First 50 Feet	\$50.00
Each Additional 50 Feet	\$30.00

Special Inspections:

Circus / Carnival	\$100.00
Temporary Displays	\$50.00

(4) Fire Alarm System Fees:**Fire Alarm Systems:**

Plan Review (3 or more devices)	\$150.00
Alarm Control Panel, NAC Panel, Initiating Device,	\$ 50.00
Auxiliary Control Device Dialer	\$25.00
A/V device, Communication Device - EACH	\$10.00
Remote Annunciators	\$25.00

System Recertification: As Built Plans Required

Minimum 10% of devices to be tested	\$10.00 per device
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Special Fire Suppression Systems:

(FM200, Pre Action, Dry Chemical, CO2, Clean Agent and similar systems)	
Devices monitored by FACP / Releasing panel	\$10.00 per device
(Fire Suppression Permit and plan review required)	

(5) Residential Electrical Permit Fees:**Circuits: Each individual**

All New or Extended	\$10.00
Arc Fault Protection	\$12.00

HVAC:

Condenser - New or Replacement	\$20.00
Furnace	\$15.00
Geothermal HVAC	\$50.00
Humidifier	\$15.00
Space Heater	\$20.00
Whole House Fan	\$15.00

Low Voltage:	
Per Device	\$7.00
Luminaires:	\$5.00
Retro-fit Energy Conservation (groups of 10)	\$6.00
Specs / Documentation Required	
Miscellaneous:	
Ceiling Fans	\$15.00
Compactors	\$15.00
Detached Garage	\$50.00
Dishwasher	\$15.00
Disposal	\$15.00
Door Opener	\$15.00
Dryer	\$15.00
Electric Air Cleaner	\$15.00
Generators Up to 30 KW	\$50.00
Manufactured Homes	\$60.00
Ovens/Ranges	\$15.00
Pools/Spas/Hydro Massage Tubs	\$45.00
Receptacle Outlets (groups of 5)	\$20.00
Smoke Alarm - Hard Wired	\$10.00
Solar PV System	\$50.00
Water Heater	\$15.00
Well Pump	\$15.00
Service:	
100 to 400 amp	\$40.00
Temporary	\$50.00
Sub-metering / IAC	\$25.00

Plumbing Permit Fees

Application fee non-refundable

\$40.00

Plumbing permit fees shall be paid for all permits, including but not limited to, apparatus and equipment installed in new buildings, alterations, additions, field inspection service and repairs, according to the following schedule. In no case shall less than \$50.00 be charged for any one permit, and fees for additions to open permits under the same contractor's name shall not be charged less than \$15.00.

Plumbing Contractor Registration Fee \$15.00

Inspection Fee (minimum 2 inspections contractor must provide total # of inspection required at application	\$40.00
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Commercial Plumbing Fees:

Air Admittance Valve

Backflow Preventer:	\$15.00
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Beverage Dispenser	\$15.00
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Coffee Maker	\$15.00
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Fire Sprinkler	\$35.00
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Lawn Sprinkler	\$50.00
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Miscellaneous	\$15.00
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Source Line Protection	\$35.00
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Basement Waterproofing System	\$50.00
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Bath	\$15.00
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Building Drain to Sewer	\$25.00
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Catch Basin/Manhole	\$50.00
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Dishwasher	\$15.00
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Disposal	\$15.00
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Drinking Fountain	\$15.00
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Floor Drain	\$15.00
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Grease / Oil Interceptor	\$30.00
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Hose Bibb	\$15.00
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Hot Water Supply Boilers with	\$35.00
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Separate Storage Tanks (over 52 gallons)	
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Humidifier	\$15.00
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Ice Maker (including backflow)	\$15.00
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Inside Drains (ground water)	\$25.00
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Laundry Tub	\$15.00
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Lavatory	\$15.00
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Medical/Dental Equipment	\$15.00
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Medical Gas Piping – EACH SYSTEM:	\$40.00
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Gas Pressure Test	\$35.00
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Outlet - EACH	\$ 5.00
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Vacuum System Piping:	\$40.00
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Pressure Test	\$35.00
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Inlet - EACH	\$ 5.00
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Miscellaneous Fixtures	\$15.00
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Mixing Valve	\$15.00
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New Sewer Service:	\$125.00
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Over 4 Inspections - EACH	\$40.00
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New Water Service:	\$125.00
Over 4 Inspections - Each	\$40.00
Pools:	
In-ground With or Without Heater	\$65.00
Roof Conductors	\$15.00
Roof Sump	\$15.00
Septic Tank Replacement	\$20.00
Service Sink	\$15.00
Sewer Repair	\$50.00
Shower Pan:	\$25.00
When Requested Separately	\$50.00
Shower Trap	\$15.00
Sink - Any type	\$15.00
Site Storm Sewer:	\$125.00
Over 4 Inspections- EACH	\$40.00
Stacks/Waste/Soil/Vent	\$15.00
Standpipe	\$15.00
Sump Pump:	\$30.00
Sump Pump Discharge	\$30.00
When Requested Separately	\$50.00
Underground (Sanitary)	\$25.00
Urinals	\$15.00
Wastes - Safe or Special	\$15.00
Water Closet	\$15.00
Water Cooled A/C units	\$35.00
Water Distribution Systems:	
Each floor or per dwelling unit on multiples	
1/2" - 1"	\$30.00
1-1/4" - 4"	\$50.00
Over 4"	\$100.00
Water Heater	\$50.00
Residential Plumbing Fees:	
Air Admittance Valve	\$15.00
Backflow Preventer	\$15.00
Basement Waterproofing System	\$50.00
Bath	\$15.00
Building Drain to Sewer	\$25.00
Dishwasher	\$15.00
Disposal	\$15.00
Floor Drain	\$15.00
Hose Bibb	\$15.00
Humidifier	\$15.00
Ice Maker (including backflow)	\$15.00
Inside Drains (ground water)	\$25.00

Laundry Tub	\$15.00
Lavatory	\$15.00
Lawn Sprinkler Supply/Backflow	\$50.00
Miscellaneous Fixtures	\$15.00
Mixing Valve	\$15.00
Standpipe	\$15.00
New Sewer Service:	\$55.00
With Septic Bypass	\$100.00
Over 4 Inspections - EACH	\$40.00
New Water Service:	\$65.00
Over 4 Inspections - EACH	\$40.00
Well Abandonment	\$50.00
Pools:	
In-ground With or Without Heater	\$65.00
Above Ground Heater	\$35.00
Roof Conductors	\$15.00
Roof Sump	\$15.00
Septic Tank Replacement	\$20.00
Sewer Repair	\$50.00
Shower pan:	\$25.00
When Requested Separately	\$50.00
Shower Trap	\$15.00
Sink - Any Type	\$15.00
Site Storm Drain	\$50.00
Stacks/Waste/Soil/Vent	\$15.00
Sump Pump:	\$30.00
Sump Pump Discharge	\$30.00
When Requested Separately	\$50.00
Underground (sanitary)	\$25.00
Water Closet	\$15.00
Water Distribution Systems:	
1/2" - 1"	\$30.00
1-1/4" - 4"	\$50.00
Over 4"	\$100.00
Water Heater	\$50.00

Heating, Cooling and Burning Equipment and Apparatus Fees

Application fee non-refundable \$40.00

Heating and cooling permit fees shall be paid for all permits, including but not limited to, apparatus and equipment installed in new buildings, alterations, additions, field inspection service and repairs, according to the following schedule. In no case shall less than \$50.00 be charged for any one permit, and fees for additions to open permits under the same contractor's name shall not be charged less than \$15.00.

(1) Contractor registration fee	\$15.00
Each Inspections Minimum 2	\$40.00
Commercial Mechanical Fees:	\$50.00
Chiller Systems:	
Air Cooled Condenser	
Chiller	\$60.00
Cooling Tower	\$50.00
Water Cooled Condenser	\$50.00
Duct:	
Under 5,000 sq. ft. (per floor)	\$45.00
Over 5,000 sq. ft. (per floor)	\$60.00
Diffuser (relocate/replace) - EACH	\$ 5.00
Fan Coil/Reheat Box - EACH	\$10.00
Fire Dampers - EACH	\$10.00
VAV Box - EACH	\$10.00
Exhaust Booth:	
Plan Review (Required)	\$50.00
Auto-Body	\$25.00
Exhaust Duct	\$25.00
Exhaust Fan	\$25.00
Hood	\$25.00
Industrial Labs PER HOOD	\$10.00
Make-up Air Equipment	\$25.00
Gas Piping:	
Up to 5 Openings Includes Pressure Test	\$60.00
Each Additional Opening	\$ 5.00
Generator: Includes Pressure Test	\$75.00
HVAC Equipment:	
A/C only	\$50.00
Boiler	\$50.00
Computer Room HVAC	\$60.00
Duct Smoke Detector - EACH	\$20.00
Economizer	\$25.00
Furnace only	\$50.00
Infrared Spot Heater - EACH	\$20.00
Mini-split Heat Pump	\$50.00
Radiant Tube Heater - EACH	\$20.00
RTU (roof top unit)	\$60.00
Kitchen:	
Capture Test	\$75.00
Hood/Duct Work	\$75.00
Make-up Exhaust Fan (per system)	\$75.00

Kitchen Equipment:

Fryer	\$15.00
Grill	\$15.00
Stove	\$15.00
Broiler	\$15.00
Barbeque	\$15.00
All Others	\$15.00

Process Piping:

Hydronic/Steam	\$60.00
Pressure Test	\$50.00

Refrigeration:

Coolers/Freezers	\$50.00
Evaporator Coils	\$50.00
Pressure Test	\$50.00

Solar Piping

\$60.00

Water Heater

\$50.00

(2) Fire Suppression System Fees:**Fire suppression systems:**

Plan review (3 or more devices)	\$150.00
Standpipe systems	\$ 50.00
Each hose connection / FDC	\$ 10.00
Fire or jockey pumps and connections - each	\$100.00

Special fire suppression systems:

FM200, Pre Action, Dry Chemical, CO2, Clean Agent, Deluge (Fire Alarm Permit and plan review required when tied to building fire alarm system)	\$100.00
Hood and duct fire suppression systems – each	\$ 75.00
Additional system at same location	\$ 50.00

Fire suppression systems - Based on number of sprinkler heads / nozzles in system according to the following schedule (per floor):

1-10 / \$50.00	51-100 / \$150.00	301-400 / \$350.00
11-20 / \$75.00	101-200 / \$200.00	401-500 / \$425.00
21-50 / \$125.00	200-300 / \$275.00	500+heads / \$575.00
Re-inspection fee for systems not ready for inspection	\$50.00	
System Recertification (As Built Plans Required)	\$250.00	

(3) Residential Mechanical Fees:**Air Conditioning:**

A/C Unit	\$50.00
Air handler Replacement	\$50.00
Condenser Replacement	\$50.00
Evaporator Coil Replacement	\$50.00
Mini-split heat pump	\$50.00
Heat Pump with Air Handler	\$50.00

Boiler:	
Up to 2000 square feet	\$40.00
Over 2000 square feet	\$60.00
Baseboard Radiant	\$40.00
In Floor Radiant Pressure Test	\$40.00
Fireplace:	
Gas Vented	\$40.00
Insert	\$40.00
Log set	\$40.00
Outdoor	\$40.00
Wood	\$40.00
Gas Piping:	
1-5 Openings	\$30.00
Each Additional Opening	\$5.00
Underground Includes 5 Openings	\$40.00
Pressure Test	\$40.00
Geothermal: Plans Required	
Heat Pump	\$50.00
Manifold Test - Underground Pipe	\$75.00
Plan Review	\$50.00
Heating Equipment:	
Furnace	\$40.00
Duct Work:	
Alteration	\$45.00
Duct Pressure Test Verification	\$25.00
New Residential	\$60.00
Zoned System – Per Zone	\$10.00
Kitchen Hood:	
Exhaust Air System	\$40.00
Exhaust With Make Up Air	\$60.00
Recycle Air System	\$15.00
Miscellaneous:	
Air to Air Heat Exchanger	\$50.00
Air Cleaner	\$15.00
Bath Fans	\$15.00
Generator Includes Pressure Test	\$60.00
Humidifier	\$15.00
Manufactured Home	\$60.00
Pool Heater	\$40.00
Solar Piping	\$60.00
U. V. Light	\$15.00
Water Heater	\$50.00
Venting:	
Chimney Liner	\$25.00
Class B	\$25.00
Class C	\$30.00

SCHEDULE OF PROFESSIONAL FEES FOR
City of Lathrup Village
RETAINER SERVICES

July 1, 2019 – December 31, 2020

Monthly Retainer Fee (see contract for all services | includes a maximum of seven hours each month for miscellaneous services such as Downtown Development Authority assistance, minor zoning amendments, memorandums, research, meetings with City officials at the Planners' office or the City's office, and similar professional services requested by the City):

\$1,275

Hourly Rates by Staff Position	Standard Rate**
Managing Principal Rodney L. Arroyo, AICP & Jill Bahm, AICP	150
Director of Traffic Engineering	130
Principal Planner	130
Senior Planner	120
Associate Planner	115
Staff Planner and GIS Specialist	90
Clerical	45

** For depositions and trial testimony, the rate shall be the above X 1.50

Development Review Fees:

Planning Review

Traffic Review (If Requested)

Rezoning Request Review	\$895 plus \$15/acre for each acre over 10	Refer To Table On Next Page
Site Plan		
Residential (multi-family)	\$700 + \$1.00/unit	Same As Planning Fee
Non-Residential	\$750 + \$7.00/1,000 sq. ft. GFA (+\$10/acre for uses without principal bldgs.)	Same As Planning Fee
Home Occupation Review	\$250	Does Not Apply
Special Land Use Review	\$450 + site plan fee	Does Not Apply (see site plan fees)
Subdivision Plat		
Tentative Preliminary	\$650 + \$3/unit	Same As Planning Fee
Final Preliminary	\$400 + \$1/unit	Same As Planning Fee
Final Plat	\$400 + \$1/unit	Same As Planning Fee
Subdivision Engineering Plan Review	N/A	\$750 plus \$3/unit
Condominium Plan	\$550 + \$3/unit (Each Review)	Same As Planning Fee
Land Division	\$400 + \$10/lot	Hourly, If Requested
Landscape Plan Review	\$400 + \$10/acre	Does Not Apply

Traffic Impact Study Reviews	
Rezoning Study	500
Abbreviated Impact Assessment (such as Trip Generation Analysis & driveway assignment)	\$600
Full Impact Study	\$950
Revised Traffic Impact Studies	75% original fee
Scoping Traffic Study Contents with Applicant	Hourly

Parking Study Review	\$600 (If over 300 spaces, \$800)
Planned Unit Development Review	\$1,000 + \$100/acre or fraction thereof
Sign Application Review	\$200 each review + \$75 for each sign over two
Master Sign Plan (Multi-Tenant)	\$700 each review
Zoning Board of Appeals Case Review, Residential	\$250 for 1 st variance, \$100 for each additional variance (same site)
Zoning Board of Appeals Case Review, Commercial	\$400 for 1 st variance, \$150 for each additional variance (same site)
Use Variance	\$850/variance
Expedited Review Fee (within 5 business days)	150% of original fee
Extra Evening Meeting Fee	\$500
Stamping Set / Minor Amendment Plan Review Fee	\$250

Re-Review of Revised Plans submitted

< 6 months after previous submittal

75% of the original fee

Note: for minor site plan changes such as adding / adjusting 10 or fewer parking spaces, adding or changing trees along a single buffer or landscape area, making minor changes to a building facade, adding notes to a plan, and similar activities that take less than 30 minutes of staff time to review, the Stamping Set / Minor Revision Plan Review Fee of \$150 shall be charged instead of 75% of the original fee.

Pre-Application Conferences***	\$300 at Planner's Office or City offices for standard, 1-hour appointment \$200 additional to review concepts plans prior to Pre-App. Conference
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*** Conference at Planning Consultant or City's office to explain community's regulations / procedures to applicant.

Miscellaneous Charges

Item	8 ½ X 11	11 X 17 or 8 ½ X 14
Photocopies (BW) – per copy	0.15	0.20
Color Copy (in house)	0.50	0.80
Color Copy (out sourced)	1.00	2.00
Color Plots (in house)	\$6.00 per square foot	



Rodney L. Arroyo, AICP | Partner

PLANNED UNIT DEVELOPMENTS



Overview

What is a Planned Unit Development?

A Planned Unit Development (PUD) is a development option that permits flexibility in development regulations. The PUD requirements of Article 3, City of Lathrup Village Zoning Ordinance, are intended to accomplish the objectives of the Ordinance through a review process based on site planning criteria that integrates the proposed development with the characteristics of the site. PUDs are intended to permit flexibility in the regulation of land development that achieves the following:

- Provides variety in design and layout
- Achieves economy and efficiency in the use of land, natural resources, energy and in the provision of public services and utilities
- Encourages the creation of useful open spaces
- Preserves historic resources
- Provides appropriate housing, employment, service and shopping



In the flowchart at right, meetings appear in yellow boxes. Applicant and other administrative actions appear in green.

PC = Planning Commission

CC = City Council

What is the PUD review process?

See Section 3.12 for additional details on the process.

