

Regular City Council Meeting

November 26, 2018

Agenda

7:30 p.m. **Call to Order**
Pledge of Allegiance
Roll Call
Approval of Minutes: November 12, 2018
Approval of Bills: None
Approval of Agenda

Public Comment

Discussion- Downtown

I. Old Business

1. Consider approval of Thomasville Preliminary (Stage I) Planned Development Site Plan
2. Vacant property – 318 Lake Street

II. New Business

1. Support Emergency Operations Plan -- Revised

III. Budget

IV. Manager's Report

V. Public Comment

VI. Council Comments

VII. Closed session "pursuant to Section 8(h) of the Open Meetings Act, MCL 15.268(h), to consider and discuss written attorney-client privileged communication which is exempt from disclosure under MCL 15. 243(1)(g) of FOIA."

VIII. Consider action related to the closed session matters, as needed

IX. Adjournment

Please see reverse side for rules of conduct for public comment at City Council meetings

Rules of Conduct for Public Comment at Council Meetings*

Members of the public may speak at a Council meeting upon recognition of the Mayor. Public comment may only occur during periods designated on the agenda for public comment or a public hearing. A person may speak for up to two (2) minutes during each of the two public comment periods on agenda items or non-agenda items. Waivers of the time requirement may only be granted in the discretion of the Mayor, and waivers to speak at a time other than a designated comment period may only be granted by the Council. Any person wishing to make a presentation longer than two minutes or requiring audio-visual equipment is asked to contact the City Clerk requesting to appear on a future agenda.

A person may only address Council from the podium. Only one person may occupy the podium at a time. All remarks are to be directed to the Mayor and Council. Speakers are not to engage in direct dialog with other meeting attendees.

Any person who violates the Rules of Conduct, disturbs the peace at the meeting, and/or interferes with the meeting may be warned, ordered to be seated, removed, and/or ticketed.

*This summarizes Council Resolution 04-18. Complete Rules, including guidelines for considering waivers, are available in the Council Chambers and from the City Clerk.

City of South Lyon
Regular City Council Meeting
November 12, 2018

Mayor Pelchat called the meeting to order at 7:30 p.m.
Mayor Pelchat led those present in the Pledge of Allegiance

Mayor Pelchat stated Councilmember Walton and Attorney Wilhelm will be arriving late.
Mayor Pelchat stated Councilmember Parisien will not be attending the meeting tonight.

Present: Mayor Pelchat, Councilmembers Kivell, Kurtzweil, Kennedy, and Richards
Also present: City Manager Zelenak, Chief Collins and Clerk Deaton

CM 11-1-18 MOTION TO EXCUSE ABSENCE

Motion by Kennedy, supported by Kivell
Motion to approve Councilmember Parisien's absence

VOTE: MOTION CARRIED UNANIMOUSLY

MINUTES

Councilmember Kurtzweil stated on page 2, the date of 2006 should be changed to 2016.
Councilmember Kivell stated on page 9, 3rd sentence, the word me should be changed to may.
Councilmember Kennedy stated on page 11, the word I should be added to the sentence half way down the page during his Council Comments.

CM 11-2-18 MOTION TO APPROVE MINUTES

Motion by Kivell, supported by Kennedy
Motion to approve minutes as amended

VOTE: MOTION CARRIED UNANIMOUSLY

BILLS

Councilmember Kurtzweil stated her husband is listed on the check registry for reimbursement therefore she will not be voting on the bills. Councilmember Kivell stated he will not be voting because Michigan Caterpillar did some work on the trucks, and his wife works for them.

CM 11-3-18 MOTION TO MOVE BILLS AND ATTORNEY BILLS TO BE DISCUSSED AFTER COUNCILMEMBER WALTON ARRIVES

Motion by Kivell, supported by Kennedy
Motion to move bills and attorney bills until another Councilmember arrives

VOTE: MOTION CARRIED UNANIMOUSLY

ATTORNEY BILLS- Moved to later in Agenda

AGENDA

CM 11-4-18 MOTION TO APPROVE THE AGENDA

Motion to approve Kurtzweil, supported by Kennedy
Motion to approve the agenda as presented

VOTE: MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENT

Larry Ledbetter stated he is here representing the Historical Commission. He then thanked the Mayor and Council for supporting the jewel of South Lyon, the Historical Society and the Village. He stated the parking lot is used extensively for many events including the Depot, baseball games and weddings. He stated we have 3 major problems with the parking lot, and he spoke with Pat Moll for an estimate of about \$2,000, but we are hoping to have the whole parking lot, not just have the sinkholes fixed. He stated Dorothy street has deteriorated significantly and both drive-way areas are broken up. He is hoping we can allocate some money in the future for the repairs.

Mr. Ledbetter stated they will be having The Village Strings Dulcimers on November 25 at 4:00 and 6:30, and tickets will go fast.

Mr. Ledbetter stated Depot Day was very successful and Cool Yule and the kids love it. Their objective is to maintain the facility and make it available to the community. He stated The Catholic Church and the Methodist Church have done painting, trimming bushes and trees, and we have our gardening crew, which keeps the place up really good.

John Galeas of 134 N Warren stated he wanted to come and welcome the new City Manager. Mr. Galeas stated he is happy to see the road cones in the crosswalks downtown. Lately he has noticed people are missing the one by the Hotel, the cars going northbound are blowing through the crosswalk. He just happened to notice people getting frustrated trying to cross there.

Jerry Stowe of 2601 Kentucky Court in Lyon township. He is married to the owner of Grande Trunk and he is here to discuss the treatment of local business owners downtown. He further stated Grande Trunk has been in business in town for 10 years. The business moved into the building on the corner of Lafayette and Lake Street and was renovated to an earlier authentic look. He stated people were lined up down the street for the grand opening. He stated he spoke with Councilmember Kivell during the grand opening, and he spoke to him proudly of the renovations. He assumes when Mr. Kivell left, he went to the City offices to see if the necessary code enforcements were in place. He is not going to defend the actions or inactions as they happened, ultimately it falls on the responsibility of the business owner. Mr. Stowe stated it didn't take long for his wife to receive court papers drawn up by the City Attorney and the often-absent City Manager, taking one of the few successful business owners to court. Mr. Stowe stated when the building went from business use to retail use the ADA rules now apply. What is not ok is the confusion of who holds authority over the ADA compliance, the City or the State. His wife traveled to Lansing multiple times and on one occasion they questioned why the City was going after this particular business when the City itself may not be compliant. He further stated at one point, the committee asked the City Manager and the Building Inspector to come to Lansing to answer their questions. Mr. Stowe stated his wife's dad has MS and has been in a wheelchair for 15 years and for the City suggested his wife was trying to avoid being ADA compliant is ridiculous. He then stated the court case was ultimately dismissed after getting fully compliant, but not before the building department moved up the court date. He further stated this shows a lack of business-friendly government. Ken Pike and Dennis Smith treated his wife with little to no respect. He then stated Mr. Kivell meddles with everything, even almost causing the City to lose Pumpkinfest. He further stated the businesses in this community strongly support the teens and groups and it will be a shame if the businesses leave or don't come at all because of the onerous city stances and ongoing desire to introduce additional regulations. He further stated only one Councilmember contacted his wife to see what she thought of the City Manager interviews, what a concept to reach out and see what the business owners think of the City Manager candidates and that is working together for a common goal of a successful downtown.

PRESENTATION- Net asset checks by MMRMA

Tim McClorey of the MMRMA stated he is here with good news. The City is a member of the Michigan Municipal Risk Management Authority. MMRMA is not an insurance company. He stated they are a group of governmental entities that pull together for insurance purposes. He stated MMRMA gives money back to their members when there is money to be had. He further stated they do that as grants and an asset distribution program which is why he is here today. He explained MMRMA collects a fair contribution and due to less than expected loss trends and risk management practices such as the City taking advantage of risk avoidance programs all leads to the asset checks they are now giving back to the members. He further stated MMRMA has distributed 29 million dollars this year alone. He further stated he has two checks for the City, one for \$51,661.00 and another check for \$14,531.00

Attorney Wilhelm arrived at 7:46 p.m.

Councilmember Walton arrived at 7:46 p.m.

Mr. McClorey then thanked Council for their business and their membership. He stated they have plenty of grant opportunities, and he encourages all the department heads to look at the website for matching grant funding. Councilmember Kivell thanked him and he stated we had MML coverage at one time, and MMRMA has been much better for the City.

DISCUSSION- Downtown

Robert Donohue stated he has a comment on Grande Trunk, he thinks the DDA has changed their culture and they are business friendly and he accompanied Susan Stowe to Lansing and spoke on her behalf. Mr. Donohue stated he has provided Council with the annual report and a few items he wants to bring up. It was just one year ago the South Lyon Hotel was completed, that was an additional one million four hundred thousand and the totals for all new construction and building rehabs and sales were five million two hundred thousand. He further stated they created 67 jobs in the past year. This is a good benchmark to look back and move forward with our progress. He stated we will be celebrating the 2 building rehabs downtown Thursday at 9:00 a.m. and the South Lyon Marching Band will be there, Ladies Night is this Friday and we will be celebrating small business Saturday on November 24th. We are now putting up the red lights in the downtown and will be turned on around Cool Yule. He stated the holiday gift guide is completed and it is small, but it is a start.

BILLS

CM 11-5-18 MOTION TO APPROVE THE BILLS

Motion by Walton, supported by Kennedy

Motion to approve bills as presented

VOTE: MOTION CARRIED UNANIMOUSLY

ATTORNEY BILLS

CM 11-6-18 MOTION TO APPROVE THE ATTORNEY BILLS

Motion by Walton, supported by Richards

Motion to approve the attorney bills as amended

VOTE: MOTION CARRIED UNANIMOUSLY

OLD BUSINESS

1. Second reading of Ordinance to prohibit Marihuana establishments in the City of South Lyon

Attorney Wilhelm stated this Ordinance will prohibit retail manufacturing in the City. There have been no changes since the first reading. He further stated this is largely a placeholder until we can evaluate if

this is a type of activity South Lyon wants. Councilmember Kivell stated his previous comments stand. He stated this hasn't been checked out as much as it needs to be without a lot of glitches taking place such as the Police Department having a way to determine someone's impairment when driving.

CM 11-7-18 MOTION TO APPROVE SECOND READING

Motion by Kennedy, supported by Kivell

Motion to approve second reading of ordinance to prohibit Marihuana establishments in the City of South Lyon

VOTE:

MOTION CARRIED UNANIMOUSLY

2. A. Second reading of Ordinance rezoning parcel 21-19-126-002 (Thomasville) from RM-1 (Multiple Family Residential) to PD (Planned Development)

Attorney Wilhelm stated this is changing the zoning from RM-1 to PD. He stated this is step 2 of the 4-step processes. He stated this will lock them into the site plan, then they will have to come back to Council. There have been no changes since the first reading. Councilmember Richards stated he thought it had to go back to Planning before Council addresses this. Attorney Wilhelm stated the first step is the planning commission makes a recommendation to Council, the rezoning takes 2 readings, if this is approved it will then go back to Planning Commission, then it will be brought back to City Council. Councilmember Kivell stated he has no objections to this being rezoned, his objection is to what the content of what the PD will be.

CM 11-8-18 MOTION TO APPROVE SECOND READING

Motion by Kennedy, supported by Kivell

Motion to approve the second reading of an ordinance to amend the official zoning map of the City of South Lyon incorporated into the South Lyon Zoning Ordinance by section 102-182 by rezoning the property (parcel #21-19-126-002) more fully described in the attached Exhibit A (the property) from the RM-1 district (multiple family residential) to the PD district (planned development) subject to the following conditions that are contained in the document dated November 12, 2018 as it is presented in front of us

ROLL CALL VOTE:

Kivell- Yes
Kennedy- Yes
Richards- No
Walton- Yes
Kurtzweil- abstain
Pelchat- Yes

B. Consider approval of Thomasville Preliminary (Stage 1) Planned Development Site Plan

Councilmember Kivell stated we have given a lot of concessions to the developer. The Developer has suggested the planned development is a trade off between the communities and the developer's interest in trying to ensure we get a nice development and he is rewarded in making his commitment to the community. He stated we substantially gave him relief for a whole host of items, giving him relief to density, setbacks, lot area and things of that nature. They are proposing 50 homes, 27 do not comply with lot coverage. He stated he cannot support this development moving forward until the developer agrees that every lot will be compliant with building and impervious surface coverage.

Councilmember Richards stated this states that it reverts back to the previous zoning if they don't complete the development in 3 years. He stated this speaks to his sincerity, not one time has this gentleman come before Council and never asked Council what they would want to see on this property. To allow this to go through will be a colossal mistake. He further stated it will be a more cost factor for the City down the road. He stated the Lyon Township residents across the street will be impacted with

their quality of life and property values. He stated some Colonial Acres residents are not happy about this. He further stated this is a quality of life issue.

Attorney Wilhelm stated this is the preliminary stage one and it is closely tied to the rezoning. The current and previous owner both originally had more of a dense plan. If this is approved and moved forward, step 3 will be final site plan and it will be reviewed by the Planning Commission. He stated they will be looking at the planned development agreement.

CM 11-9-18 MOTION TO POSTPONE

Motion by Kennedy, Walton

Motion to postpone to the next meeting when we will have a full board on November 26

VOTE: MOTION CARRIED- 1 OPPOSED

NEW BUSINESS

1. Resignation of Police Chief Lloyd Collins

Councilmember Kivell stated 21 years of solid performance, we have been very fortunate to have him serve out community for that long. He also helped out when we needed someone in the corner office. He is very grateful he helped out the City as long as he has.

Councilmember Kennedy stated we have been more than fortunate to have him as our Chief for so long, he then thanked him for his years of service and wished him the best.

Councilmember Richards stated he is happy he will be staying in the community, and everyone trusts him greatly. He thanked him.

Councilmember Walton thanked him for all his years of service to the City.

Councilmember Kurtzweil wished Chief Collins luck with his retirement.

Chief Collins then thanked Council for all their kind words. John Galeas of 134 N Warren stated he likes Chief Collins and he will truly be missed. He deserves his time and he want to say he will miss him and his wisdom.

Councilmember Kivell stated as a historic perspective, Lloyd made his department more of a professional Police Department. At one time, we didn't pay enough to keep people here, and he made it clear we needed to become a more professional force. He further stated the good part is we have trained very proficient officers and he deserves all the credit.

Mayor Pelchat stated Chief Collins has been very helpful and he thanked him.

CM 11-10-18 MOTION TO ACCEPT RESIGNATION

Motion by Kennedy, supported by Walton

Motion to accept resignation of Chief Collins

VOTE: MOTION CARRIED UNANIMOUSLY

2. Resignation of Abe Ayoub from DDA Board effective 12/31/18

Councilmember Kurtzweil thanked Abe Ayoub for all the incredible things he has done for the City. She stated he is a good human being and she thanked him for giving the DDA Board time to find a replacement for him.

CM 11-11-18 MOTION TO ACCEPT RESIGNATION

Motion by Kurtzweil, supported by Walton

Motion to accept resignation of Abe Ayoub from the DDA Board effective 12/31/18

VOTE: MOTION CARRIED UNANIMOUSLY

3. Resignation of Marsha Calus from DDA Board effective 12/31/18

CM 11-12-18 MOTION TO ACCEPT RESIGNATION

Motion by Walton, supported by Kurtzweil

Motion to accept the resignation of Marsha Calus from the DDA Board effective 12/31/18

VOTE: MOTION CARRIED UNANIMOUSLY

Mr. Donohue stated he wanted to thank both Abe and Marsha for everything they have done for the downtown. He stated they helped changing the culture of the DDA. He further stated they have chaired wonderful events.

4. Resignation of Samantha White from the Housing Commission

CM 11-13-18 MOTION TO ACCEPT RESIGNATION

Motion by Kurtzweil, supported by Walton

Motion to approve resignation of Samantha White from the Housing Commission

VOTE: MOTION CARRIED UNANIMOUSLY

5. Ladies Night Out event: Request for Street Closure of E Lake Street from Lafayette to Wells Street

Mr. Donohue stated they are asking to extend the hours until 10:00 p.m. He further stated they are also asking for E Lake to be closed between Lafayette and Wells from 6:00 p.m. to 10:00 p.m.

CM 11-14-18 MOTION TO APPROVE STREET CLOSURES

Motion by Walton, supported by Kurtzweil

Motion to approve the closure of E Lake Street from Lafayette and Wells Street from 6:00 p.m. - 10:00 p.m. on Friday, November 16, 2018 to accommodate activities related to Ladies Night Out.

VOTE: MOTION CARRIED UNANIMOUSLY

6. Street Administrator

CM 11-15-18 MOTION TO APPOINT THE CITY MANAGER AS THE STREET ADMINISTRATOR

Motion by Kennedy, supported by Walton

Motion to appoint the Paul Zelenak, City Manager as the Street Administrator for the City of South Lyon

VOTE: MOTION CARRIED UNANIMOUSLY

7. South Lyon United Women's Lacrosse Boosters Charitable Gaming License

CM 11-16-18 MOTION TO APPROVE CHARITABLE GAMING LICENSE

Motion by Kurtzweil, supported by Walton

Motion to approve resolution to recognize the South Lyon United Women's Lacrosse Boosters as a non-profit organization operating in the community for the purpose of obtaining a charitable gaming license

VOTE: MOTION CARRIED UNANIMOUSLY

8. Consider approval by Kiwanis Club for the use of Historic Village/Depot Grounds for annual Christmas tree sale event

Phil Wiepert of 135 N Warren stated he is here on behalf of the Kiwanis Club to ask for use of the Historical Depot grounds for Christmas tree sales as in previous years. He stated he would like to start

the setup on the Saturday instead of Monday, and he will have the insurance updated. He stated The Kiwanis supports the senior dinner and they sponsor Boy Scouts, Kids Against Hunger, Memorial Day parade, and the Memorial Day Parade. He further stated they issue 2 scholarships of \$1,000 each for South Lyon East and South Lyon High. Mr. Wiepert stated they also give new Dictionaries to all 3rd graders in the South Lyon school district. The appreciates the City for use of the park, the Christmas tree sales is their biggest fundraiser.

CM 11-17-18 MOTION TO APPROVE KIWANIS USE OF MCHATTIE PARK

Motion by Kurtzweil, supported by Walton

Motion to approve the request by the Kiwanis to hold their annual Christmas tree sales beginning Saturday November 17th through the end of the year, pending updated insurance

VOTE: MOTION CARRIED UNANIMOUSLY

9. Consider CDBG application projects for Senior Center and Haven

CM 11-18-18 MOTION TO APPROVE THE USE OF CDBG FUNDS

Motion by Kivell, supported by Walton

Motion to approve the use of CDBG funds for the Senior Center and Haven

WHEREAS, Oakland County is preparing an Annual Action Plan to meet application requirements for the Community Block Grant (CDBG) program, and other Community Planning and Development (CPD) programs, and

WHEREAS, Oakland County has requested CDBG- eligible projects from participating communities for inclusion in the Action Plan, and

WHEREAS, the City of South Lyon has duly advertised and conducted a public hearing as follows:

Mayor Pelchat opened the public hearing at 7:36 p.m. on October 22, 2018

There were no public comments

Mayor Pelchat closed the public hearing at 7:37 p.m. on October 22, 2018 to receive public comments regarding the proposed use of PY2019 Community Development Block Grant funds (CDBG) in the approximate amount of \$37,836 and

WHEREAS, the City of South Lyon found that the following projects meet the federal objectives of the CDBG program and are prioritized by the community as high priority need.

The South Lyon Center for Active Adults for the amount of \$32,836

HAVEN for the amount of \$5,000

THEREFORE, BE IT RESOLVED, that the City of South Lyon CDBG application is hereby authorized to be submitted to the Oakland County for inclusion in Oakland County's Annual Action Plan to the U.S. Department of Housing and Urban Development, and that the City Manager is hereby authorized to execute all documents, agreements, or contracts with result from this application to Oakland County.

Motion by Kivell, supported by Walton

VOTE: MOTION CARRIED UNANIMOUSLY

10. Purchase of a 2020 DPW Salt/Plow Dump truck

Ron Brock of the Department of Public Works is asking to replace a truck with a broken frame. Councilmember Richards stated he is ok with them getting a new truck, but he disagrees with the transmission. He stated the City would be better served with a different brand. Mr. Brock stated that brand of transmission is in all of their trucks currently.

CM 11-19-18 MOTION TO APPROVE PURCHASE

Motion by Kennedy, supported by Kivell

Motion to approve the purchase of a cab and chassis from Wolverine Freight Liner and equip it with attachments from Knapheide Truck Equipment for a total cost of \$167,582.00

VOTE: MOTION CARRIED UNANIMOUSLY

11. UV System Refurbishment

Ron Beason of the South Lyon Water and Waste Water Department stated he is asking to purchase 2 UV Modules and 6 ballast, adding 1 AC Unit for the UV cabinet. We had a surprise inspection by the DEQ and they noticed the corrosion of the unit, although we are still compliant. He stated this is a budgeted item. He has 3 options, one is a whole new unit which is the most expensive. The second option is complete module replacement. He further stated he would like Council to approve the second option. Mr. Beason stated he recommends the complete unit. Councilmember Kurtzweil asked if we have a maintenance replacement program, 10 years seems like a long time for this. Mr. Beason stated they do have a maintenance system, and the wiring is submerged in wastewater so it corrodes and it is in a building with a lot of moisture. He further stated the new unit is a plug and play, and it is a budgeted item.

CM 11-20-18 MOTION TO APPROVE PURCHASE

Motion by Kennedy, supported by Kivell

Motion to approve complete module replacement, add 1AC Unit and 6 ballast for a total cost of \$27,268.00

VOTE: MOTION CARRIED UNANIMOUSLY

12. Replacing of existing vent piping for boilers

Mr. Beason stated this is a vent system for our boiler heat system. It heats certain areas of the building that are critical. He stated we have 3 bids and he is asking Council to accept the lowest bid. Councilmember Kennedy thanked Mr. Beason for including pictures with the packet.

CM 11-21-18 MOTION TO APPROVE LOW BID

Motion by Walton, supported by Kurtzweil

Motion to approve the Kropf Mechanical quote in the amount of \$5,685.00 and replacement of heat vent for \$2,531.00

VOTE: MOTION CARRIED UNANIMOUSLY

13. Secondary effluent VFD (variable frequency drive)

Mr. Beason stated this is a VFD drive. We have 21 of these at the water plant and they were installed all at the same time and they are beginning to fail. They run various pumps of different sizes. This is the 5th one that has failed. He stated he is asking for approval to replace this with an upgraded VFD. They have downsized in the past few years. This is a smaller unit and it will be more reliable. Councilmember Kivell asked if he knows of any other communities that have used these. Mr. Beason stated they are moving towards using these.

CM 11-22-18 MOTION TO APPROVE THE LOW BID

Motion by Kennedy, supported by Walton

Motion to approve the low bid of \$7,107.00 from Heco for the upgraded VFD's

VOTE: MOTION CARRIED UNANIMOUSLY

BUDGET

Councilmember Kurtzweil stated she wanted to bring attention to Council that she has been following regionally. The City of Brighton was not able to get a mill passed for the roads. She stated the City

anticipates cuts, and raising additional revenue. They are dealing with some deficit issues and she thinks if South Lyon wants to pass a mill to fix the roads, it doesn't seem like the voters are interested in that. Councilmember Kurtzweil stated the City of Howell just recently lost a vote for the Headlee roll back.

MANAGER'S REPORT

City Manager Zelenak reminded everyone of Ladies Night out which is this Friday, and Cool Yule on December 1st.

City Manager Zelenak stated he wanted to remind Council we need to discuss the future use of 318 W Lake now that it is vacant.

City Manager Zelenak stated he would like Council to consider a consent agenda, there were several items on the agenda tonight that could have been at one given time, but if a Councilmember wanted to have discussion on an item, it could be removed from the consent agenda and add it to the regular agenda. City Manager Zelenak stated the City has received a \$2,000 grant from SEMCOGG regarding collecting pavement condition data to use for the evaluation of our roads.

City Manager Zelenak stated he wanted to say thank you to all the individuals, especially the City staff for all their work for the Election. Lisa and her staff worked a number of hours not only on Election Day, but also for weeks before. He also thanked all the Election workers, the voters and the volunteers.

Security was good and everyone worked well together.

City Clerk Deaton stated the city-wide voter turnout was 62%, which is very good. Statewide turnout was 57.5%. We were really busy leading up to the Election, we had 1858 absentee voter ballots and received 1786 back. We had no mechanical issues, or complaints about the lines. We also had 2 challengers at Precinct 1 & 2 and neither one filed any challenges and both left in the middle of the day. She then thanked Deputy Judy Pieper, all employees at City Hall, the DPW for all their hard work. She also thanked the Police Department for all their increased police presence, it was greatly appreciated by the inspectors and the voters. She then thanked the Election workers.

Councilmember Richards asked if the City Manager is asking for Council to make suggestions for each commission, or to go through the budget and make suggestions on line items. City Manager Zelenak stated Council sets the policies for the City so it is important for Council to point out what they think is important for the success of the City. He further stated it is important when City staff begin working on the budget for us to know what direction Council wants to go in the future. He stated we will have a Budget work session to discuss what suggestions Council has made. Councilmember Richards stated he will do his best to make some intelligent suggestions.

Councilmember Kurtzweil stated she would like to see Council use the consent agenda as soon as possible, Lyon Township uses a consent agenda and she thanked him for bringing this issue up.

PUBLIC COMMENT

Jerry Stowe, 26701 Kentucky Court of Lyon Township thanked Chief Collins for his service, he then thanked the City Manager Zelenak for coming to his wife's business and introducing himself. He further stated Bob Donohue has been very supportive of all the downtown businesses. He further stated he just wanted to point out where there are problems within the City government that is keeping the City from having a more successful downtown.

Keith Bradley of 352 Winchester, vice chair of Planning Commission. He stated he has been on the Planning Commission for 16 years. It is disconcerting for them to work hard to make a decision and then the issue comes to Council and it is dismissed quickly at times. Mr. Bradley stated we have a solid and diverse group of people on the Planning Commission. He stated Councilmember Richards at a previous meeting stated Planning Commission normally gets things wrong and that is very disconcerting.

COUNCIL COMMENTS

Councilmember Kennedy stated he would like to begin by remembering Veterans' Day and all of those who served, and are serving in our armed forces. He then thanked everyone for their service. And borrowing a note from Lt. Colonel John McMann's speech today at the Veterans' Day Ceremony in downtown South Lyon, always remember that Freedom is not free.

Councilmember Kennedy recognized the Salem-South Lyon District Library for being selected as a Star Library based on their performance and service to their community. Over 7,300 U.S. public libraries were evaluated and only 257 received this recognition. The Salem-South Lyon District Library is one of only 6 in Michigan to receive this distinction. He then congratulated them once again.

Councilmember Kennedy stated he would like to follow-up on a suggestion our City Manager made regarding a possible improvement in the City Council meetings. He suggested we use a consent agenda format to collectively approve a number of items rather than discussing them individually when such action is warranted. This would improve the efficiency and effectiveness of the council meetings and he would like to see if we can take that approach going forward and give it a try, perhaps for our next meeting.

Councilmember Kennedy said he would like to move forward on determining a disposition for the property at 318 W. Lake St. Perhaps we can have that added to the agenda for next meeting.

Councilmember Richards thanked the DPW for contacting Normar for trimming the dangerous tree on Lake Street and they did a beautiful job. He further stated the tree on Lake Street near Hagadorn is seriously dangerous. It is marked with a pink x and it will be handled by the Oakland County Road Commission.

Councilmember Richards stated he had the experience of riding his bike on the new sidewalk by the tracks and the DPW did a great job. He further stated the landscaping and the grass is wonderful.

Councilmember Richards stated there will be 2 concerts at the village on the 25th at 4:00 and 6:30 p.m. Tickets are available at Bakman Florist, The Java House and Parkside Cleaners for \$6.00

Councilmember Richards stated the house across from City Hall, has been sold and is now under contract, it sold for \$135,000

Councilmember Richards stated the tube mill gets 4 stars for all the work they have done on their parking lot. The general contractor is Pat Moll and he is a local hometown boy.

He wished everyone a Happy Thanksgiving.

Councilmember Kivell thanked the Election workers and the Police Department for such a successful election. He further stated he also wanted to thank the American Legion and VFW for the ceremony that was held downtown today for Veterans Day.

Councilmember Kivell stated he is hoping City Manager Zelenak can form a stronger relationship with Comcast installers to try to save the aggravation the residents are having to endure. He stated it is hard to understand why the contractor can't have a more coordinated effort with the City and giving the residents more understanding of when Comcast will be working in their area.

Councilmember Walton reminded everyone of the Cool Yule event that is coming up and thanks to all the Veterans for their service.

She then reminded everyone to please donate to Active Faith.

Councilmember Kurtzweil stated it is nice to see Keith Bradley at the meeting tonight and we are very fortunate to have him on the Planning Commission. She stated the Planning Commission does a great job and she thanks him for serving on the Commission. She stated it is tough and many times the developer doesn't bring the correct paperwork and it is tough. She then thanked Keith Bradley for serving on the Planning Commission and she hopes he will remain for many years.

Councilmember Kurtzweil thanked the Cultural Arts Commission for their event last week it was very well attended. She then thanked Mary Poole for attending the event and bringing 4 pieces of her own artwork. She stated Mary Poole was in attendance and she thanked the Lake Street Tavern for supporting the Arts in South Lyon.

Councilmember Kurtzweil stated years ago, Bridgette Donohue submitted some of her artwork to the Cultural Arts Commission at the A&E Exhibit. She stated Ms. Donohue is now a student at Virginia Commonwealth University and she has been accepted at the very prestigious school of arts. She believes her portfolio included some of the artwork she brought to the A&E Exhibit. She then thanked the South Lyon graduate and congratulated her. Councilmember Kurtzweil stated her sister Amanda just finished a book signing tour for her book Margins. She further stated Amanda did all the artwork in the book. She stated they are both examples of how we as a City can support the careers and ambitions of our students. Councilmember Kurtzweil stated she was very insistent on having additional police coverage on Election Day. She then thanked the Election Inspectors and thank you to Lt. Sovik for taking the ballots to Pontiac and it was an incredible gesture of working with people within South Lyon instead of setting up barriers. She then thanked the South Lyon Police Department and Chris Sovik for their trick or treating on Halloween and there were Police officers were giving out candy to the students. She stated she wanted to make the announcement that we have a new police officer, Johnathon Schneemann and he is a great young talent. She met him on Halloween night and thanked Chris Sovik for all the Officers that were involved with hiring this fine young individual.

Councilmember Kurtzweil thanked all the Veterans for their service and for fighting for her freedoms. Wonderful time on Sunday memorializing those that gave so much for our Country. She then extended a heart warm congratulations to Dan Crenshaw who is the newly elected Congressman for the second district in the State of Texas. She stated he is a former Navy Seal and in 2012 he was serving in the Helmand Province when a home-made land mine went off almost blinding him. He retired in 2016 from the Military after earning 2 bronze stars, a purple heart and the medal of valor. He lost an eye in the explosion and wears an eye patch. She stated a few days before the Election, Saturday Night Live mocked him and made offensive comments about his eye patch. She stated she gets the First Amendment. She stated the vulgar and nasty things that are said about Melania Trump and it seems no one is concerned about that. She further stated the First Amendment protects that which is offensive, not flattering. She further stated Dan Crenshaw may be a tough Military guy, although there are things a tough guy or girl should not have to bare. She further stated the remedy is more speech, moving the narrative to a closer message of acceptance of our differences and compassion for those with disabilities. She further stated this young congressman is a role model for all of us. She stated she will never forget the sacrifices he made for me, for our Country and she knows she will not meet him, but if he ever comes through South Lyon, she and her friends would love to see him and give him a hero's hug that is deserved and earned. She will never forget him for the service to our Country.

Councilmember Richards read an apology statement, see attached

Mayor Pelchat thanked everyone that helped on Election Day, it is a long day and it is an essential part of our democracy.

Mayor Pelchat thanked the American Legion and the VFW for the Veterans Memorial and it was very nice to take part of that.

ADJOURNMENT

CM 11-23-18 MOTION TO ADJOURN

Motion by Kurtzweil, supported by Walton

Motion to adjourn at 9:18 p.m.

VOTE:

MOTION CARRIED UNANIMOUSLY

11-12-18

Respectfully submitted,

Mayor Dan Pelchat

City Clerk Lisa Deaton

DRAFT

Appology at Council

On the evening of the last council meeting I made an error in my statement of best wishes to Mr. Paul Heinanen and I implied a discredit to our friend and colleague Mr. Bob Donahue in regards to himself and the DDA.

In my statement of good favor towards Paul's approval to the DDA board I inadvertently crossed a line going backwards → which I had not seen, and which maybe I should have foreseen; but the fact remains I did not. I did not mean to imply discredit towards any member of the DDA in the course of their volunteer service to the City of South Lyon.

My focus is never to be dis-ingenuine in my statements on any topic, but in this instance I spoke in error. I do not claim to hide behind any rationalizations of ambiguity as to how someone else may chose or have chosen to take my comments; again the fact remains, "I was wrong," in my topic approach and some of the content for the DDA functions. In light of this reflection on my part I sincerely apologize to Bob and also to any or all members of the DDA.

Councilman,
Richards

AGENDA NOTE

Old Business # 1

MEETING DATE: November 26, 2018

PERSON PLACING ITEM ON AGENDA: Recommendation from Planning Commission on 06/14/18; Postponed 11/12/18

AGENDA TOPIC: Consider approval of Thomasville Preliminary (Stage I) Planned Development Site Plan

EXPLANATION OF TOPIC: The property involved in this request is the 11.65± acres on the south side of Eleven Mile Road approximately a quarter mile west of Pontiac Trail (Tax ID 21-19-126-002). It is an irregularly shaped parcel located adjacent to and west and north of Colonial Acres and is also bordered by railroad tracks along its western boundary.

As background, in 2015 and 2016 the City Council considered a request to rezone this property to PD for a 60-unit single family detached site condominium development. The Council previously approved the Preliminary (Stage I) PD site plan and rezoned the parcel to PD subject to conditions, but the project stalled prior to final approval and the preliminary site plan expired and the zoning reverted to RM-1 pursuant to Section 102-391 of the City's Zoning Ordinance.

In 2018, the new owner/developer began the process anew and requested approval for a 50-unit single family detached site condominium project similar in layout to the previous 60-unit concept plan.

The City's Planned Development process is a four-step process. See, Sections 102-383 through 102-386 of the City's Zoning Ordinance:

- (1) a public hearing and review of the rezoning request and Preliminary (Stage I) PD Planned Development Site Plan by the Planning Commission with a recommendation to City Council;
- (2) a review and action on the rezoning request and Preliminary (Stage I) PD Planned Development Site Plan by the City Council;
- (3) a review of the Final (Stage II) PD Planned Development Site Plan by the Planning Commission with a recommendation to City Council; and
- (4) a review and action on the Final (Stage II) PD Planned Development Site Plan by City Council.

Step #1 was completed on June 14, 2018 and the Planning Commission recommended rezoning and approval of the Preliminary (Stage I) PD Site Plan, both with conditions. This matter is currently at Step #2 for Council action on the PD rezoning request and Preliminary (Stage I) PD Site Plan.

Council postponed this matter several times earlier in mid-2018 to allow for additional information relating to buffering from adjacent uses, lot sizes and coverage, setbacks, access and other issues. Since then the Applicant has revised the site plan to address lot coverage and other issues.

As provided for in the Zoning Ordinance, in Step #2 the rezoning request and Preliminary (Stage I) PD Site Plan are processed at the same time. The revised Thomasville Preliminary (Stage I) Planned Development Site Plan prepared by Monument Engineering Group Associates, Inc., and dated September 27, 2018 is presented for consideration and approval.

On November 12, 2018, Council approved the second reading of the zoning ordinance amendment rezoning the Property from RM-1 to PD with conditions. Approval of the Stage I and Stage II site plans is integral to the rezoning and right to develop the Property per the City's PD Ordinance.

If approved, the matter would proceed to Step #3 in the PD process and go back to the Planning Commission for a review and recommendation on a Final (Stage II) PD site plan. Following a recommendation from the Planning Commission, Step #4 would require Council action on the Final (Stage II) PD site plan.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:

- Thomasville Preliminary (Stage I) Planned Development Site Plan prepared by Monument Engineering Group Associates, Inc., plans dated September 27, 2018

POSSIBLE COURSES OF ACTION: Approve/Deny/No Action/Postpone

RECOMMENDATION: Approve with conditions

SUGGESTED MOTION: Motion to approve the Thomasville Preliminary (Stage I) Planned Development Site Plan subject to the following conditions:

A. Compliance with Sections 102-381 through 102-392 of the City of South Lyon Zoning Ordinance pertaining to the PD Planned Development zoning district, as amended, which is part of the City of South Lyon Code of Ordinances, Chapter 102.

B. The Zoning Ordinance amendment rezoning the Property from RM-1 to PD and conditions therein, including:

1. A waiver to allow an average lot area of 5,000 square feet;
2. A waiver to allow a minimum lot width of 50 feet;
3. A waiver to allow an overall density of 4.3 units per acre;
4. A waiver to allow a setback of 10 feet between buildings;
5. A waiver to allow for rear yard setbacks of 30 feet and less than 30 feet for lots 7, 18, 20-22 as shown on the preliminary site plan dated September 27, 2018 and as listed in CIB's September 30, 2018 review letter;
6. The installation of landscape buffering and 6-foot vinyl fencing abutting Colonial Acres to be installed at the beginning of the project/construction;
7. Inclusion of language for a future cross access easement agreement with Colonial Acres via Lexington Drive;
8. Submission of revised building elevations and material samples to the Planning Commission during Final (Stage II) Planned Development Site Plan review; and
9. Draft condominium documents (e.g., Master Deed, Bylaws and exhibits) to be submitted during Final (Stage II) Planned Development Site Plan review for City review and approval;
10. A 2-foot irrigated green belt between curb and sidewalk;
11. Compliance with reports, comments, requirements and recommendations by other City Departments and other agencies having jurisdiction.

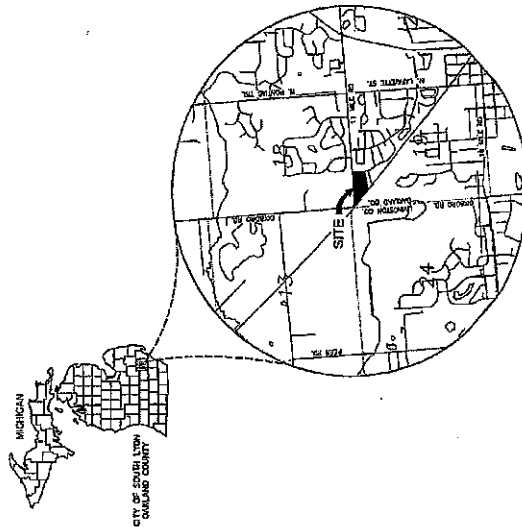
C. City Council approval of a Final (Stage II) Planned Development Site Plan for Thomasville pursuant to the City's Zoning Ordinance.

D. City Council approval of a Planned Development Agreement for Thomasville Site Condominium development.

E. All applicable City Ordinances and design standards.

F. All development, improvements, and use of the Property being subject to and in compliance with the approved Preliminary (Stage I) and Final (Stage II) Planned Development Site Plans for Thomasville, all other applicable conditions thereon as reflected in the official minutes and documentation and approvals, and the Planned Development Agreement.

PART OF NW. 1/4 SEC 19, T1N-R7E
CITY OF SOUTH LYON, OAKLAND COUNTY, MICHIGAN



Printed For Number: 21-19-128-002

[illegible]

Containing 11,535 (Gross)

Containing 10.63% AC (NET WEIGHT) - 100% ROW

MONUMENT ENGINEERING GROUP ASSOCIATES, INC.
ENGINEERS - SURVEYORS - CONSULTANTS
LANDSCAPE ARCHITECTS - LAND PLANNERS

298 VETERANS DRIVE
FOWLERVILLE, MI 48836
MILLAN W PRUSS, PE, PS
PHONE: 517-223-3512



ARPEE/DONNAN, INC.
LAND SURVEYING • ENGINEERING • MAPPING
32235 SCHOOLCRAFT RD., SUITE 103
LANSING, MICHIGAN 48246

OWNER/LEVEL OPER

MR. LORENZO CAVALIER
South Lyon 60 Unit Detached Condo LLC
30078 SCHOENHEER ROAD
SUITE 360
WARREN, MI 48098
586-553-1500

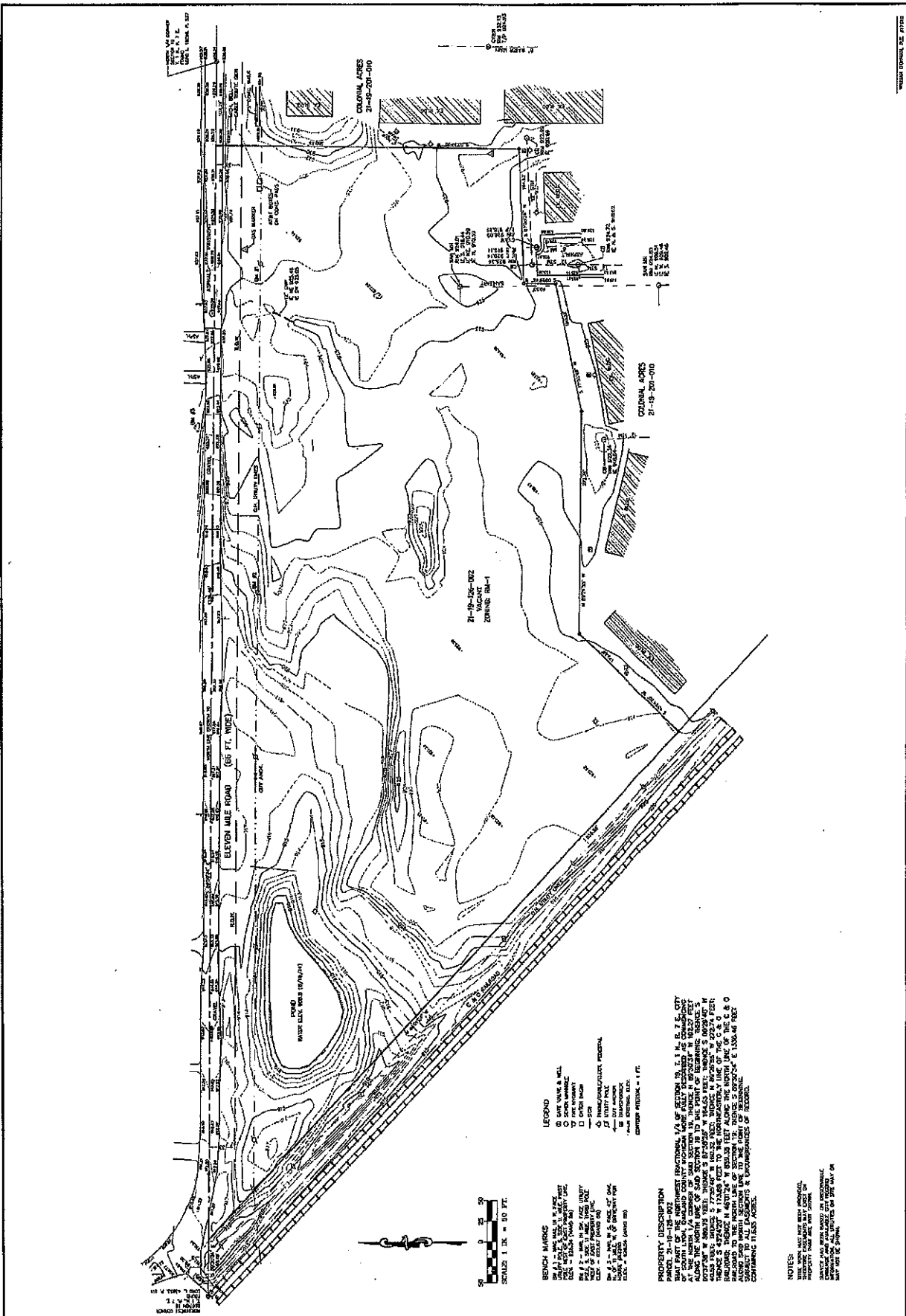
LANDSCAPE ARCHITECT

DESIGN SOLUTIONS LLC
LANDSCAPE ARCHITECTS & PLANNERS
2580 DUSTIN ROAD
OKEMOS, MI 48864
517-333-7026

SHEET INDEX

[illegible][illegible]

NOT FOR CONSTRUCTION



[illegible]

DEMOLITION PLAN

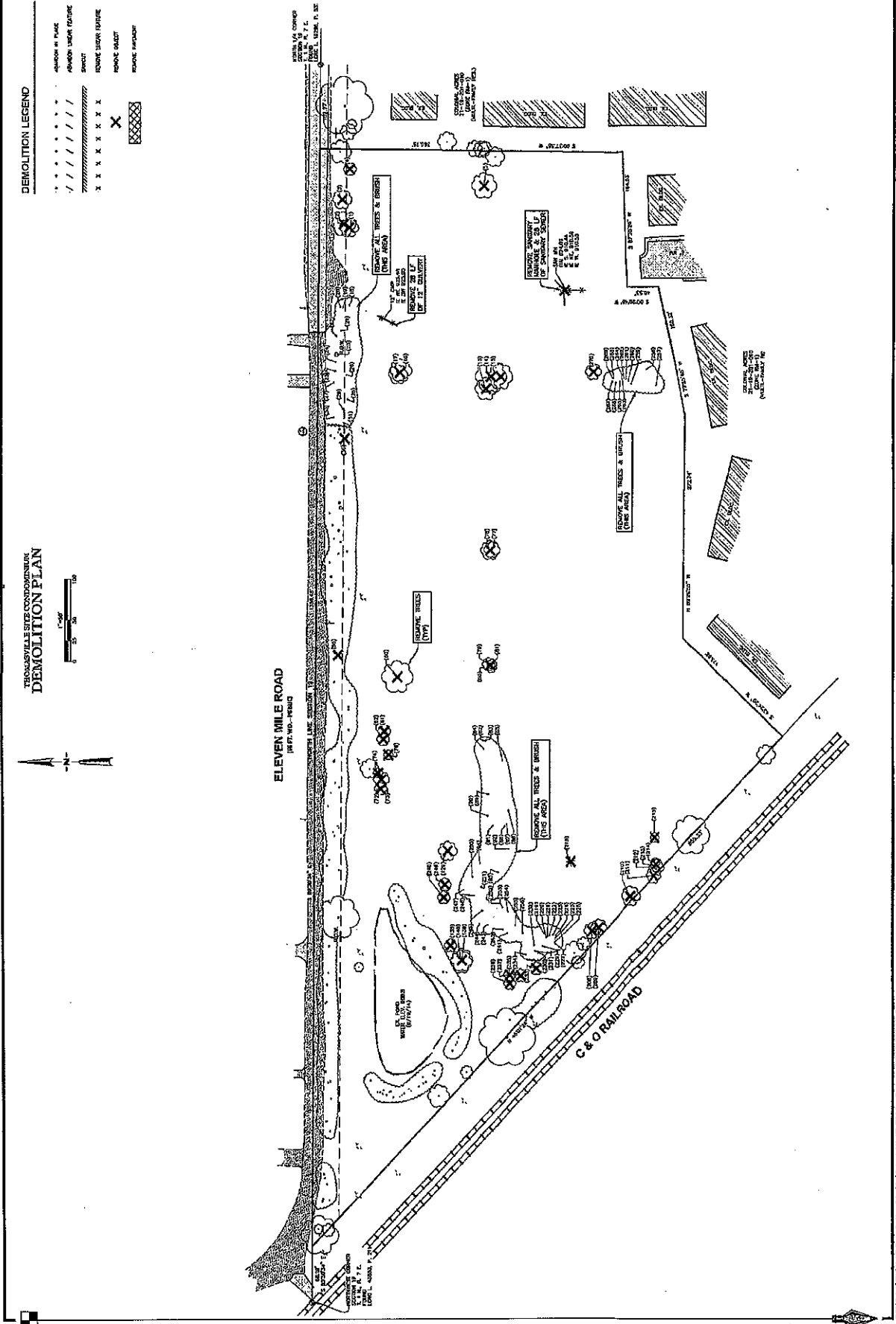
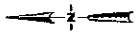
DEMOLITION PLAN

CLIENT :
MR. LORENZO
CAVALIERE
CAVALIERE COMPANY
4000 S. SCHUMER ROAD
SUITE 300
WARREN, MI 48090




Call 1-800-255-DIG
that smoking dependence just dig
away
Quit Call
1-800-482-7372
www.itsallinthe.org



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THOMASVILLE SITE CONDOMINIUM
DEMOLITION PLAN

DEMOLITION LEGEND

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**THOMASVILLE SITE CONDOMINIUM
ENTRANCE DETAILS**

PROJECT NO. 137
SHEET NO. 11

DATE: 11/17/2018

DESIGNED BY: [Signature]
CHECKED BY: [Signature]
APPROVED BY: [Signature]

SCALE: 1" = 30'

NOT FOR CONSTRUCTION

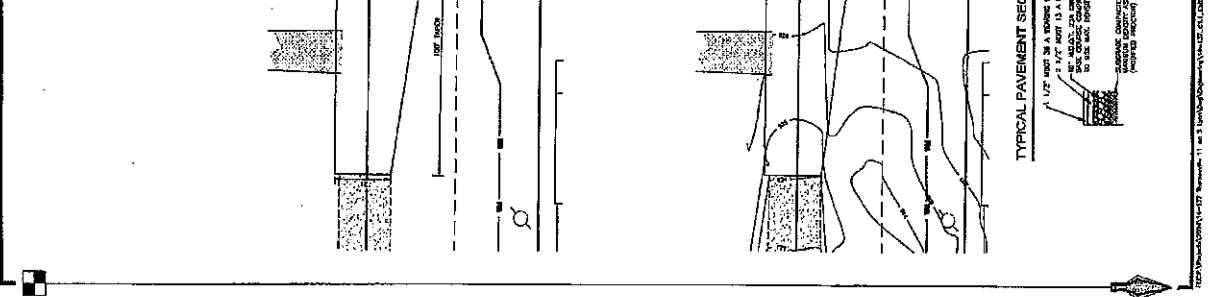
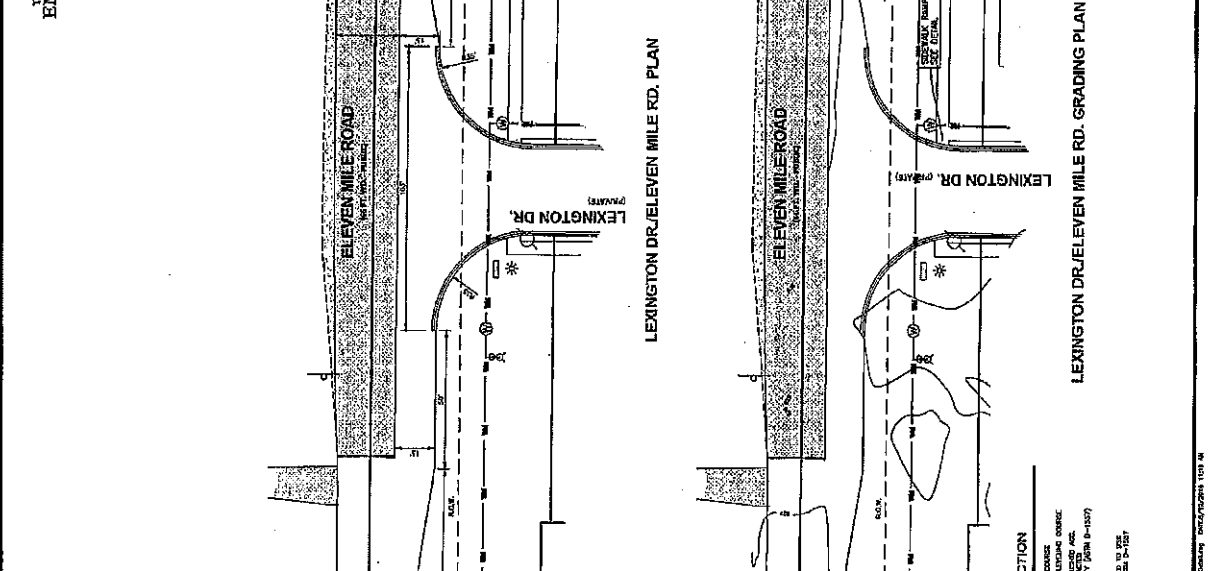
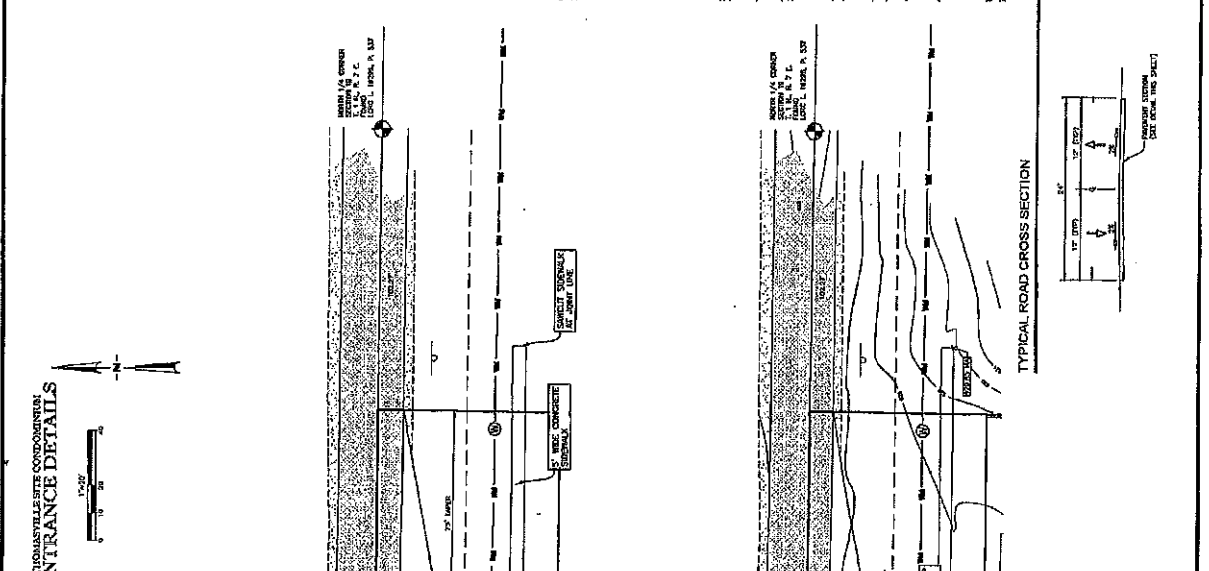
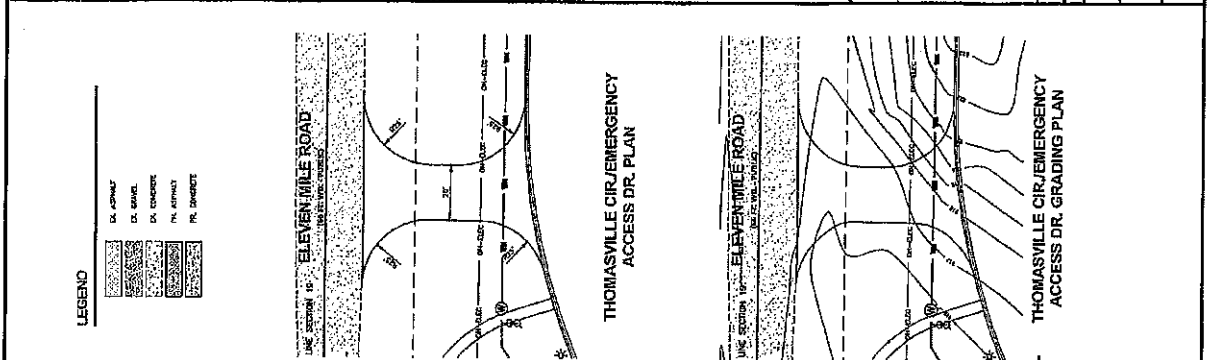
ENTRANCE DETAILS


THOMASVILLE SITE CONDOMINIUM
PARCEL NO. 21-19-126-002
PART OF THE NW 1/4, SEC. 19, T1N-R7E
CITY OF SOUTH LYON, OKLAHOMA COUNTY, OKLAHOMA

MR. LORENZO
CIVIL ENGINEER
1000 S. 10TH ST., SUITE 200
TULSA, OK 74106

CLERT 1

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M&E ENGINEERING
INCORPORATED
10000 W. 10TH AVE. SUITE 100
DENVER, CO 80202
(303) 751-1000
WWW.MEENGINEERING.COM

PROJECT NO. 14-137
SANTARY SEWER PLAN (WEST)

CLIENT:
MR. LORENZO
CAVALIERE
C/O. JAMES A. CAVALIERE
3000 S. W. 10TH AVE.
SUITE 100
DENVER, CO 80202

DATE: 11/15/2014

PROJECT NO. 14-137
SANTARY SEWER PLAN (WEST)

DESCRIPTION:
CITY OF SOUTH LYON, OAKLAND COUNTY, MICHIGAN
PARCEL NO. 21-19-126-002
THOMASVILLE SITE CONDOMINIUM

NOT FOR CONSTRUCTION

C-40

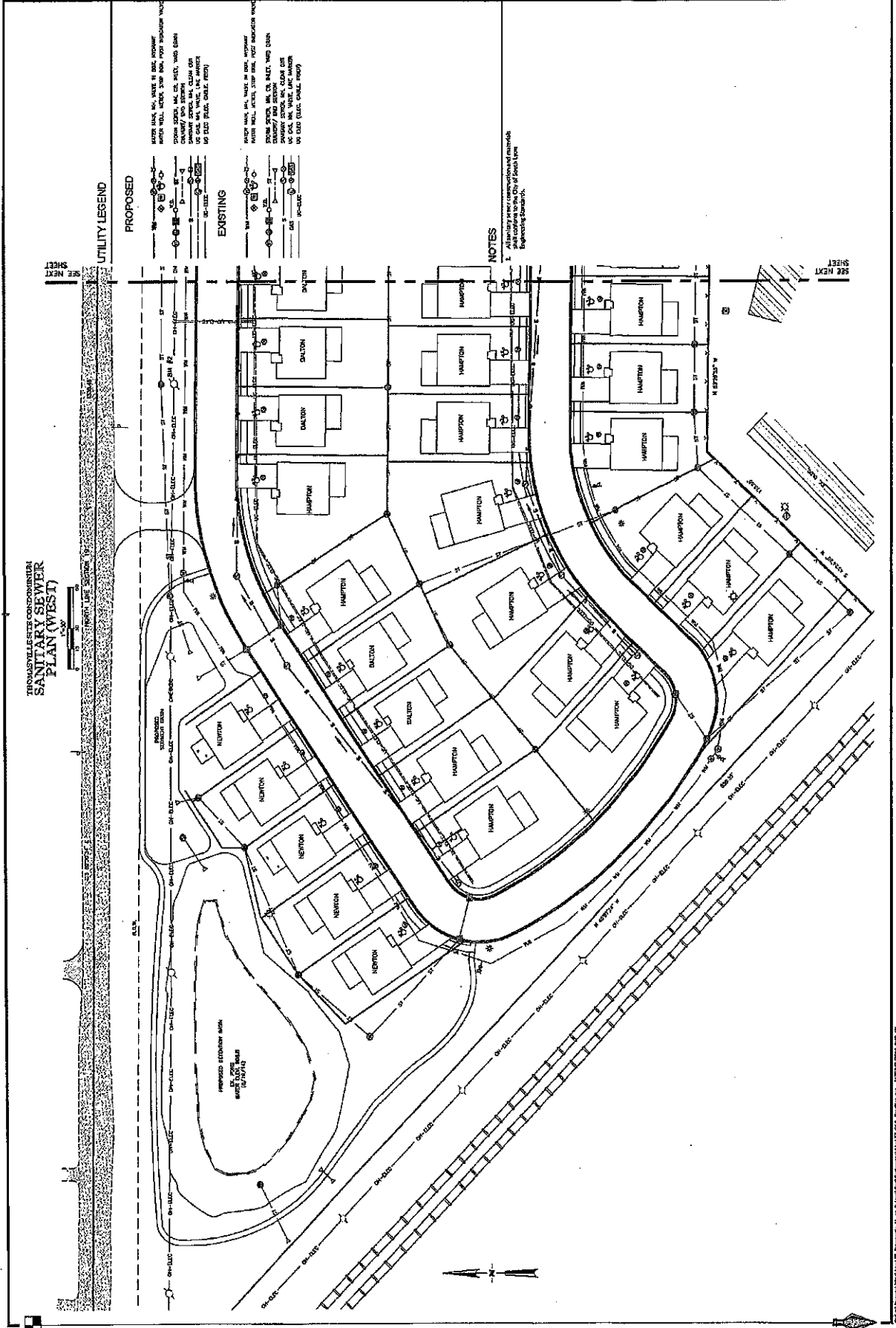
SCALE: 1" = 50'

DATE: 11/15/2014

BY: JAC

CHECKED BY: JAC

APPROVED BY: JAC



THOMASVILLE SITE CONDOMINIUM
SANITARY SEWER PLAN (EAST)

PARCEL NO. 21-19-126-002
 CITY OF SOUTH LYON, OAKLAND COUNTY, MICHIGAN

DATE: 1/18/2018
 BY: [Signature]
 CHECKED: [Signature]
 APPROVED: [Signature]

NOT FOR CONSTRUCTION

C-4.1

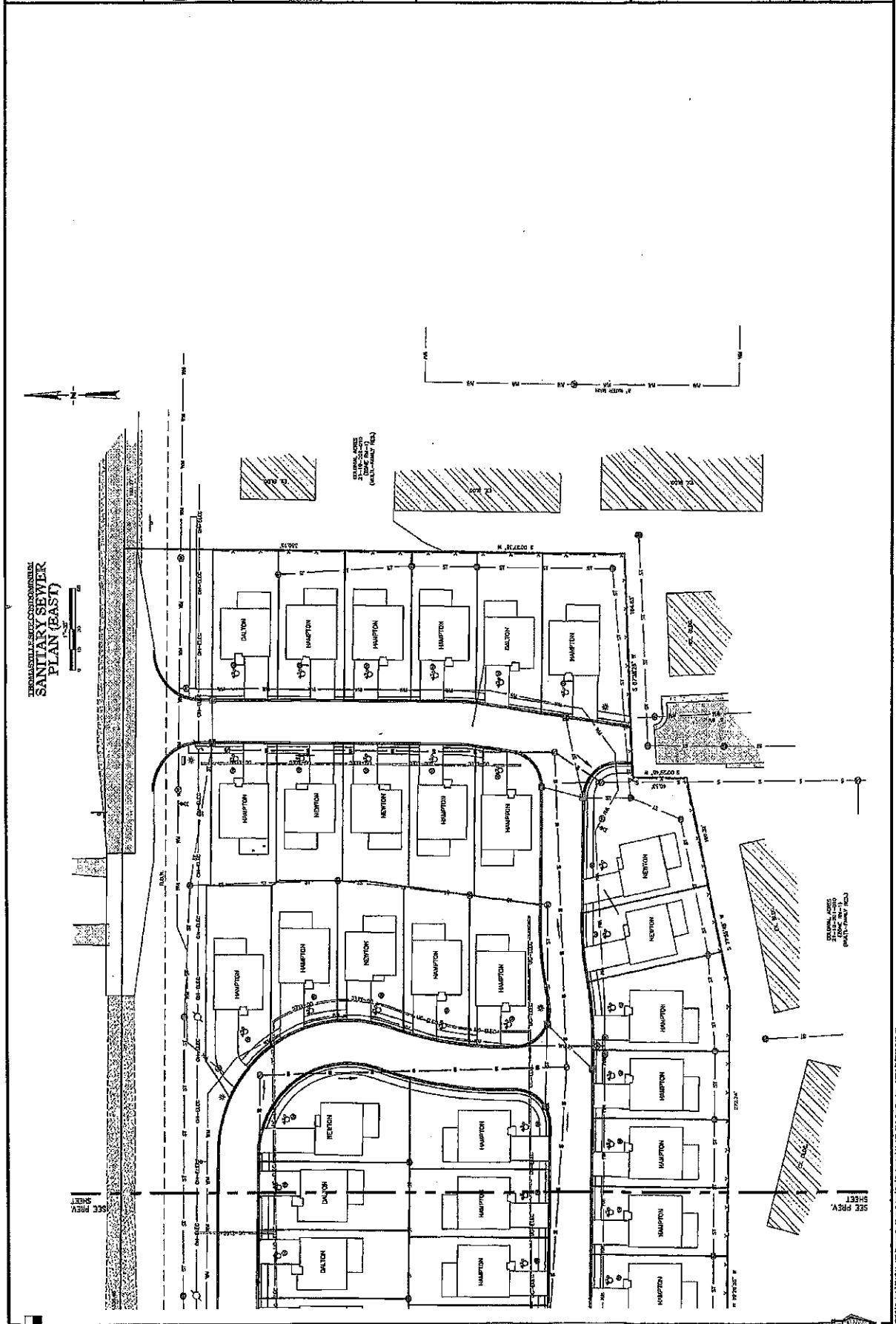
PROJECT NO. 14-137

DATE: 1/18/2018

BY: [Signature]
 CHECKED: [Signature]
 APPROVED: [Signature]

DATE: 1/18/2018

BY: [Signature]
 CHECKED: [Signature]
 APPROVED: [Signature]



C-5.1

DATE	12/1/2013
BY	W. J. C.
CHECKED BY	W. J. C.
SCALE	1" = 50'

PLAN SHEET	137
DATE	12/1/2013
BY	W. J. C.
CHECKED BY	W. J. C.
SCALE	1" = 50'

THOMASVILLE SITE CONDOMINIUM
PARCEL NO. 21-19-128-002
CITY OF SOUTH LYON, OAKLAND COUNTY, MICHIGAN

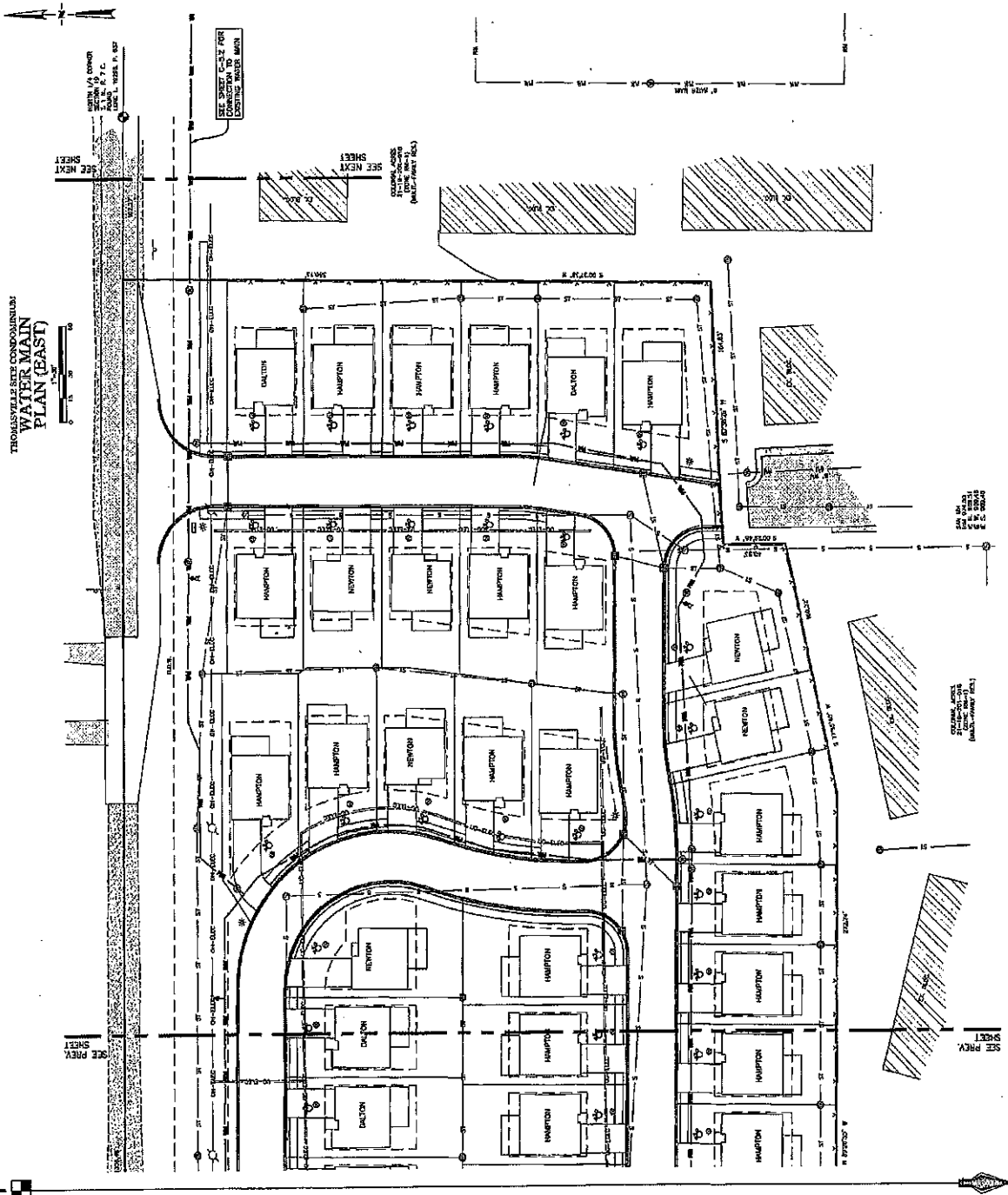
WATER MAIN PLAN (EAST)

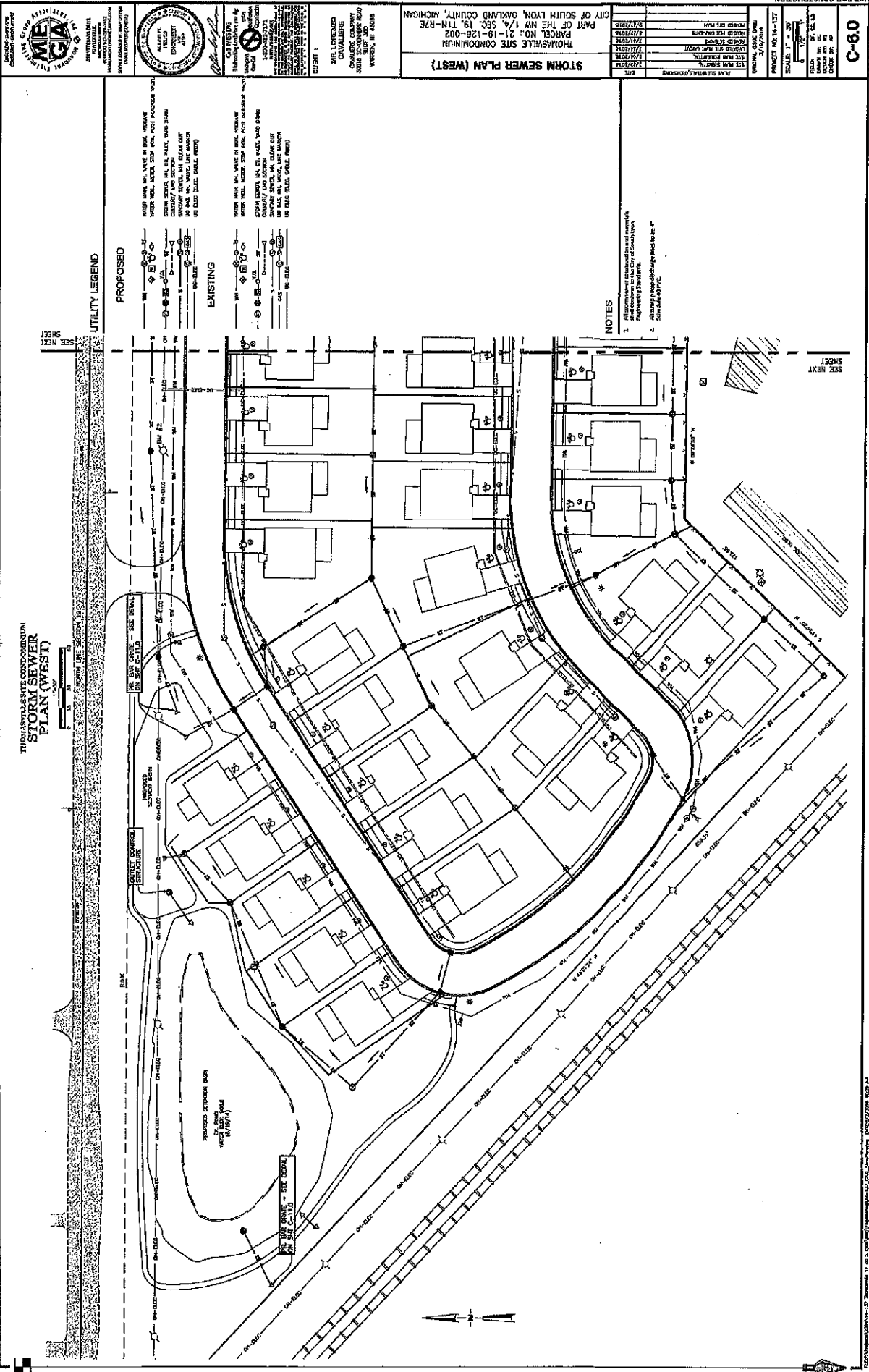
CLIENT :
W. J. C.
CARRIAGE COMPANY
3000 S. L. ROAD
WARREN, MI 48090



NOTES

1. All water main construction and materials shall conform to the City of South Lyon Engineering Standards.
2. All water main construction shall be in accordance with the Michigan Department of Transportation (MDOT) Standard Specifications for Road and Bridge Construction.
3. All water main construction shall be in accordance with the City of South Lyon Engineering Standards.
4. All water main construction shall be in accordance with the Michigan Department of Transportation (MDOT) Standard Specifications for Road and Bridge Construction.





09-0

DATE: 10/15/11

BY: J. L. BROWN

PROJECT: 11-11-127

SCALE: 1" = 40'

DATE: 10/15/11

BY: J. L. BROWN

PROJECT: 11-11-127

SCALE: 1" = 40'

THOMASVILLE SITE CONDOMINIUM

PART OF THE NW 1/4, SEC. 18, T1N-17S, R7E

CITY OF SQUILLY LYON, OKLAHOMA COUNTY, OKLAHOMA

NOT FOR CONSTRUCTION

1. ALL storm sewer lines shall be installed in accordance with the City of Squilly Lyon Storm Sewer Ordinance.

2. All storm sewer lines shall be installed in accordance with the City of Squilly Lyon Storm Sewer Ordinance.

THOMASVILLE SITE CONDOMINIUM

PART OF THE NW 1/4, SEC. 18, T1N-17S, R7E

CITY OF SQUILLY LYON, OKLAHOMA COUNTY, OKLAHOMA

NOT FOR CONSTRUCTION

1. ALL storm sewer lines shall be installed in accordance with the City of Squilly Lyon Storm Sewer Ordinance.

2. All storm sewer lines shall be installed in accordance with the City of Squilly Lyon Storm Sewer Ordinance.

THOMASVILLE SITE CONDOMINIUM

PART OF THE NW 1/4, SEC. 18, T1N-17S, R7E

CITY OF SQUILLY LYON, OKLAHOMA COUNTY, OKLAHOMA

NOT FOR CONSTRUCTION

THOMASVILLE SITE CONDOMINIUM
STORM SEWER
PLAN (WEST)

SEE NEXT SHEET

11-11-127

10/15/11

J. L. BROWN

11-11-127

10/15/11

J. L. BROWN

11-11-127

10/15/11

J. L. BROWN

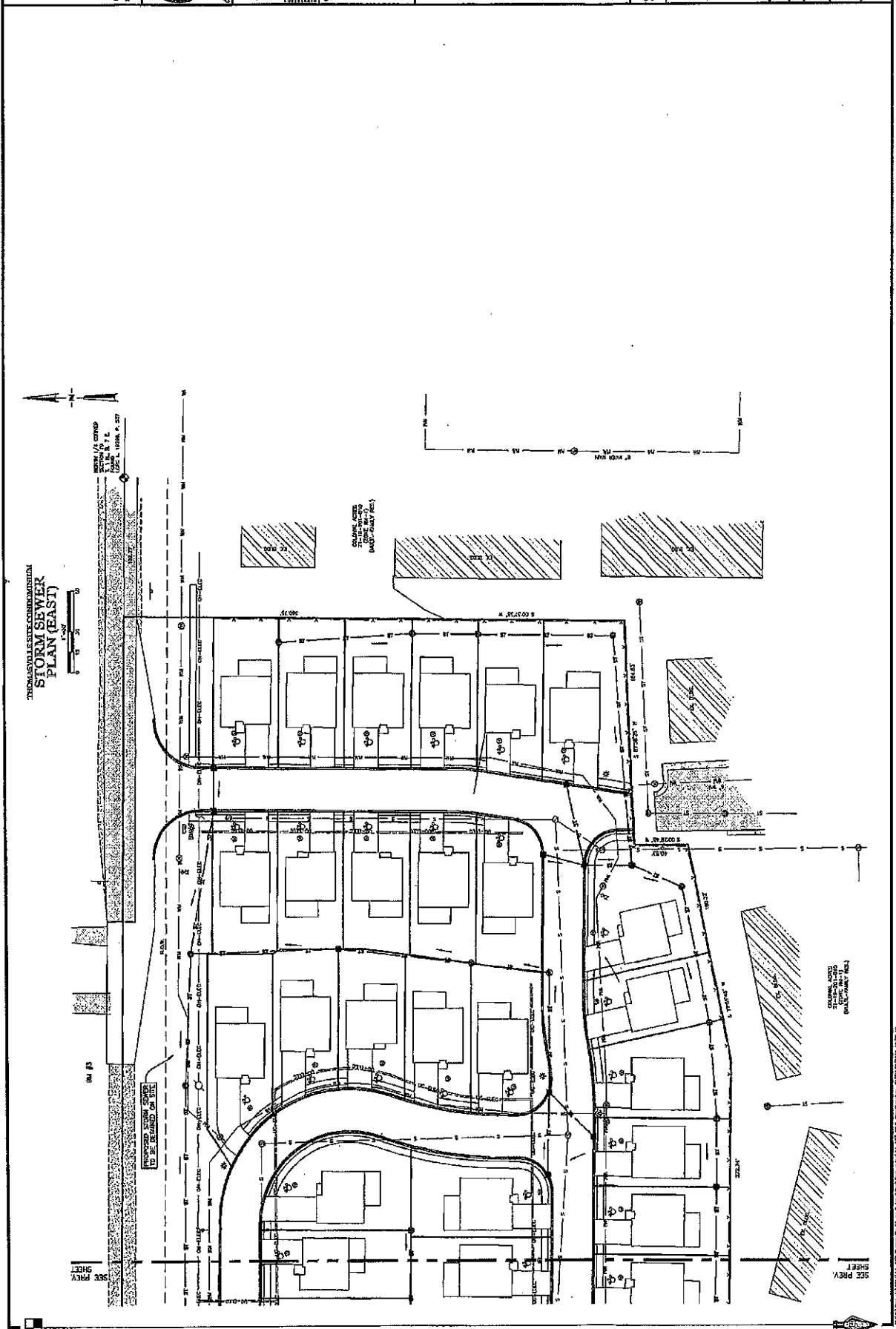
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STORM SEWER PLAN (EAST)

MR. LORENZO
CAVALLIERE
CAVALIERE COMPANY
30075 SCHENKERS ROAD
SUITE 200
WATSON, MI 48090

[illegible]

Associated Southern States
 Chemical Association
 1000 West 10th Street
 Oklahoma City, Oklahoma 73101
 (405) 521-1234
 FAX (405) 521-1234
 Telex 150000
 Cable 150000



[illegible]

Figure 1 is a schematic diagram of a soil erosion and sedimentation control system. It shows a cross-section of a slope with a 'SLOPE PROTECTION' layer. Above this, there is a 'SLOPE PROTECTION' layer and a 'SLOPE PROTECTION' layer. The diagram is labeled with 'SLOPE PROTECTION' and 'SLOPE PROTECTION'.

DATE	MEASURE	PERMANENT MEASURE
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5/1/78	5/1/78	5/1/78
6/1/78	6/1/78	6/1/78
7/1/78	7/1/78	7/1/78
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9/1/85	9/1/85	

Topographic map of the Dalton, Georgia area. The map shows the Dalton-Hamilton Highway (RT-2200) and the Dalton-Hamilton Highway (RT-2200). The map includes contour lines, roads, and labels for Dalton and Hamilton. A scale bar indicates 0 to 1 mile.

[illegible]

[illegible]

GRADING & SEEC PLAN (EAST)

THOMASVILLE SITE CONDOMINIUM
PARCEL NO.: 21-19-126-002
PART OF THE NW 1/4, SEC. 19, T14N-R7E
CITY OF SOUTH LYON, OAKLAND COUNTY, MICHIGAN

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For more information, contact your MGA Group Associate or call 1-800-855-8555.

EROSION CONTROL STANDARDS

- [illegible]

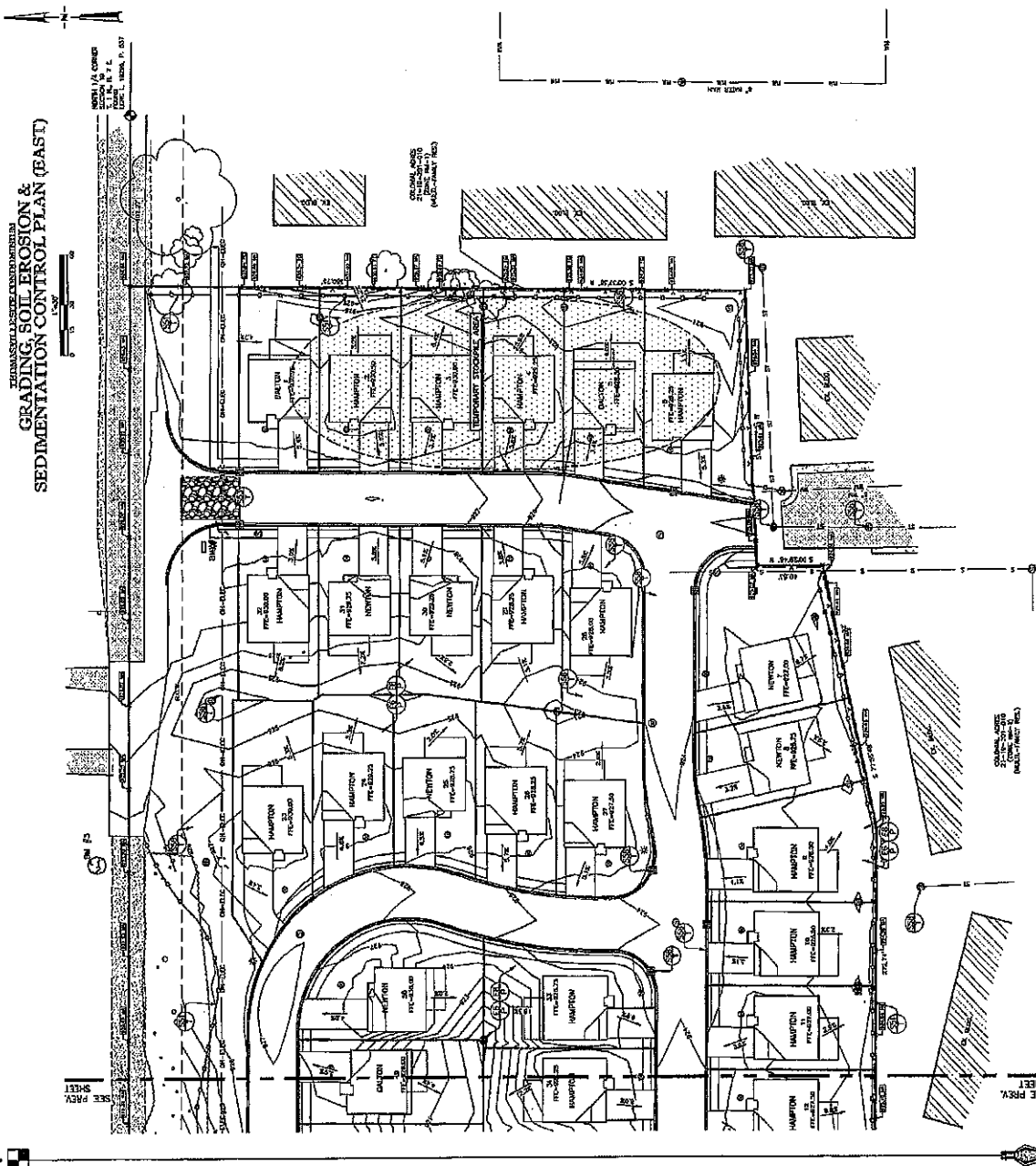
SOIL EROSION CONTROL MAINTENANCE

SCHEDULE AND NOTES.

1. Connective tissue disorders are characterized by inflammation and autoantibodies against connective tissue.
2. Arthritis can be defined as the inflammation of the joints.
3. Rheumatoid arthritis is a chronic inflammatory disease that causes a severe and disabling form of joint pain. It is characterized by the presence of joint pain and swelling that is persistent and recurrent. It is caused by an autoimmune reaction that leads to the formation of antibodies against the joint tissue.
4. Joint pain is a common symptom of rheumatoid arthritis. It is caused by the inflammation of the joint tissue.
5. Joint pain is a common symptom of rheumatoid arthritis. It is caused by the inflammation of the joint tissue.
6. Joint pain is a common symptom of rheumatoid arthritis. It is caused by the inflammation of the joint tissue.
7. Joint pain is a common symptom of rheumatoid arthritis. It is caused by the inflammation of the joint tissue.
8. Joint pain is a common symptom of rheumatoid arthritis. It is caused by the inflammation of the joint tissue.
9. Joint pain is a common symptom of rheumatoid arthritis. It is caused by the inflammation of the joint tissue.
10. Joint pain is a common symptom of rheumatoid arthritis. It is caused by the inflammation of the joint tissue.

SOIL EROSION AND SEDIMENTATION CONTROL SEQUENCE OF CONSTRUCTION

- [illegible]



THOMASVILLE STA. 100+00 to 108+51

CITY OF SOUTH LYON, OAKLAND COUNTY, MICHIGAN

PARCEL NO. 21-19-128-002

THOMASVILLE SITE CONDOMINIUM

DATE: 10/1/2010

PROJECT: 100+00 to 108+51

SCALE: 1" = 40'

DATE: 10/1/2010

PROJECT: 100+00 to 108+51

SCALE: 1" = 40'

C-102

NOT FOR CONSTRUCTION

DATE: 10/1/2010

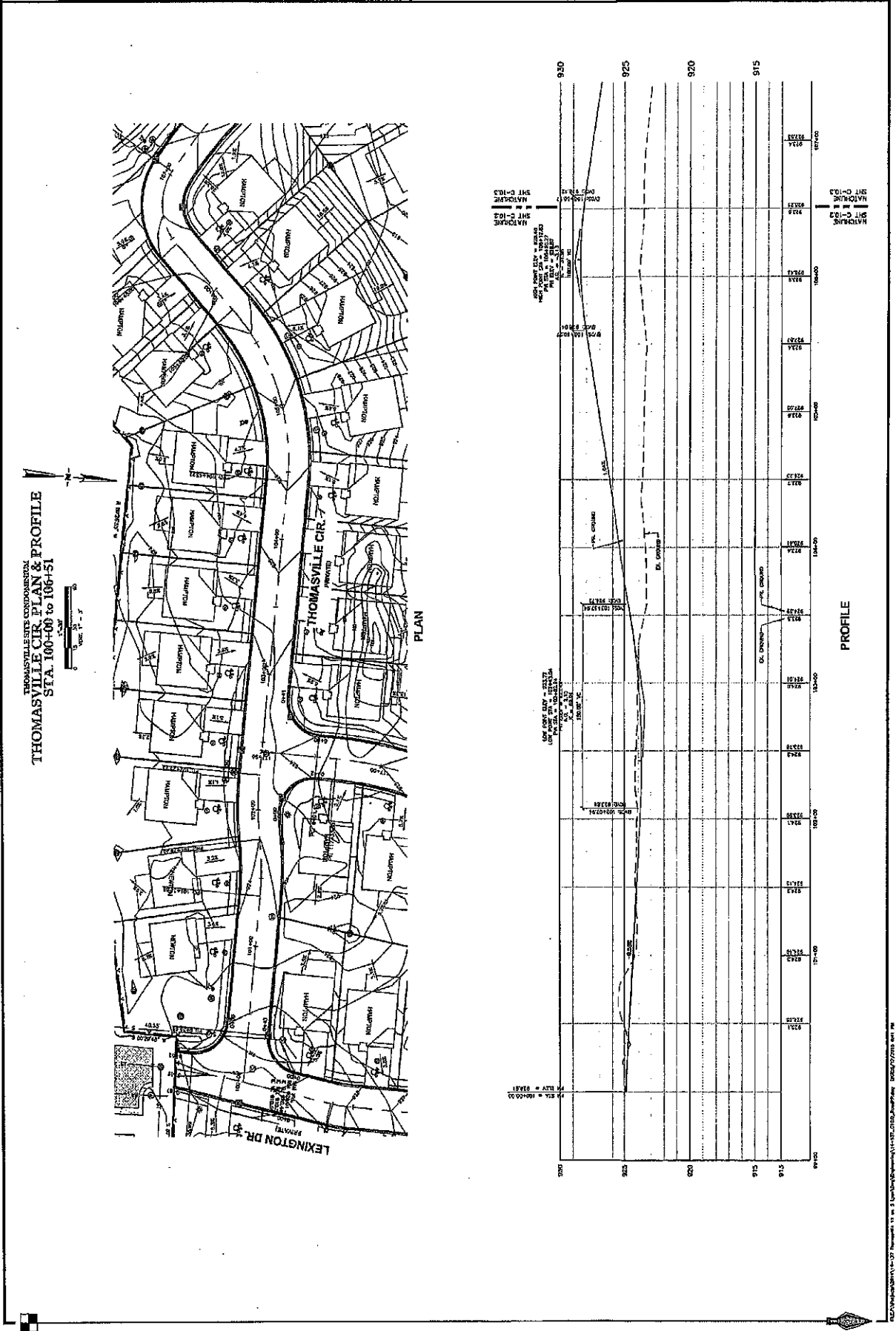
PROJECT: 100+00 to 108+51

SCALE: 1" = 40'

DATE: 10/1/2010

PROJECT: 100+00 to 108+51

SCALE: 1" = 40'



THOMASVILLE SITE CONDOMINIUM
PARCEL NO. 21-19-128-002
THOMASVILLE SITE CONDOMINIUM
PART OF THE NW 1/4, SEC. 19, T1N-72E
CITY OF SOUTH LYON, OAKLAND COUNTY, MICHIGAN

THOMASVILLE STA. 106+51 to 109+70

DATE: 11/11/2011
BY: J. L. BROWN
PROJECT: 106+51 to 109+70

CLIENT: MR. LORENZO C. CHAVARRA
1400 W. 10TH AVE.
ANN ARBOR, MI 48106-1010
TEL: 734-769-0772
FAX: 734-769-0773

CERT: 1

SCALE: 1" = 20'

NOT FOR CONSTRUCTION

C-103

PROJECT NO. 106+51 to 109+70

DATE: 11/11/2011

BY: J. L. BROWN

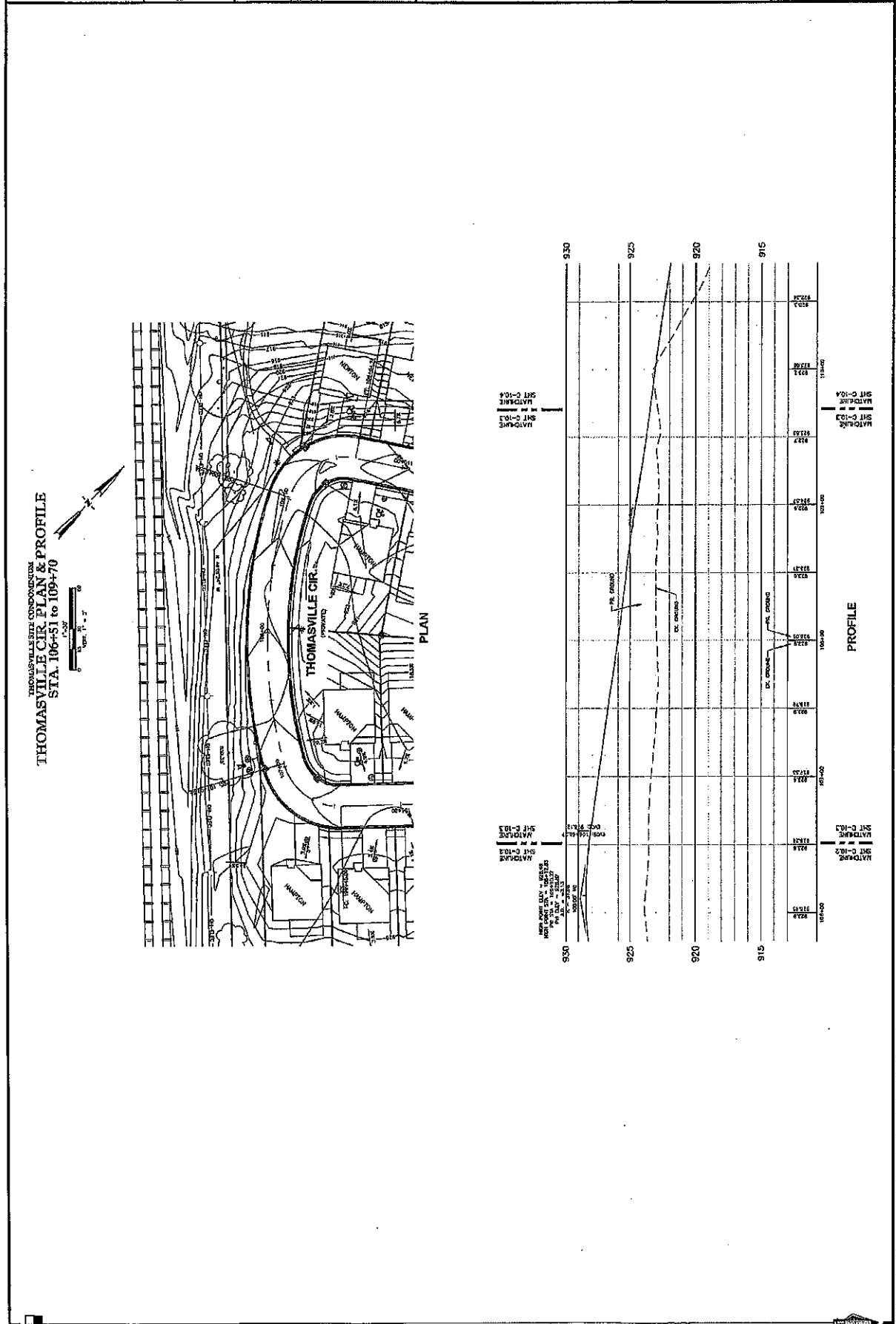
PROJECT: 106+51 to 109+70

CLIENT: MR. LORENZO C. CHAVARRA
1400 W. 10TH AVE.
ANN ARBOR, MI 48106-1010
TEL: 734-769-0772
FAX: 734-769-0773

CERT: 1

SCALE: 1" = 20'

NOT FOR CONSTRUCTION




[illegible]

THOMASVILLE STA. 108+70 to 114+94
THOMASVILLE SITE CONDOMINIUM
PARCEL NO.: 21-19-126-002
PART OF THE NW 1/4, SEC. 19, T1N-R7E
CITY OF SOUTH LYON, OAKLAND COUNTY, MICHIGAN

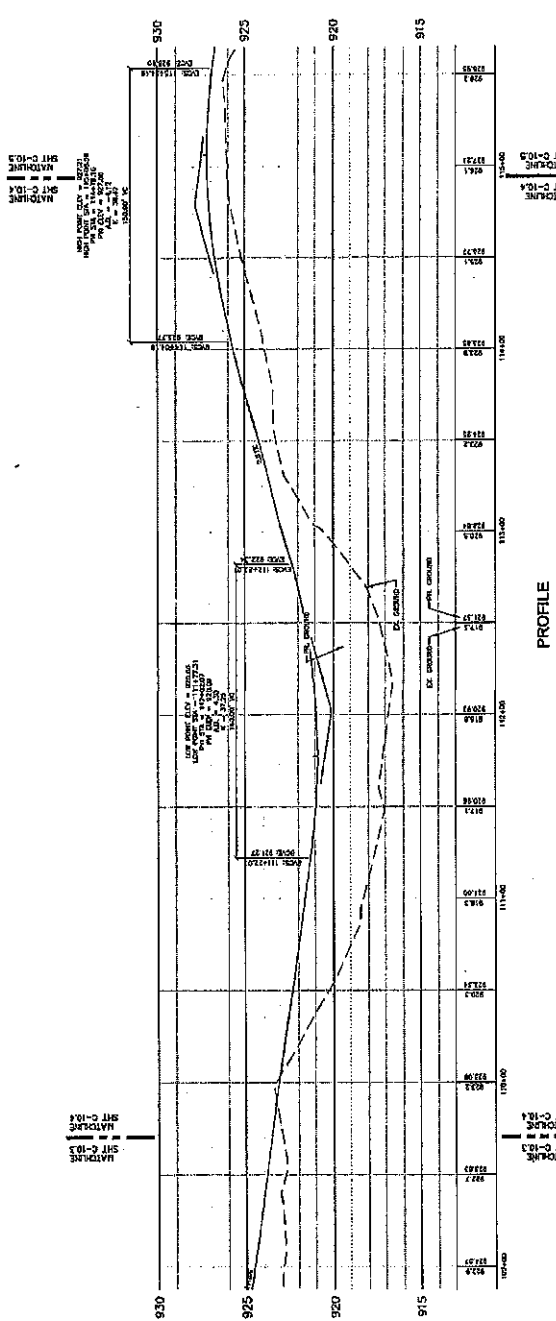
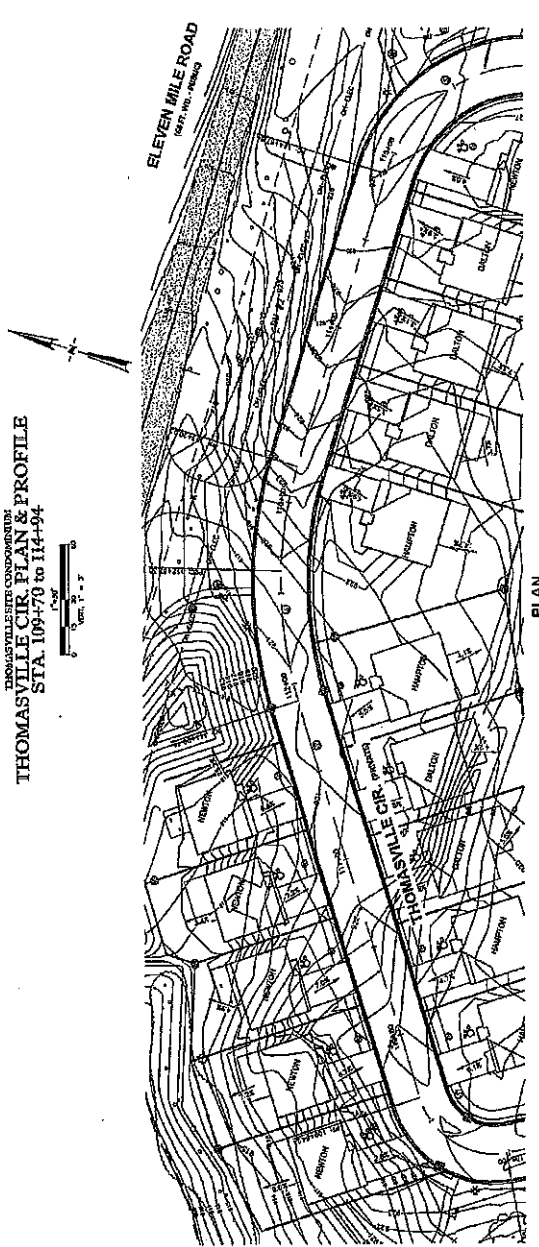
CLIENT :
MIL LORENZO
CAVALIERE
CAVALIERE COMPANY
30070 SCHOMBERG ROAD
SUITE 200
WARREN, MI 48090

CALL MISSING
314-467-2273
1-800-447-2273
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DENVER, CO 80202
(303) 733-1111

THOMASVILLE SITE CONDOMINIUM
THOMASVILLE CIR. PLAN & PROFILE
STA. 109+70 to 114+94



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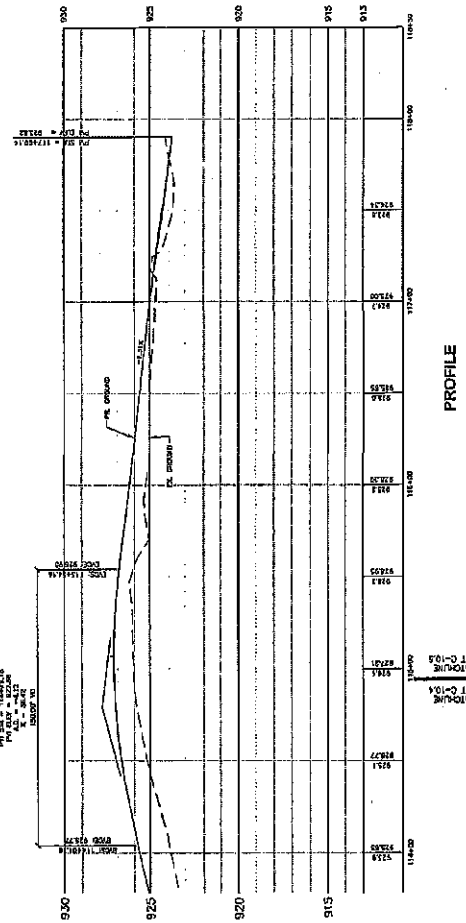
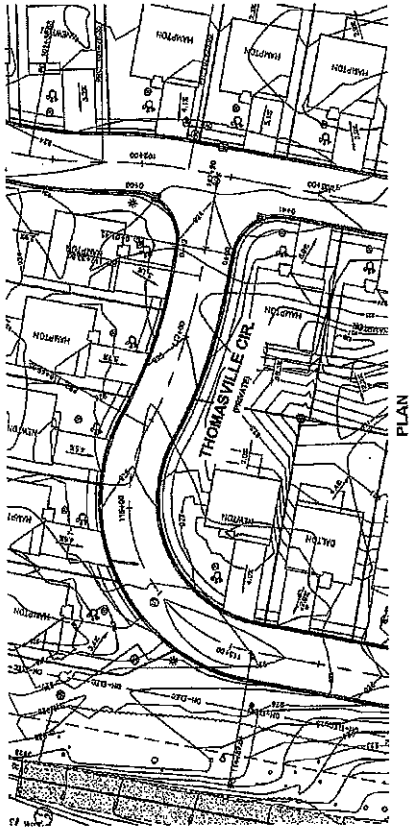
THOMASVILLE STA. 114+94 to 117+96

CLIENT :
M. L. LORENZ
CAVALIERE
CAVALIERE COMPANY
30015 SCHWABER ROAD
SUITE 300
WILMINGTON, MI 48093

[illegible]

6000 W. 13th Street
 Minneapolis, MN 55410
 612/338-1000
 FAX 612/338-1001
 WWW.MEACORP.COM

THOMASVILLE CIR. PLAN & PROFILE
STA. 114+94 to 117+96

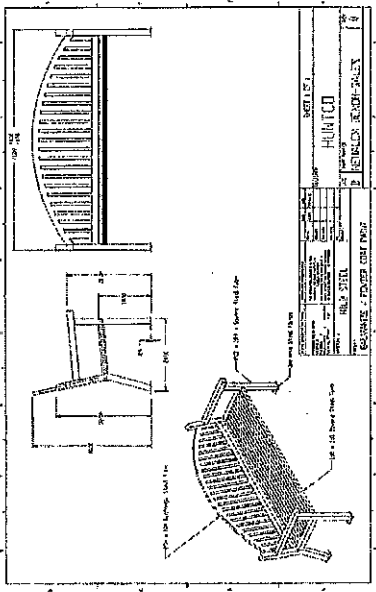
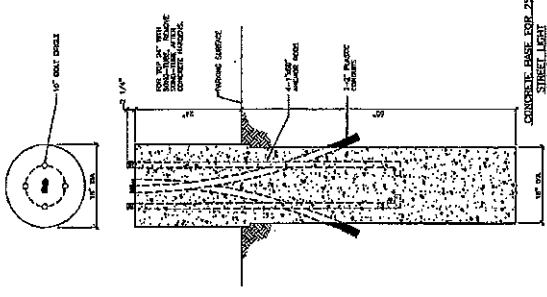
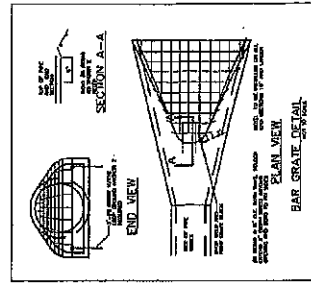
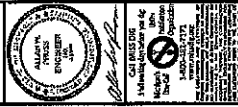


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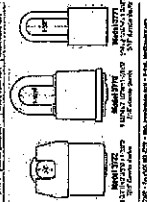
AMSC DETAILS

MISC DETAILS

CLIENT : MR. L. C. CAVALLER
CAVALLER
3005 SOUTH
SUMMIT
WAYDEN.

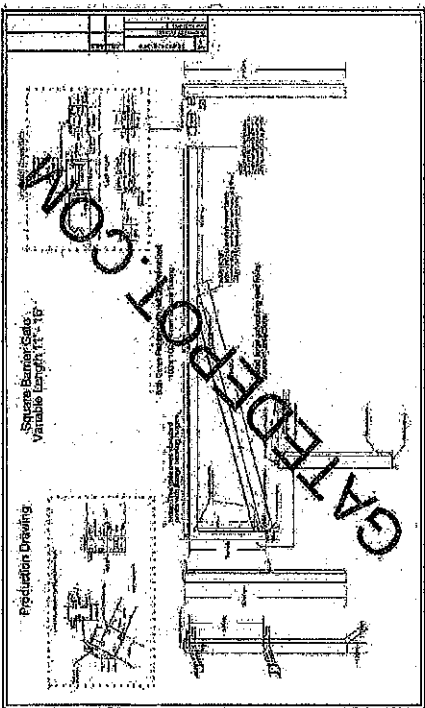
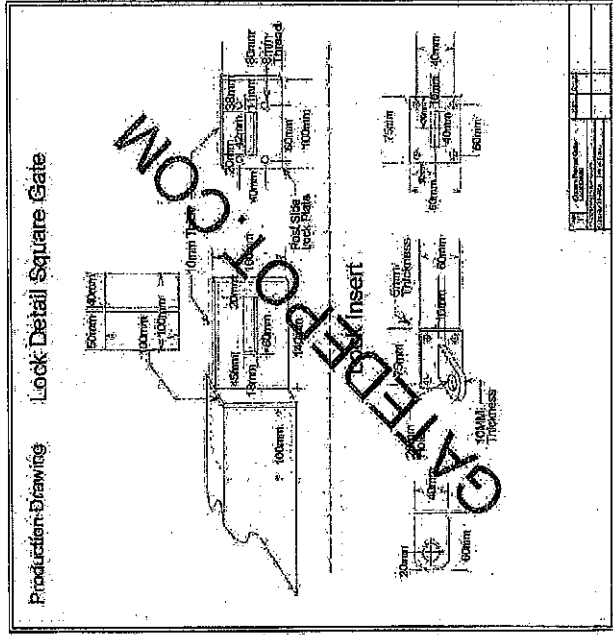


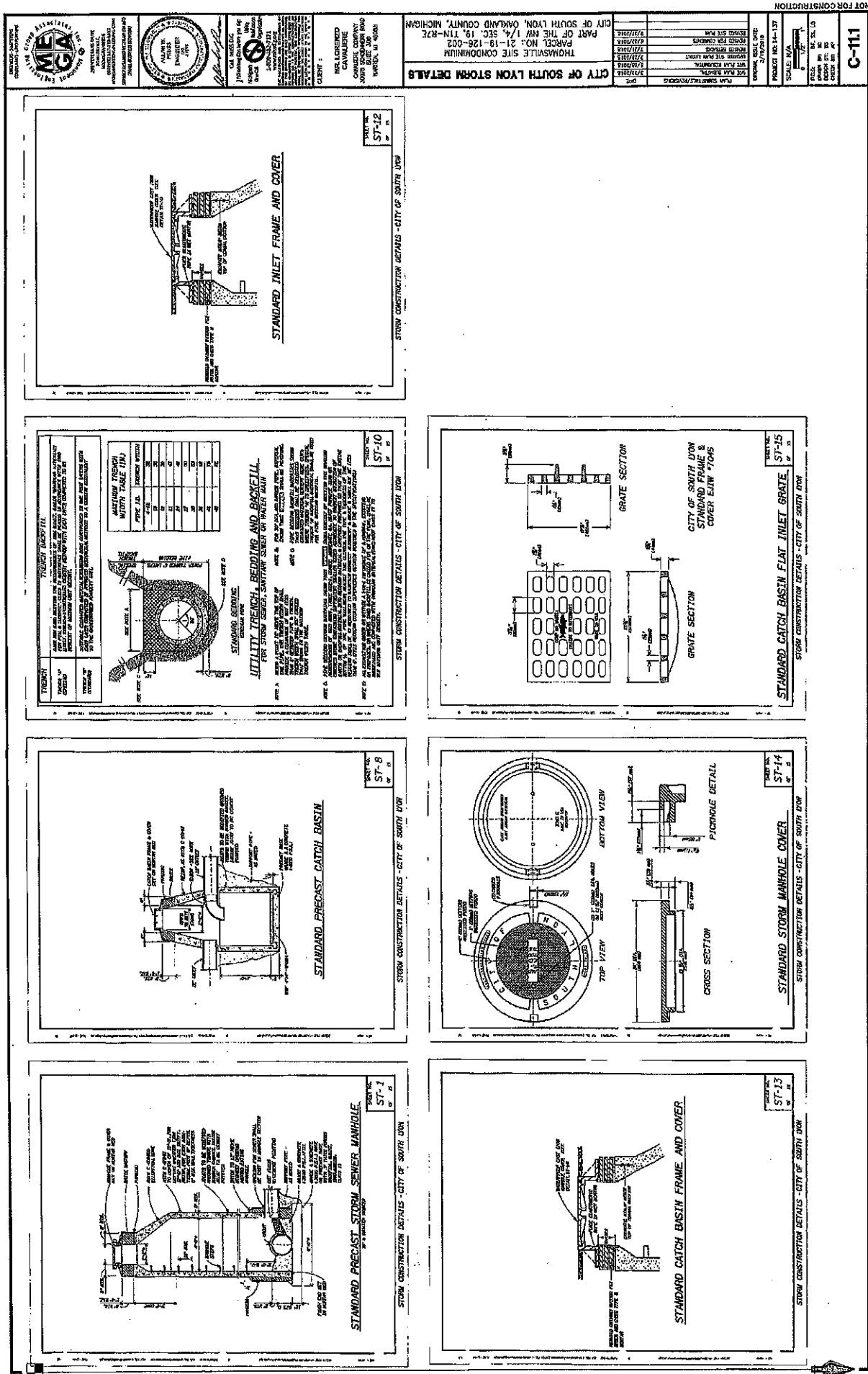
Knox® Padlocks

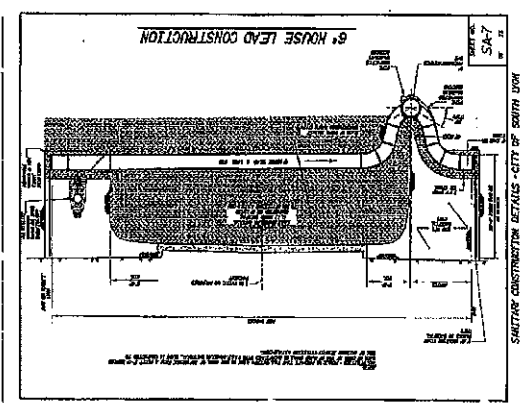
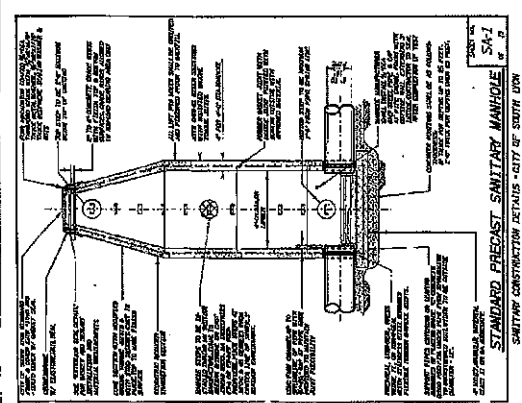
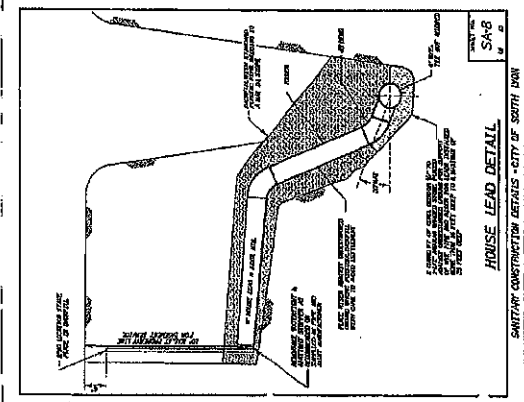
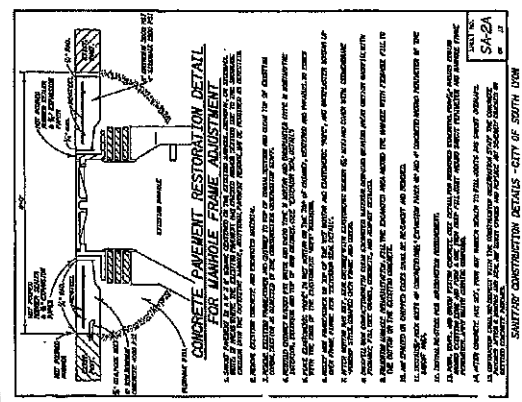
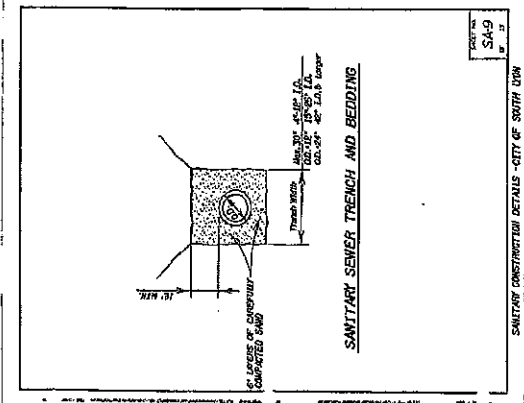
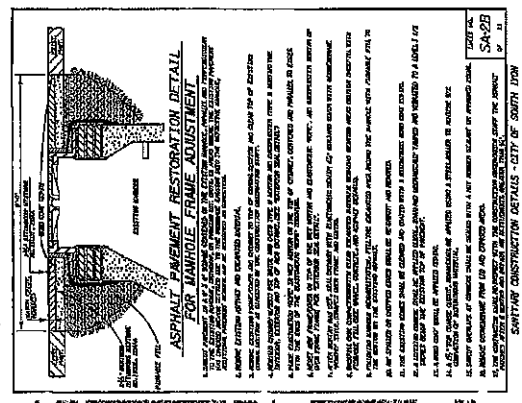
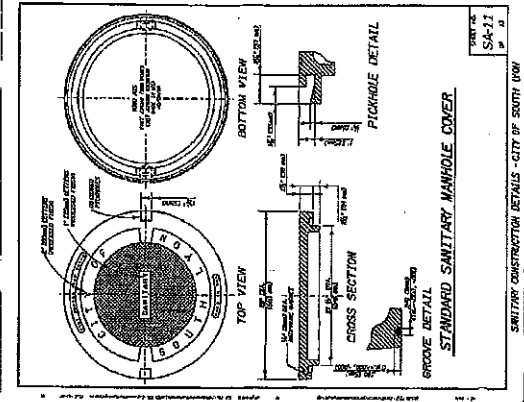
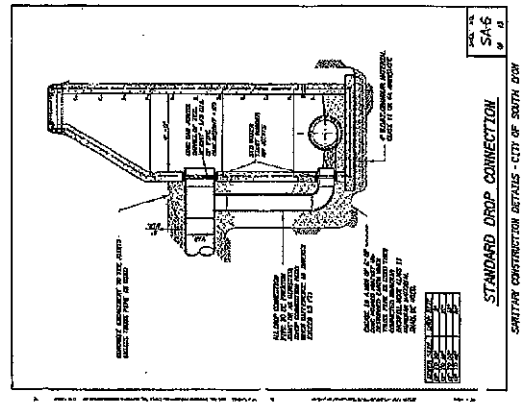
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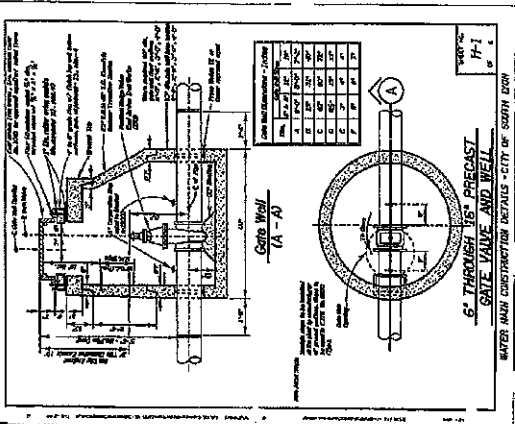
Interior Resin Features and Benefits

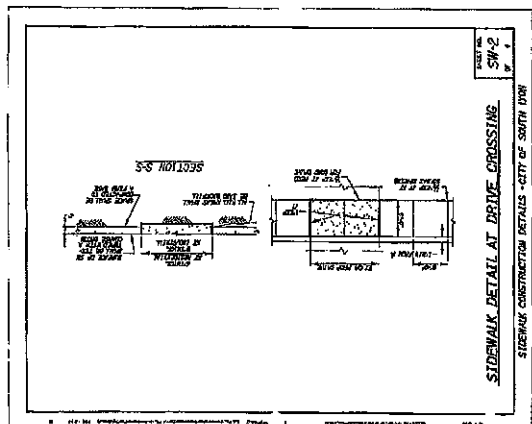
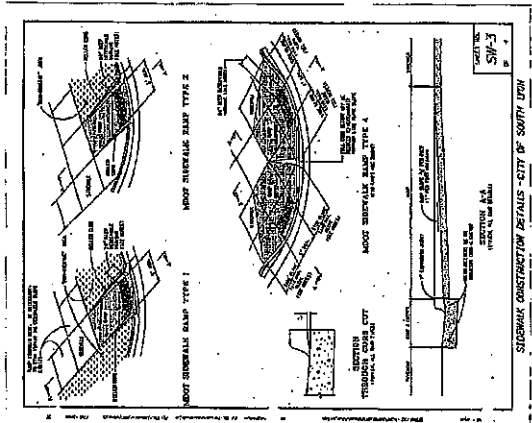
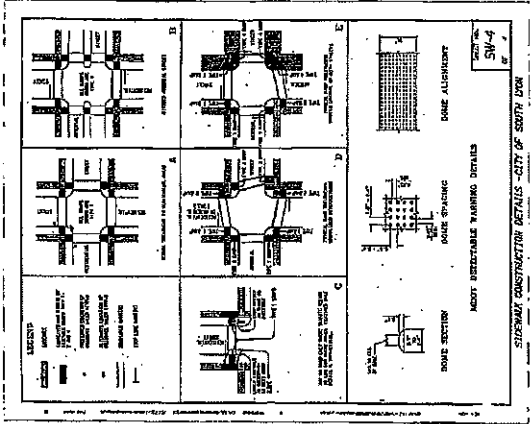
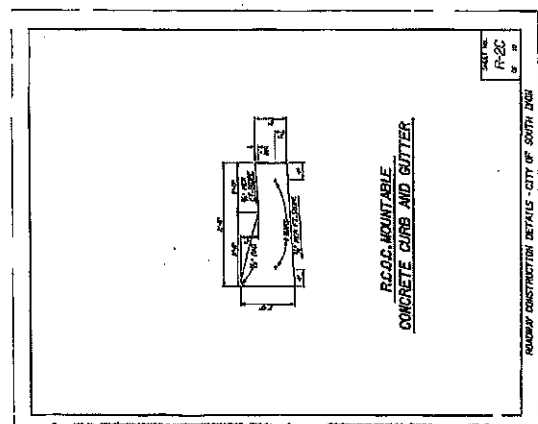
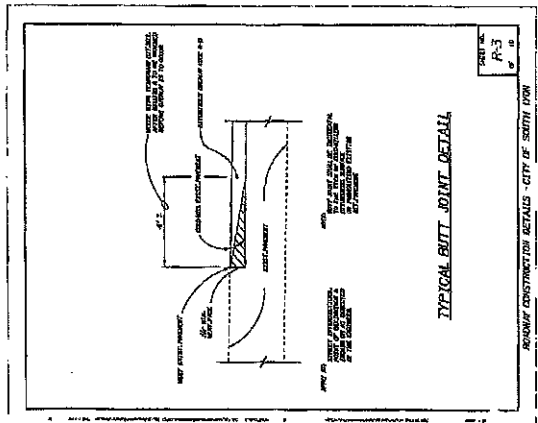
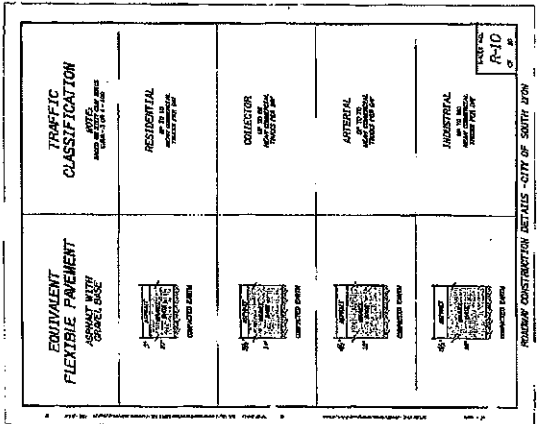
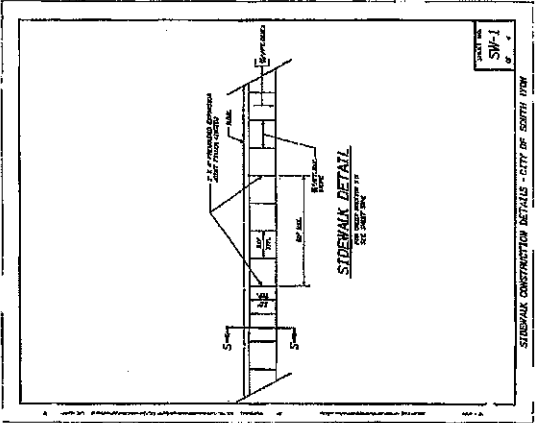
The floor finisher market issued 3771 is designed to meet a wide range of applications. It is formulated with a special resin system, featuring enhanced adhesion, resistance to abrasion, and excellent durability. The floor finisher market issued 3771 is designed to meet a wide range of applications. It is formulated with a special resin system, featuring enhanced adhesion, resistance to abrasion, and excellent durability. The floor finisher market issued 3771 is designed to meet a wide range of applications. It is formulated with a special resin system, featuring enhanced adhesion, resistance to abrasion, and excellent durability.

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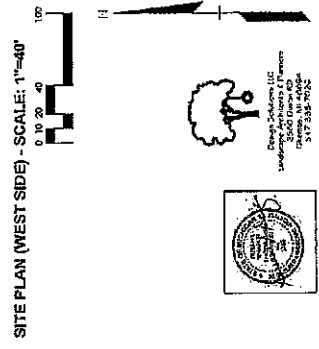
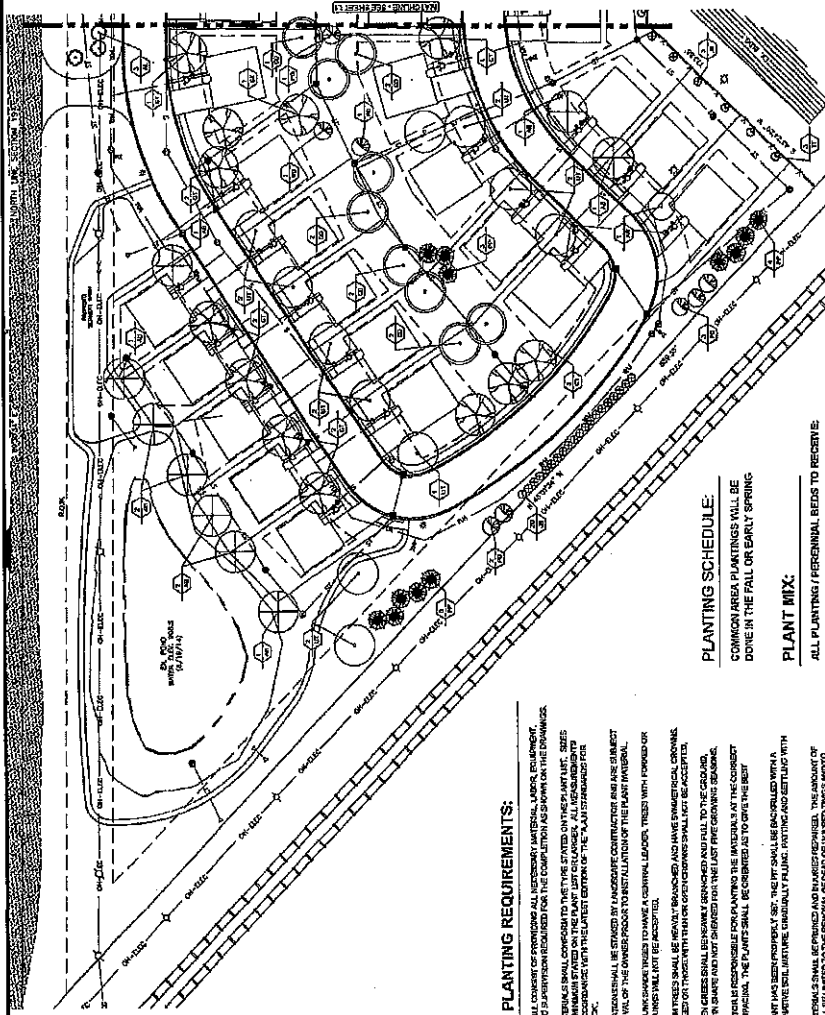


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SECTION C-121: SPECIFICATIONS & NOTES. Includes project information, specifications, and notes for construction. The form is divided into sections for general notes, materials, and construction methods.





SITE PLAN (WEST SIDE) - SCALE: 1"=40'

GENERAL PLANTING REQUIREMENTS:

- THE PLANTING CONTRACTOR SHALL BE RESPONSIBLE FOR THE SELECTION OF ALL PLANT MATERIALS. PLANT MATERIALS SHALL BE SELECTED TO COMPLEMENT THE ARCHITECTURAL DESIGN AND TO PROVIDE A VARIETY OF TEXTURES, COLORS, AND FORMS. PLANT MATERIALS SHALL BE SELECTED TO PROVIDE A YEAR-ROUND INTEREST AND TO BE SUITABLE FOR THE CLIMATE AND SOIL CONDITIONS OF THE PROJECT.
- ALL PLANT MATERIALS SHALL BE SELECTED TO PROVIDE A YEAR-ROUND INTEREST AND TO BE SUITABLE FOR THE CLIMATE AND SOIL CONDITIONS OF THE PROJECT. PLANT MATERIALS SHALL BE SELECTED TO PROVIDE A YEAR-ROUND INTEREST AND TO BE SUITABLE FOR THE CLIMATE AND SOIL CONDITIONS OF THE PROJECT.
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PLANTING SCHEDULE:

COMMON AREA PLANTINGS WILL BE DONE IN THE FALL OR EARLY SPRING

PLANT MIX:

ALL PLANTING / PERENNIAL BEDS TO RECEIVE:

- (1) 1/2" BIRCH ORNAMENTAL
- (1) 1/2" BIRCH ORNAMENTAL
- (1) 1/2" BIRCH ORNAMENTAL
- (1) 1/2" BIRCH ORNAMENTAL
- (1) 1/2" BIRCH ORNAMENTAL
- (1) 1/2" BIRCH ORNAMENTAL
- (1) 1/2" BIRCH ORNAMENTAL
- (1) 1/2" BIRCH ORNAMENTAL
- (1) 1/2" BIRCH ORNAMENTAL
- (1) 1/2" BIRCH ORNAMENTAL

PER 100 SQ FT BED AREA.

HAND TILL INTO SOIL TO A DEPTH OF 12" MINIMUM

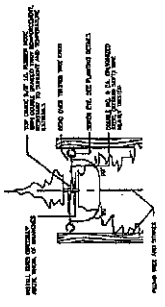
TOPSOIL:

CONTRACTOR TO TILL OR DISK SURFACE TO 6" MINIMUM. TOPSOIL SHALL BE 10" MINIMUM. IN ALL NEW / RECYCLED LAMN AREAS, FROM ON-SITE STOCKPILE OR PROVIDED TO COMPLETE THE PROJECT.

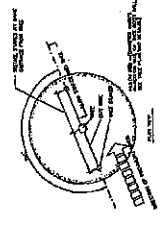
MULCH:

MULCH TO BE DOUBLE SHREDDED HARDWOOD BARK MULCH.

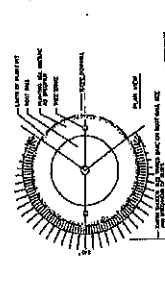
NO GROUND WOOD PALETTE MULCH PERMITTED.



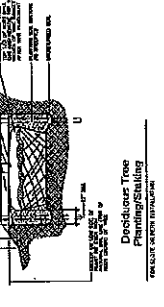
Gas Installation



Storm Drain Installation

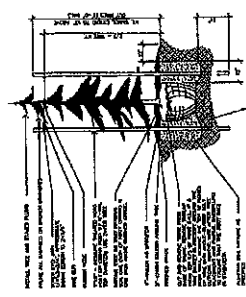
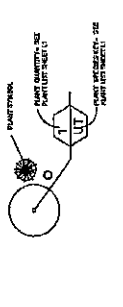


Storm Drain Installation

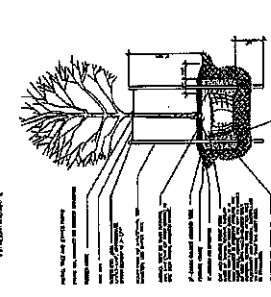


Storm Drain Installation

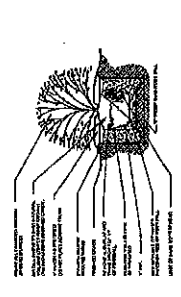
PLANT KEY:



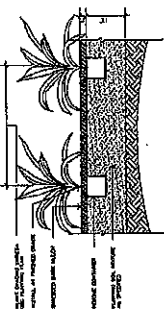
Tree Planting



Shrub Planting



Perennial Planting



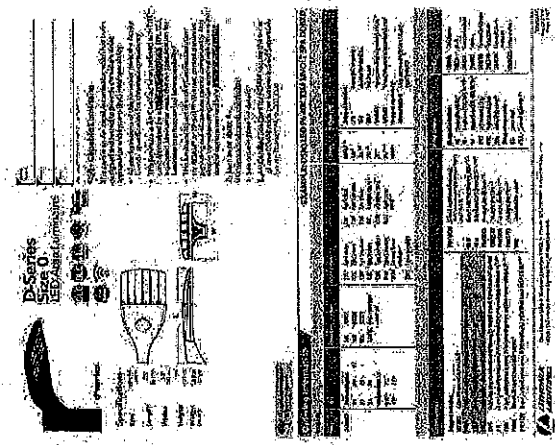
Grass Planting

Perennials - Grasses Planting For Container Growth Plants



Statistics						
Description	Avg	Min	Max/Min	Avg/Min	Symbol	Max
Read/Sec	1.0 T/s	0.2 E	13.5 T	5.0 T	Σ	2.7 E

Luminaire Schedule										
Symbol	Label	Quantity	Manufacturer	Description	Color/Number	Number Lamps	Plenum	Lumens Per Lamp	10' x 10' Area Footcandle	Mounting Height
□	L5	12	Universal Lighting	LED	10000 LED PS 20K T5H 10000 LED PS 20K T5H 10000 LED PS 20K T5H	1	0000 LED PS 20K T5H 20' x 100' x 10'	10000	0.5	20'-0"
□	L5	1	Universal Lighting	LED	10000 LED PS 20K T5H 10000 LED PS 20K T5H 10000 LED PS 20K T5H	1	0000 LED PS 20K T5H 20' x 100' x 10'	11000	0.6	20'-0"

[illegible]

AGENDA NOTE

Old Business: Item # 2

MEETING DATE: November 26, 2018

PERSON PLACING ITEM ON AGENDA: City Manager

AGENDA TOPIC: Vacant property – 318 Lake Street.

EXPLANATION OF TOPIC: The former Library Building which was occupied recently by South Lyon Area Recreation Authority has been vacant for several months. The property is owned by the City and we will need to make a decision on what the future use of this property will be. The property is zoned R-3 Residential. Permitted uses are: one-family residential, publicly owned facilities, elementary schools not operated for profit, home occupations. A professional commercial appraisal of the property was obtained and the projected sale price is \$62,000. An estimated true cash value of the property as an office building was submitted by Oakland County Equalization (\$240,000) That was before verifying physical characteristics and external influences. Tonight we should review the information that was obtained through the building evaluation by our inspectors, and the appraisal information to determine our next course of action on this property.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Commercial appraisal. Email message from Oakland County Equalization, Building Review data obtained through inspection by our building inspectors and Fire Chief.

POSSIBLE COURSES OF ACTION: Council Discretion.

RECOMMENDATION: Direct the City Manager to engage a realtor to list the property for sale, lease or rent. Designate the property for an alternative use. (This would possibly require us to improve the building and site to acceptable conditions) Allow the property to remain vacant.

SUGGESTED MOTION: Motion by _____, supported by _____ to _____

Preliminary Data Analysis:

Former Library Building
318 West Lake Street
South Lyon, Michigan



Date of Preliminary Valuation: August 15, 2018

SUMMARY OF IMPORTANT DATA:

This exercise of preliminary data analysis applies as of August 15, 2018.

Subject Property:	318 West Lake, South Lyon, Michigan.
Location:	North side of West Lake Road, west of Pontiac Trail, South Lyon, MI.
Type of Property:	One story: commercial.
Zoning:	R-3 Residential.
Purpose of Analysis:	Market Valuation.
Value Analyzed:	Market Value.
Land Area:	8,712 s.f.
Building Size:	2,070 s.f.
Land / Bld'g. Ratio:	4.2 / 1.
Age of Improvements:	1960 (est)
Building Condition:	Fair.
Highest & Best Use: As Vacant:	Residential.
As Improved:	Residential or permitted other use (i.e. day care).
Remaining Econ. Life:	30 years.
Indicated Data Analysis:	Market Approach: \$ 62,000.00 Cost Approach: not developed Income Approach: not developed

WEIGHTED DATA INDICATORS:

\$ 62,000.00

The above data summarizes the findings of initial due diligence. They are not conclusions of value, nor are they to be construed as any form of appraisal of the property. No value conclusion is made, represented, or implied in the reporting of this data to the client. This data is for the intended user the city of South Lyon, only, and is predicated on the potential permitted use as a day care center (see Sec. 102-203, Item #8 – Addenda).

TAXES AND ASSESSMENT:

The Subject Property is taxed and assessed as follows:

Parcel #	2018 SEV	2018 Taxable Value	2017 Property Taxes
21- 19- 456 - 026	Exempt	Exempt	-0-

SALES COMPARISON APPROACH:

The following Sales Comparables are available for comparison to the Subject property:

COMPARABLE SALE #1

1014 N Saginaw St

Holly, MI 48442

Day Care Center Building of 3,635 SF Sold on 6/20/2018 for \$285,000 - Public Record

buyer

Nj Holly Holdings Llc
2171 Deering St
West Bloomfield, MI 48323

seller

Holly Marketplace Llc



vital data

Escrow/Contract: -
Sale Date: 6/20/2018
Days on Market: -
Exchange: No
Conditions: -
Land Area SF: 22,355
Acres: 0.51
\$/SF Land Gross: \$12.75
Year Built, Age: 2005 Age: 13
Parking Spaces: -
Parking Ratio: -
FAR: 0.16
Lot Dimensions: -
Frontage: -
Tenancy: Single
Comp ID: 4431039

Sale Price: \$285,000
Status: -
Building SF: 3,635 SF
Price/SF: \$78.40
Pro Forma Cap Rate: -
Actual Cap Rate: -
Down Payment: -
Pay Down: -
Doc No: 51943-385
Trans Tax: -
Corner: No
Zoning: C1
No Tenants: 1
Percent Improved: -
Submarket: Northern Outlying
Map Page: -
Parcel No: 01-27-302-004
Property Type: Retail

income expense data

Listing Broker

CORE Partners, LLC
30400 Telegraph Rd
Bingham Farms, MI 48025
(248) 398-9999
Phil Wojtowicz

Buyer Broker

financing

1st State Bk
Bal/Pmt: \$213,750

COMPARABLE SALE #3

29375 Halsted Rd

Children's World Learning Center
Farmington Hills, MI 48331

Day Care Center Building of 4,179 SF Sold on 5/23/2018 for
\$295,000 - Public Record

buyer

seller



vital data

Escrow/Contract:	-	Sale Price:	\$295,000
Sale Date:	5/23/2018	Status:	-
Days on Market:	173 days	Building SF:	4,179 SF
Exchange:	No	Price/SF:	\$70.59
Conditions:	-	Pro Forma Cap Rate:	-
Land Area SF:	58,192	Actual Cap Rate:	-
Acres:	1.29	Down Payment:	-
S/SF Land Gross:	\$5.25	Pct Down:	-
Year Built, Age:	1978 Age: 40	Doc No:	-
Parking Spaces:	-	Trans Tax:	-
Parking Ratio:	-	Corner:	No
FAR	0.07	Zoning:	MM
Lot Dimensions:	-	Percent Improved:	-
Frontage:	120 feet on Halsted (with 2 ...	Submarket:	Farmington/Farm Hills
Tenancy:	Single	Map Page:	-
Comp ID:	4271781	Parcel No:	-
		Property Type:	Retail

income expense data

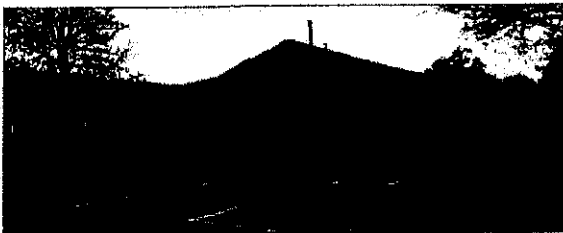
Listing Broker

Pilot Property Group, Inc.
44400 Van Dyke Ave
Sterling Heights, MI 48314
(586) 264-0900
Jimmy Diehl

Buyer Broker

financing

COMPARABLE SALE #4

<p>3575 Airport Rd Kinder Care Waterford, MI 48329 Day Care Center Building of 5,880 SF Sold on 4/14/2016 for \$255,000 - Research Complete</p> <hr/> <p>buyer</p> <p>First Free Will Baptist Church of Waterford 3575 Airport Rd Waterford, MI 48329 (248) 886-1036</p> <hr/> <p>seller</p> <p>Ka Propco Holding I LLC 2601 S BAYSHORE Dr Coconut Grove, FL 33133</p>										
<p>vital data</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Escrow/Contract: 60 days Sale Date: 4/14/2016 Days on Market: 581 days Exchange: No Conditions: - Land Area SF: 61,865 Acres: 1.42 \$/SF Land Gross: \$4.12 Year Built, Age: 1986 Age: 30 Parking Spaces: 24 Parking Ratio: - FAR: 0.10 Lot Dimensions: - Frontage: 87 feet on Airport Rd (with 2 ... Tenancy: Single Comp ID: 3566747</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Sale Price: \$255,000 Status: Confirmed Building SF: 5,880 SF Price/SF: \$43.37 Pro Forma Cap Rate: - Actual Cap Rate: - Down Pmt: \$7,500 Pot Down: 2.9% Doc No: - Trans Tax: - Corner: No Zoning: BI No Tenants: 1 Percent Improved: - Submarket: Lakes Area Map Page: - Parcel No: 13-05-478-021 Property Type: Retail</p> </td> </tr> </table>		<p>Escrow/Contract: 60 days Sale Date: 4/14/2016 Days on Market: 581 days Exchange: No Conditions: - Land Area SF: 61,865 Acres: 1.42 \$/SF Land Gross: \$4.12 Year Built, Age: 1986 Age: 30 Parking Spaces: 24 Parking Ratio: - FAR: 0.10 Lot Dimensions: - Frontage: 87 feet on Airport Rd (with 2 ... Tenancy: Single Comp ID: 3566747</p>	<p>Sale Price: \$255,000 Status: Confirmed Building SF: 5,880 SF Price/SF: \$43.37 Pro Forma Cap Rate: - Actual Cap Rate: - Down Pmt: \$7,500 Pot Down: 2.9% Doc No: - Trans Tax: - Corner: No Zoning: BI No Tenants: 1 Percent Improved: - Submarket: Lakes Area Map Page: - Parcel No: 13-05-478-021 Property Type: Retail</p>							
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<p>income expense data</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Expenses</td> <td style="width: 30%; text-align: right;">- Taxes</td> <td style="width: 40%; text-align: right;">\$12,810</td> </tr> <tr> <td></td> <td style="text-align: right;">- Operating Expenses</td> <td style="text-align: right;">_____</td> </tr> <tr> <td></td> <td style="text-align: right;">Total Expenses</td> <td style="text-align: right;">\$12,810</td> </tr> </table>	Expenses	- Taxes	\$12,810		- Operating Expenses	_____		Total Expenses	\$12,810	<p>Listing Broker</p> <p>Pilot Property Group, Inc. 44400 Van Dyke Ave Sterling Heights, MI 48314 (588) 254-0900 Anthony Rubino, Jimmy Diehl</p> <hr/> <p>Buyer Broker</p> <p>No Buyer Broker on Deal</p>
Expenses	- Taxes	\$12,810								
	- Operating Expenses	_____								
	Total Expenses	\$12,810								
<p>financing</p>										

COMPARABLE SALE #5

2700 E Commerce St

Milford, MI 48361

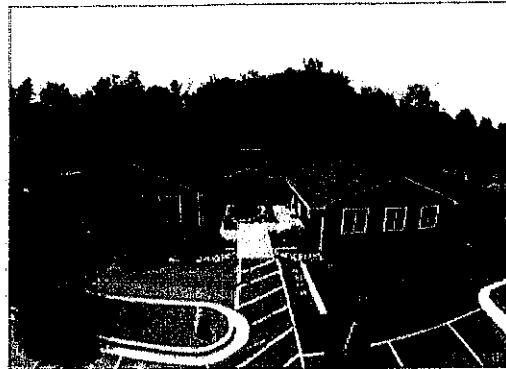
Day Care Center Building of 3,654 SF Sold on 10/20/2016 for \$355,000 - Public Record

buyer

Milford Montessori School Llc

seller

Boffi Roberto & Regina



vital data

Escrow/Contract:	-	Sale Price:	\$355,000
Sale Date:	10/20/2016	Status:	-
Days on Market:	-	Building SF:	3,654 SF
Exchange:	No	Price/SF:	\$97.15
Conditions:	-	Pro Forma Cap Rate:	-
Land Area SF:	144,619	Actual Cap Rate:	-
Acres:	3.32	Down Pmt:	-
\$/SF Land Gross:	\$2.45	Pct Down:	-
Year Built, Age:	1980 Age: 36	Doc No:	60216-406
Parking Spaces:	-	Trans Tax:	-
Parking Ratio:	-	Corner:	No
FAR	0.03	Zoning:	SI
Lot Dimensions:	-	No Tenants:	1
Frontage:	-	Percent Improved:	-
Tenancy:	-	Submarket:	Central I-96 Corridor
Comp ID:	3811500	Map Page:	-
		Parcel No:	16-12-200-009
		Property Type:	Retail

income expense data

Expenses	- Taxes	\$8,673
	- Operating Expenses	
	Total Expenses	\$8,673


Listing Broker

Buyer Broker

financing

1st Huntington National Bank
Bal/Pmt \$410,000

COMPARABLE SALE #6

5758 Cooley Lake Rd Waterford, MI 48327 Day Care Center Building of 6,260 SF Sold on 11/1/2016 for \$190,000											
buyer 											
seller Knowledge Learning Corporation 650 NE Holladay St Portland, OR 97232 (503) 872-1300											
vital data											
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Escrow/Contract: - Sale Date: 11/1/2016 Days on Market: 782 days Exchange: No Conditions: - Land Area SF: 113,788 Acres: 2.73 \$/SF Land Gross: \$1.60 Year Built, Age: 1989 Age: 27 Parking Spaces: 25 Parking Ratio: 3.99/1000 SF FAR: 0.05 Lot Dimensions: - Frontage: 137 feet on Cooley Lake Rd ... Tenancy: Single Comp ID: 3744559 </td> <td style="width: 50%; vertical-align: top;"> Sale Price: \$190,000 Status: Confirmed Building SF: 6,260 SF Price/SF: \$30.35 Pro Forma Cap Rate: - Actual Cap Rate: - Down Pmt: \$190,000 Pct Down: 100.0% Doc No: - Trans Tax: - Corner: No Zoning: B1 Percent Improved: - Submarket: Lakes Area Map Page: - Parcel No: - Property Type: Retail </td> </tr> </table>			Escrow/Contract: - Sale Date: 11/1/2016 Days on Market: 782 days Exchange: No Conditions: - Land Area SF: 113,788 Acres: 2.73 \$/SF Land Gross: \$1.60 Year Built, Age: 1989 Age: 27 Parking Spaces: 25 Parking Ratio: 3.99/1000 SF FAR: 0.05 Lot Dimensions: - Frontage: 137 feet on Cooley Lake Rd ... Tenancy: Single Comp ID: 3744559	Sale Price: \$190,000 Status: Confirmed Building SF: 6,260 SF Price/SF: \$30.35 Pro Forma Cap Rate: - Actual Cap Rate: - Down Pmt: \$190,000 Pct Down: 100.0% Doc No: - Trans Tax: - Corner: No Zoning: B1 Percent Improved: - Submarket: Lakes Area Map Page: - Parcel No: - Property Type: Retail							
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income expense data		Listing Broker									
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Expenses	- Taxes	\$13,112									
	- Operating Expenses										
	Total Expenses	\$13,112									
financing		Buyer Broker Pilot Property Group, Inc. 44400 Van Dyke Ave Sterling Heights, MI 48314 (586) 254-0900 Anthony Rubino									

Sales Discussion:

Sales Comparables #1- #4 are sales of day care facility buildings in the west side metropolitan market area. A preliminary adjustment grid is produced to show the following adjustment factors pertinent to the Subject Property: location, building size, effective age and condition, land / building ratio, construction and finish, as compared to the Subject:

Sale #	Sale Pr./ SF	Location	Bldg Size	Eff. Age/ Cond.	Land / Bldg.	Constr./ Finish	Net Adj.	Adjusted SP/SF
1	\$78.40	0%	20%	-40%	0%	-30%	✶ -50%	\$39.20
2	\$69.42	0%	0%	0%	-5%	-30%	✶ -35%	\$45.12
3	\$70.59	0%	20%	-25%	-15%	-30%	✶ -50%	\$35.30
4	\$43.37	0%	30%	-30%	-15%	-30%	✶ -45%	\$23.85
5	\$97.15	0%	-15%	-25%	-15%	-30%	✶ -85%	\$14.57
6	\$30.35	0%	30%	-30%	-15%	-30%	✶ -45%	\$16.69
								\$29.12

Mean:

Conclusion:

After making plus and minus adjustments to the sales comparables for differences in building size, effective age, land area, and construction /finish (the Subject would require remodeling for day care use), an indicated unit s.f. value range of from \$16.69/s.f to \$45.12/s.f. is produced for the building area of the Subject. All sales require significant finish adjustment for anticipated remodeling expense. After a preliminary analysis of all factors pertinent to value, a conclusion of \$30.00/s.f. would be considered a market value for the s.f. building area of the Subject Property, a value selected from the mid range of the adjusted sale prices. This preliminary sale price/s.f. recognizes the condition of the Subject Property, while also considering its overall functional utility as a potential day care facility building, including adequacy of parking, subject to permitted use. Applying this unit s.f. price to the building area of 2,070 s.f. produces a preliminary indicated projected sale price of:

$$2,070 \text{ s.f. @ } \$ 30.00/\text{s.f.} = \$ 62,100.00$$

SAY: \$ 62,000.00, rounded.

COST APPROACH:

The Cost Approach to value utilizes the appraisal principle of Substitution, which asserts that the value of a property can be determined through the cost to construct a substitute property of equal utility to the Subject. The Cost Approach is an effort to determine the cost to construct the Subject building and site improvements, to deduct total accrued depreciation, and to add this depreciated improvement value to the value of the site.

Site value is based on the principle of Substitution as well, emphasizing actual sales on sites of similar utility to determined market value for the Subject property.

The Value of the buildings and site improvements is calculated in the Cost Approach by determining the reproduction cost new of the improvements, less accrued depreciation. Accrued depreciation is the total amount of depreciation resulting from three factors: physical depreciation, functional obsolescence, and external obsolescence. As the Subject is of approx. 1960 construction, substantial physical depreciation is evident in building improvements. The building floorplan is functionally adequate, and the building is suitable for its use. The location of the site, in the city of South Lyon, a market area of average appeal and marketability, reflects no specific external obsolescence, which is related to any loss in value of the property attributable to locational influences, as derived from market sales of similar properties. Because of the age of the Subject property and the indeterminate amount of accrued depreciation evident in the property, this approach is not considered to be a reliable means of valuation in this case, and was not developed.

INCOME APPROACH:

A survey of day care properties in the local market indicates that they are typically either owner operated or corporate owned, and are not typically leased. Sufficient rental income and expense data is not available to establish market rent potential and projected expenses for the Subject. Therefore, the income Approach to value is not considered to be reliable in the case of the Subject, and is not developed.

Oakland County Public Records - Full Detail Report

Location & Ownership

Property Address:	33145 Dequindre Road	Property ID:	2036476061
City/State/Zip:	Troy, Michigan, 48063-4627		
Owner Name:	Dimatteo Family Llc	Lat/Long:	42.535955 / -83.087540
Taxpayer Address:	28480 Lathrup Boulevard	Census Tract:	1981
City/State/Zip:	Lathrup Village, Michigan, 48076-2829	Block Group:	2
City/Village/Town:	Troy	School District:	Warren Con
Subdivision:		Property Category:	Commercial
MLS Area:	02203 - Troy	Land Use:	201 - BUSINESS, IMPROVED
Legal Description:	T2N, R11E, SEC 36 PART OF SE 1/4 OF SE 1/4 BEG AT PT DIST N 00-54-00 W 235.35 FT FROM SE SEC COR, TH N 89-43-00 W 80 FT, TH S 70-59-40 W 21.19 FT, TH N 89-43-00 W 150.03 FT, TH N 00-54-00 W 240 FT, TH S 89-43-00 E 250.03 FT, TH S 00-54-00 E 233 FT TO BEG EXC E 60 FT TAKEN FOR RD 1.04 A		

Photos

Taxes

Year	Season	Total Ad Val	Admin Fee	Assmt	CVT	Tot Seasonal
2017	S	\$15,551.37	\$121.52	\$0.00	\$0.00	\$15,672.89
2016	W	\$567.44	\$5.67	\$0.00	\$0.00	\$573.11
2016	S	\$15,489.83	\$121.08	\$0.00	\$0.00	\$15,610.91
2015	W	\$568.91	\$5.68	\$0.00	\$0.00	\$574.59
2015	S	\$15,248.76	\$118.45	\$0.00	\$0.00	\$15,367.21
2014	W	\$561.61	\$5.61	\$0.00	\$0.00	\$567.22
2014	S	\$14,972.61	\$116.14	\$0.00	\$0.00	\$15,088.75
2013	W	\$427.24	\$4.27	\$0.00	\$0.00	\$431.51
2013	S	\$14,967.72	\$116.28	\$0.00	\$0.00	\$15,084.00

Assessments

Year	Taxable Val	State Ex Val	Hmstd %	Tot Taxes
2017	\$328,110	\$353,230	0	\$15,672.89
2016	\$325,190	\$343,280	0	\$16,184.02
2015	\$324,220	\$324,220	0	\$15,941.80
2014	\$319,810	\$319,810	0	\$15,655.97
2013	\$317,400	\$317,400	0	\$15,515.51

Transfer Information

Grantor	Grantee	Sale Date	Deed Date	Sale Price	Deed Type	Liber/Page
DIMATTEO, PAULINE	PAULINE DIMATTEO TR	11/10/2003	11/07/2003	\$1	QCD	31395/0669
PAULINE DIMATTEO TR	DIMATTEO FAMILY	11/10/2003	11/07/2003	\$1	QCD	31395/0671
DI O INV CO INC	DIMATTEO, PAULINE	02/26/1998	11/20/1997	\$1	QCD	18147/0438

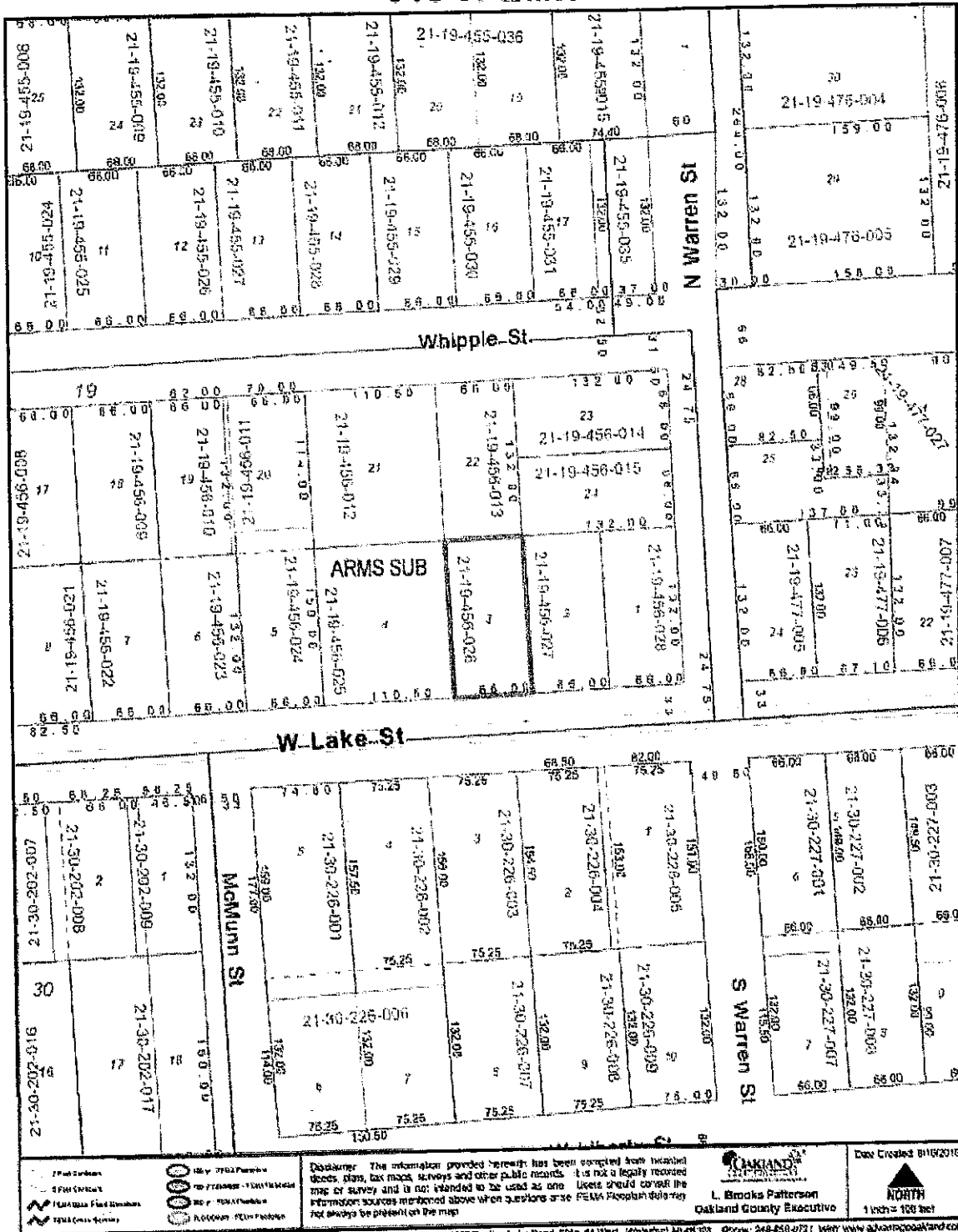
Other Recordings

Obligee	Obligor	Record Date	Doc Date	Amount	Doc Type	Liber/Page
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Characteristics

Living Area SF:	3826	Bedrooms:	
Year Built:	1971	Poor:	
Year Remodeled:	1979	Fireplace:	No
Architecture Level:	1 Story	Garage Year Built:	
Heating:	HVAC	Gas Service:	
#1 Porch/Dimensions:	7 0.0000	Storm Sewer:	
#2 Porch/Dimensions:	/	Land Dimension:	1.03X43560
Irregular:	YES	Acres:	1.03

318 W Lake

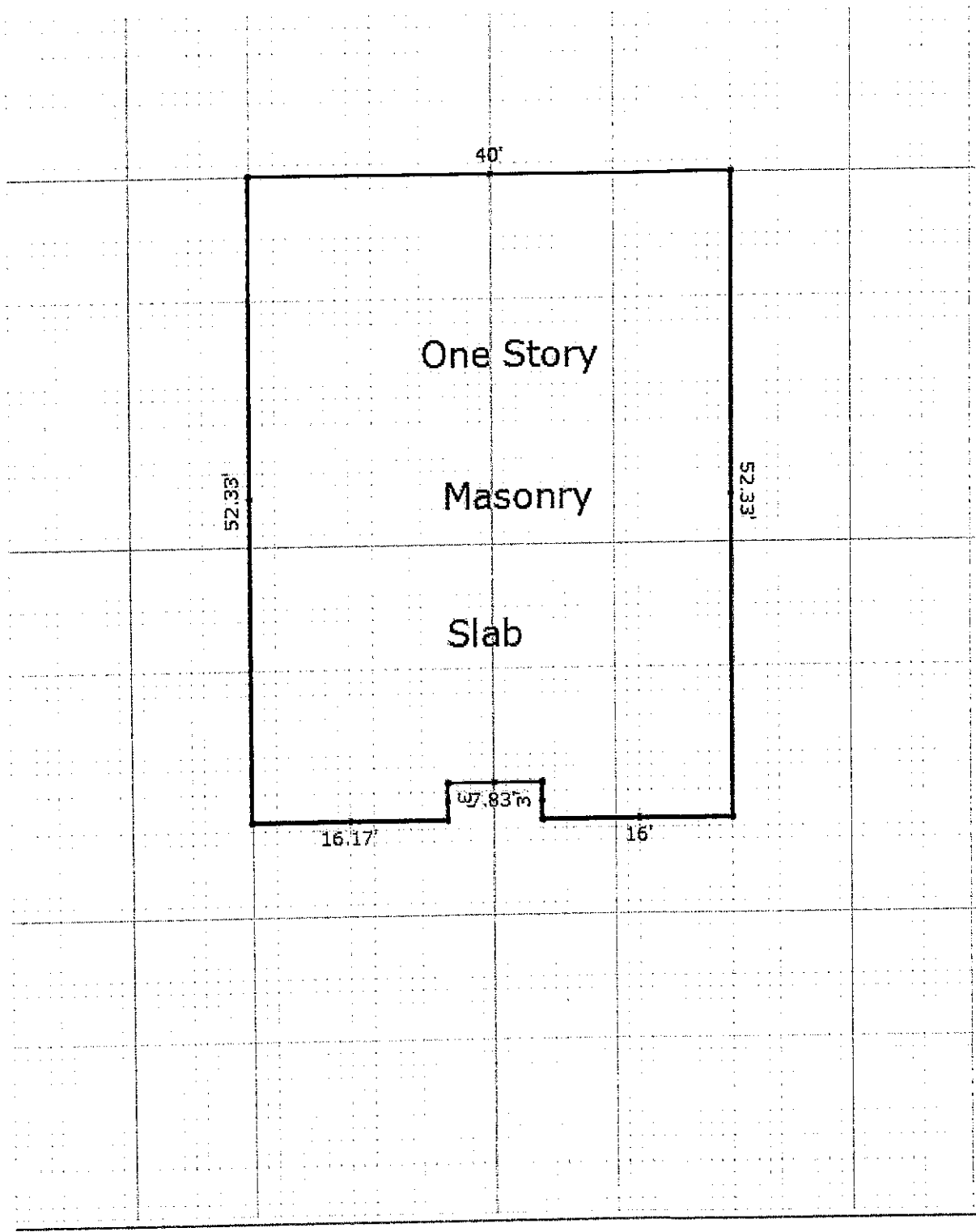


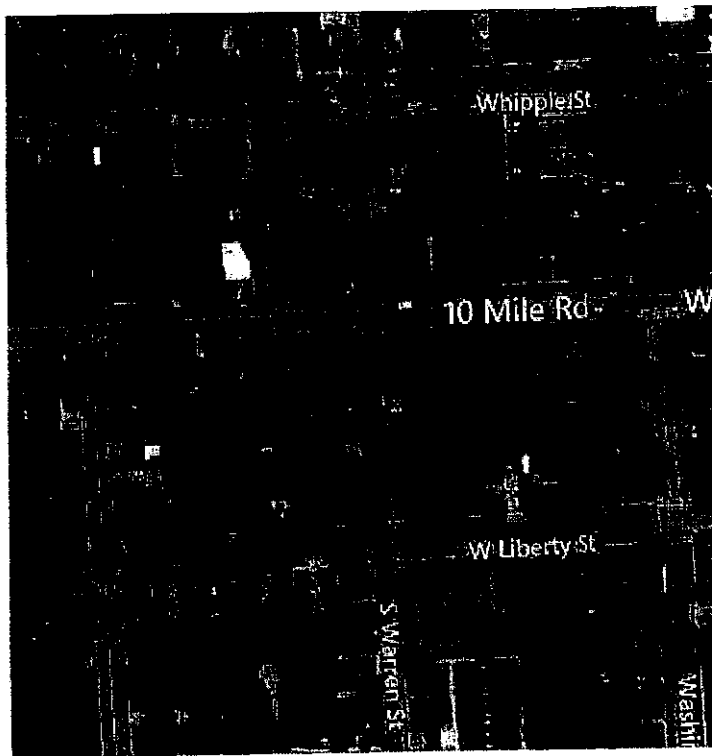
Disclaimer: The information provided herein has been compiled from recorded deeds, plans, tax maps, surveys and other public records. It is not a legally recorded map or survey and is not intended to be used as one. Users should consult the information sources mentioned above when questions arise. FEMA floodplain data may not always be present on the map.

OAKLAND
L. Brooks Patterson
Oakland County Executive

Date Created: 8/16/2019
NORTH
1 inch = 100 feet

Oakland County One Stop Shop, 2100 Pontiac Lake Road, 5th Fl., West, Warren, MI 48090. Phone: 248-458-4771. Web: www.advisingoakland.com





DIVISION 2. - R-1A THROUGH R-3 ONE-FAMILY RESIDENTIAL DISTRICTS

Sec. 102-201. - Intent.

The R-1A through R-3 one-family residential districts are designed to be the most restrictive of the residential districts. The intent is to provide for an environment of predominantly low-density, one-family detached dwellings along with other residentially related facilities which serve the residents in the district.

(Ord. of 2-13-95(2), § 5.90)

Sec. 102-202. - Principal uses permitted.

In a one-family residential district, no building or land shall be used and no building shall be erected except for one or more of the following specified uses unless otherwise provided in this chapter:

- (1) One-family detached dwellings.
- (2) Publicly owned and operated libraries, parks, parkways and recreational facilities
- (3) Cemeteries which lawfully occupied land at the time of adoption of this chapter
- (4) Public, parochial and other private elementary schools offering courses in general education, and not operated for profit.
- (5) Home occupation in compliance with the following provisions:
 - a. Home occupation shall not be permitted if said home occupation:
 1. Changes the outside appearance of the residential character of the dwelling.
 2. Occupies more than 25 percent of the ground floor area or basement of the dwelling.
 3. Requires the employment of anyone in the home other than the dwelling occupants.
 4. Generates excessive traffic, parking, sewage, or water use.
 5. Requires parking for customers that cannot be accommodated on the site and/or not exceeding one parking space at curbside in the street.
 6. Creates noise, vibration, glare, fumes, odors, or results in electrical interference, or becomes a nuisance.
 7. Results in outside storage or display of anything, including signs.
 8. Requires the delivery of goods or the visit of customers before 6:00 a.m. or after 8:00 p.m.
 - b. The following are permitted home occupations provided they do not violate the provisions of subsection (5)a of this section.
 1. Dressmaking, sewing, and tailoring.
 2. Laundering and ironing.
 3. Home crafts, such as model making, rug weaving, and lapidary work.
 4. Painting, sculpturing, or writing.
 5. Telephone answering.
 6. Computer application; not including sale of computers.
 7. Salesperson office or home office of a professional person.
 8. Tutoring, music, or dance teaching, limited to four students at a time.

9. Repair of clocks, instruments, or other small appliances which do not create a nuisance due to noise, vibration, glare, fumes, odors, or results in electrical interference.
10. Day-care home (family).
- c. The following are not permitted as home occupations:
 1. Private clubs.
 2. Repair shops which create a nuisance due to noise, vibration, glare, fumes, odors, or electrical interference.
 3. Restaurants.
 4. Stables or kennels.
 5. Vehicle repair or paint shops.
- d. Any proposed home occupation not referenced in subsections (5)b and (5)c of this section may be permitted subject to the conditions set forth in subsection (5)a of this section and subject to further review and approval by the planning commission pursuant to the procedure set forth in section 102-203.
- e. Home occupation permits shall be limited to applicants who legally reside in the residence.
- (6) Accessory buildings and uses, customarily incident to any of the above uses, provided such building and uses are located on the same zoning lot as a permitted use.

(Ord. of 2-13-95(2), § 3.95)

Sec. 102-203. - Uses permitted subject to special conditions.

The following uses may be permitted upon the granting of a permit for such use by the planning commission subject to the conditions hereinafter imposed for each use, and subject further to such other reasonable conditions which, in the opinion of the commission, are necessary to provide adequate protection to the neighborhood and to abutting properties and subject further to a public hearing and review in accord with article II, division 2, of this chapter.

- (1) Farms, provided they do not create a public nuisance as defined by local and county health codes and provided further that they shall meet the minimum of standards of those codes. Livestock when corralled or tethered shall be so restrained no less than 60 feet from any property line.
- (2) Aptaries, when located well into the interior of a property.
- (3) Private stable as an accessory use for not more than one horse on a lot and when said zoning is not less than two acres in area, except that one additional horse may be stabled thereon provided there is an additional one-half acre of land for each additional horse. In no instance shall a horse be tethered nearer than 60 feet to any property line and shall in all instances be located in the rear yard.
- (4) Public stables and riding academies subject to the following conditions:
 - a. There shall be maintained a minimum lot area of not less than ten acres with a minimum lot width of not less than 500 feet.
 - b. There shall be provided an area of not less than one acre for each horse stabled.
 - c. Any structure for housing horses shall be not less than 100 feet from any exterior property line, except that any such structure shall not be less than 200 feet from any adjacent residential district.

- d. Manure and stable refuse shall be treated and disposed of as required by local health codes.
 - e. Grandstands and other spectator facilities may be permitted provided that all such facilities are located in the interior of the site, and provided further that adequate off-street parking as required in sections 102-476 and 102-477 shall be provided with all access to off-street parking conforming to requirements of section 102-439.
- (5) Churches and other facilities normally incidental thereto subject to the following conditions:
- a. Buildings of greater than the maximum height allowed in article VII, division 2, of this chapter may be allowed provided front, side and rear yards are increased above the minimum required yards by one foot for each foot of building height that exceeds the maximum height allowed.
 - b. All access to the site shall be in accordance with section 102-439.
- (6) Public, parochial and private intermediate or secondary schools offering courses in general education, not operated for profit. Access to the site shall be in accordance with section 102-439.
- (7) Utility and public service buildings and uses (without storage yards) when operating requirements necessitate the locating of said building within the district in order to serve the immediate vicinity.
- (8) State licensed day care home (group) all in accord with Act 116 of 1973, as amended, for not more than 12 children for care during the day subject to the following:
- a. Is located not closer than 1,500 feet to any of the following:
 - 1. Another licensed group day care home.
 - 2. Another adult foster care small group home or large group home licensed under the adult foster care facility licensing act.
 - 3. A facility offering substance abuse treatment and rehabilitation service to seven or more people licensed under article 6 of the Public Health Code.
 - 4. A community correction center, resident home, halfway house, or other similar facility which houses an inmate population under the jurisdiction of the department of corrections.
 - b. Has appropriate fencing for the safety of the children in the group day care home as determined by the city.
 - c. Maintains the property consistent with the visible characteristics of the neighborhood.
 - d. Does not exceed 16 hours of operation during a 24-hour period. The city may limit the operation of a group day care home between the hours of 10:00 p.m. and 6:00 a.m.
 - e. Off-street parking for not less than two cars in addition to requirements for the dwelling unit shall be provided.
- (9) Private noncommercial recreational areas, institutional or community recreation centers; nonprofit swimming pool clubs, all subject to the following conditions:
- a. The proposed site for any of the uses permitted herein which would attract persons from, or are intended to serve, areas beyond the immediate neighborhood shall have at least one property line abutting a major thoroughfare as designated on the major thoroughfare plan and the site shall be so planned as to provide all access in accordance with section 102-439.
 - b. Front, side and rear yards shall be at least 80 feet wide, and shall be landscaped in trees, shrubs and grass. All such landscaping shall be maintained in a healthy condition.

- c. Off-street parking shall be provided so as to accommodate not less than one-half of the member families and/or individual members. The planning commission may modify the off-street parking requirements in those instances wherein it is specifically determined that the users will originate from the immediately adjacent areas, and will therefore be pedestrian. Prior to the issuance of a building permit or zoning compliance permit, bylaws of the organization shall be provided in order to establish the membership involved for computing the off-street parking requirements. In those cases wherein the proposed use or organization does not have bylaws or formal membership, the off-street parking requirement shall be determined by the planning commission on the basis of usage.
 - d. Whenever a swimming pool is constructed under this chapter, said pool area shall be provided with a protective fence, six feet in height, and entry shall be provided by means of a controlled gate.
- (10) Golf courses, which may or may not be operated for profit, subject to the following conditions:
- a. The site shall be so planned as to provide all access in accordance with section 102-439.
 - b. The site plan shall be laid out to achieve a relationship between the major thoroughfare and any proposed service roads, entrances, driveways, and parking areas which will encourage pedestrian and vehicular traffic safety.
 - c. Development features including the principal and accessory buildings and structures shall be so located and related as to minimize the possibilities of any adverse effects upon adjacent property. This shall mean that all principal or accessory buildings shall be not less than 200 feet from any property line abutting residentially zoned lands; provided that where topographic conditions are such that buildings would be screened from view, the planning commission may modify this requirements.
 - d. Whenever a swimming pool is to be provided, said pool shall be provided with a protective fence six feet in height, and entry shall be by means of a controlled gate.
- (11) Colleges, universities and other such institutions of higher learning, public and private, offering courses in general, technical, or religious education and subject to the following conditions:
- a. Any use permitted herein shall be developed only on sites of at least 40 acres in area, and shall not be permitted on any portion of a recorded subdivision plat.
 - b. All access to said site shall be in accordance with section 102-439.
 - c. No building shall be closer than 80 feet to any property line.
- (12) Cemeteries provided that:
- a. Not more than 51 percent of the land in the residential unit in which the cemetery is to be located is in recorded plats.
 - b. All access to said site shall be in accordance with section 102-439.
- (13) Bed and breakfast operations as a subordinate use to single-family dwelling units subject to city licensing provisions and a determination by the city planning commission that the applicant has shown proof of historic significance of the dwelling unit. In making the determination, the planning commission shall reference the historic criteria developed and adopted by the commission. Bed and breakfast operations shall further be subject to the following:
- a. Such dwelling shall abut a major thoroughfare as designated on the City of South Lyon Master Plan for thoroughfares.
 - b. Such dwellings shall meet all applicable codes and ordinances of the city, county and state.
 - c. Floor plans drawn to scale of all floors to be utilized for bed and breakfast activities shall be submitted to the city.

- d. Buildings shall be suitable in character for the use proposed and shall not be cause for a change in character of the neighborhood.
 - e. The dwelling shall be a building exhibiting historical qualities with not more than six sleeping rooms available for guests of the bed and breakfast dwelling.
 - f. There shall be no separate cooking facilities provided for the bed and breakfast occupants. Meals, other than those served as a part of the normal operation of the household, shall be served only to occupants of the bed and breakfast facility.
 - g. Approved smoke detectors shall be provided in individual sleeping units and in common hallways.
 - h. Emergency egress lighting to assure continued illumination for a duration of not less than one hour in case of emergency or primary power loss.
 - i. An approved fire extinguisher in the common hallway accessible to all occupants.
 - j. Every sleeping unit shall have at least one operable window approved for emergency egress or rescue, except where the sleeping unit is provided with a door to a corridor having access to two remote exits in opposite directions.
 - k. Occupancy shall be of a transient nature for periods not to exceed one week in duration in any one month by any transient occupant. A guest registry indicating name, address, phone number, vehicle license number shall be kept indicating dates of arrival and departure of guests and shall be available to the city for inspection upon request.
 - l. An unlighted sign not exceeding six square feet in area may be provided. Such sign may be provided as a ground sign or a wall sign.
 - m. Off-street parking shall be provided based upon one space for each rental room and one space for the operator of the facility. It is the city's intent to not encourage yards to be destroyed, landscaping removed or the integrity of the neighborhood altered in order to provide parking. In those instances where parking requirements cannot be met, the applicant may request special consideration from the planning commission. In such a case, the applicant shall submit an analysis of radius of the subject parcel. After analyzing this data, the planning commission may lower the number of the required parking spaces based on the fact that sufficient off-street parking exists in the neighborhood.
 - n. Such bed and breakfast dwelling shall not be located within 200 feet as measured from the nearest property lines of another such facility.
- (14) Private pools shall be permitted as an accessory use within the rear yard only provided they meet the following requirements:
- a. Private pools shall not require planning commission review and approval.
 - b. The outside of a pool wall shall not be located less than six feet from any rear or side lot line.
 - c. There shall be a distance of not less than four feet between the outside pool wall and any building located on the same lot.
 - d. No swimming pool shall be located less than 35 feet from any front lot line or any existing dwelling unit on abutting property.
 - e. No swimming pool shall be located in an easement.
 - f. For the protection of the general public, all areas containing swimming pools shall be completely enclosed by a fence not less than four feet in height. The gates shall be of a self-closing and latching type, with the latch on the inside of the gate not readily available for children to open. Gates shall be capable of being securely locked when the pool is not in use for extended periods.

- (15) Accessory buildings customarily incident to any of the above permitted uses, provided such buildings and uses are located on the same zoning lot as a permitted use.
- (16) Landscaping and snow removal vehicle storage subject to the following conditions:
 - a. Sites for vehicle storage of landscaping and snow removal equipment shall be limited to those sites whose side yard or rear yard abuts an industrial district(s).
 - b. There shall be maintained a minimum lot area of not less than four acres.
 - c. The maximum number of vehicles stored on site shall not be more than five.
 - d. The maximum number of trailers stored on site shall not be more than five.
 - e. All service vehicles and equipment must be screened from view and stored in the rear yard.
 - f. Trailers shall not exceed 20 feet in length.
 - g. Service vehicles shall be limited to those with one axle.
 - h. No product, material, or waste from another site shall be stored, dumped, or placed on site.
 - i. Hours of operation shall be between the hours of 7:00 a.m. and 8:00 p.m.
 - j. This use shall be subject to yearly review to ensure compliance with the above conditions.

(Ord. of 2-13-95(2), § 5.100; Ord. of 1-22-01(2), § 1; Ord. of 1-25-10(3))

Sec. 102-204. - Required conditions.

- (a) See article VII, division 2, of this chapter limiting the height and bulk of buildings, the minimum size of lot by permitted land use, the maximum density permitted, and providing minimum yard setback requirements.
- (b) All dwelling units shall be reviewed by the building inspector subject to the following conditions:
 - (1) Dwelling units shall conform to all applicable city codes and ordinances. Any such local requirements are not intended to abridge applicable state or federal requirements with respect to the construction of the dwelling.
 - (2) Dwelling units shall be permanently attached to a perimeter foundation. In instances where the applicant elects to set the dwelling on piers or other acceptable foundations which are not at the perimeter of the dwelling, then a perimeter wall shall also be constructed. Any such perimeter wall shall be constructed of durable materials and shall also meet all local requirements with respect to materials, construction and necessary foundations below the frost line. Any such wall shall also provide an appearance which is compatible with the dwelling and other homes in the area.
 - (3) Dwelling units shall be provided with exterior finish materials similar to the dwelling units on adjacent properties or in the surrounding residential neighborhood.
 - (4) Dwelling units shall be provided with roof designs and roofing materials similar to the dwelling units on adjacent properties or in the surrounding residential neighborhood.
 - (5) Dwelling units shall be provided with an exterior building wall configuration which represents an average width-to-depth or depth-to-width ratio which does not exceed three to one, or is in reasonable conformity with the configuration of dwelling units on adjacent properties or in the surrounding residential neighborhood.
 - (6) The dwelling shall contain storage capability in a basement located under the dwelling, in an attic area, in closet areas, or in a separate structure of standard construction similar to or of better quality than the principal dwelling, which storage area shall be equal to ten percent of the square footage of the dwelling or 100 square feet, whichever shall be less.

- (7) The building inspector may request a review by the planning commission of any dwelling unit with respect to subsections (b)(3), (4) and (5) of this section. The building inspector or planning commission shall not seek to discourage architectural variation, but shall seek to promote the reasonable compatibility of the character of dwelling units, thereby protecting the economic welfare and property value of surrounding residential uses and the city at large. In reviewing any such proposed dwelling unit, the building inspector may require the applicant to furnish such plans, elevations and similar documentation as it deems necessary to permit a complete review and evaluation of the proposal. When comparing the proposed dwelling unit to similar types of dwelling areas, consideration shall be given to comparable types of homes within 300 feet. If the area within 300 feet does not contain any such homes, then the nearest 25 similar type dwellings shall be considered.

(Ord. of 2-13-95(2), § 5.105)

Secs. 102-205--102-215. - Reserved.

From: Paris, Bryan J [mailto:parisb@oakgov.com]
Sent: Wednesday, September 19, 2018 3:00 PM
To: robert@southlyonmi.org
Cc: Lloyd Collins; ldeaton@southlyonmi.org; Godoshian, Jacqueline A; Zerwas, Steven G
Subject: FW: 318 W. Lake Street, South Lyon Assessed Value Needed Today by 3:00

Mr. Donohue,

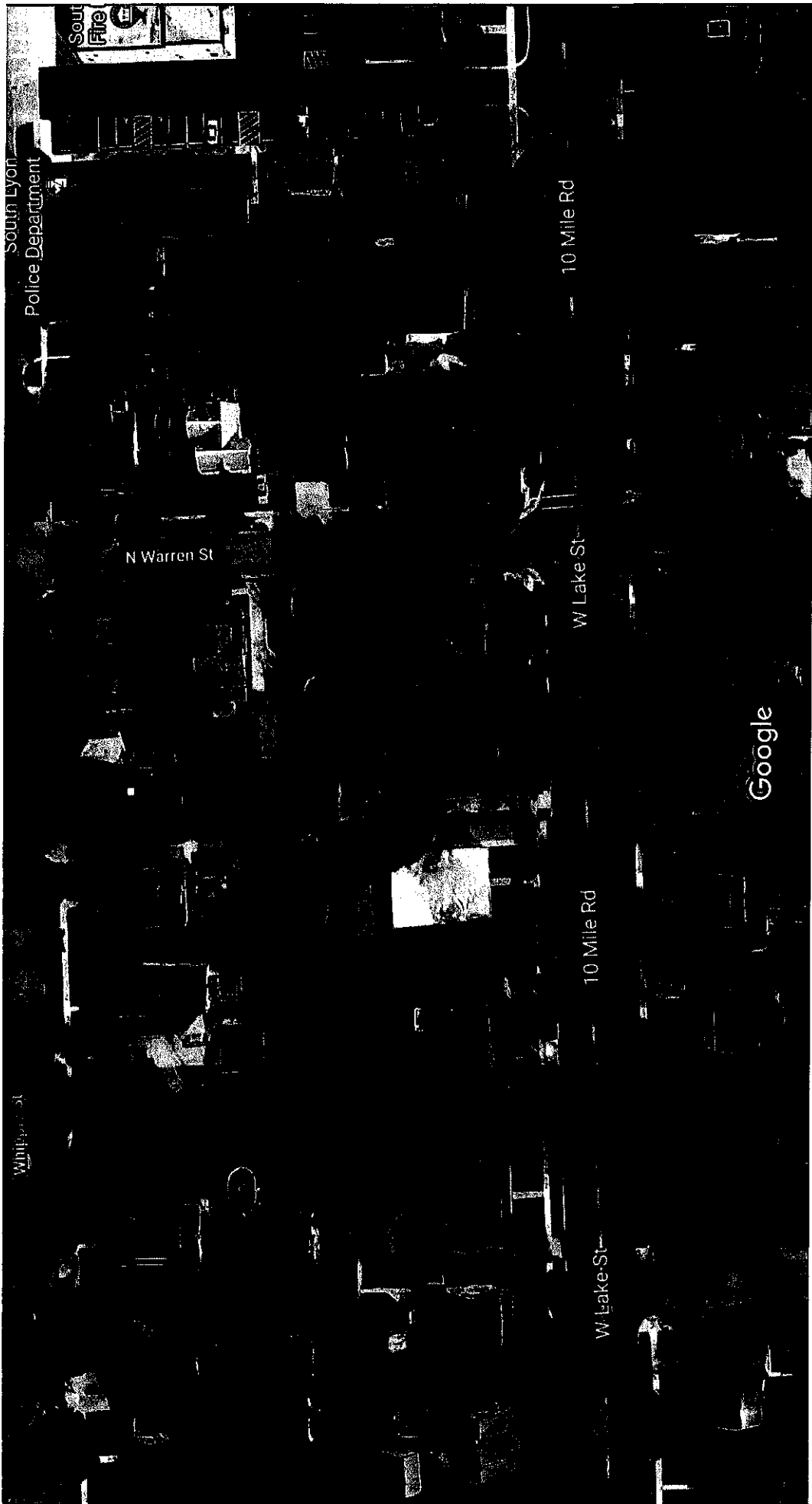
I've measured the subject property utilizing GIS, and I estimate the building to be 2,400 sq ft. Comparable office properties are selling for approximately \$100 per square foot; therefore, an appropriate true cash value for the subject parcel would be \$240,000. The true cash value stated is subject to an inspection verifying physical characteristics and external influences that are not readily observable utilizing GIS technology.

If you require additional assistance, then please feel free to contact me at 248-858-8766 or parisb@oakgov.com.

Sincerely,

Bryan Paris, MMAO, MCPPE
Equalization Field Supervisor
Oakland County Equalization
250 Elizabeth Lake Road, Suite 1000 W
Pontiac, MI 48341
E-Mail: ParisB@oakgov.com
Ph: (248) 858-8766
Fx: (248) 975-4407

Google Maps South Lyon



Imagery ©2018 Google, Map data ©2018 Google 50 ft



CITY OF SOUTH LYON

October 4, 2018

Subject: Building Review – 318 West Lake

Dear: City Manager and Council

Mayor

Daniel L Pelchat

Council Members

Glenn Kivell

Margaret J. Kurtzweil

Mary Parisien

Carl W. Richards

Rose Walton

Stephen Kennedy

City Manager

Paul Zelenak

Clerk/Treasurer

Lisa Deaton

Deputy Clerk/Treasurer

Judy Pieper

335 S Warren

South Lyon, MI 48178

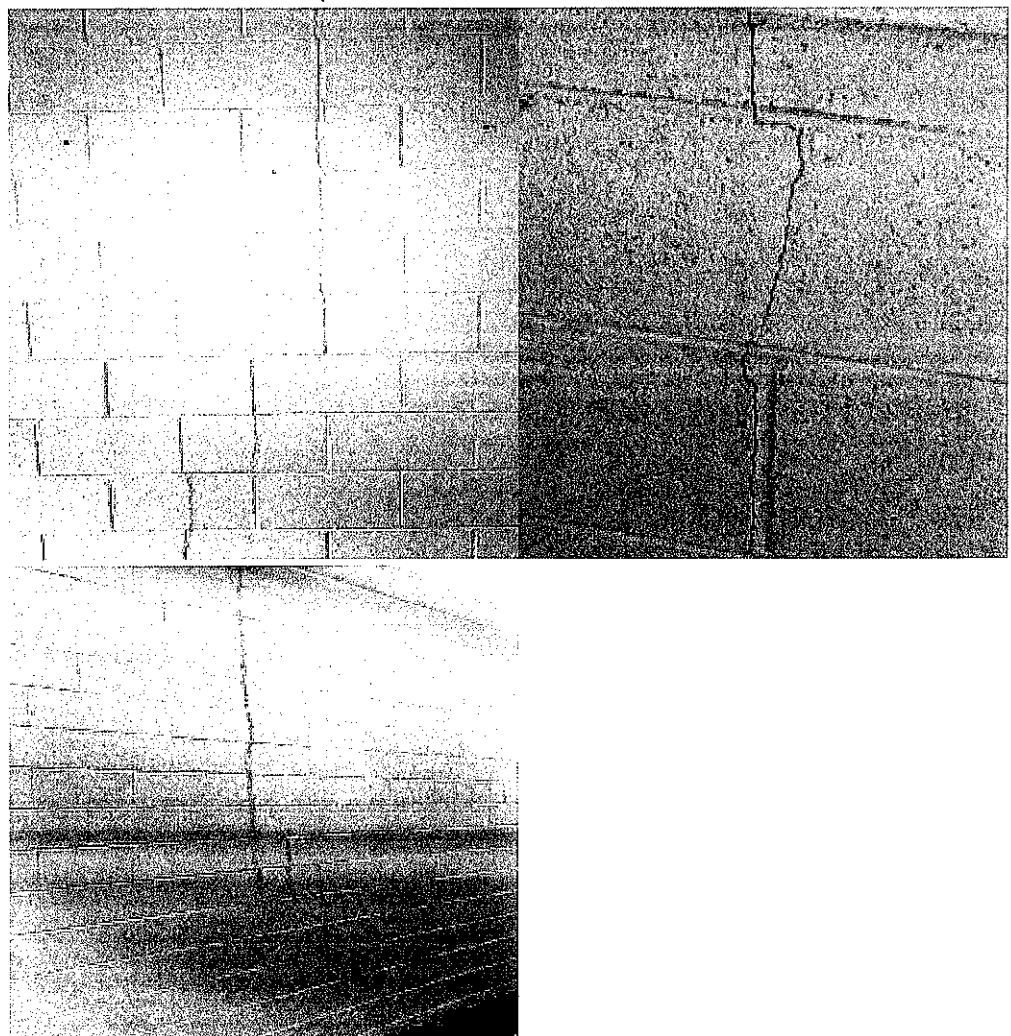
Phone: 248-437-1735

Fax: 248-486-0049

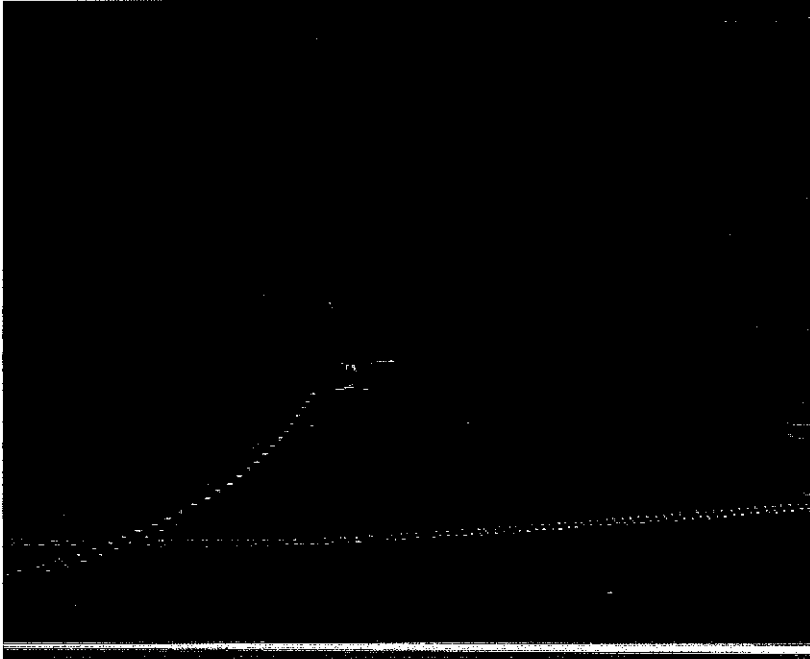
www.southlyonmi.org

On the 4th of October, I, Tracy Kallek (Deputy Building Official) and Allen Matthew (South Lyon Fire Marshall), inspected a building located at 318 West Lake, a city owned building that previously housed a public library and then a recreational organization.

The building is of a VB type construction. CMU (cement block walls), undetermined wood roof structure of a very flat, but pitched nature. There are several saw toothed shaped settlement cracks in the walls.



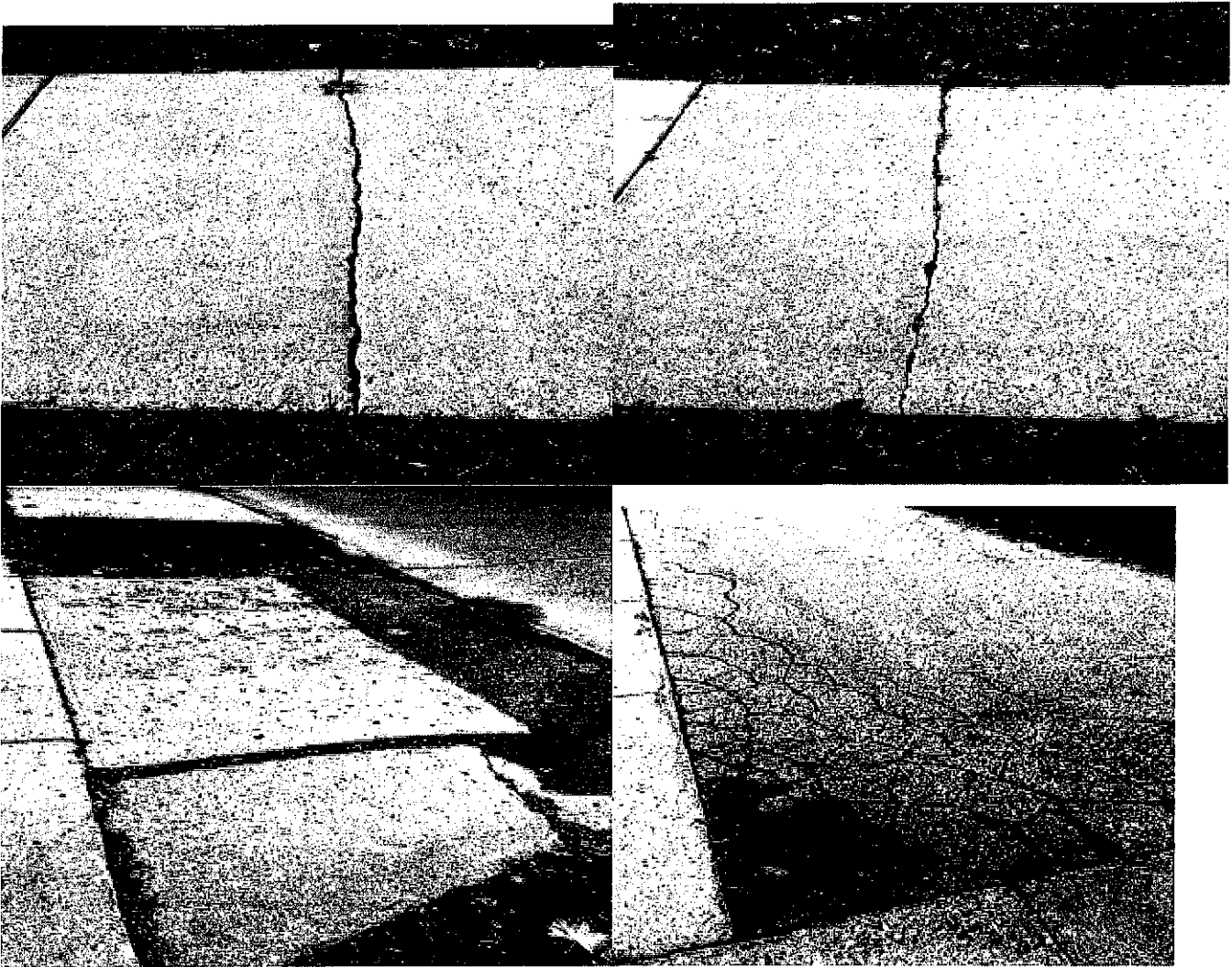
There is a suspended ceiling at 8', below the original 10' ceiling creating a cavity that's needs fire and smoke protection.



Most of the soffits and fascia's (over hangs) are in poor condition, with the flat nature of the roof it would need replacing to wrap the fascia's.

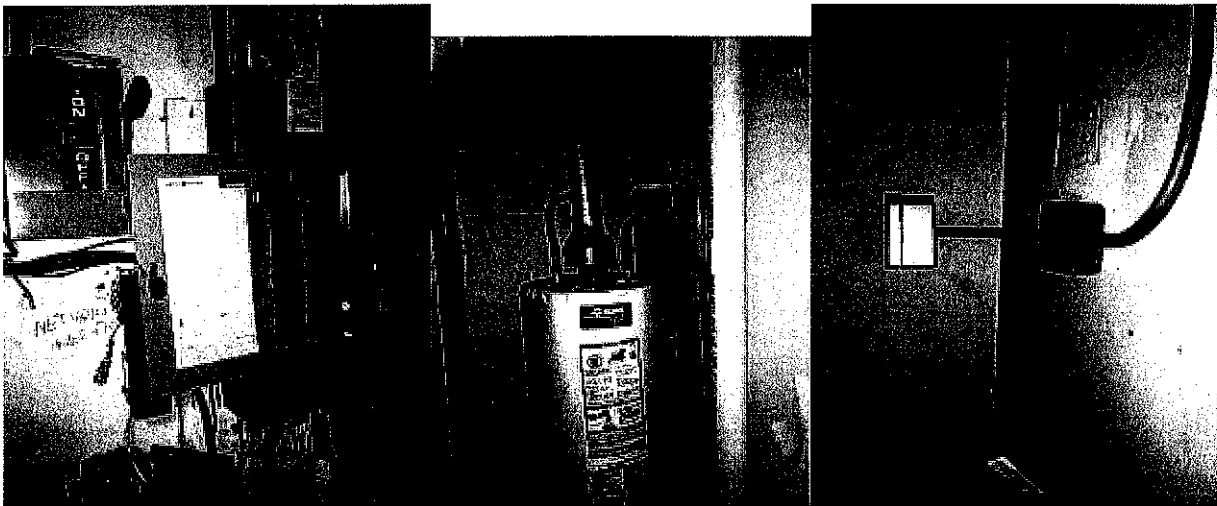


The Parking lot and exterior walk surfaces are beyond repair and would require tear out and replacement. The gas meter on the drive way side should have bollards to protect it from vehicles.

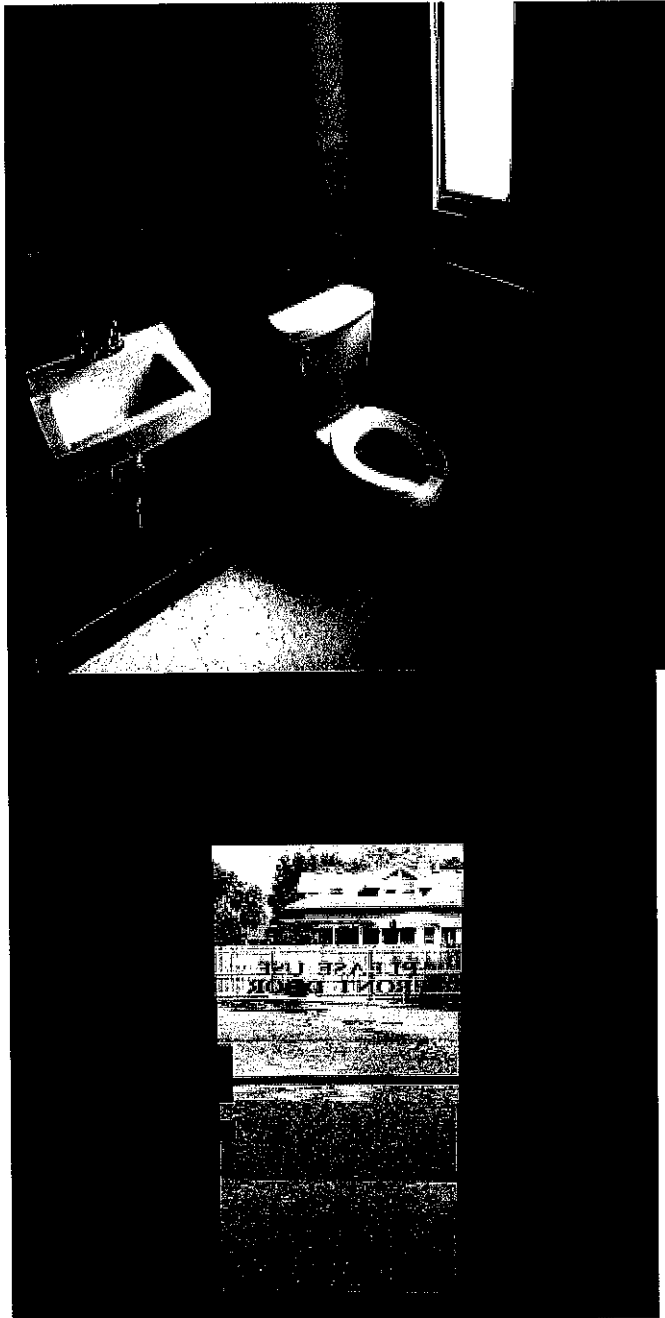




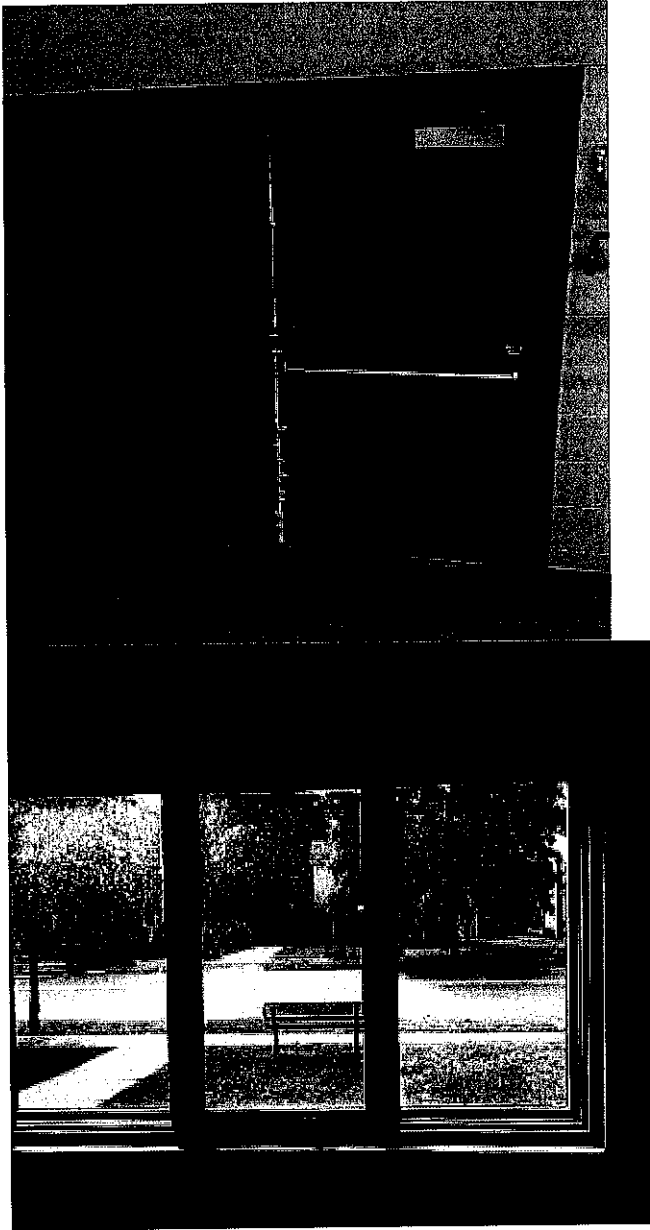
The mechanical room seems to be in good and operating order, NO appliances were started or tested, this is an appearance only assessment.



The restroom does meet barrier free design, lacking the missing rear grab bar. There is only one facility which would limit the occupant load to 15 or less people.



The doors and windows are in good shape. One double door is sealed shut with expansive foam, this is not a means of EGRESS, and is required to operate.



This building is salvageable and could be code compliant for a rough estimate of \$100k - \$120k

Tracy Kallek
Deputy Building Official
City of South Lyon Building Department
335 S Warren
South Lyon, MI 48178
248.459.4227 cell
tkallek@safebuilt.com



SOUTH LYON FIRE DEPARTMENT

217 Whipple Street, South Lyon, MI 48178
Phone: 248-437-2616 Fax: 248-437-3025
www.southlyonfire.com

10/9/2018

SOUTH LYON LIBRARY
318 WEST LAKE STREET
SOUTH LYON, MICHIGAN 48178

TO WHOM IT MAY CONCERN:

PLEASE BE ADVISED THAT AN ANNUAL FIRE INSPECTION OF THE ABOVE LISTED BUSINESS WAS CONDUCTED ON 10/4/2018. THE BELOW LISTED DEFECIENCY(S) WERE NOTED AT THE TIME OF THE INSPECTION.

1. ELECTRICAL OUTLET AT FRONT ENTRANCE (EXTERIOR), IS IN NEED OF REPAIR.
2. PROVIDE VERIFICATION THAT, STORAGE SHED AT REAR OF BUILDING IS SECURED TO FOUNDATION (SLAB).
3. REPAIR/REPLACE ILLUMINATED EXIT LIGHTS.
4. ELECTRICAL WALL OUTLET JUNCTION BOX REQUIRES AN APPROVED COVER PLATE (MECHANICAL ROOM).
5. PENETRATIONS IN ORIGINAL CEILING NEEDS TO BE SEALED WITH APPROVED MATERIALS.

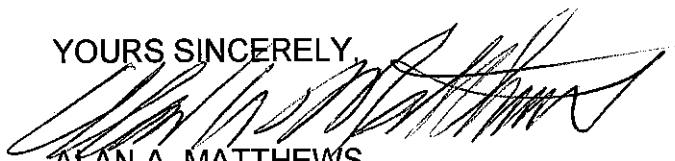
NOTE: THIS BUILDING IS CURRENTLY VACANT.

THE ABOVE LISTED DEFECIENCIES/VIOLATIONS SHALL BE CORRECTED ON/OR BEFORE NOVEMBER 15, 2018.

IF YOU HAVE ANY QUESTIONS CONCERNING THE ABOVE INFORMATION, PLEASE DO NOT HESITATE TO CONTACT ME.

THANK YOU AGAIN FOR THE OPPORTUNITY TO CONDUCT THIS VERY IMPORTANT FIRE AND LIFE SAFETY INSPECTION AND EVALUATION OF YOUR BUSINESS.

YOURS SINCERELY,



ALAN A. MATTHEWS
FIRE INSPECTOR.

AGENDA NOTE

New Business: Item # 1

MEETING DATE: November 26, 2018

PERSON PLACING ITEM ON AGENDA: Police Chief

AGENDA TOPIC: Support Emergency Operations Plan - Revised

EXPLANATION OF TOPIC: Maintaining a current Support Emergency Operations Plan establishes eligibility to receive Section 19 disaster funding. To this end, the state requires that the plans be updated every four years. The City of South Lyon Emergency Operations Support Plan was last updated on 12-9-14. Therefore, a revised plan must be submitted to the Oakland County Homeland Security Division by December 9, 2018. Prior to submission, it is necessary for City Council to adopt the revised plan by resolution.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Revised Support Emergency Operations Plan; resolution adopting Support Emergency Operations Plan.

POSSIBLE COURSES OF ACTION: Approve/Do Not Approve the resolution adopting the revised Support Emergency Operations Plan.

RECOMMENDATION: Approve the resolution adopting the revised Support Emergency Operations Plan.

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the resolution adopting the Support Emergency Operations Plan, as presented.

11/26/18

RESOLUTION NUMBER: 12 - 18

CITY OF SOUTH LYON
OAKLAND COUNTY, MICHIGAN

A RESOLUTION OF THE CITY COUNCIL TO ADOPT THE CITY OF SOUTH
LYON EMERGENCY OPERATIONS SUPPORT PLAN.

At a meeting of the City Council of the City of South Lyon, Oakland County,
Michigan, held on the 26th day of November, 2018, at the City Hall, located at 335 South
Warren, South Lyon, Michigan

The following resolution was offered by Councilmember _____ and
seconded by Councilmember _____

WHEREAS, the city of South Lyon elected to be incorporated into the Oakland County
Emergency Management Program and that by becoming part of the
Oakland County Emergency Management Program, the City of South
Lyon, and Oakland County have certain responsibilities to each other.

WHEREAS, this Emergency Operations Support Plan has been developed to identify
the responsibilities between the City of South Lyon and Oakland County
in regards to emergency management activities.

WHEREAS, the plan provides a framework for the City to use in performing
emergency functions before, during, and after a natural disaster, hostile
attack, technological incident or other emergency.

WHEREAS, this support plan is to be used in concurrence with Oakland County's
Emergency Operations Plan as it is a supporting document.

WHEREAS, the support plan will be maintained in accordance with the current
standards of the Oakland County Emergency Operations Plan. Review of
this plan shall be accomplished every four years.

NOW, THEREFORE, the South Lyon City Council hereby adopts this Emergency
Operations Support Plan, in support to the Oakland County Emergency
Operations Plan.

City of South Lyon Support Emergency Operations Plan

A Support Plan to The Oakland County Emergency Operations Plan

December 9, 2018

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SIGNATURE PAGE

Date:

To all Recipients:

Transmitted herewith is the Support Emergency Operations Plan for the City of South Lyon in support to the Oakland County Emergency Operations Plan. The plan provides a framework for the City of South Lyon to use in performing emergency functions before, during, and after a natural disaster, technological incident, hostile attack or other emergency.

This plan was adopted by the South Lyon City Council under Resolution No. 12-18 dated November 26, 2018. It supersedes all previous plans.

Signature of Chief Executive Official

Date

CITY OF SOUTH LYON INTRODUCTION TO THE PLAN

I. Purpose

City of South Lyon has elected to be incorporated into the Oakland County Emergency Management Program. By becoming part of the county emergency management program, the City of South Lyon and Oakland County have certain responsibilities to each other. This Support Emergency Operations Plan has been developed to identify the responsibilities between the City of South Lyon and Oakland County in regards to emergency management activities. It also provides for City of South Lyon government agencies to respond to various types of emergencies or disasters that affect the community. This support plan is to be used in concurrence with the County Emergency Operations Plan as it is a supporting document. The support plan will be maintained in accordance with the current standards of the Oakland County Emergency Operations Plan. Review of this support plan shall be accomplished every four years.

II. Scope

This plan is a flexible document in which changes from the content of the plan may occur due to the unique nature of emergencies. Each agency that has a supported role in this plan or its elements should have developed Standard Operating Procedures (SOP) which provides systematic instructions for accomplishing assigned functions. In addition to support emergency preparedness and response efforts, the local government also conducts other activities such as personnel training, participating in exercises, encouraging chronic disease prevention techniques; educating the public on awareness activities, and the use of appropriate land use planning decisions for mitigation and prevention purposes as well. Through this plan, the City of South Lyon continues to implement the National Incident Management System, participating in efforts to provide an effective and efficient incident management operation.

III. Plan Maintenance and Implementation

The plan has been developed together with local community and county officials to ensure consistency within the county emergency management program documents. The plan is required to be approved by the South Lyon City Manager every four years, or whenever the Chief Executive Official (CEO) changes and is to be forwarded to the County Emergency Management Office. Upon approval, it will be implemented, tested through exercises in concurrence with County officials, and reviewed/updated to maintain currentness with the County Emergency Operations Plan.

This plan has been provided to all municipal agencies, elected officials and the county emergency management office.

IV. Emergency Management Program Oversight

The City of South Lyon has appointed the Chief of Police to serve as the municipal emergency management liaison responsible for working with the County Emergency Management Coordinator in matters pertaining to emergency management. Pursuant to the requirements in P.A. 390, of 1976, as amended, Section 19, Oakland County has adopted a resolution that incorporates the City of South Lyon into its emergency management program, which is necessary for disaster assistance.

CITY OF SOUTH LYON

BASIC INFORMATION

I. Community Profile

The City of South Lyon is situated in the Southwest section of Oakland County. The community has a population of 11,741 residents. Of this number, approximately 1,000 are identified as individuals with functional needs. Many of these individuals reside in congregate care centers, but others reside in non-group homes where help is provided as needed or on-call. The city/township's major industry is Michigan Seamless Tube, employing approximately 300 people. Due to this industry, the City of South Lyon is concerned with potential air and water contamination.

According to the County's Hazard Mitigation Plan, the community is most vulnerable to: tornadoes, flooding and extreme cold. Areas within the community which are more of a concern as a result of these hazards include: Colonial Acres and South Lyon Senior Care. More information regarding hazard vulnerability can be found in the County's Hazard Mitigation Plan/Analysis.

Within the community, there are approximately three sites that contain hazardous substances. Of these sites, approximately three contain extremely hazardous substances. Pursuant to SARA Title III, off-site emergency response plans have been developed by the Oakland County Local Emergency Planning Committee (LEPC) to prepare the fire department(s) to respond to the specific extremely hazardous substances on the sites. In addition, the owners of the sites have reported the types of hazardous substances that are housed on-site, as required by the Emergency Planning and Community Right-To-Know Act.

II. Emergency Management Authority

Pursuant to P.A. 390 of 1976, as amended, the municipal CEO may declare a local state of emergency for the City of South Lyon. In the CEO's absence, pursuant to local legislation, the Mayor is authorized to declare the local state of emergency as well. Upon a declaration, PA 390 also authorizes the CEO to issue directives, such as restrictions to travel on local roads. The local declaration activates this emergency plan as well as the emergency operations center to conduct activities to ensure the safety of people, property, and the environment.

By resolution on April 13, 2009, the City of South Lyon has adopted the National Incident Management System as the standard for incident management for all-hazards. Through the adoption, the City of South Lyon continues to implement the concepts of the NIMS through training, planning, and exercising activities.

III. Response Resources

The City of South Lyon maintains five departments responsible for providing public safety and welfare to the community. Each department is comprised of qualified emergency personnel, and maintains equipment capable of responding to emergencies. A list of resources that the departments use for emergency situations can be requested through the municipal emergency management liaison. If the incident requires additional resources beyond the capability of the City of South Lyon, the CEO may enact mutual aid, or it may be necessary to request county assistance through proper procedures.

IV. Emergency Management Organization

The City of South Lyon emergency management organization consists of five departments responsible for conducting activities in response to emergencies within the community. These departments have been assigned to specific emergency functions which the municipality has identified as necessary in order to provide an effective response to secure the safety of people, property, and the environment. Each agency is responsible for implementing pre-disaster activities to help prevent and/or prepare for various hazards that the community is vulnerable to such as: chronic diseases, flooding, hazardous material spills, inclement weather, tornadoes, and public disturbance; a more precise list can be found in the County's Hazard Mitigation Plan/Analysis. Prevention and preparedness activities include: awareness training, exercising, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, and educating people to self-care in an emergency.

The City Manager serves as the incident manager for municipal coordination. At his/her side includes the emergency management liaison (Police Chief), a planning chief (Economic Development Director), finance chief (Bookkeeper), operations chief (Fire Chief), and logistics chief (Bookkeeper). The operations chief (Fire Chief) is responsible for coordinating the individual emergency functions assigned by agencies.

The table below lists the functions, assigned agencies, primary points of contact, and phone numbers.

Function	Agency	Primary Contact	Phone
Direction and Control	South Lyon City Admin.	Paul Zelenak	(248) 437-1735
Fire Services	South Lyon Fire Dept.	Robert Vogel	(248) 437-2616
Law Enforcement	South Lyon Police Dept.	Lloyd Collins	(248) 437-1773
Warning and Communications	South Lyon Police Dept.	Lloyd Collins	(248) 437-1773
Public Information	South Lyon Police Dept.	Lloyd Collins	(248) 437-1773
Damage Assessment	Safe Built	Ken Pike	(248) 437-5255
Public Works	South Lyon DPW	Ron Brock	(248) 437-6914
Emergency Medical Services	HVA	Communications Super.	(734) 477-6447
Debris Management	South Lyon DPW	Ron Brock	(248) 437-6914
Human Services	South Lyon City Clerk	Lisa Deaton	(248) 437-1735

Line of Succession

The following is a list of the 2nd and 3rd alternates for each agency identified in the plan to maintain the emergency tasks assigned.

Agency	2 nd Alternate	3 rd Alternate
South Lyon City Admin.	Lisa Deaton	Robert Donahue
South Lyon Fire Dept.	Michael Weir	Cory Armstrong
South Lyon Police Dept.	Christopher Sovik	Douglas Baaki
Safe Built	Tracy Kallek	Tara Schreiber
South Lyon DPW	Ron Beason	Jeff Archey
HVA	On-Duty Supervisor (734) 477-6242	Andy Savage (734) 476-2340
South Lyon Water & Waste Water	Ron Beason	James Ciaramitaro
South Lyon City Clerk	Judy Pieper	Carol Brandon

CITY OF SOUTH LYON

GENERAL EMERGENCY MANAGEMENT GUIDELINES

The following guidelines are general to the municipality, all agencies, and individuals who have a role in responding to an emergency within the community and coordinated by the City of South Lyon. Being that emergency planning is a work in progress, guidelines are continuously reviewed and modified due to the situation and complexity of incidents.

- a) Report to the local emergency operations center when activated for scheduled exercises or disasters, or delegate another individual to staff the EOC and implement the plan.
- b) Implement mutual aid agreements or contracts with other organizations to supplement local resources that have been exhausted.
- c) Ensure compliance with this plan and the County Emergency Operations Plan, and any pertinent procedures and documents issued, which impact the provision of emergency services in the municipality.
- d) Train department emergency personnel in emergency management functions and NIMS/ICS concepts.
- e) Assist in the development, review and maintenance of the plan and of the County EOP.
- f) Develop and maintain standard operating procedures for specific functions or actions identified in the plan.
- g) Maintain a list of resources available by the departments/agencies.
- h) Protect records and other resources deemed essential for continuing government functions and each agency's emergency operations in accordance to procedures and policies.
- i) Establish mutual aid agreements and/or contracts with other jurisdictions/entities to supplement municipal resources.
- j) Establish a system of coordination, such as the incident command system, within the EOC. Field operations, however, are required to use the incident command system.
- k) Participate in the review and update of this emergency operations plan, in accordance to a schedule identified by the municipal emergency management liaison and the county emergency management coordinator.
- l) Adapt and provide printed emergency management materials and verbal messages to those who are vision impaired, non-English speaking, or deaf/hard of hearing.
- m) Conduct pre-disaster public awareness activities including education classes, self-care guidelines, communications plans, and protocols.
- n) Make recommendations to the CEO regarding protective actions.
- o) Utilize MI-CIMS or other systems to record and log significant events throughout the duration of the emergency, as well as the decisions made by the incident commander and municipal CEO.
- p) Continuously conduct emergency planning activities as it is a work-in-progress, periodically being reviewed and updated.
- q) All emergency response agencies are considered to be available to respond.

CITY OF SOUTH LYON

EMERGENCY RESPONSE PROCEDURES

The following are procedures that the City of South Lyon conducts and coordinates with the county in response to a local state of emergency.

- a) Ensure that the municipal emergency response agencies, elected officials and the county emergency management coordinator are notified of the situation.
- b) Municipal agencies assess the nature and scope of the emergency or disaster.
- c) If the situation can be handled locally, do so, using the following sequenced guidelines:
 - a. The emergency management liaison advises the CEO and coordinates all emergency response actions.
 - b. The CEO declares a local state of emergency and notifies the county emergency management coordinator of this action; a written local state of emergency declaration is forwarded to the county within 72 hours of the on-set of the emergency/disaster event.
 - c. The Emergency Management Liaison activates the emergency operations center. The EOC is located at the Waste Water Treatment Plant, 23500 Dixboro Rd. If this location is unavailable an alternate location is at the Police Administration Building, 214 W. Lake St.
 - d. Emergency response agencies are notified through telephone by the City Manager to report to the EOC.
 - e. The CEO directs departments/agencies to respond to the emergency situation in accordance to each agency's functional guidelines indicated in the attachments to this plan.
 - f. The CEO issues directives as to travel restrictions on local roads and recommends protective actions from the commanding agency. Protective action recommendations will be based on weather forecasting and if the incident complexity increases due to inability to respond rapidly and with a "ready" supply of resources to mitigate the incident.
 - g. Notify the public of the situation, through the Public Information Official, and take appropriate actions.
 - h. Keep the county emergency management coordinator informed of the situation and actions taken.
- d) If municipal resources become exhausted or if special resources are needed, request county assistance through the county emergency management coordinator.
- e) If assistance is requested, the county emergency management coordinator assesses the situation and makes recommendations on the type/level of assistance. The County may also take the following steps:

1. Activate the County Emergency Operations Center
 2. Activate the County Emergency Operations Plan
 3. Respond with county resources as requested
 4. Activate mutual aid agreements
 5. Coordinate county resources with municipal resources
 6. Notify Michigan State Police/Emergency Management Homeland Security Division (MSP/EMHSD) District Coordinator
 7. Develop a jurisdiction situation report and a damage and injury assessment report via MI-CIMS and submit to the MSP/EMHSD
 8. Assist the municipality with prioritizing and allocating resources
- f) If county resources are exhausted, the county makes a request to the Governor to declare a state of emergency or state of disaster in accordance with procedures set forth in PA 390, as amended. The county shall not request state assistance or a declaration of a state of disaster or a state of emergency unless requested to do so by the CEO of City of South Lyon if the situation occurs solely within the confines of the municipality.
- g) If state assistance is requested, the MSP/EMHSD District Coordinator, in conjunction with the county emergency management coordinator and municipal emergency management liaison, assess the disaster or emergency situation and recommend the necessary resources that are required for its prevention, mitigation, or relief efforts.
- h) After completing the assessment the MSP/EMHSD District Coordinator immediately notifies the State Director of Emergency Management and Homeland Security of the situation.
- i) The State Director of Emergency Management and Homeland Security notifies the Governor and makes recommendations.
- j) If state assistance is granted, procedures are followed in accordance with the Michigan Emergency Management Plan and the County Emergency Operations Plan.

ADDENDA

CITY OF SOUTH LYON

EMERGENCY ACTION GUIDELINES

The following attachments provide guidelines for each function that has been assigned to the agencies in response to an emergency or disaster situation.

Attachment A: Direction and Control
Attachment B: Fire Services
Attachment C: Law Enforcement
Attachment D: Warning and Communications
Attachment E: Public Information
Attachment F: Damage Assessment
Attachment G: Public Works
Attachment H: Emergency Medical Services
Attachment I: Debris Management
Attachment J: Human Services

Each agency assigned is responsible for maintaining the guidelines, as well as approving any changes to the guidelines or changes in the official responsible for implementation.

ATTACHMENT A DIRECTION AND CONTROL

The Executive Official/City Manager, with support from the Emergency Management Liaison, is responsible for directing and controlling emergency management operations. The following guidelines represent a checklist of actions that must be considered for providing an effective response to an emergency or disaster situation.

Guidelines:

- a) Issue orders and directives, i.e., travel restrictions, and recommend protective actions to be taken by the general public.
- b) Declare a local state of emergency or disaster and notify the county emergency management office within 72 hours of the incident onset.
- c) Generate and disseminate information to the public via the Public Information Officer.
- d) Provide for continuity of operations.
- e) Activate and maintain the local emergency operations center.
- f) Seek federal post-disaster funds, as available, as well as pre-disaster assistance.
- g) Maintain record of activity regarding decisions on emergency actions.
- h) Review and evaluate assessment data.
- i) Maintain liaison with state and federal officials.
- j) Coordinate with County officials in response and recovery efforts.
- k) Coordinate and conduct information sharing activities to identify potential and enacted WMD or terrorism activities, and mobilize and direct resources in response to such incidents.
- l) Prepare and maintain an emergency plan for the municipality subject to the direction of elected officials; review and update as required.
- m) Develop and maintain a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community.
- n) Coordinate with State and federal officials in collecting and sharing terrorism related information.

The executive official has reviewed and approves the assigned guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.

Signature of Official

Date

ATTACHMENT B FIRE SERVICES

The Fire Department, is responsible for fire service activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Guidelines:

- a) Provide command level representatives to the EOC and Unified Incident Command Post, when activated.
- b) Coordinate fire and search and rescue services with appropriate personnel at the County Emergency Management Agency; including assistance from regional specialty teams such as, but not limited to the Incident Management Team, Regional Response Team, Hazardous Materials Team, MUSAR, and BOMB Squad.
- c) Coordinate with County EMC and the State of Michigan in the decontamination and monitoring of affected citizens and emergency workers after exposure to CBRNE hazards.
- d) Assume secondary/assisting responsibility for emergency alerting of the public.
- e) Assist with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured.
- f) Provide resources for fire services response and rescue operations.
- g) Assist in salvage operations and debris clearance.
- h) Advise elected officials about fire and rescue activities.
- i) Conduct safety analysis of the emergency, inform and recommend corrections to the CEO.
- j) Respond to hazardous materials spills in accordance to the procedures in Appendix 1 below.
- k) Assist in search and rescue operations.
- l) Assist in searching for bombs and/or explosive devices in connection with WMD events.

The fire services official has reviewed and approves the assigned guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.

Signature of Official

Date

ATTACHMENT B, APPENDIX 1 FIRE SERVICES

HAZMAT RESPONSE GUIDELINES

The Fire Department is responsible for the response to hazardous materials spills. Response will be acted in accordance to the following procedures:

- a) Assume incident command upon arrival at the scene.
- b) Establish scene security or coordinate with other available agencies to establish scene security.
- c) Monitor and evaluate environmental health risks or hazards from hazardous materials releases.
- d) Inspect possible sources of contamination.
- e) Provide technical assistance and liaison with other appropriate agencies or organizations for the remediation of hazardous waste releases and other contamination sources.
- f) Disseminate information to the Emergency Operations Center Public Information Officer on hazardous material releases issues.
- g) Make protective action recommendations based on severity and complexity of incident type.
- h) Ensure PPE is fit-tested to responders.
- i) Prior to proceeding with cleanup, analyze and evaluate the safetiness of the spill and contamination by a certified Safety Officer/technician.
- j) Decontaminate equipment and gear.

The fire services official has reviewed and approves the assigned guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.

Signature of Official

Date

ATTACHMENT C LAW ENFORCEMENT

The Police Department, is responsible for law enforcement activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Guidelines:

- a) Develop and maintain procedures for the Police Department.
- b) Coordinate security and law enforcement services; with appropriate personnel at the County Emergency Operations Center.
- c) Establish security and protection of critical facilities.
- d) Provide traffic and access control in and around affected areas.
- e) Assume primary responsibility for emergency alerting and notification of threatened populations.
- f) Assist with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured.
- g) In cooperation with the Fire Department, performs search and rescue operations.
- h) Implement any curfews ordered by the CEO.
- i) Provide access control to affected areas.
- j) Provide emergency assistance to persons with functional needs.
- k) Assist the medical examiner with mortuary services.
- l) Assist with coordination of urban search and rescue activities.
- m) Investigate incident and provide intelligence information to state and federal officials.

The law enforcement official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

Signature of Official

Date

ATTACHMENT D

WARNING AND COMMUNICATIONS

The South Lyon Police Department is responsible for warning and communications activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Guidelines:

- a) Warn the following individuals via telephone.
 - Municipal Chief Executive
 - Municipal Emergency Management Liaison
 - County Emergency Management Coordinator
 - Municipal Emergency Operations Center representatives
- b) Ensure all agencies represented in the municipal Emergency Operations Center have communications to their staff at their department offices and at the incident site. This equipment consists of computers, portable radios, cell phones and landline telephones.
- c) Establish communications with the county Emergency Operations Center if activated. The communications equipment available for this link is LEIN, telephone, fax, or cell phone.
- d) Establish communications with the Incident Command Post, if established.
- e) Activate the public warning system in accordance to the procedures listed in the South Lyon Police Departments Policy and Procedure Manual.
- f) Ensure the public warning system provides notification to functional needs populations identified in the community, i.e., elderly, hearing impaired, non-English speaking, and others. The system consists of door-to-door, reverse 9-1-1, vehicle paging system and multiple social media outlets.
- g) Contact and warn special facilities and locations, such as schools, hospitals, nursing homes, major industries, institutions, and place of public assembly. The methods of warning and contacting these locations consist of personal contact and telephone.

The South Lyon Police Department official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

Signature of Official

Date

ATTACHMENT E PUBLIC INFORMATION

The South Lyon Police Department, is responsible for public information activities. The following guidelines represent a checklist of actions that the Public Information Official must consider for providing an effective response to an emergency or disaster situation.

Guidelines:

- a) Function as the sole point of contact for the news media and public officials.
- b) Collect information from municipal emergency response agencies located in the emergency operations center and other locations.
- c) Prepare news releases/instructional information to be disseminated to the local media, considering how to communicate to non-English speaking populations.
- d) Conduct press tours of disaster area(s) within the community.
- e) Establish a Public Information Center at 214 W. Lake St. (Police and Fire Administration Building) to become the central point from which news releases are issued.
- f) Establish and maintain contact with the County Public Information Official if the County's Emergency Operations Plan is activated.
- g) Coordinate public information activities with the county Public Information Officer if the County Emergency Operations Center is activated.
- h) Assist the county in establishing a joint information center (JIC).
- i) Assist the county with establishing a Rumor Control Center.
- j) Assist the municipal emergency management liaison in developing and distributing educational material on the hazards that face the municipality.
- k) Develop and maintain Emergency/Public Information procedures.
- l) Maintain a log and file of all information released to the media.

The South Lyon Police Department official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

Signature of Official

Date

ATTACHMENT F DAMAGE ASSESSMENT

The South Lyon Building Department with contracted support from Safebuilt, is responsible for damage assessment activities and for ensuring damage assessment team members have current training. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Guidelines:

- a) Record initial information from first responders such as law enforcement, fire services, and public works.
- b) If necessary, activate the damage assessment team which consists of the following agencies:
 - 1. Safebuilt - responsible for public damage assessment
 - 2. Safebuilt - responsible for individual damage assessment
- c) Provide information to the municipal Emergency Management Liaison. The Liaison will then provide assessment data to the county for preparation of a jurisdictional situation report via MI-CIMS.
- d) If the situation warrants, assist the municipal CEO with the preparation of a local state of emergency declaration and forward to the County Emergency Management Coordinator.
- e) Prepare a request for county assistance in conjunction with the municipal emergency management liaison.
- f) Plot damage assessment information on status boards in the municipal Emergency Operations Center.
- g) Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
- h) Prepare reports for the municipal public information official.
- i) Collect information and forward to the County so that the county can complete the Damage and Injury Assessment information through the jurisdiction's situational report via MI-CIMS.

The South Lyon Building Department official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

Signature of Official

Date

ATTACHMENT G PUBLIC WORKS

The Public Works Department as well as the Water and Wastewater Department are responsible for public works activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Guidelines:

- a) Maintain transportation routes.
- b) If necessary, coordinate activities designed to control the flow of flood water, including sandbagging, emergency diking, and pumping operations.
- c) Coordinate travel restrictions/road closures within the municipality.
- d) Identify evacuation routes.
- e) Provide emergency generators and lighting.
- f) Assist with traffic control.
- g) Assist with access control.
- h) Assist with urban search and rescue activities, i.e., persons trapped in damaged buildings or under heavy debris/objects, etc.
- i) Assist private utilities with the shutdown and restoration of gas and electric services.
- j) Assist with transportation of essential goods, i.e., food, medical supplies, etc.
- k) As necessary, establish a staging area for public works.
- l) Report damage information to the Damage Assessment Team.
- m) If necessary, assist with damage surveys for the federal public assistance grant program.
- n) If the county Emergency Operations Center is activated, establish and maintain contact with the person representing public works.
- o) Notify Law Enforcement of the location(s) of disabled vehicles.
- p) Inspect critical infrastructure and other public utilities for safety.

The public works official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

Signature of Official

Date

ATTACHMENT G, APPENDIX 1 PUBLIC WORKS

HAZMAT RESPONSE GUIDELINES

The Public Works Department will support the Fire Department in response efforts according to the following:

- a) Assist the fire department in the cleanup of contaminated soils and transport to appropriate dump sites.
- b) Evaluates inland water conditions and make recommendations to fire chief on response actions.
- c) Provide heavy equipment and diking materials to support the Fire Department's response to hazardous materials incidents.
- d) Advise the incident commander of any safety concerns.
- e) Ensure personnel use adequate personal protection equipment.
- f) Decontaminate equipment and gear.

The public works official has reviewed and approves these guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.

Signature of Official

Date

ATTACHMENT H EMERGENCY MEDICAL SERVICES

The Fire Department, with assistance from Huron Valley Ambulance, is responsible for emergency medical service activities. The following guidelines represent a checklist of actions that agency officials must consider for providing an effective response to an emergency or disaster situation.

Guidelines:

- a) Evacuate nursing homes, hospitals, and other medical facilities.
- b) Assist with animal and pet control, coordinating activities with Oakland County Animal Control.
- c) Assist with decontamination.
- d) Coordinate and provide emergency medical care to victims.
- e) Establish a staging area for emergency medical equipment.
- f) Identify a facility to be used as a temporary morgue if necessary.
- g) Coordinate with hospitals and shelter managers to staff medical teams at shelters.
- h) When appropriate, coordinate field units' participation in damage assessment activities.
- i) Ensure that emergency medical teams responding on-scene have established an on-scene medical command post and a medical commander.

Fire Services has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

Signature of Official

Date

ATTACHMENT I DEBRIS MANAGEMENT

The Public Works Department as well as the Water and Wastewater Department are responsible for debris management activities. The following guidelines represent a checklist of actions that agency officials must consider for providing an effective response to an emergency or disaster situation.

Guidelines:

Debris Clearance – Occurs in the first 24-72 hours and generally focuses on clearing roadways for emergency vehicles & rescue operations to have unobstructed routes to critical facilities

- a. Maintain detailed record keeping (critical for possible reimbursement)
 - i. Document all expenses and time involved in the debris removal process
- b. Coordinate with public utilities and waste haulers
- c. Consider how to handle access to private property
 - i. Right-of-entry, hold-harmless agreements
- d. Consider health & safety concerns (obtain detailed safety plans from contractors)
- e. Obtain any necessary permits and/or waivers

Debris Removal – The management and disposal of accumulated debris after life-safety has been addressed

- f. Consider the following steps in the debris management process:
 - i. Removal
 - ii. Transportation/hauling routes
 - iii. Temporary storage/staging site selection & management
 - 1. Consider water tables, affected populations, terrain
 - iv. Monitoring/load tickets/weights & measures
 - v. Sorting/Processing
 - vi. Recycling of applicable materials
 - vii. Reduction (Chipping, grinding, burning)
 - viii. Final disposition/landfill or other

The debris management official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

Signature of Official

Date

ATTACHMENT J HUMAN SERVICES

The City Clerk from the Administration Department will serve as the Human Services Liaison and is responsible for human services activities. The liaison will coordinate and/or keep informed regarding human services activities occurring within the municipality. In addition, they will coordinate with County & other Human Service Agencies. The following guidelines represent a checklist of actions that the liaison must consider for providing an effective response to an emergency or disaster situation.

Guidelines:

- a) Coordinate activities of municipal agencies/departments which provide human service type services; consider those with functional needs.
- b) Coordinate the provision of transportation for evacuation.
- c) Open and manage shelters in the municipality.
- d) Set up canteen (s) to feed emergency workers in the municipality.
- e) Provide food to municipality workers and victims of disaster residing in the municipality.
- f) Assist the PIO with a Rumor Control Center.
- g) Arrange for provision of Crisis Counseling or Critical Incident Stress Debriefing (CISD) for both victims and identified disaster workers.
- h) If the County Emergency Operations Center is activated, establish and maintain contact with the person representing Human Services. If the county Emergency Operations Center is not activated, establish and maintain contact with the county Human Services Official directly at the county Department of Health and Human Services.
- i) Coordinate with American Red Cross and other pertinent organizations for the distribution of emergency clothing for disaster victims.
- j) Coordinate efforts to provide transportation for disaster victims and family reunification. (Consider local school buses, council on aging, canoe liveries, USFS, volunteers, etc.)

The human services official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

Signature of Official

Date

ATTACHMENT J, APPENDIX 1
HUMAN SERVICES
RESOURCES AND SUPPORT SERVICES

TRANSPORTATION RESOURCES	TYPE
South Lyon Bus Garage - (248) 573-8910	All

MASS CARE FACILITIES	MAXIMUM OCCUPANCY
South Lyon High School	1,300
St. Joseph Catholic Church	500
First United Methodist Church	500

FOOD AND FAMILY CARE RESOURCES	TYPE OF SERVICE
Salvation Army, Charles McDougall - (248) 443-5500	Emotional and Spiritual Support, Food and Clothing
American Red Cross - (313) 833-4440	“ “

FUNCTIONAL NEEDS CARE SERVICES	TYPE OF SERVICE
South Lyon Senior Care and Rehab Facility	Mobility and DME Equipment
Language Line - 800-523-1786	Translator

PLAN DISTRIBUTION

This Emergency Operations Plan is provided to all municipal departments. Non-municipal departments may contact the Municipal Emergency Management Coordinator to obtain a copy of the plan. Additionally, this plan will also be provided to the Oakland County Homeland Security Division as support to the Oakland County Emergency Operations Plan. A distribution record will be maintained so as to provide future updates/revisions.

PLAN DEVELOPMENT AND MAINTENANCE

The municipal operations plan will be maintained in accordance with current standards of the Oakland County Emergency Operations Plan (EOP) and in accordance with municipal government guidelines. Deficiencies identified in exercises and actual use, or organizational changes will stimulate revisions to the plan as well. Revisions of the plan will be forwarded to all organizations/agencies assigned responsibilities in the plan. Directors of supporting agencies have the responsibility for maintaining internal plans, Standard Operating Procedures (SOP), and resource data to ensure prompt and effective response to emergencies.

RECORD OF CHANGES

Date of Change	Plan Component	Signature	Date

AUTHORITY AND REFERENCES

State

- a. Act 390 of 1976, Michigan Emergency Management Act
- b. Michigan Emergency Management Assistance Compact
- c. Michigan Emergency Management Plan, January 2006 ed.

Local

- a. Oakland County Emergency Operations Plan
- b. NIMS Resolution, adopted April 13, 2009
- c. (Insert any local mutual aid references)

SUPPORTING PLANS AND PROCEDURES

- a. Oakland County Hazard Mitigation Plan
- b. Oakland County Emergency Management Plan

MEMO



Date: November 21, 2018
To: City Council
From: Paul C. Zelenak, Manager
Re: City Update

Bonner Properties: Representatives of the City will be inspecting the buildings located at 111-113 N. Lafayette (Art Craft) and 135 E. Lake (RCA) during the week of November 26th. The purpose of the inspections will be to identify life / safety / dangerous building conditions that may exist. This will assist in the future renovation or rehabilitation of these buildings for potential occupancy. I will update City Council in the future as to the results of those inspections.

Ladies Night Out: Was a tremendous success. The hundreds of women in attendance made the cash registers ring in downtown. The businesses were packed and the restaurants saw a definite up-tick in business. Great Job DDA and all the volunteers!

Cool Yule: Is December 1st in Downtown. Please mark your schedules for an exciting evening of parades, tree lighting and of course Santa. An exciting addition to this years event will include the lighting of a Christmas Tree on the property of Heinanen Engineering. The tree was delivered this past weekend. Please check out the largest municipal Christmas tree on display in the State of Michigan.

Consent Agenda: Unfortunately for this meeting, none of the agenda items could be placed under Consent Agenda.

Be advised the City Offices will be closed Thursday and Friday in observance of the Thanksgiving holiday.

Fire Department report

Run report: November 9, 2018 – November 16, 2018

Fire: **0**

Grass Fire: **0**

EMS calls: **8**

Auto Crash: **0**

Gas Leak: **0**

Wires down: **0**

Good intent: **3**

Alarms: **0**

Total calls for the week: **11** Year to-date total: **611**

Fire Chief was on vacation and it was a quite week.

Fire Inspector Report

4 Annual inspections

15 Re-inspections

2 Hours Admin work

SOUTH LYON P.D. WEEKLY REPORT

- Calls for Service 241
- Liquor Inspections 5
- School Checks 25
- Property Checks 54
- Church Checks 5
- Traffic Citations 13
- Traffic Warnings 74
- OWI Arrests 2
- Miscellaneous Arrests 6
- Citizen Assists 22
- Foot Patrol (hours) 5
- Officers conducted foot patrol and public relations activities during Ladies Night Out downtown.
- Officers provided traffic control for the transport and installation of the Heinanen Christmas Tree on Saturday and Sunday.

Building Department Report

Permits Issued

Building - 6

Mechanical - 1

Plumbing - 9

Inspections Completed

Building - 4

Electrical - 1

Mechanical - 3

Plumbing - 3

Code Enforcement

11/20/18 - I Drove by 500 McMunn to follow up on the travel trailer on the front lawn. The trailer had been moved completely into the back and side yard. The extensive Halloween displays were also removed as requested. Complaint taken of a vehicle with three tires (front pass. missing) parked in front of 658 Mayfair for three weeks. I spoke to the home owner; she said it would be gone by next week. Red Tag warning issued. While on Wellington, a new roof was observed to be going on 627. Contact was made with the Building Dept. to see if a permit was issued, it had not. I spoke to the home owner and advised him of the required permit, he stated it would be taken care of tomorrow (11/21/18) Red Tag was issued. Complaint of a City owned tree branch damaging a shed at 527 Thoreau (South Lyon Woods). I spoke to the shed owner in his backyard. The wooded area behind him is near the entrance to the South Lyon Cemetery. He was advised that normally tree damage is an "act of god" and covered under his own insurance. There was another large branch that could break soon and hit his manufactured home; he wanted the City to trim it. I advised him I would look into who owns the property behind him. I received a follow up email from the owner of the BP Gas Station at 450 N Lafayette (north of the RR). He is moving forward with the tear down of the old dilapidated car wash on the property. The owner of South Lyon Square is working with him on the removal, copy of the estimate was also sent. Contact has already been made with the City Building Dept. for needed info on a Demolition Permit.

11/21/18 - After doing research, the owner of the tree that caused the damage (and possible future damage) at 527 Thoreau is not the City, it is a gentleman out of Northville. The owner of 527 Thoreau was called and advised of this info. The contractor for the new roof at 627 Wellington contacted the Building Dept. and is taking care of the permit at location.

Economic Development & DDA Report

- **Continued discussions with business recruits including:** Bourbon Bar, Cigar Bar, Cooking School & Kitchen Accessories, Candy, Gourmet Foods, Restaurants, Antique Shop, Flower Shop, and Wine Bar.
- **Ladies Night Out was Friday, November 16, 5:00 – 9:00 p.m.** Road Closure on E. Lake Street (Lafayette to Wells Streets) from 6 – 10 p.m. approved by City Council. Parking Shuttle was available from 4:45 – 9:45 p.m. Assisted with final planning and distribution of materials. DPW placed all of the road closures and delivery of tables.
- **National Small Business Saturday, November 24, 6:00 a.m. – 6:00 p.m.** Preparations and promotion and circulation of information and handouts.
- **Cool Yule is Saturday, December 1:** Heinanen Holiday Tree will be lighted for the first time as part of the Cool Yule event at 8:00 p.m. on December 1. The tree is approx 50 feet tall (after trimming for transport and to fit placement in holder at Heinanen Engineering's new plaza) with a 3 foot tall brushed aluminum star to be provided by Superb Fabricating. It is now the same size as the Detroit Holiday Tree at Campus Martius and is the tallest known Municipal Holiday Tree in Oakland County. I contacted the Detroit Free Press and they interviewed Jeff Heinanen and others on Wednesday. Other Southeast Michigan TV crews and other media are expected to cover the lighting on December 1.
- **White Lights on the limbs and red lights on the tree trunks, for all trees within the DDA streetscape area, have begun being placed.** Volunteers assisted with the placement of lights in all of the DDA streetscape trees beginning November 12 and will continue next week. First time they will be turned on is December 1 at Cool Yule. Again, those, together with the DDA trees & light poles, the Heinanen Tree, the Historic Village, and spectacular neighborhoods, this will be an incredible Holiday Spirit experience in Downtown and the whole community.
- **Holiday Gift Guide** was completed and direct mailed to 20,000 households in the South Lyon, Lyon Township area, and additional copies distributed to downtown and area stores on November 12 and during the Ladies Night Out Event.
- **New Downtown Area Business Directory (2019 Edition) is expected to be distributed at the end of next week.**



November 15, 2018

Chief Collins,

Congratulations on your upcoming retirement!
You have done so much for the City of South Lyon
and the community. Even though I retired from
the library two years ago, I have continued to
watch the council meetings with great interest.
You deserve a gold medal and then some!
Filling in as City Manager multiple times while
simultaneously serving as Police Chief! I was
very impressed at all your accomplishments
and steady demeanor through trying times.
Much appreciation and Best Wishes to you.

Doreen Hannon