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**REGULAR MEETING AGENDA**

**I. CALL TO ORDER**

**A. Roll Call**

**II. APPROVAL OF AGENDA**

**III. APPROVAL OF ITEMS ON THE CONSENT AGENDA**

**1. May 11, 2015 Minutes**

**IV. PUD PRE-APPLICATION CONFERENCE**

**1. Pre-Application Conference with Planning Commission on PUD  
Planned Unit Development Concept Plan - Orchards Phase II**

**V. REVIEW**

**1. Review of Draft Downtown Area Plan**

**VI. COMMITTEE APPOINTMENT**

**1. Appointment to Downtown Parking Advisory Committee**

**VII. PUBLIC COMMENT**

**VIII. PLANNING COMMISSION COMMENT**

**IX. ADJOURNMENT**

**Farmington City Council  
Staff Report**

**Council Meeting Date:**  
June 8, 2015

**Reference  
Number  
(ID # 1901)**

**Submitted by:** Kevin Christiansen, Economic Community Development Director

**Description:** May 11, 2015 Minutes

**Requested Action:**

Approve

**Background:**

**Agenda Review**

**Review:**

Kevin Christiansen      Pending

City Manager      Pending

Planning Commission      Pending

06/08/2015 7:00 PM

FARMINGTON PLANNING COMMISSION PROCEEDINGS  
 City Council Chambers, 23600 Liberty Street  
 Farmington, Michigan  
 May 11, 2015

Vice Chairperson Crutcher called the Meeting to order at 7:00 p.m. in the Farmington City Council Chambers, 23600 Liberty Street, Farmington, Michigan.

**ROLL CALL**

Present: Babcock, Buyers, Chiara, Crutcher, Gronbach,  
 Absent: Bowman, Majoros

A quorum of the Commission was present.

**OTHER OFFICIALS PRESENT:** Director Christiansen

Caitlyn Malloy-Marcon, LSL Planning

**APPROVAL OF AGENDA**

MOTION by Chiara, seconded by Buyers, to approve the agenda as submitted.  
 Motion carried, all ayes.

**APPROVAL OF ITEMS ON CONSENT AGENDA**

**A. April 13, 2015 Minutes**

Motion by Gronbach, seconded by Buyers, to approve the items on the Consent Agenda.  
 Motion carried, all ayes.

**PUBLIC HEARING – ZONING ORDINANCE TEXT AMENDMENT: OUTDOOR SEATING**

Vice Chairperson Crutcher introduced this agenda item and turned it over to staff.

Christiansen gave a brief overview of this agenda item stating that the Planning Commission had reviewed LSL Planning's memorandum of February 13, 2015 regarding modification and clarification to the existing Outdoor Seating standards at the April 13, 2015 meeting. The items addressed in the memorandum included State mandated enclosures, ADA requirements, and right-of-way restrictions. LSL prepared the draft zoning text amendment and a Notice was placed in the Observer as required and tonight is the date for the scheduled Public Hearing on the amendment.

Caitlyn Malloy-Macron from LSL Planning was present and indicated that the language in the draft ordinance was to create looser regulations in regards to enclosing outdoor seating areas for restaurants. She stated previously a fence or wall of some sort separating outdoor seating space from the rest of the public right-of-way was required and that the language now reads that there can be planters or posts to mark off outdoor seating.

She also stated changes were made to allow for dining platforms for restaurants where there is not enough sidewalk space to allow for outdoor seating and that an ADA compliant platform could be built in the right-of-way or taking up a parallel parking space as long as if a handicapped space or loading zone was utilized for the platform that a specially designated spot within close proximity would be made available to replace same.

Christiansen indicated the gist of the change is that the State had mandated enclosure previously and this modification is recognizing that and giving it more flexibility.

Chiara raised the issues that the City of Birmingham has faced with the dining platforms.

Christiansen discussed the many areas that could utilize the outdoor seating and further discussion was held.

MOTION by Chiara, supported by Buyers, to open the Public Hearing.  
 Motion carried, all ayes.

(Public Hearing opened at 7:12 p.m.)

### **PUBLIC HEARING**

No comments heard.

MOTION by Buyers, supported by Chiara, to close the Public Hearing.  
 Motion carried, all ayes.

(Public Hearing closed at 7:13 p.m.)

Buyers commented that in Section #9 that he would like to see the language read "proximity" and not "close proximity" as stated.

Malloy-Marcon indicated she would make that change.

MOTION by Buyers, supported by Babcock, to make a recommendation to forward the proposed amendment to the City Council for their review and consideration.  
 Motion carried, all ayes.



**PUBLIC HEARING – ZONING ORDINANCE TEXT AMENDMENT: SINGLE FAMILY RESIDENTIAL ZONING STANDARDS**

Vice Chairperson Crutcher introduced this agenda item and turned it over to staff.

Christiansen stated that the Planning Commission had reviewed LSL Planning's March 6, 2015 memorandum regarding existing Single Family Residential Zoning Standards in the Zoning Ordinance pertaining to building setbacks, building height, and lot coverage in the R-1 Zone at the April 13, 2015 meeting. He stated a Notice was placed in the Observer about the Public Hearing being held tonight on the text amendment.

Malloy-Marcon indicated that the text amendment is to allow existing single homes to expand in the R-1 Zoning District only, by changing the minimum rear yard setback from 30 to 25 feet; to remove the words "two-stories" under 30 foot maximum height; and to allow for 5 percent additional maximum lot coverage to go from 30 to 35 percent; and for front yard setback averaging to go from 90 percent to 80 percent in R-1 Districts, and that no front yard setback will be less than 15 feet, thus allowing more flexibility for expansion for the homes in the R-1 District.

MOTION by Chiara, supported by Buyers, to open the Public Hearing.  
 Motion carried, all ayes.

(Public Hearing opened at 7:21 p.m.)

**PUBLIC HEARING**

No comments heard

MOTION by Gronbach, supported by Babcock, to close the Public Hearing.  
 Motion carried, all ayes.

(Public Hearing closed at 7:22 p.m.)

MOTION by Gronbach, supported by Babcock, to make a recommendation to forward the proposed amendment to the City Council for their review and consideration.  
 Motion carried, all ayes.

**PUBLIC COMMENT**

None heard.

### **PLANNING COMMISSION COMMENTS**

Christiansen provided a copy of the current zoning map delineating the R-1 District where the proposed zoning amendment addressed. He stated the purpose was to soften the standards where there are older subdivisions and to provide them an opportunity for expansion.

Chiara stated that since he got back from Florida he has been trying to watch Planning Commission Meetings and City Council Meetings with UVerse and can't get Farmington.

Christiansen called on Brian Belesky who was present recording the meeting for broadcast to address Chiara's concerns.

Belesky stated it sounded like a server issue and urged Commissioners to address their complaints to AT &T and also City Manager Pastue.

### **ADJOURNMENT**

MOTION by Gronbach, seconded by Chiara, to adjourn the meeting.  
 Motion carried, all ayes.

The meeting was adjourned at 7:33 p.m.

Respectfully submitted,

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Secretary

**Farmington City Council  
Staff Report**

**Council Meeting Date:**  
June 8, 2015

**Reference  
Number  
(ID # 1902)**

**Submitted by:** Kevin Christiansen, Economic Community Development Director

**Description:** Pre-Application Conference with Planning Commission on PUD Planned Unit Development Concept Plan - Orchards Phase II

**Requested Action:**

**Background:**

**Agenda Review**

**Review:**

Kevin Christiansen      Pending

City Manager      Pending

Planning Commission      Pending      06/08/2015 7:00 PM

<b>Farmington Planning Commission Staff Report</b>	<b>Planning Commission</b> <b>Date:</b> June 8, 2015	<b>Reference Number</b>  <b>1902</b>
<b>Submitted by:</b> Kevin Christiansen, Economic and Community Development Director		
<b>Description</b> Pre-Application Conference with Planning Commission on PUD Planned Unit Development Concept Plan – Orchards Phase II		
<p><b>Background</b></p> <p>This item is a pre-application conference (discussion and review) with the Planning Commission on a proposed PUD planned unit development concept plan for the development of Orchards Phase II. Article X. PUD Planned Unit Development, Section 35-135. Approval Procedure of the Zoning Ordinance provides PUD applicants an opportunity to request an optional pre-application conference with the Planning Commission on a proposed PUD concept plan. The purpose of the pre-application conference is to discuss the appropriateness of a PUD and the concept plan to solicit feedback, and to receive requests for additional materials supporting the proposal. An applicant desiring such a conference shall request placement on a Planning Commission agenda.</p> <p>The applicant, Fabio Cervi of Cervi Construction of Livonia, MI, has submitted a PUD concept plan for the development of the Orchards Phase II Site on Slocum – a 15-unit, three-story, townhouse-style apartment building with parallel parking. The concept plan includes a conceptual/preliminary layout/site plan and a conceptual/preliminary building elevation. An aerial photo of the site and a copy of the project RFP are also attached. The applicant will be at the June 8<sup>th</sup>, 2015 meeting to present the PUD concept plan to the Commission.</p> <p>Attachments</p>		

Attachment: Staff Report - PUD Pre-Application Conference - Orchards Phase II Site (1902 : Pre-Application Conference)





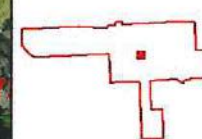
City of Farmington  
CivicSight Map

MAP LEGEND:

- CITY BOUNDARY
- RIVERS-STREAMS
- MULTITENANTBUILDING (Type)
  - BUILT
  - PROPOSED
- COMM\_INDUST BLDGS
- RAPHAEL STREET(POLY)2
- RAPHAEL STREET(POLY)
- PARCELS
- ROADS OUTSIDE FARMINGTON
- RIGHTOFWAY
- MULTITENANTPAVING
- ROW EXTEND
- LOT HISTORY
- OPEN WATER (FEATURETYP)
  - DetentionPond
  - StreamRiver
  - LakePond
  - Channel
  - SwampMarsh
- 2010 AERIAL PHOTOS (Image)



Reference Map



Map Scale: 1 inch = 100 feet

Map Date: 6/05/2015

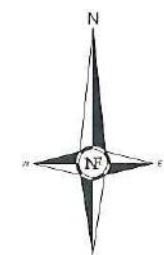
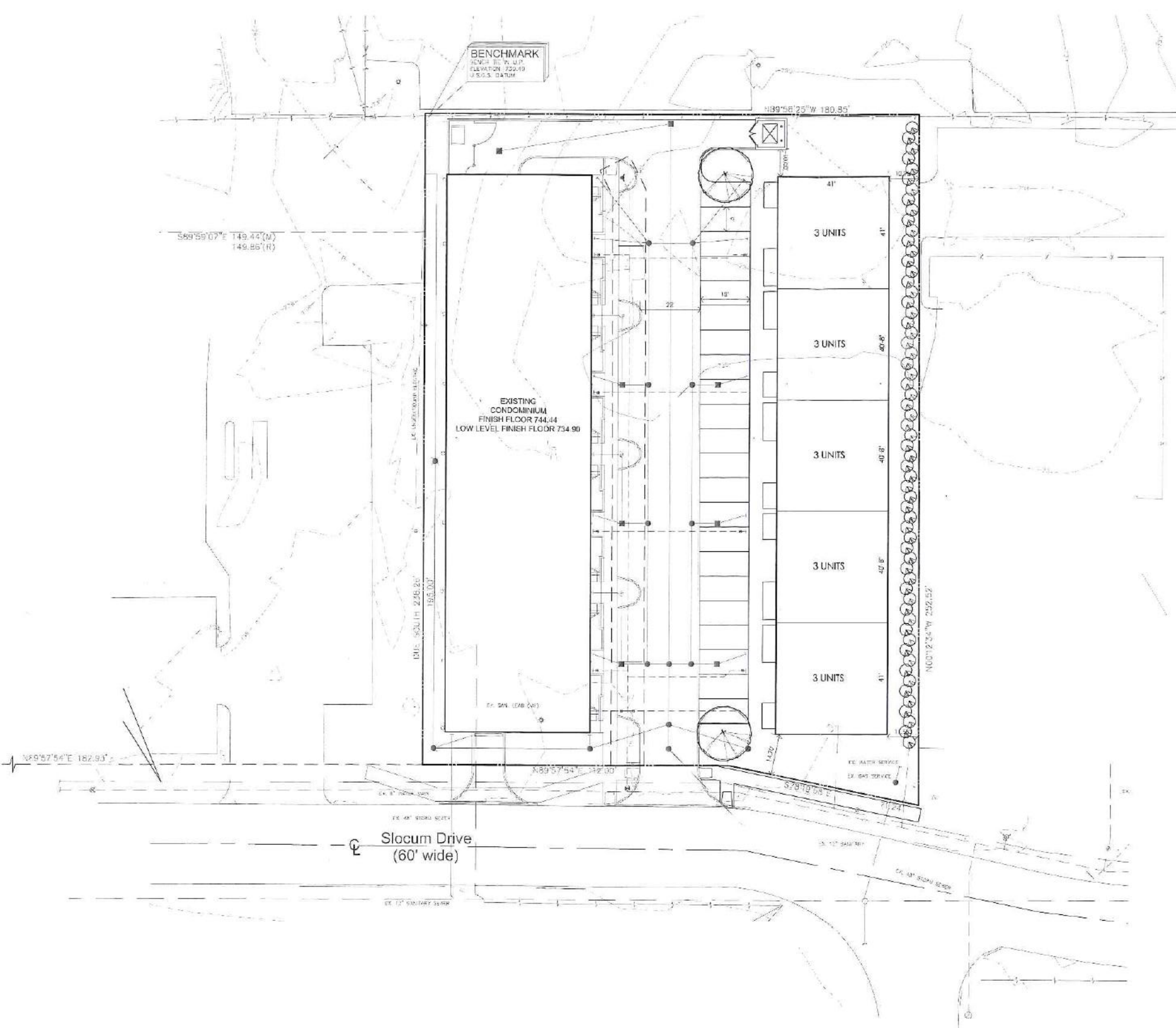
Data Date: June 5, 2015



Sources: City of Farmington, Oakland County GIS  
Utility, River's Edge GIS, LLC.

Disclaimer:  
Note: The information provided by this program has been compiled from recorded deeds, plats, taxmaps, surveys, and other public records and data. It is not a legally recorded map or survey and is not intended to be used as one. Users of this data are hereby notified that the information sources mentioned above should be consulted for verification of the information. Once again, USE AT YOUR OWN RISK!!!





**NF ENGINEERS**  
 CIVIL ENGINEERS  
 LAND SURVEYORS  
 LAND PLANNERS

NOWAK & FRAUS ENGINEERS  
 46777 WOODWARD AVE.  
 PONTIAC, MI 48342-5032  
 TEL. (248) 332-7931  
 FAX. (248) 332-8257

SEAL

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PROJECT  
 Townhouse  
 Condominium  
 Development

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CLIENT  
 Cervi Construction, LLC  
 12419 Stark Road  
 Livonia, MI 48150  
 T: (734) 261-4300  
 C: (248) 388-7436

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Contact:  
 Fabio Cervi

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PROJECT LOCATION  
 Part of the W1/4 of  
 Section 27  
 T. 1 North, R. 9 East  
 City of Farmington,  
 Oakland County,  
 Michigan

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SHEET  
 Preliminary Site Plan

**LEGAL DESCRIPTION OVERALL**  
 A PARCEL OF LAND IN THE WEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 27, TOWNSHIP 1 NORTH, RANGE 9 EAST, CITY OF FARMINGTON, OAKLAND COUNTY, MICHIGAN, DESCRIBED AS BEGINNING AT A POINT IN THE EAST LINE OF FARMINGTON ROAD LOCATED 126.50 FEET WEST AND 148.5754' E. 100.00 FEET FROM THE WEST/A CORNER OF SAID SECTION 27, THENCE N49°57'54"E. 112.00 FEET; THENCE S78°17'48"E. 71.24 FEET; THENCE N01°12'34"W. 255.32 FEET; THENCE N89°53'37"W. 100.00 FEET; THENCE S10°12'34"W. 255.32 FEET TO THE POINT OF BEGINNING, CONTAINING 0.5179 38 SQUARE FEET OR 1.1008 ACRES OF LAND.



REVISIONS

05-27-15	REVISED PER CLIENT

DRAWN BY:  
 G. Ostrowski

DESIGNED BY:  
 G. Ostrowski

APPROVED BY:  
 G. Ostrowski

DATE:  
 02-09-15

SCALE:  
 1" = 20'

N/E JOB NO. SHEET NO.







Mission: To promote and enrich a vigorous downtown business and residential district while retaining and enhancing our Main Street atmosphere



May 8, 2015

**TO:** DDA Board of Directors

**FROM:** Annette M. Knowles, DDA Executive Director *AKK*

**SUBJECT:** **CONSIDERATION OF THE ORCHARDS – PHASE II REQUEST FOR PROPOSALS**

Please find attached the following documents for your review:

- Request for Proposals for Property Acquisition and Site Development
- Proposal received from respondent Cervi Construction
- Rendering of proposed development

At the previous meeting of the board, members were able to review the colorized renderings that were provided by the respondent. Additionally, a second concept for a higher-density apartment dwelling was provided, which is likely to be the approach preferred by the respondent. He is attempting to obtain a colorized rendering of the apartment dwelling by the meeting date.

At this point, the board should determine if it is ready to act to accept the proposal, on its merits or with conditions.



## REQUEST FOR PROPOSALS

### PROPERTY ACQUISITION AND SITE DEVELOPMENT VACANT LAND - SLOCUM STREET FARMINGTON, MICHIGAN Tax Identification Number 23-27-301-083

#### INTRODUCTION

The Farmington Downtown Development Authority is currently accepting proposals until 4:00, p.m., Monday, February 9, 2015, for the acquisition and development of a parcel of land located north of Slocum Street and east of Farmington Road in Downtown Farmington. While the Farmington DDA owns the property, the City of Farmington will be offering economic incentives and may participate in the decision-making process. Proposals must be delivered to the Farmington DDA, Office of the City Manager, 23600 Liberty Street, Farmington, MI 48335.

Criteria on which proposals will be reviewed include, in no particular order:

1. the property acquisition price
2. compatibility with development project to adjacent property to the west
3. the projected future property tax yield
4. perceived positive value and impact on downtown and abutting neighborhood
5. quality of construction and construction materials
6. other appropriate facts/considerations relevant to the development of the property

The DDA reserves the right to accept any proposal, reject any proposal, or waive irregularities for any reason or no reason at all. The DDA also reserves the right to award a contract for all of the project, a portion of it, or none at all.

#### BACKGROUND

The Orchard Condominium development project began in 2004 to redevelop an old retail site on Slocum Street in Downtown Farmington. Both the City of Farmington and Farmington Downtown Development Authority provided incentives toward a townhouse redevelopment project that provided additional high-density, owner-occupied residential development consistent with the Downtown Master Plan. The Orchard Condominium project was a two-phase Planned Unit Development. The first phase of the project was constructed in 2005. Shortly thereafter, the residential housing market in Southeast Michigan took a dramatic downturn and the second phase was not constructed. The Planned Unit Development agreement was subsequently amended and the second phase (east side) was separated from the original PUD agreement and parcel. (The PUD agreement still is in place and controls development of the property.) In the summer of

2013, the Farmington DDA purchased the parcel with the intent to facilitate its sale to a private entity for development purposes.

The parcel is zoned Central Business District (CBD). The future land use plan for this site is Central Business District. The DDA and City anticipate the development on this site will be high-density residential, with a flexible number of units, but would consider other mixed-use alternatives consistent with the design requirements contained in the Zoning Ordinance for the Central Business District that complement in quality and character, the development on the adjacent property to the west of subject property. Special consideration will be given to the manner in which the respondent addresses parking challenges in relationship to the project.

Infrastructure for developing the parcel is currently in place. This includes water, sewer, storm water, and road. As part of the PUD agreement that still controls development of the property, the City retains a Quit Claim deed to the road that it will file at its discretion. It is likely that the deed would be filed upon completion of the project which would make the street and utilities part of the public right-of-way.

### **PROPOSED CITY OF FARMINGTON INCENTIVES**

The City of Farmington will consider offering (but is not obligated to offer) the following incentives as part of the development for this project:

1. Waive water and sewer connection charges. Value: \$700 per residential equivalent. Developer will still need to pay tap charge.
2. Waive Building and Mechanical permit fees. Developer will still need to submit application.
3. Reduce Electrical and Plumbing fees by 50%. Again, developer will still need to submit application.
4. Waive storm water fee.
5. \$1,000 all encompassing zoning application and review fee.

These incentives are subject to approval by the Farmington City Council. The Farmington City Council may approve all, some, or none of the incentives, with or without cause.

### **INSTRUCTIONS TO RESPONDENTS**

The instructions to Respondents as contained herein are expected to become part of the proposal/contract and part of the land acquisition and development agreement/contract (e.g., an amendment to the existing PUD agreement) to be entered into between the Farmington Downtown Development Authority and the successful Respondent.



- I. **Respondent's Responsibility** – Each Respondent shall be responsible for visiting the property as depicted on Appendix “A” and shall inspect and become fully acquainted with the conditions of the site. Failure to do so will not relieve the Respondent of his/her obligations to comply with all terms and conditions necessary to carry out the provisions of the Purchase Agreement Land Development contract. The City makes no representation of any kind concerning condition of the property, including the environmental condition of the property. Respondent at its own expense shall be permitted to have the property inspected for environmental contamination prior to submission of proposal. If Respondent fails to cause such inspection to be made or submits a proposal subsequent to such inspection, Respondent agrees it will bring no action of suits against the City for or as a result of environmental contamination of the property. When used “herein” the term “property” shall include all aspects of the property, such as, but not limited to, the soils and groundwater beneath it.
- II. **Arrangement for Site Inspection** - The City of Farmington will make arrangements for a public site inspection upon request.
- III. **Documents to be Submitted** – The following documentation must be submitted utilizing the form supplied by the City as Appendix “B”.
  - A. The proposal as submitted shall state the name of the proposed purchaser and developer, whether an individual, partnership or corporation. This shall include the full names and addresses of all parties who will be the principal investors or owners of the property and who will become part to any contract or agreement.
  - B. The Respondents must state their proposed purchase price and terms in both words and numerals.
  - C. The Respondents must affirm that they have inspected the property and understand the goal of the Farmington Downtown Development Authority to select the project which best meets community expectations (minimal environmental impacts, develops in line with the Master Plan, design standards and/or other acceptable residential uses).
  - D. Each Respondent must be able to show evidence that they possess the financial capability to acquire and develop the property. Said evidence may be in the form of financial statements or other documented evidence which will clearly display both the financial capability to acquire and develop the property and experiences and reputation to actually fulfill development commitments.
  - E. A conceptual site plan (minimum scale 1” = 30’) must accompany the proposal. One hard copy of the plan shall be submitted, along with an

electronic version which is printable in an 11x17 format, saved on five CDs or USB drives. The plan shall show at a minimum the following:

1. Building(s) location; size, heights and setbacks
  2. Proposed parking layout and indicate total spaces
  3. Proposed location of utility extensions
  4. Proposed driveways
  5. Proposed retention area
  6. Indicate limits of construction
  7. Proposed building elevation(s)
  8. Anticipated number of units and rental rates/range
- F. The successful Respondent must, prior to development, submit and gain approval of a site plan (and other necessary and appropriate development approvals that the project will require) that must meet all City of Farmington requirements and follow all other normal procedures for acquiring permits for site development and construction.
- G. Development Options and Requirements/Prohibition – The property is subject to an existing approved PUD Agreement. The proposed use is expected to require an amendment to the existing PUD approval.
- H. Site Plan Approval Process – Provide a statement that the Respondent fully understands the City's site plan approval and Planned Unit Development amendment process that must be followed.
- IV. Qualifications of Respondent – The DDA and City may make such investigations as it deems necessary to determine the ability of the Respondent to acquire the property and perform the development under the conditions as provided for herein. All Respondents shall furnish the City with all pertinent information and data for this purpose. The City reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Respondent fails to satisfy the City that the Respondent is properly qualified or able to carry out the obligations as contemplated herein. Conditional proposals will not be accepted.
- V. Proposal Security – Each proposal must be accompanied by a certified check in the amount of fifteen Thousand Dollars (\$15,000.00). Such certified check will be used as a non-refundable deposit toward the purchase price of the



property as soon as the DDA Board and City Council approves the sale of the property. All proposals deposits will be returned to the unsuccessful Respondents immediately upon approval of the successful Respondent by the DDA Board and City Council. If the successful Respondent shall neglect or refuse to execute a contract within thirty (30) days after written notice by the DDA that the proposal has been accepted, the amount of the proposal deposit shall be forfeited to the owner DDA as liquidated damages for such refusal. The DDA will pay no commissions or fees to brokers.

- VI. **Purchase Agreement, Closing and Performance** – The successful Respondent will be expected to suggest a proposed closing date in the proposal that may be subject to change by the DDA. The closing will require execution of all legal documents, purchase agreements and contracts as may be required to consummate a complete sale to the DDA including payment for acquisition of the property and other required agreements that will need to be executed to guarantee development in accordance with the terms and conditions as outlined herein and as may be negotiated with the successful Respondent. The DDA will convey by quit claim deed and will provide evidence of title and the title insurance. Upon conveyance, the property may be subject to taxation, as well as federal, state and municipal laws; easements and restrictions of record.
- VII. **Withdrawal of Proposals** – Proposals may not be withdrawn for a period of sixty (60) calendar days after the date of opening unless the consent of the City is given. Negligence on the part of the Respondent in preparing the proposal confers no right for withdrawal of the proposal after it has been opened.
- VIII. **Approval by DDA/City** – It shall be the sole determination of the DDA and City as to which proposal is the most acceptable and responsive. The award may not necessarily go to the highest Respondent. The background and experience of the Respondent may be equally or more important to the DDA and City. The DDA and City reserve the right to reject the highest Respondent and/or further the right to reject any or all proposals.
- IX. **Project Completion** – Dates for the completion of the proposed project will be established with the development approval documents and/or in the purchase agreement. The project must commence within six (6) months of receipt of all necessary approvals and be completed within eighteen (18) months of commencement.
- X. **Ownership and Proposal Signatures** – All proposals must contain the complete legal names and signatures of the Respondents who are to become the legal owners and who are proposing to acquire and develop the property. These should be the persons who will have an interest in the Title to said property and who will be involved in the complete execution of all Title work and other legal documentation that will be necessary to properly complete the

transaction of sale and development agreements. All proposal proposals must contain the full signatures of the parties having an interest in said proposal proposals, be dated and witnessed and contain the full legal address and telephone number of all parties connected therewith.





**APPENDIX B**  
**Proposal Form**



# PROPERTY ACQUISITION AND SITE DEVELOPMENT VACANT LAND - SLOCUM STREET

## PROPOSAL FORM

Name of Purchaser or Developer: \_\_\_\_\_

Name and Address of ALL Principal Investors or Owners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Individual
- Partnership
- Corporation

Proposed Purchase Price (\$ \_\_\_\_\_ )  
\_\_\_\_\_

**Attachments:**

- Financial statements or other evidence of financial wherewithal
- Proposal Security
- Conceptual site plan (one hard copy and five CDs or USB drives)

I affirm that I have inspected the property and understand the goal of the Farmington Downtown Development Authority to select the project that best meets community expectations.

I affirm my understanding that purchase/developer must submit and gain approval of a site plan that must meet all of City of Farmington requirements and must follow all other normal procedures for acquiring permits for site development and construction.

I affirm my understanding that the subject property is subject to an approved Planned Unit Development Agreement and that the proposed use is expected to require an amendment to the existing agreement.

I affirm that I understand the City of Farmington's site plan approval and Planned Unit Development amendment processes which must be followed.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

# PROPERTY ACQUISITION AND SITE DEVELOPMENT VACANT LAND - SLOCUM STREET

## PROPOSAL FORM

Name of Purchaser or Developer: Cervi Construction, LLC

Name and Address of ALL Principal Investors or Owners:

Fabio Cervi (Sole Member)  
17378 Glenmore  
Redford, MT 48740

- Individual
- Partnership
- Corporation

Proposed Purchase Price (\$ 65,000.00/100) Sixty-Five Thousand Dollars

**Attachments:**

- Financial statements or other evidence of financial wherewithal
- Proposal Security
- Conceptual site plan (one hard copy and five CDs or USB drives)

I affirm that I have inspected the property and understand the goal of the Farmington Downtown Development Authority to select the project that best meets community expectations.

I affirm my understanding that purchase/developer must submit and gain approval of a site plan that must meet all of City of Farmington requirements and must follow all other normal procedures for acquiring permits for site development and construction.

I affirm my understanding that the subject property is subject to an approved Planned Unit Development Agreement and that the proposed use is expected to require an amendment to the existing agreement.

I affirm that I understand the City of Farmington's site plan approval and Planned Unit Development amendment processes which must be followed.

Name: Fabio Cervi, Fabio Cervi  
Title: Sole member

Date: 2/9/15



# CERVI CONSTRUCTION, LLC

12419 Stark Road  
 Livonia, MI 48150  
 Phone (734) 261-4300 Fax (734) 261-4302

February 9, 2015

**RE: Proposal for site development Slocum Street, Farmington, MI**

**Criteria:**

1. Acquisition price-- Sixty-Five Thousand Dollars (\$65,000.00), Cervi Construction agrees to begin construction within 3-months of approvals or forfeit deposit and acquisition funds, our anticipated completion of project is less than 1 year.
2. Compatibility-- Proposed project architecture is similar to the existing building with some additional architectural features, as shown on plans. It is also a Brownstone approach that generally fits well in historic downtown's.
3. Projected tax yield-- Proposed project includes a total of Ten (10) units, Yearly Tax estimates based surrounding areas are \$2500 per unit or \$25,000 total per year.
4. Positive Value- New construction will benefit the local economy with the jobs it creates. Local shops and restaurants will also benefit from the influx of workers. Local suppliers/hardware stores should also benefit given their convenient accessibility for sub-contractors to acquire materials. Also, new construction generally creates a new curiosity to the area and should also benefit other sellers in the area. New construction will also have a positive impact on the values of surrounding neighborhoods.
5. Quality of Construction-- This project will exemplify out background in custom projects. Aside from the exterior elements shown on the exterior elevations, these units will have high end interior finishes, granite counter tops throughout, ceramic tiled baths, and wood flooring in kitchen/nook to name a few. These units will also be built to high standards in energy efficiency, our current and past projects generally exceed nelson energy seal requirements.
6. Considerations-- Our vision for this site revolved more around compatibility and delivering a product that is most conducive for a good quality of life for the future residents, we opted against options that included more density for these reasons. We also considered the existing building to the east of the site with what will be a elaborate landscape that will provide beauty and privacy.

**Qualifications:**

We are a 2<sup>nd</sup> generation builder that has completed many projects since the family business was started in 1968. We managed condo projects for Flagstar bank during the recession because of the fiscal responsibility we exhibited to them prior to the recession and received high remarks for our services from Dennis Lutz, our contact at Flagstar Bank. The following is some of the City officials that we work with on current/projects - Bruce Thompson, City of Westland, Joe Lesson, Northville Township,

Patrick Ostroskey, Garden City. Cervi Construction has never not fulfilled development commitments in any project. In fact, as of late, we have been fulling project developments of previous developments in other communities. The timing of this site also works well in our portfolio because we are nearing completion of our larger projects and just beginning with smaller ones.

### **Current Projects:**

Broadmoor park in Novi-----Homes from the \$550's and up. Completing last home.

Creekside Estates in Northville---Homes from 1.2 million and up. Only 2 left.

Stonewater in Northville—Homes from 600's to over a million. Finished last year, site consisted of 90 lots.

Abbey's of Westland in Westland--- Condominiums from the \$170's and up. Completing 60 units of a 104 unit previous development. Almost sold out.

Drakeshire Condominiums in Southgate---Recently acquired site, completing (16) units of a previous (32) unit project.

Various lots---We also own lots in various communities, including 33427 Shiawasse in Farmington, a even trade for this lot would also be considered by Cervi Construction.

### **Incentives Requested:**

1. Waive water and sewer connection charges.
2. Waive Building and mechanical permit fees.
3. Reduce Electrical and Plumbing fees by 50%.
4. Waive storm water fee.
5. Waive \$1000 all encompassing zoning application and review fee.

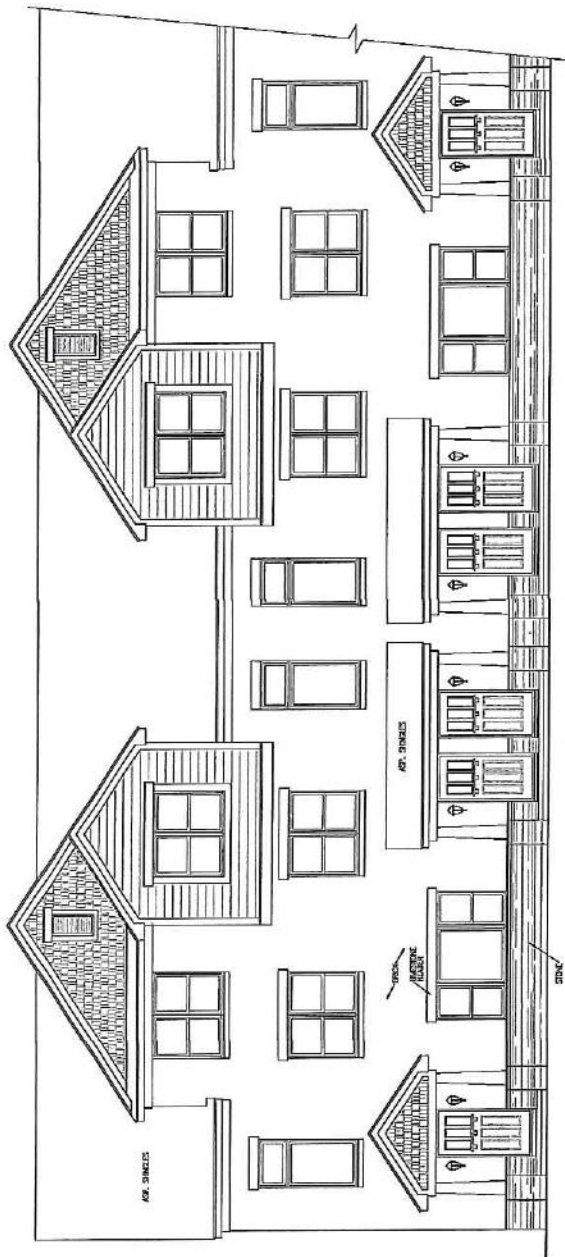
Please feel free to contact me if you have any questions at our office phone number above, by cellular phone (248) 388-7436, or by email [fabiocervi@yahoo.com](mailto:fabiocervi@yahoo.com).

Thank you for your consideration of our proposal.

Sincerely,



Fabio Cervi  
Cervi Construction, LLC













**Farmington City Council  
Staff Report**

**Council Meeting Date:**  
June 8, 2015

**Reference  
Number  
(ID # 1903)**

**Submitted by:** Kevin Christiansen, Economic Community Development Director

**Description:** Review of Draft Downtown Area Plan

**Requested Action:**

**Background:**

**Agenda Review**

**Review:**

Kevin Christiansen      Pending

City Manager      Pending

Planning Commission      Pending      06/08/2015 7:00 PM



<b>Farmington Planning Commission Staff Report</b>	<b>Planning Commission Date:</b> June 8, 2015	<b>Reference Number</b>  <b>1903</b>
<b>Submitted by:</b> Kevin Christiansen, Economic and Community Development Director		
<b>Description</b> Presentation and Discussion – Downtown Area Plan		
<b><u>BACKGROUND</u></b>  At their April 29, 2015 meeting, the Farmington Downtown Area Plan Committee approved the final draft 2014/2015 Downtown Area Plan. The purpose of this item is to review the Plan completed by the Downtown Area Plan Committee and to consider adoption of the Plan as part of the City of Farmington Master Plan and Comprehensive Planning Program.  Attachment		

Attachment: Staff Report - Downtown Area Plan Review (1903 : Draft Downtown Area Plan)



• FARMINGTON •  
 DOWNTOWN  
 AREA PLAN  
 2014

Prepared for:  
**CITY OF FARMINGTON**  
 23600 Liberty Street  
 Farmington, MI 48335



Prepared By:  
**OHM ADVISORS**  
 101 Mill Street, Ste. 200  
 Gahanna, Ohio 43230



Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)

DRAFT 5-14-2015



Attachment: Farmington Downtown Plan 5.26.15 (1903 : Draft Downtown Area Plan)

# DRAFT 5-14-2015

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Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)

01 INTRODUCTION

EXECUTIVE SUMMARY



The Farmington Downtown Area Plan serves as a blueprint to guide the development of Downtown Farmington and its surrounding area. The Plan was born out of findings from the Farmington Vision Plan, which was completed in 2013. In addition, a market study and an analysis of current trends were considered to inform the development of the Plan, which ultimately informed the type and amount of development that is proposed for the district and elevates the area to the highest and best use. The result of this process is a plan that is informed by the wants and needs of the community and guided by the realities of the marketplace.

In addition to creating a vision which guides the development potential of the area, this document also outlines a vision and plan for the redevelopment of Shiawassee Park. The goal was to develop a vision for the park that would enhance connections between the park, surrounding neighborhoods, and the Downtown, creating an integrated urban fabric. By creating these connections, access to Downtown is greatly improved, and opportunities for new community programming can be achieved, which will help build community pride and spirit, and complement future infill development in the area.

Specific recommendations for future development in the downtown are also illustrated within this Plan. A variety of development concepts for various focus areas are included. Collectively the concepts illustrate a vision and plan to accommodate approximately 150 new apartments within the area, with a target market absorption of next two years. Adding these residential units into the area increases the functionality of Downtown and makes it a place where people can live, work and play. The recommendations for the mix of units and prices are informed by a market assessment which takes into account immigration for residents moving up and down the housing spectrum within the community, as well as attracting and serving new residents from out of town.

As a whole, this Plan outlines a vision and path to guide future public and private improvements that will elevate the economic competitiveness of the area, and enhance the overall quality of life for Farmington residents. The Plan will also serve as a road map for economic success that will continue to transform Downtown Farmington into a first class local and regional destination in Southeast Michigan.

## PURPOSE OF THE PLAN

### GUIDE...

...the community in evaluating proposed public, private, or public/private projects

### INFORM...

...and guide property owners, prospective property owners, and developers as to what is needed, desired, and acceptable to the City

### MEASURE...

...progress and effectiveness in the development and redevelopment of the area to ensure projects have synergistic qualities that strengthen the community as a whole

## 1.1 IMPETUS FOR THE PLAN

In 2013 the City of Farmington conducted a planning process with the goal of establishing a vision for the community. The result was the Farmington Vision Plan, which defined a vision and set of priority actions necessary to achieve the vision.

The visioning process brought together a diverse group of citizens to partake in a discussion that identified shared values and goals within the community and specific actions to realize them. Through this visioning process, it was clear two of the community's top priorities are promoting new economic growth and continuing to develop and enhance the downtown.

The Downtown Area Plan outlines a vision and plan to support and implement these two important outcomes of the Vision Plan. The elements found within this Plan outline a development plan for targeted areas in the downtown that enhance the overall City and improve the downtown. The Plan is informed by additional community and stakeholder input, as well as a detailed market study which guided the overall development plan for the area.

As a whole, this plan outlines a vision and path to guide future public and private improvements that will elevate the economic competitiveness of the area, and enhance the overall quality of life for Farmington residents.

## 1.2 PLANNING APPROACH

The planning process to prepare the Area Plan was based on a balanced approach that included City input, market analyses, and an evaluation of the current economic conditions. An ad hoc committee was formed by the City Manager to drive the project process in a focused and informed way. The process also integrated a market and economic analysis to ensure the vision and plan was balanced with economically viable solutions. Overall, a truly comprehensive and integrated approach was followed to create a plan for the downtown, one that would fully integrate land use, transportation, parks and public spaces, economic development, and other physical elements.



### 1.3 PLAN GOALS AND OBJECTIVES

In evaluating the challenges and opportunities in the downtown, and discussing the needs of the City, the planning team developed a plan to meet the current challenges, and assist the City in carefully evaluating future development, open space, and connectivity opportunities in the Downtown area.

The Plan focuses on the impact of public and private sector investment and land-use policy, and coordinates future development with other public improvements and land-use activities. Specific Plan goals include the following:

1. A refined development plan that will respond to market conditions.
2. A vision and plan for future public improvements (with a focus on the Rouge River and Shiawassee Park) that will elevate the economic competitiveness of the area.
3. Analysis and consideration of the market conditions in the area to inform the development of a plan that responds to market place conditions.
4. Redevelopment concepts to define the development capacity for targeted parcels/areas.
5. A menu of development standards and incentives that will assist in the redevelopment of the area.
6. A marketing package with high quality graphics, market data, and specific incentives to assist in marketing the study area to the private sector.
7. Create a guide to inform and strengthen partnerships with Farmington Schools.





### 1.4 PLAN STRUCTURE

This Plan is organized into three main sections: introduction, development analysis, and development concepts. This introduction section addresses the elements that led to the creation of the Plan. Below is a description of the remaining two sections.

#### DEVELOPMENT ANALYSIS

This section outlines the key finding from four areas that informed the development of the plan:

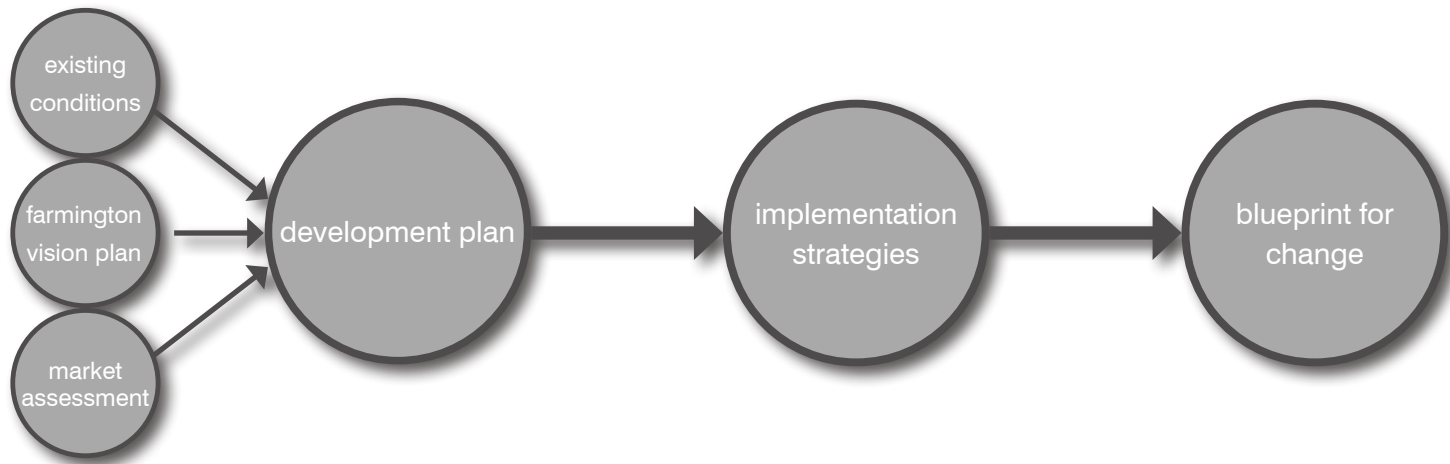
- Existing conditions in the area
- Key recommendations of the Farmington Vision Plan
- Key findings from the market study
- Current national development trends

Each of these elements balances the local intuitive knowledge of the community with focused technical understanding of the sites and the market conditions and opportunities.

#### DEVELOPMENT CONCEPTS

This section clearly illustrates how future growth and development in the study area should take place. Within this section are specific recommendation for the study area as a whole, as well as subareas that are more targeted parcels and nodes. Recommendations are specific to the programing of these areas, development capacity, as well as character and public amenities. The plan is intended to be a blueprint for future development, yet flexible as changes in the market occur. It is the intention of the plan to guide and inform future development in a general sense.

It is recognized that future development will likely vary from the Plan as public will and perceptions change, and financial considerations and market conditions may vary.



Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)

## 1.5 HOW TO USE THE PLAN

The Plan is intended to be used on a daily basis as public and private decisions are made concerning new development, redevelopment, capital improvements, economic incentives, and other matters affecting Downtown. The following is a summary of how decisions and processes should align with the Plan.

### 1. Annual Work Programs and Budgets

Individual City departments and administrators should be cognizant of the contents of the Plan when preparing annual work programs and budgets.

### 2. Development Approvals

Administrative and legislative approvals of development proposals, including rezoning and subdivision plats, should be a central means of implementing the Plan. Decisions by elected and appointed officials should reference relevant Plan recommendations and policies. City plans and codes should also reflect and support the vision and recommendations in the Plan.

### 3. Capital Improvement Program

The City's Capital Improvement Program (CIP) should be prepared consistent with the Plan's land use policies and infrastructure recommendations. New improvements that are not reflected in the Plan, which could dramatically impact the Plan's land use recommendations, should necessitate a minor update to the Plan.

### 4. Economic Development Incentives

Economic development incentives should be reviewed to ensure consistency with the recommendations of the Plan.

### 5. Private Development Decisions

Property owners and developers should consider the goals and strategies of the Plan in their land planning and investment decisions. Public decision-makers will be using the Plan as a guide in their development deliberations such as zoning matters and infrastructure requests. This Plan should be used as a tool by the City to clearly communicate to property owners and developers the overall vision for what is desired within the downtown area.

### 6. Be Flexible

The Plan is intended to serve as a guide to help the City, development community, and local residents plan for the redevelopment of Downtown. The Plan is intended to be flexible and fluid, and should be updated and amended as appropriate. As projects, policies, and programs develop over time they may not look exactly like the images in the document, but they should address the intent of the plan. The sketches and descriptions herein provide a broad sense of how particular projects may function within these sites and provide a sense of what is acceptable to the City and its residents from a development standpoint.

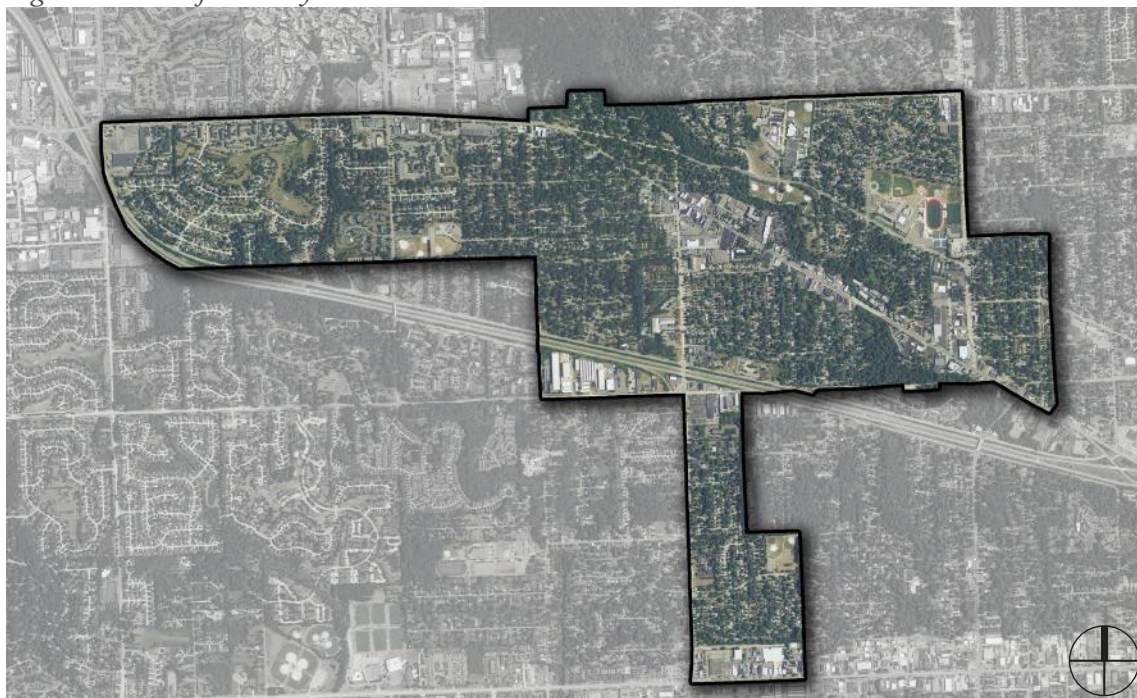


# 01 INTRODUCTION

## 1.6 PROJECT STUDY AREA

The entire study area encompasses approximately 73 +/- acres in the downtown, and is generally defined as the area east of Warner Street, north of Grand River and west of Power Road (see Figure 1.1). Additionally the study area is broken down into smaller subareas that are addressed both individually and collectively throughout the Plan (see Figure 1.2). The include a collection of parcels both public and privately owned, most notably the Maxfield Training Center, the Farmington Schools Administration Building and bus garage, as well as Shiawasse Park. While the study area is a defined area, there are many parcels and buildings/businesses that are existing and likely to remain. These areas both had economic, social, or historical value, and complement the overall Plan. The intent was to create a plan that left these areas intact while considering how they would advance the future plans for the area.

Figure 1.1 - Project Study Area



Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)



Figure 1.2 - Project Subareas



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Attachment: Farmington Downtown Plan 5.26.15 (1903 : Draft Downtown Area Plan)

02 DEVELOPMENT ANALYSIS

INTRODUCTION

To support and guide the recommendations and concepts in this Plan a number of elements were considered. Specifically this included the key findings from the Farmington Vision Plan, a market assessment, and market trends.

The market assessment evaluated the residential market potential in the Downtown area. The market study was based on the analyses of the area including the existing and anticipated rental housing market and the past and future trends in the residential market, demographics, the economy, housing demand, and the downtown location in the market area. The study evaluates past, current, and future trends in the area; the impact of those trends on rental housing alternatives; current rental housing alternatives; need and market support for additional rental housing; and any proposed additions to the area rental base.

SECTION ELEMENTS

This section includes an analysis of the market conditions within the Farmington area. The following elements were analyzed as part of this market assessment.

- Demographics
- Current Rental Market
- Market Conditions
- Housing Continuum
- Current Trends
  - » Millennials + Boomers
  - » Place First
  - » Lending Environment
  - » Buying vs. Renting
  - » Household Structure
  - » Healthy + Sustainable
  - » Walkability + Connectivity





### 2.1 VISION PLAN - WHAT DID IT SAY?

The Farmington Vision Plan was the result of an intensive six month citizen-based initiative to answer the underlying question “What is needed for Farmington to be the best that it can be in the future?” By working together as a community to answer this question, a holistic, collaborative vision and action plan was created.

The vision process brought together a diverse group of citizens to chart a course toward a common future that reflects the community’s shared values. It identified initiatives for quality of life in the City—from arts and culture to economic health, to community activities. It also presented specific actions to realize a desired future.



Through the process more than 300 community members participated in the process through five different public meetings generating more than 250 ideas that informed the development of the vision. The end result was six vision initiatives. These initiatives are outlined below.

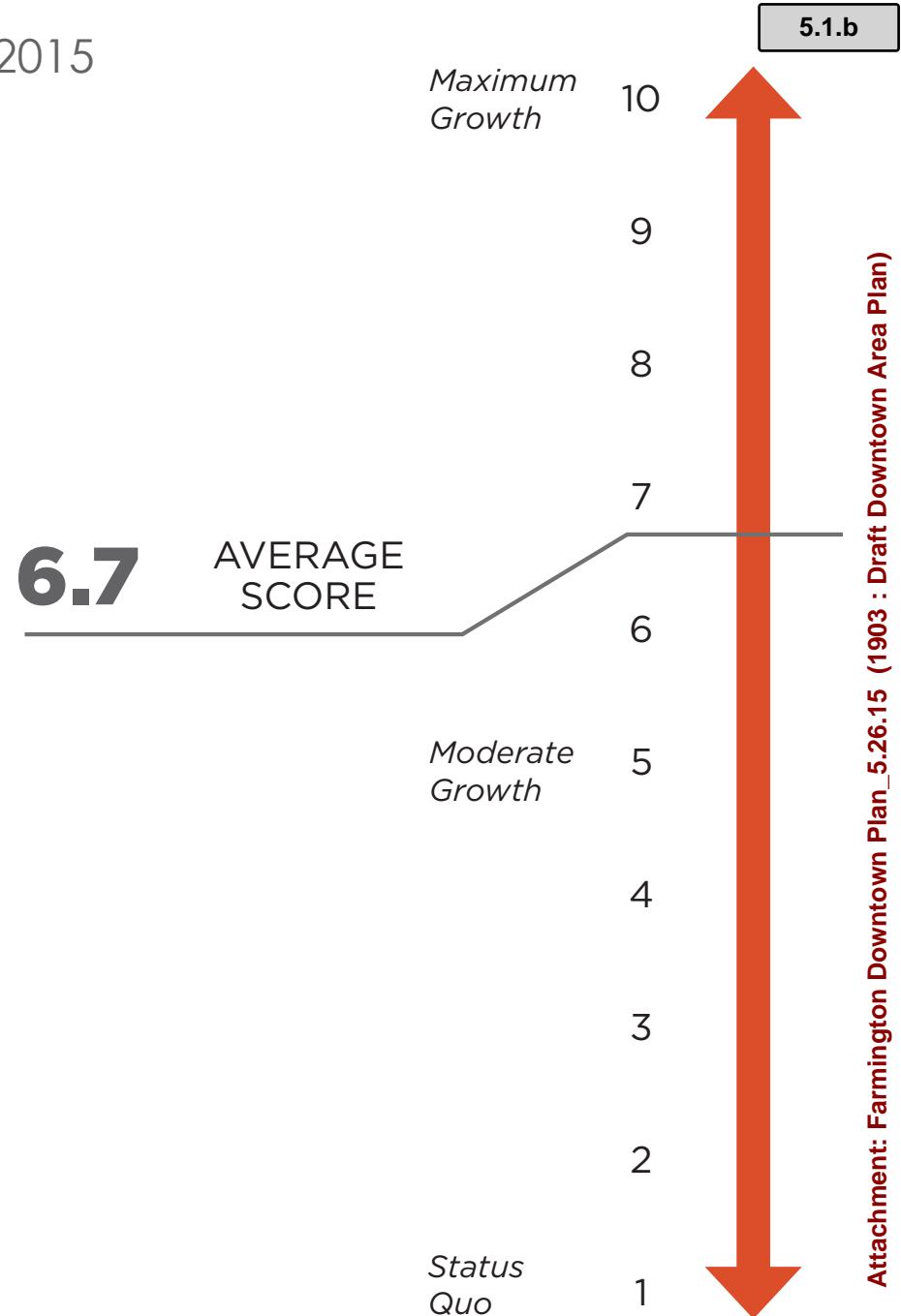
- **Staying Connected** – A community with a complete transportation system where people can easily travel by foot, bicycle, transit, and car.
- **Getting Active** - A community that is served by both passive and active greenspaces that enhance the overall quality of life in the community and complement economic growth.
- **Community Oriented** - A community that embraces and promotes community and cultural events that bring people together.
- **Economically Competitive** - A community that promotes growth and development which builds and strengthens the local economy.
- **Fiscally Balanced** - A community that strives to balance revenue sources through new growth and funding opportunities.
- **Accessible and Diverse** - A community with a range of housing types that attracts the creative class, millennials, and baby boomers.

These initiatives were then prioritized by community participants. Staying economically competitive was given the highest level of priority by the community, followed by being accessible and diverse (providing a range of housing choices).

An additional question was asked as part of the vision planning process to determine where and how to grow in the community to stay economically competitive and promote new housing choices. The Question was, “Should the City maintain the status quo, embrace moderate growth (some growth inward and up in height) or allow for maximum growth (grow outward, inward, and up in height). On a scale of 1-10 (one being status quo and ten being maximum growth) what do you think the future of Farmington should look like?” Participants indicated a preference for moderate to maximum growth with an average “growth score” of 6.7.

To determine where to grow various sites/areas around the community were identified as growth opportunities, the downtown area, and specifically the Maxfield Training Center and surrounding properties were identified has a high priority for new development.

This plan is the implementation of these key initiatives and priorities as identified and outlined in the Farmington Vision Plan.





## 2.2 MARKET ANALYSIS

### METHODOLOGY

The methodology used in this study is centered on three analytical techniques: the Effective Market Area (EMA) principle, a 100% data base, and the application of data generated from supplemental proprietary research.

### THE EFFECTIVE MARKET AREA (EMA) PRINCIPLE

An EMA is the smallest specific geographic area that will generate the most support for that development. This methodology has significant advantages in that it considers existing natural and man made boundaries and socioeconomic conditions.

### SURVEY DATA BASE

This survey employs a 100% data base. In the course of a study, field analysts surveyed not only the developments within a given range of price, amenities, or facilities, but all conventional developments within the EMA.

### PROPRIETARY RESEARCH

Central to the results of this market study are the regional and national trends recognized from more than 1,500 communities. Rents, units and project amenities, occupancy levels, rate of absorption, and rent/value relationships of other studies are used in the research conducted in this study.

### EFFECTIVE MARKET AREA

The Effective Market Area for this study included Farmington and parts of Farmington Hills, Livonia, Novi, and the eastern portions of Redford Township and Southfield. Specifically, the Site EMA is bounded by West 14 Mile to the north, Inkster Road and Telegraph Road to the east, Interstate 96 to the south, and Haggerty Road, Meadowbrook Road, and State Route 5 to the west.

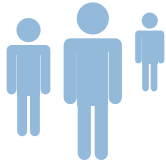
Based on the characteristics of the Site EMA, a field survey of existing rental housing development, an analysis of the appropriateness of the site for the proposed development, and a demographic analysis of the Site EMA, support levels can be established for additional multifamily rental development.

FIGURE 2.1 : STATE REFERENCE



### EFFECTIVE MARKET AREA INDICATORS

#### Demographics



Population - 2010  
170,295

Households - 2010  
70,459

Average Family Size - 2010  
2.39

#### Income



Median Household Income - 2012  
\$65,441

Average Household Income - 2012  
\$84,902

Per Capita Income - 2012  
\$35,300

#### Housing



Owner Occupied - 2010  
68.80%

Renter Occupied - 2010  
25.1.0%

Median Home Value - 2012  
\$143,908

Source: ESRI

FIGURE 2.2: EFFECTIVE MARKET AREA



Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)



**MARKET ASSESSMENT KEY FINDINGS**

- The Farmington EMA is significantly under served with upscale apartment communities as demonstrated by a very low vacancy rate and relatively high rents.
- Further, most apartment communities in the EMA are aging, many are becoming functionally obsolete.
- Based on current market conditions it has been determined the Farmington area could support approximately 400 to 500 units over a 4-6 year period.
- A wide mix of product type and rent ranges in the upper market ('high end') should be considered.
- There is strong market potential to support 100 - 200 units in a true urban mixed-use environment.

A thorough analysis of the existing and potential residential market conditions and opportunities was conducted as part of this study. This included the following analyses:

- *Analysis of the overall EMA rental housing market*
- *Historical housing trends*
- *Current market conditions based on 100% field survey of modern apartments*
- *Appropriateness of the site for the subject development*
- *Current and expected economic and household growth conditions*
- *Area apartment demand factors, including income-appropriate households*
- *Support from existing multifamily renters (step-up/down support)*
- *A trend line analysis, based on a "rent by comparability index" evaluation of all conventional developments within the Site EMA, is used to evaluate rents for the proposed development*
- *Floor plan analysis and comparison with comparable product*



**MARKET CONDITIONS**

Vacancies are relatively low in the market area, indicating the rental housing supply is limited and demand is high.

A total of 13,141 conventional apartment units in 74 projects were surveyed in the EMA (not including 64 units under construction). A total of 12,075 of these units are in 68 market-rate developments. (The remaining 1,066 units are located in 6 subsidized developments.) Table 2.1 shows the analysis of the residential units surveyed in this market.

Among market-rate developments, 42.6% are 100.0% occupied, accounting for 27.9% of the total units. Only 22.1% of all developments had occupancies below 95.0%. Vacancies are relatively low in the market area, and the market appears limited by supply rather than demand (see Table 2.1). The apartment base within the EMA contains a well-balanced distribution of one- and two bedroom units, with 44.1% and 54.0%, respectively.

While there is generally an aging residential stock in the market area, rents have continued to increase annually.

Rents in the EMA have increased at an average of 1.8% per year over the past several years. It is estimated that 95.6% of the market-rate units surveyed were constructed and opened before 1990. These older developments contain a combined total of 11,883 units with 428 vacancies, a 3.6% vacancy rate (see Table 2.2).

**TABLE 2.1:  
DISTRIBUTION OF CONVENTIONAL MARKET-RATE  
APARTMENTS AND VACANCY RATE**

Unit Type	Number	Percent	Vacancy Rate
Studio	56	0.5%	1.8%
One-Bedroom	5,328	44.1%	1.8%
Two-Bedroom	6,524	54.0%	1.2%
Three-Bedroom	167	1.4%	1.8%
Four-Bedroom	0	0.0%	-
<b>TOTAL</b>	12,075	100.0%	1.5%

**TABLE 2.2:  
MEDIAN AND UPPER-QUARTILE RENTS AND  
VACANCIES**

Unit Type	Median Rents	Overall Vacancy Rate	Upper -Quartile		
			Rent Range	Number of Units	Vacancy Rate
Studio	\$450	1.8%	\$470-\$485	14	0.0%
One-Bedroom	\$725	1.8%	\$821-\$1,051	1,332	1.2%
Two-Bedroom	\$915	1.2%	\$1,065-\$1,400	1,631	0.9%
Three-Bedroom	\$1,065	1.8%	\$1,655-\$1,701	42	4.8%
Four-Bedroom	-	-	-	-	-



**HOUSING CONTINUUM**

*A continuum of housing options is critical in supporting both lower end and higher end residential units. A broad range of rental prices and units should be available to allow residents to “step-up and -down” through the rental market.*

Step-up/down support is a critical factor in projecting absorption because it directly measures the depth of potential support from the households most likely to move to the subject site. Step-up/down support is best expressed as a ratio of proposed units to potential support. A lower ratio indicates a deeper level of market support, while a higher ratio indicates a lower level of potential support from conventional renters.

Step-down support represents existing renters within the Site EMA who should perceive the proposed development as offering a greater value at a rent lower than or equivalent to their current rent. Typically, this value results from renters who would perceive the subject site as a higher-quality project at an equal or lower rent, or as a project of quality similar to their current unit but at a lower rent.

The step-down base includes all units with higher rents than the subject site, but lower or equivalent comparability index ratings within the Site EMA. At the proposed rent levels, the step-up/down support base totals 2,528 units. The proposed 150-unit development represents only 5.9% of the total step-up/step-down support base, an excellent ratio. A break down of step-up and-down support is shown in Table 2.4.

Table 2.5 displays where the projected support will come from for the proposed development and compares it to the typical make up of geographic support.

**TABLE 2.4: DISTRIBUTION OF STEP-UP/STEP-DOWN SUPPORT**

Unit Type	Step-Up Support	Step-Down Support	Total
One-Bedroom	950	434	1,384
Two-Bedroom	1,051	-	1,051
Three-Bedroom	93	-	93
<b>TOTAL</b>	2,094	434	2,528
Units Proposed	150		
Ratio of proposed units to potential step-up/step-down support base	5.9%		

**TABLE 2.5: GEOGRAPHIC SUPPORT**

	Typical Support	Anticipated Support
Internal Mobility		
Apartment	50%	55%
Other	20%	15%
External Mobility	30%	30%
<b>TOTAL</b>	100%	100%

**MARKET POTENTIAL**

*There is an immediate demand for approximately 150 units within Downtown Farmington in the next 12 months with the potential of upwards of over 400 units in a 5 year period.*

that Downtown Farmington could support an additional 400 to 500 units over the next 4- to 6-year period. In order to achieve these additional units, a wide range of product type, amenities, and rent ranges need to be supplied. This should also feature at least some of the product in a true mixed-use environment.

The Farmington Effective Market Area is significantly underserved by upscale apartment units as demonstrated by very low vacancy rate and relatively high rents. According to the market assessment, Downtown Farmington has the ability to absorb an average of 11 to 12 units per month with the possibility of absorbing up to 14 to 16 units per month. With this market, 150 units can be supported in the first year. The market is also currently made up highly of older, often functionally obsolete apartment communities that lack the features current residents expect. With this in mind, it is clear

**TABLE 2.6: PROPOSED RESIDENTIAL DEVELOPMENT**

Unit Type	Number	Square Feet	Rents at Opening*	Rent Per Square Feet
One-Bedroom / 1.0 Bath Garden	36	725	\$975	\$1.35
Two-Bedroom / 2.0 Bath Garden	82	1,050	\$1,275	\$1.21
Three-Bedroom / 2.0 Bath Garden	18	1,200	\$1,500	\$1.25
Three-Bedroom / 2.5 Bath Townhouse Attached Garage	8	1,250	\$1,595	\$1.28
<b>TOTAL</b>	150			

\*2015



2.3 CURRENT DEVELOPMENT TRENDS

**MILLENNIALS + BOOMERS**

Millennials (1981-1999) and Baby Boomers (1946-1964) make up the largest share of the nation’s population (53% total). As a result, the trends for each of these generation groups have a large impact on the market. Baby Boomers value housing that is close to entertainment, retail, and medical services while Millennials looks for locations that are diverse, walkable, and offer plentiful entertainment and employment opportunities. Baby Boomers prefer to live in Small Towns/Rural locations or Suburbs while Millennials prefer suburban city living.

**PLACE FIRST**

Current trends indicate a swing in how individuals choose where to live. A growing number of Millennials choose where

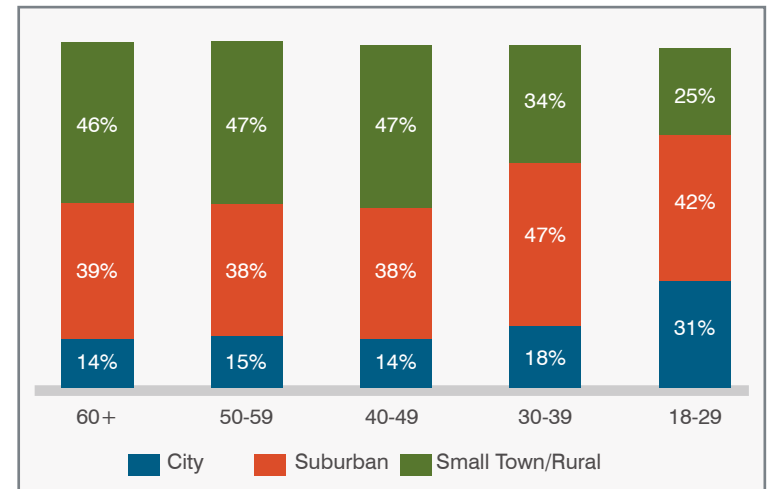
they want to live first and then resolve the logistics of finding employment and housing in their desired location. Millennials seek destinations that offer a superior quality of life and ample amenities. They have a preference for in-town areas and inner suburbs that feature diversity and walkability in close proximity to jobs and entertainment. This is drastically different than past generations that first sought jobs and then moved to the location of their job. The result of this change is more competition for jobs and housing in popular urban areas that offer the desired amenities. A subsequent decrease in the desire to live in outlying suburbs, small towns, and rural areas follows as these locations lack the sought-after amenities and have less abundant opportunities for employment.

**TABLE 2.7: NATIONAL POPULATION BY AGE GROUP**

Generation	Born	2010 Age	2010 Population	2010 Percent of Nation
Eisenhowers	Before 1946	64+	41 million	13%
Baby Boomers	1946-1964	45-64	80 million	26%
Gen X	1965-1980	29-45	62 million	20%
Gen Y (Millennials)	1981-1999	1981-1989	85 million	27%
Gen Z (?)	2000 and After	0-10	42 million	14%

Source: ?

**TABLE 2.8: LIVING AREA BY AGE GROUP**



Source: 2011 National Community Preference Survey, National Association of Realtors, March 2011

Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)

**LENDING ENVIRONMENT**

Lending regulations have become markedly stricter allowing only the most qualified applicants access to financial resources, thus making it difficult to procure the financial resources needed to purchase and maintain a property.

**BUYING VS. RENTING**

While owning a home may be desired by some, current trends indicate that many individuals are more inclined to rent instead. Buying can offer a greater return on investment over time, but also carries a significant amount of financial risk as well as maintenance over time. Renting often does not carry the financial risk or maintenance of owning property. Longevity is also an important factor in determining whether to buy or rent. While owning typically involves a long-term commitment from the buyer, renting can offer short or long term living solutions and allows tenants the flexibility to move when desired or needed.

**HOUSEHOLD STRUCTURE**

As household population and structure evolve over time, subsequent changes in housing needs become apparent. The average family size in 2010 was 2.39 individuals per household. This number has decreased over time due to the large percentage of the population made up of Baby Boomers and Millennials that have smaller households than past generations. Many Baby Boomers are within the age range that they no longer have dependents living with them and many Millennials have not yet established families. This decrease in family size decreases the desire for large single-family homes that can accommodate a larger family and drives up the need for smaller, more versatile housing. Large single-family homes in

suburbs where an abundance of land is available are no longer the norm and there is a need for a variety of housing sizes and types to accommodate forward trends in household structure.

**HEALTHY AND SUSTAINABLE**

Healthy and sustainable initiatives can enhance the overall quality of life in a community and will attract talented individuals and high-quality investment. Such initiatives may include investment in park space, trails, and community amenities that promote a healthy lifestyle. Passive and active greenspaces can spur economic development not only by enhancing the quality of life for residents, but also by attracting regional visitors to signature outdoor parks and amenities.

**WALKABILITY + CONNECTIVITY**

An emphasis on a complete transportation system allows people to easily travel by foot, bicycle, transit, or car. Factors that influence walkability include pedestrian facilities such as sidewalks, cross walks, and wayfinding and signage. Bicycle connectivity is influenced by bike lanes and/or on-street sharrows, multi-use paths, and bicycle storage facilities. Public transit allows individuals to connect to both local and regional destinations. Communities that are easily navigable on foot are desired as more Millennials want to live in close proximity to employment and entertainment options and the ease and convenience of walkable and well-connected communities is preferred.





Attachment: Farmington Downtown Plan 5.26.15 (1903 : Draft Downtown Area Plan)



03 DEVELOPMENT PLAN

INTRODUCTION



The development plan paints the picture for the redevelopment potential and vision of specific areas in Downtown Farmington. The concepts displayed on the following pages are based on ideas that stemmed from the Vision Plan and informed by the market assessment. The main goals of the development plan is to create a better connected and economically viable Downtown while adding residents and continuing to beautify the area.

At the core of the development plan are principles that promote the existing assets of Downtown while improving connectivity, character, and community. These principles call for the addition of residential property into the downtown and an increase in opportunity for social interaction, recreation, and new commercial activity.

Through these and other principles the Plan blends public and private uses, recreational activity, integrated indoor and outdoor spaces, and a state-of-the-art park that advances the public realm and expresses innovation and embodies the spirit of Farmington.

The Plan is defined by these six development principles. These principles express the desired outcome of future development in simple terms. The principles informed the development of the concept concepts and guidelines.

Design concepts are also shown for each section of the development area. These concepts are supported by high-quality graphics and development data that breaks down the programming of the area.

3.1 PRINCIPLES

The design principles developed for this Plan build on the vision of the Farmington Vision Plan, and integrate the goals and principles of good urban design to create a successful downtown. The market analysis, current trends and existing conditions also inform the direction of the Plan and the principles to create a document that is practical and realistic. These principles were used to guide the development of the design concepts for each of the subareas.



**1. COMPLEMENT THE HISTORIC DOWNTOWN**

All future development and redevelopment should complement the historic and pedestrian orientation of downtown Farmington. Buildings along Grand River Avenue should be set close to the street, with commercial uses located on the ground floor. The streetscape should provide comfort and safety to pedestrians while providing an atmosphere conducive to an economically and socially vibrant district.



**2. LEVERAGE THE ROUGE RIVER TO CREATE A DISTINCT AND DYNAMIC PUBLIC PARK**

The Rouge River provides a considerable opportunity to create parkland that can become the recreation hub for Farmington. This area should offer an array of activities for all age groups that take advantage of the proximity to the Rouge River, while being convenient and accessible from the downtown.



**3. INTEGRATE RESIDENTIAL INTO THE EXISTING DOWNTOWN**

As outlined within the Farmington Vision Plan, a variety of residential uses and densities have been suggested within the downtown area. To create a vibrant and successful downtown, residential was, and continues to be, an essential element in creating a sustainable, safe, and prosperous district.



**4. CREATE A CONTINUOUS SYSTEM OF PEDESTRIAN ORIENTED ENVIRONMENTS**

Creating both physical and social connections is important when planning a site within an existing neighborhood and district. This principle is about enhancing existing connections, and creating new ones that connect individual projects and areas with existing strengths to create a continuous district environment. This requires careful attention to how the site relates to the street and public spaces, as well as the coordinated design of future public spaces.



**5. PROMOTE A QUALITY ARCHITECTURAL CHARACTER WITH BUILDINGS AND FEATURES SCALED TO THE PEDESTRIAN**

One common characteristic of the downtown is the acknowledgement of the public realm along the street. The orientation of the buildings should be one of the core design principles for this area. Pocket parks, plazas, stoops, and views from the building to the street should be considered as part of the architectural character of the district.



**6. CREATE FURTHER OPPORTUNITIES FOR ECONOMIC DEVELOPMENT**

Downtown Farmington should create an atmosphere where businesses are able to grow and thrive, bringing jobs and economic benefit to the City. Creating a social, commercial, and recreational destination for residents, reinforced with an additional base of residential support within a close walking distance will further establish the downtown as a successful center of commerce.



### DEVELOPMENT AREA A+B

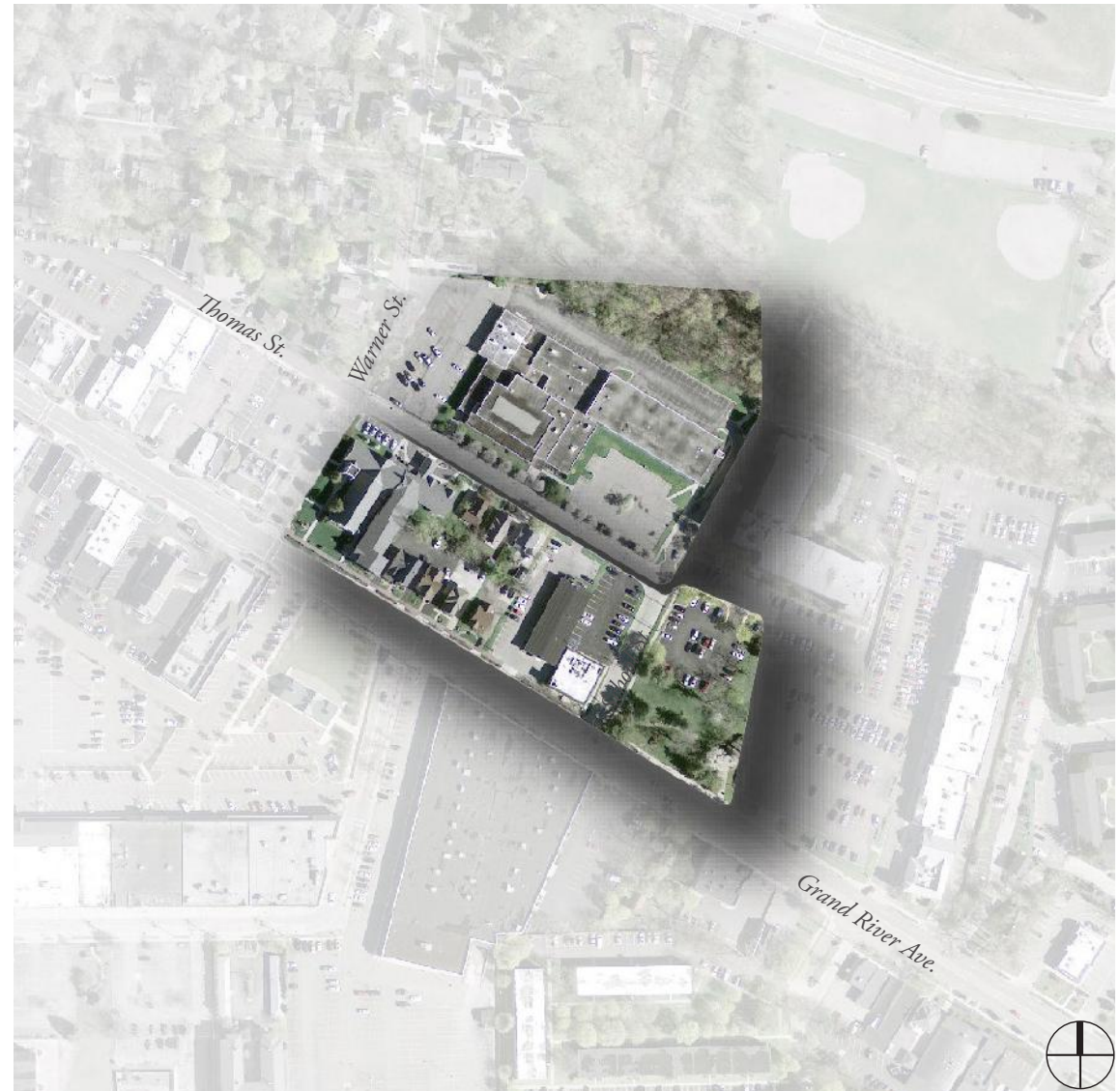
#### DEVELOPMENT CONCEPT

A dynamic mixed-use development that enhances the economic competitiveness of the downtown, creates new opportunities for entertainment and gathering, expands housing choices, and bridges the gap between Grand River Avenue and Shiawassee Park.

#### PROGRAM

- New parking areas (public and private)
- Mixed-use with a focus on residential
- Enhanced connections to Shiawassee Park
- Complement Riley Park
- Consider phased development scenario
- Embrace and enhance Grand River Avenue Streetscape
- Create new public spaces that promote social interaction
- Create something unique in the market place

FIGURE 3.1 SUBAREAS A+B - EXISTING CONDITION



Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)



FIGURE 3.2: MIXED USE AND RESIDENTIAL CHARACTER IMAGES



Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)



## DEVELOPMENT AREA A+B - OPTION 1

### DEVELOPMENT CONCEPT

Option 1 includes a parking garage adjacent to the primary building, but allows it to be hidden from the view of Grand River Avenue and adjoining residential neighborhood through a row of townhomes. A pedestrian alley connects the building to Grand River Avenue and the proposed park within Subarea C.

### SITE DATA - OPTION 1

Retail Area: 12,000 sq.ft.  
M.F. Residential: 122 d.u.

#### Parking Required

Retail: 4/1000 sf. 48 sp.  
Residential: 1.5/du. 183 sp.

#### Parking Provided

Structured: 203 sp.  
Surface: 76 sp.  
On-street: 11 sp.  
Town House 18 sp.

Total Required: 231 sp. Total Provided: 308 sp.

### LEGEND

- 1. 1st Floor Retail, 2nd Floor Residential
- 2. 2-Story Residential
- 3. 3-Story Residential
- 4. 3-Level Parking Garage
- 5. Apartment Building Courtyard
- 6. Pedestrian Corridor
- 7. Public Park Improvements
- 8. Surface Parking
- 9. 2-Story Townhomes

FIGURE 3.3: A+B OPTION 1



Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)



**DEVELOPMENT AREA A+B - OPTION 2**

**DEVELOPMENT CONCEPT**

Option 2 integrates a single parking deck within the primary building, hidden from the view of Grand River Avenue. The concept adds additional townhomes to the west of the site, while maintaining pedestrian connectivity to the proposed park within Subarea C. First floor commercial fronts Grand River Avenue to maintain the urban fabric and pedestrian atmosphere of Downtown Farmington.

**SITE DATA - OPTION 2**

Retail Area: 14,100 sq.ft.  
 M.F. Residential: 149 d.u.

Parking Required

Retail: 4/1000sf 57 sp.  
 Residential: 1.5/du. 224 sp.

Total Required: 281 sp.

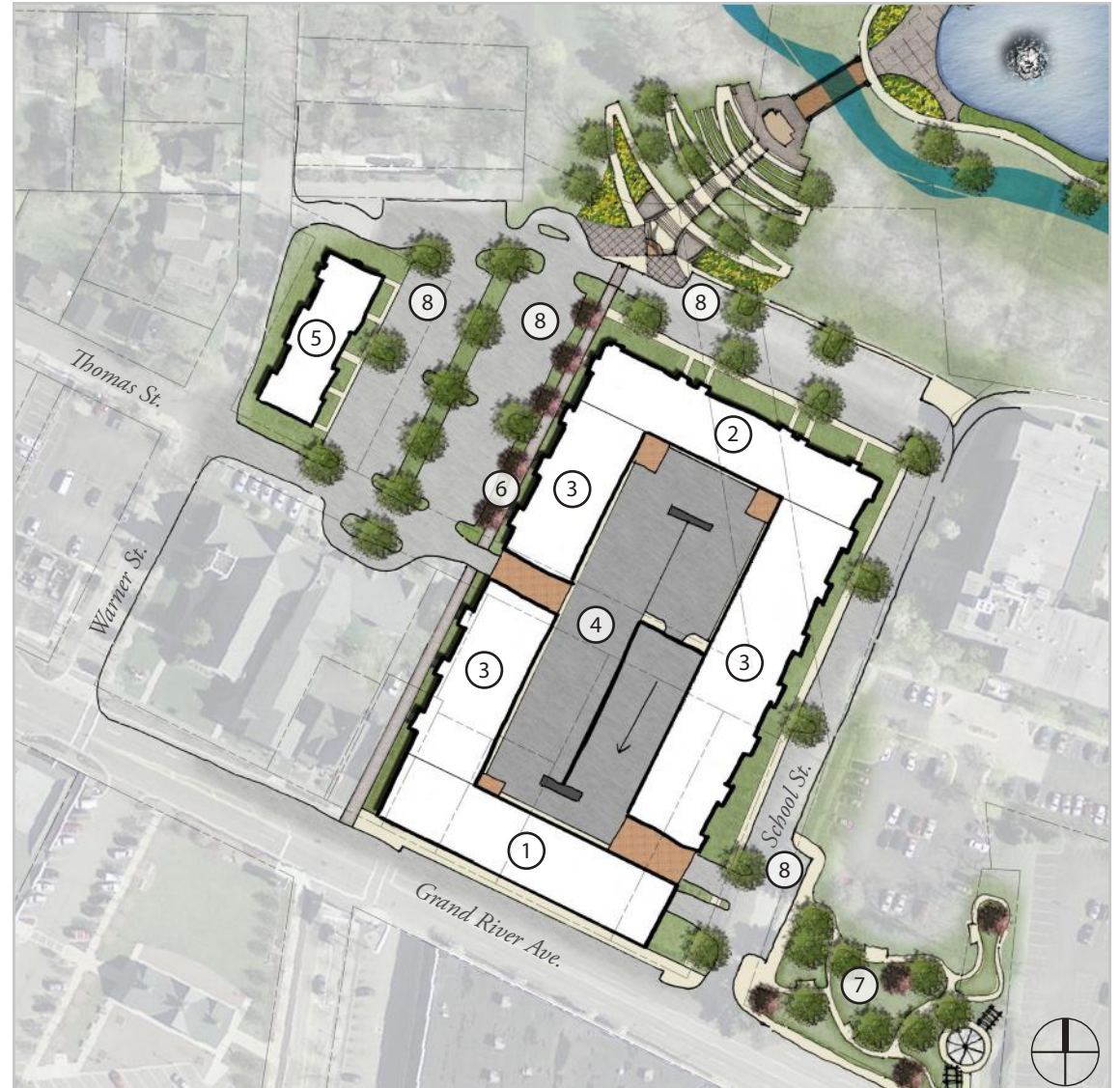
Parking Provided

Structured: 197 sp.  
 Surface: 138 sp.  
 On-street: 11 sp.  
 Total Provided: 346 sp.

**LEGEND**

- 1. 1st Floor Retail, 2nd Floor Residential
- 2. 2-Story Residential
- 3. 3-Story Residential
- 4. 2-level Parking Deck
- 5. 2-Story Townhomes
- 6. Pedestrian Corridor
- 7. Public Park Improvements
- 8. Surface Parking

FIGURE 3.4: A+B OPTION 2



Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)

## DEVELOPMENT AREA A+B - OPTION 3

### DEVELOPMENT CONCEPT

Option 3 retains the courtyard within the building center, while removing all structured parking on-site. All parking is provided as surface lots. This configuration results in the least amount of retail space and lowest residential unit count of any of the options.

### SITE DATA - OPTION 3

Retail Area: 12,000 sq.ft.  
M.F. Residential: 113 d.u.

<u>Parking Required</u>		<u>Parking Provided</u>	
Retail:	4/1000 sf. 48 sp.	Structured:	n/a
Residential:	1.5/du. 170 sp.	Surface:	302 sp.
		On-street:	11 sp.
<b>Total Required:</b>	<b>218 sp.</b>	<b>Total Provided:</b>	<b>313 sp.</b>

### LEGEND

1. 1st Floor Retail, 2nd Floor Residential
2. 2-Story Residential
3. 3-Story Residential
4. Apartment Building Courtyard
5. Pedestrian Corridor
6. Parking

FIGURE 3.5: A+B OPTION 3



Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)



**DEVELOPMENT AREA A+B - OPTION 4**

**DEVELOPMENT CONCEPT**

Option 4 moves the parking garage to the east side of the site and adds residential units to the west portion of the site. The center residential courtyard is retained, and pedestrian access to and from the street and the park is maintained with the pedestrian walkway.

**SITE DATA - OPTION 4**

Retail Area: 17,300 sq.ft.  
 M.F. Residential: 121 d.u.

Parking Required

Retail: 4/1000 sf. 69 sp.  
 Residential: 1.5/du. 181 sp.

Parking Provided

Structured: 203 sp.  
 Surface: 130 sp.  
 On-street: 11 sp.

Total Required: 250 sp. Total Provided: 344 sp.

**LEGEND**

1. 1st Floor Retail, 2nd Floor Residential
2. 2-Story Residential
3. 3-Story Residential
4. 2-Story Townhomes
5. 3-Level Parking Garage w/ 1st Floor Retail
6. Apartment Building Courtyard
7. Pedestrian Corridor
8. Parking

FIGURE 3.6: A+B OPTION 4



Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)

DEVELOPMENT AREA A+B - OPTION 5

DEVELOPMENT CONCEPT

Option 5 leaves the properties along Grand River Avenue in place and shows how a redevelopment of the site to the north can occur. A structured parking core is wrapped by four-stories of flats. Townhomes are located to the west of the site, and provide parking under the structure. The buildings form a pedestrian corridor that leads to the entrance of the park amphitheater.

SITE DATA - OPTION 5

M.F. Residential: 112 d.u.  
 Townhomes: 17 d.u.  
 Total: 129 d.u.

<u>Parking Required</u>		<u>Parking Provided</u>	
Residential: 1.5/du.	168 sp.	Structured:	203 sp.
Townhomes: 2/du.	34 sp.	On-street:	25 sp.
		Surface	34 sp.
Total Required:	202 sp.	Total Provided:	262 sp.

LEGEND

- 1. 4-Story Residential
- 2. 3-Level Parking Core
- 3. 2-Story Townhomes
- 4. Lower-Level Parking
- 5. Pedestrian Corridor
- 6. On-Street Parking
- 7. Surface Parking

FIGURE 3.7: A+B OPTION 5



Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)



**DEVELOPMENT AREA A+B - OPTION 6**

**DEVELOPMENT CONCEPT**

Option 6 leaves the properties along Grand River Avenue in place and shows how a multifamily building to the north could be developed. Three levels of structured parking are placed to the west, serving both the park and the residential.

**SITE DATA - OPTION 6**

M.F. Residential: 112 d.u.  
 Townhomes: 6 d.u.  
 Total: 118 d.u.

<u>Parking Required</u>		<u>Parking Provided</u>	
Residential: 1.5/du.	168 sp.	Structured:	312 sp.
Townhomes: 2/du.	12 sp.	On-street:	70 sp.
		Townhouse	12 sp.
<b>Total Required:</b>	<b>180 sp.</b>	<b>Total Provided:</b>	<b>394 sp.</b>

**LEGEND**

- 1. 4-Story Residential
- 2. 3-Level Parking Garage
- 3. Apartment Building Courtyard
- 4. Pedestrian Corridor
- 5. Public Park Improvements
- 6. Surface Parking
- 7. 2-Story Townhomes

FIGURE 3.8: A+B OPTION 6



Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)

# 03 DEVELOPMENT PLAN

## 1.3 SUBAREA C

A dynamic park that enhances community connections, embraces the natural setting, and creates new opportunities for social gathering, recreation and entertainment.

### PROGRAM

- Formal water feature (splash pad, fountains, water wall, etc.)
- Natural water feature
- Playground
- Multiple programming elements
- Amphitheater / Water wall and climbing wall / Lawn seating area
- Entry plaza / drop-off zone
- Picnic shelter
- Frisbee golf
- Multi-use trail
- Enhance connections (neighborhoods, downtown, Shiawassee Road, etc.)

### SITE DATA

Site area: +/- 24.3 Acres

### COST ESTIMATE

Preliminary cost estimate for the project concept is estimated between 4.3 and 5.3 million dollars.



*The development concept for Shiawassee Park was built around the history of the area, existing natural features, and the desired programming as identified by the City and community through the planning process.*



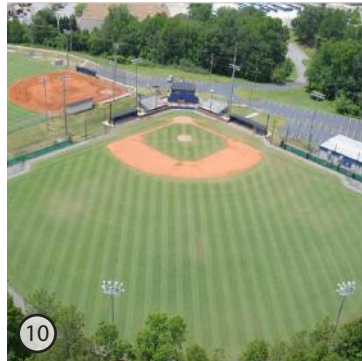
# DRAFT 5-26-2015

FIGURE 3.9: SUBAREA C - EXISTING CONDITION



Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)





LEGEND

1. Parking
2. Bridge Plaza
3. Pond
4. Water Play Area
5. Sand Pit Area
6. Earth Mounds
7. Existing Playground
8. Climbing Walls & Slides
9. Pony Baseball Field - 80' Baseline
10. Little League Baseball Field - 60' Baseline
11. Picnic Shelter Zone
12. Open Space & 9 Hole Frisbee Golf Course
13. Drop-Off & Plaza
14. Upper Plaza with Stairs and Ramp Connection to Baseball Diamond Plaza
15. Baseball Diamond Plaza for Spectators
16. Open Space
17. Drop-Off
18. Pedestrian Pathways
19. New Pedestrian Bridge
20. Amphitheater with Stage & ADA Access to Park

Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)



# DRAFT 5-26-2015

FIGURE 3.10: AREA C CONCEPT DESIGN



Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)

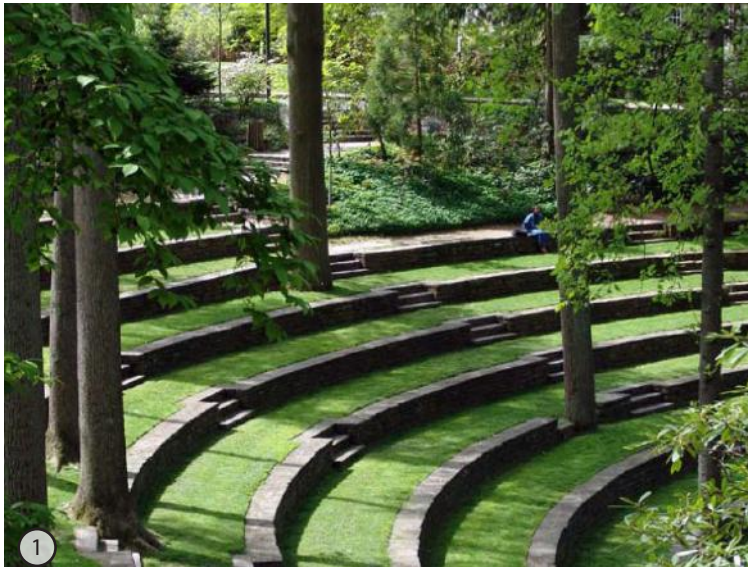


1.3 SUBAREA C

A variety of programming and activities has been incorporated into the design of the park. Starting from the west, a switchback ramp climbs down the hillside and transitions into an amphitheater with seating. A pedestrian bridge crosses the Rouge River, meeting a pond with an overlook on the other side. To the south of the pond, a number of children's playground activities has been designed, including a sand pit, splash pad, climbing wall, slides, and various climbing hills. The existing playground equipment has been preserved and enhanced with landscaping. Following east from the playground are two baseball fields accessible from the parking lots above via a switchback ramp. The orientation of the fields below the parking lots allows for the viewing of games from a higher vantage point than usually provided. South of the baseball fields (not shown on this page) are a cluster of picnic shelters and a 9-hole frisbee golf field.

The core of the entire park is surrounded and crossed by a series of walking trails that give access to all programing elements of the park, while allowing views of the Rouge River.

FIGURE 3.11: AMPHITHEATER



Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)



FIGURE 3.12: PARK DETAILS



Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)



## DEVELOPMENT AREA D

### DESCRIPTION

A unique medium density residential development that integrates existing natural features and areas that enhances the character and connections within the Shiawassee Road Corridor

### PROGRAM

- Medium density residential uses
- Maintained existing sledding hill
- Wooded area
- Greenspace connections to natural areas and Shiawassee Park
- Improved intersection to create a gateway
- Context sensitive design

FIGURE 3.13: SUBAREA D - EXISTING CONDITION



Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)





**SITE DATA - OPTION 1**

Site Area: +/- 18.8 Acres  
 M.F. Residential: 120 d.u.

<u>Parking Required</u>		<u>Parking Provided</u>	
Residential:	1.5/du. 180 sp.	Surface:	240 sp.
Total Required:	180 sp.	Total Provided:	240 sp.



**LEGEND**

1. 1-2 Story Residential Townhomes w/ Garage 8 Units / Building
2. 2-3 Story Residential 12 Units / Building
3. Pool
4. Community Pavilion / Fire pit
5. Existing Sledding Hill
6. Existing Wooded Area
7. Future public parking and improved recreational space
8. Proposed intersection enhancements (pedestrian crossing and aesthetics)

FIGURE 3.14: AREA D CONCEPT DESIGN



Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)



### DEVELOPMENT AREA E

#### DESCRIPTION

An area that incorporates a mix of uses and functions as a transitional district between the Downtown and Power Road. This transitional area should function as an entrance to the Downtown, and work to connect the Grand River Avenue, Downtown, and the newly designed Shiawassee Park. Future development in this area should integrate multiple modes of transportation with an emphasis on walkability and connections to and from surrounding residential areas.

Architecture and site planning elements should incorporate views into the parklands from the buildings and the street. Setbacks should be minimal with parking to the side and rear of the building to enhance and reinforce the streetscape.

#### PROGRAM

- A mix of uses, with an emphasis on office and residential
- Enhanced streetscape and gateway features
- Connections to Shiawassee Park
- Integrated green and public spaces both in the public and private realm
- High-quality architectural with a focus on traditional and natural materials



OFFICE 1



BURGER KING 2



VALVOLINE 3



ALLSTATE + JAMS 4



SINGLE FAMILY 5



MULTI-USE BUILDING 6



MULTI-USE BUILDING 7



MULTI-USE BUILDING 8



GLANZ FINANCIAL 9



RADIO SHACK 10



BP GAS STATION 11

Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)



FIGURE 3.15: SUBAREA E - EXISTING CONDITION

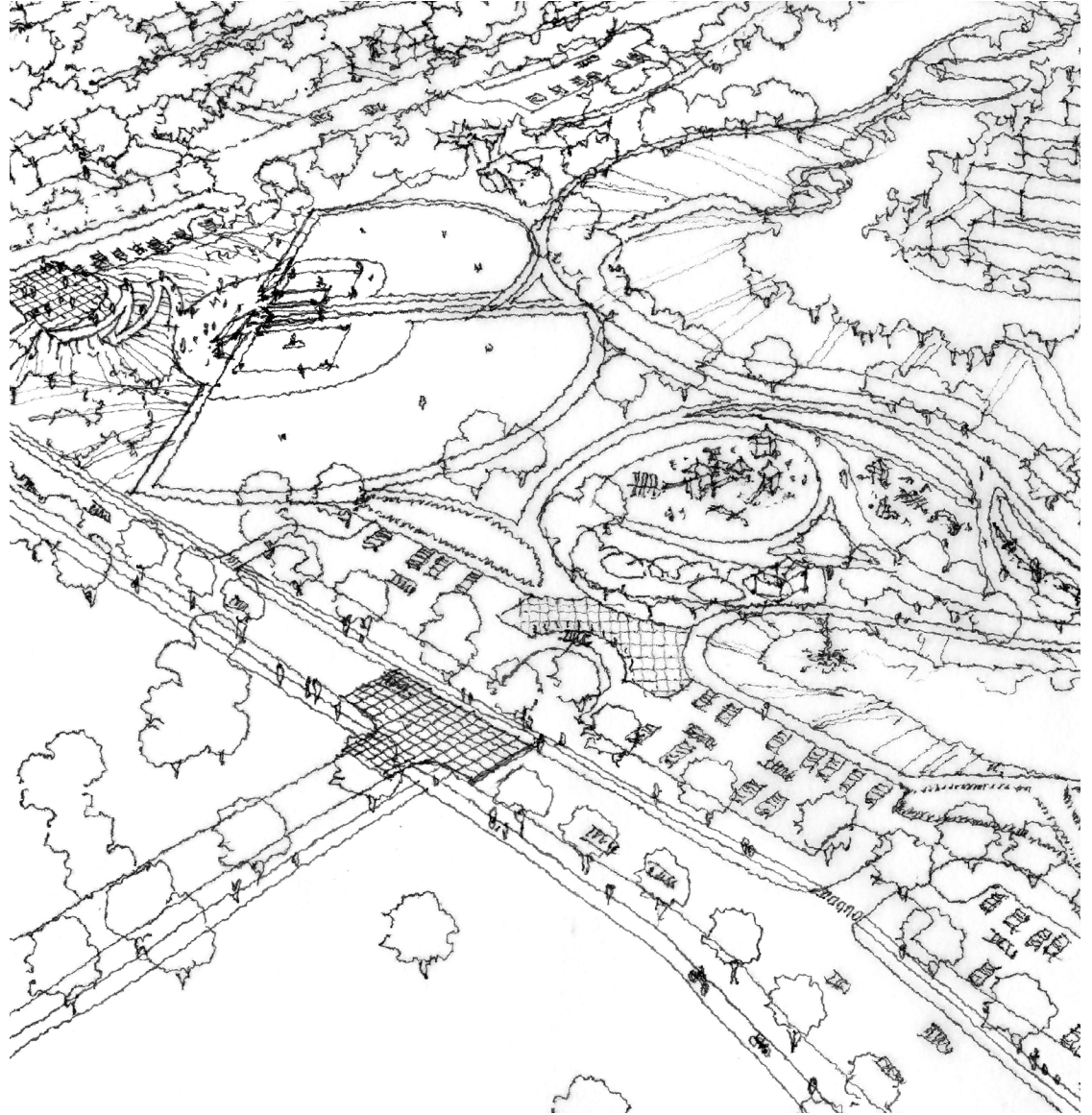


Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)



Prepared By:

**OHM ADVISORS**  
101 Mill Street  
Suite 200  
Gahanna, Ohio 43230



Attachment: Farmington Downtown Plan\_5.26.15 (1903 : Draft Downtown Area Plan)



**Farmington City Council  
Staff Report**

**Council Meeting Date:**  
June 8, 2015

**Reference  
Number  
(ID # 1904)**

**Submitted by:** Kevin Christiansen, Economic Community Development Director

**Description:** Appointment to Downtown Parking Advisory Committee

**Requested Action:**

**Background:**

**Agenda Review**

**Review:**

Kevin Christiansen      Pending

City Manager      Pending

Planning Commission      Pending

**06/08/2015 7:00 PM**

<b>Farmington Planning Commission Staff Report</b>	<b>Council Meeting Date:</b> June 8, 2015	<b>Reference Number</b>  1904
<b>Submitted by:</b> Kevin Christiansen, Economic and Community Development Director		
<b>Description</b> Appointment to Downtown Parking Advisory Committee		
<b>Background</b>  At their April 20, 2015 meeting, the City Council established a Downtown Parking Advisory Committee. The City Manager’s Office has advertised the open resident and business owner positions of the Committee via local media, SWOCC bulletin and a listing in the Chamber of Commerce newsletter. In accordance with the By-Laws adopted by the City Council, one member of the Committee is to be a member of the Planning Commission.  The purpose of this item is to appoint a Planning Commission member to the Downtown Parking Advisory Committee.		

Attachment: Staff Report - Downtown Parking Advisory Committee Appointments (1904 : Downtown Parking Advisory Committee)



<b>Farmington City Council Staff Report</b>	<b>Council Meeting Date:</b> April 20, 2015	<b>Reference Number</b> <b>1857</b>	
<b>Submitted by:</b> Vincent Pastue, City Manager			
<b>Description</b> Consideration to Establish Downtown Parking Advisory Committee			
<b>Requested Action</b> Move to adopt resolution to Establish a Downtown Parking Advisory Committee, establish committee composition, term of office, and scope of responsibility.			
<p><b>Background</b> One of the recommendations contained in the North Parking Lot Study report was to establish a Downtown Parking Advisory Committee. This has been discussed over the years and now that an on-going regular parking enforcement plan is being developed, now is the appropriate time to establish such a committee. The North Parking Lot Study Report recommended the following:</p> <p>Responsibilities</p> <ul style="list-style-type: none"> <li>- General oversight of existing parking operations throughout the Downtown;</li> <li>- Engage in on-going business customer relations; and</li> <li>- Plan future public parking expansion projects, locations, proposed regulations (fees, fines, and hours of operation), maintenance, enforcement, and financing.</li> <li>- No direct operational responsibilities</li> </ul> <p>For the sake of efficiency and effectiveness, City Administration recommended a seven member parking committee which is listed below. The composition of the committee was discussed at the April 6 Study Session and City Administration still believes a seven member committee is the optimal size for efficiency and effectiveness. The City Manager indicated at the study session that he would add other possible members to be considered which are listed in bold. The City Council may designate individuals to be ex officio none voting members as well.</p> <ul style="list-style-type: none"> <li>- DDA Board Member</li> <li>- City Council Member</li> <li>- City Manager or designee</li> <li>- Public Safety Director or designee</li> <li>- DDA Executive Director</li> <li>- One DDA Board appointee</li> <li>- One City Council appointee</li> <li>- <b>Citizen Representative living in the Downtown or close proximity</b></li> <li>- <b>Member of the Farmington Planning Commission</b></li> <li>- <b>Business or Property Owner in the Downtown</b></li> </ul>			
<b>Agenda Review</b>			
<b>Department Head</b>	<b>Finance/Treasurer</b>	<b>City Attorney</b>	<b>City Manager</b>

**CITY OF FARMINGTON  
OAKLAND COUNTY, MICHIGAN**

**A RESOLUTION OF THE FARMINGTON CITY COUNCIL ESTABLISHING A  
DOWNTOWN PARKING ADVISORY COMMITTEE**

At a meeting of the City Council of the City of Farmington, Oakland County, Michigan, held on the \_\_\_\_ day of \_\_\_\_\_, 2015, at the City Hall, 23600 Liberty Street, Farmington, Michigan 48335.

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

WHEREAS, the Farmington City Council accepted a report of the North Parking Lot, which contained a recommendation to establish a Downtown Parking Advisory Committee along with the member composition and scope of responsibilities; and

WHEREAS, establishing a Downtown parking committee has been discussed over the years; and

WHEREAS, in conjunction with the North Parking Lot Ad Hoc Committee, City Administration has developed a parking enforcement solution that is essential to addressing the parking challenges throughout Downtown Farmington; and

WHEREAS, the Farmington City Council concurs with the recommendation to establish a Downtown Parking Advisory Committee.

NOW, THEREFORE BE IT RESOLVED that the Farmington City Council establishes a Downtown Parking Advisory Committee that shall take effect June 1, 2015 based on the following.

1. Committee Composition
  - a.
  - b.
  - c.
  - d.
  - e.
  - f.
  - g.
2. Term of Office – Non-ex officio members shall serve a three-year term with the initial appointments staggered to allow for annual appointments
3. Scope of Responsibility.
  - a. Provide general oversight of existing parking operation throughout the Downtown;
  - b. Engage in on-going business customer relations as it pertains to parking;



- c. Plan future public parking expansion projects, locations, proposed regulations (fees, fines, hours of operation), maintenance, enforcement and financing and forward such recommendations to the Farmington City Council for consideration.
- d. The Downtown Parking Advisory Committee shall have no direct operational responsibilities.

BE IT FURTHER RESOLVED that City Administration shall present the City Council with proposed by-laws for adoption at the City Council's May 18, 2015 meeting incorporating the content of this resolution.

AYES:  
 NAYS:  
 ABSTENTIONS:

STATE OF MICHIGAN     )  
   )ss  
 COUNTY OF OAKLAND    )

I, SUE HALBERSTADT, the duly-qualified Clerk of the City of Farmington, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Farmington at a duly-called meeting held on \_\_\_\_\_ day of \_\_\_\_\_, 2015, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed by official signature this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
 SUE HALBERSTADT  
 Clerk, City of Farmington

<b>Farmington City Council Staff Report</b>	<b>Council Meeting Date:</b> May 18, 2015	<b>Reference Number 1888</b>
<b>Submitted by:</b> Vincent Pastue, City Manager		
<b>Description</b> Consideration to Adopt Downtown Parking Advisory Committee By-laws		
<b>Requested Action</b> Move to adopt Downtown Parking Advisory Committee by-laws, as presented.		
<p><b>Background</b> One of the recommendations contained in the North Parking Lot Study was to establish a Downtown Parking Advisory Committee. At its April 20 meeting, the City Council accepted the Study report and also established the Downtown Parking Advisory Committee. The City Council was presented a draft set of by-laws at the May 4 Study Session. The discussion focused on the composition of the committee. It was resolved that the committee composition would be as listed below with terms staggering to minimize turnover in a short period of time. Also, the City Attorney was to add language addressing conflict of interest concerns that were expressed during the study session discussion.</p> <ul style="list-style-type: none"> <li>• One City Council member;</li> <li>• One DDA Board member;</li> <li>• Two Downtown (Central Business District) business or property owners;</li> <li>• Two residents;</li> <li>• One Planning Commission member; and</li> <li>• Two Ex Officio members: City Manager and Public Safety Director, or their designees.</li> </ul>		
<p>The responsibilities of the Downtown Parking Advisory Committee shall be to assist the City as follows:</p> <ol style="list-style-type: none"> <li>a. Provide general oversight of existing parking operation throughout the Downtown, for the purpose of ensuring full access and cost-effective, efficient operations;</li> <li>b. Engage in on-going business customer relations as it pertains to parking, including the coordination of parking strategies with the businesses and property owners within the Downtown area to support by customers and provide customer parking education and information;</li> <li>c. Plan future public parking improvement and expansion projects, locations, proposed regulations (fees, fines, hours of operation), maintenance, enforcement, and financing. Forward such recommendations to the Farmington City Council for consideration;</li> <li>d. Conduct periodic capacity/utilization analyses of parking inventory;</li> <li>e. <b>The Downtown Parking Advisory Committee shall have no direct operational responsibilities.</b></li> </ol>		
<p>The City Manager's Office will be soliciting applications for the business/property owners and residents seats on the committee. The intent is to have the appointments completed at the June 15 meeting. The City Council may need to consider a special meeting to interview candidates for these positions.</p>		



## DOWNTOWN PARKING ADVISORY COMMITTEE

### BY-LAWS

#### MISSION STATEMENT

The mission of the Downtown Parking Advisory Committee shall be to study, evaluate, and make recommendations on an ongoing basis to the City, including the City Council, with regard to parking within the City's downtown area.

#### SCOPE OF RESPONSIBILITIES

The responsibilities of the Downtown Parking Advisory Committee shall be to assist the City as follows:

- a. Provide general oversight of existing parking operation throughout the Downtown, for the purpose of ensuring full access and cost-effective, efficient operations;
- b. Engage in on-going business customer relations as it pertains to parking, including coordinating parking strategies with the businesses and property owners within the Downtown area to support by customers and providing customer parking education and information;
- c. Plan future public parking improvement and expansion projects, locations, proposed regulations (fees, fines, hours of operation), maintenance, enforcement, and financing and forward such recommendations to the Farmington City Council for consideration;
- d. Conduct periodic capacity/utilization analyses of parking inventory;
- e. **The Downtown Parking Advisory Committee shall have no direct operational responsibilities.**

### ARTICLE I MEMBERSHIP AND TERM OF OFFICE

- SEC. 1.1 The Downtown Parking Advisory Committee shall be comprised of seven (7) voting members appointed by the Farmington City Council and two (2) non-voting members who are "ex officio" members by virtue their status as City employees. The membership shall be as follows:

Voting (appointed) members:

- One representative of the City Council
- One representative of the Planning Commission, to be identified by the Commission, subject to Council approval
- One representative of the Downtown Development Authority (DDA), to be identified by the DDA, subject to Council approval
- Two residents of the City, chosen from the City at large
- Two business or property owners within the CBD District

Ex officio members:

- City Manager or designee
- Director of Public Safety or designee

SEC. 1.2 Ex officio City employee members shall serve on the Committee so long as they hold the office described in Section 1.1 above.

The Council, Planning Commission, and DDA members shall be appointed every two years, in connection with the Council's organizational meeting after the November odd-year election. If the initial appointment of any such member occurs before the 2015 post-election organizational meeting, then a re-appointment (or different appointment) shall be made at such meeting, at which point the full two-year terms shall commence.

The remaining appointed members shall serve a three (3) year term; provided, however, that the terms shall be staggered by one resident and one business/property owner member serving an initial term of only two years. The calculation of the term shall commence as of the date of the City Council's 2015 post-election organizational meeting at which the City Council, Planning Commission, and DDA members are appointed.

SEC. 1.3 Members shall not receive any salary or other compensation for their services, but, by resolution of the Committee, may be reimbursed for any actual expenses incurred in the performance of their duties for the Committee, as long as a majority of disinterested members approve the reimbursement.

SEC. 1.4 No member of the Committee shall participate in any matter in which he/she has a direct financial interest. Residency or ownership of/employment at a business within the City, including within the CBD District or the boundaries of the DDA, shall not in and of itself constitute a direct financial interest.



SEC. 1.5 A member may resign at any time by delivering written notice to the Secretary or Chairperson of the Commission. Such resignation shall take effect upon receipt or, if later, at the time specified in the notice.

**ARTICLE II  
OFFICERS**

SEC. 2.1 A Chairperson, a Vice-Chairperson, and a Secretary shall be elected every year by a majority vote of Committee members present at the regularly scheduled meeting in the month of January.

SEC. 2.2 The Chairperson shall preside at all meetings and shall establish such sub-committees as may be authorized by the Committee and be an ex-officio member of all such committees.

SEC. 2.3 The Vice-Chairperson shall preside and exercise all the duties of the Chairperson in his/her absence. Should neither the Chairperson nor the Vice-Chairperson be present at a meeting, a temporary Chairperson shall be elected by a majority vote of the members present. In the event of a vacancy in the office of Chairperson, the Vice-Chairperson shall assume the office of Chairperson for the duration of the unexpired term.

SEC. 2.4 The Secretary shall perform the duties customarily devolving upon such office. All official correspondence shall be cleared with the Chairperson. In the event that the Secretary is not present at a meeting, the Chairperson shall appoint a temporary Secretary for the purpose of taking and preparing the minutes of said meeting.

SEC. 2.5 A vacancy occurring in any office other than that of Chairperson shall be filled for the unexpired term by a commissioner elected by a majority vote of the remaining commissioners present at the next regular meeting of the commission following the vacancy. Officers elected to fill a vacancy shall assume office immediately following the election.

SEC. 2.6 The Chairperson, Vice-Chairperson, and Secretary shall constitute the Executive Committee.

**ARTICLE III  
MEETINGS**

SEC. 3.1 All meetings of the Committee shall be open to the public, in compliance with the Michigan Open Meetings Act, which states in part: A schedule of

regular meetings noting dates, times and places shall be posted within 10 days after the first meeting of the calendar or fiscal year. If a regular meeting is rescheduled, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting.

SEC. 3.2 At its initial meeting, the Committee shall establish a date and time for its regular meetings, which shall occur at least once per month. All agendas are subject to change until the scheduled meeting begins.

SEC. 3.3 A Quorum must be present to constitute an official meeting of the commission. A quorum shall consist of at least four (4) members of the Committee.

SEC. 3.4 The concurring vote of a majority of the members present shall be necessary to pass on any matter before the Committee.

SEC. 3.5 A special meeting of the Committee may be called by the Chairperson through written notice to the members at least two (2) days prior to the special meeting date. All of the above rules shall apply at such meetings.

SEC. 3.6 The Chair or acting Chair may cancel the regular meeting after giving all Committee members advance notice. However, if a majority of Committee members express the desire to hold the meeting, it shall convene as scheduled. If the meeting is canceled, a notice to that effect will be posted at the regular meeting place at the regular time.

**ARTICLE IV  
PROCEDURE**

SEC. 4.1 The normal order of business at Downtown Parking Advisory Committee meetings shall be:

1. Call to Order
2. Roll Call
3. Approval of the minutes of previous meeting(s) and motion(s) thereon.
4. Old Business
5. New Business
6. Public Comment
7. Adjournment

SEC. 4.2 All proceedings, decisions and resolutions of the Committee shall be initiated by motion. The vote upon motions and resolutions may, upon request by any commissioner, be recorded by roll call vote.



- SEC. 4.4 Where these By-Laws do not provide otherwise, the rules contained in Robert's Parliamentary Law and Robert's Rules of Order Revised shall govern the conduct of this commission to the extent reasonably possible.

#### **ARTICLE V MINUTES**

- SEC. 5.1 Minutes shall be kept by the Secretary for all meetings of the Committee. Proposed minutes shall be made available for public inspection within 8 business days after the meeting.
- SEC. 5.2 Minutes shall be subject to the approval of the Committee and authenticated by the Chairperson or presiding officer of the particular meeting, and the Secretary.
- SEC. 5.3 Approved copies of minutes shall be provided to the office of the City Manager for posting on the City's website within 8 days. Corrected minutes shall show both the original entry and the correction.

#### **ARTICLE VI SUB-COMMITTEES**

- SEC. 6.1 Standing sub-committees may be created as needed by a majority vote of Committee members present at a regularly scheduled meeting.
- SEC. 6.2 Each standing sub-committee shall discharge its responsibilities as defined by the Committee. Sub-committees shall prepare recommendations for the Committee's evaluation, action (if necessary) and final submission to the Farmington City Council for action (if necessary).

#### **ARTICLE VII ANNUAL REPORT**

- SEC. 7.1 At the end of each fiscal year, the Chairperson shall prepare a report reviewing the year's activities and dealing with future activities. The annual report, after being approved by the Committee, shall be submitted through the City Manager's office to the Mayor and City Council.

#### **ARTICLE VIII AMENDMENTS**

- SEC. 8.1 These rules may be amended or modified provided that such amendment or modification is presented in writing at a meeting and that favorable action

is taken thereon at a subsequent meeting by a majority of the members present.