



**CITY OF BERKLEY PUBLIC NOTICE
REGULAR CITY COUNCIL MEETING
MONDAY, MAY 18, 2026 - 7:00 PM
CITY HALL - 3338 COOLIDGE HIGHWAY
248-658-3300**

CALL 41ST COUNCIL TO ORDER

APPROVAL OF AGENDA

MAYOR-LED MOMENT OF REFLECTION

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT(S)

Comments are invited on each Agenda item when that item comes up for consideration. Matters not listed on the Agenda may be addressed at this time. Please state your name and residential city. Each speaker's remarks are a matter of public record, and the Council will not engage in a back-and-forth discussion. Any person speaking at a City Council Meeting may be called to order by the Mayor or any Council Member for failure to be germane to the business of the City or for disruptive or disorderly behavior which prevents the Council from conducting its business. There is a three-minute limit per speaker.

ORDER OF BUSINESS

CONSENT AGENDA

- 1) Minutes of the 41st Regular City Council meeting on Monday, May 4, 2026 and Special City Council meeting on Monday, April 27, 2026.
- 2) Warrant List No. 1422.
- 3) Engineering Design Standards Update.

REGULAR AGENDA

- 1) Recognitions or presentations from the Consent Agenda.
- 2) Presentation of the Quarter 1 Strategic Framework Report.
- 3) First reading of an ordinance of the City Council of the City of Berkley, Michigan to amend Section 3.03.A Commercial Occupancy Certificate/Business License, Section 3.10 Performance Guarantees, Section 6.04.C.6 Multiple Family Development, Section 6.04.D.1 Authorized Site Layouts, Section 9.16 Locating Parking Lots, Section 11.08.C Standards for All Temporary Signs, Section 11.10 Nonconforming Signs, Section 14.04.E Parking Spaces for Other Land Uses, Section 14.04.N Leased Parking in Municipal Lots, and Section 15.03.A Sketch

Plan of Chapter 138 Zoning of the City of Berkley Code of Ordinances.

- 4) First reading of an ordinance of the City Council of the City of Berkley, Michigan, to amend Chapter 109 Subdivisions, Article IV Design Standards for Subdivision Planning, to repeal Sections 109-26 Guarantee of Completion of Improvements Required by the City and Section 109-27 Condition of City Approval of Final Plat – Financial Guarantees.
- 5) Resolution approving the Conveyance of Property To and From the Berkley School District.

COMMUNICATIONS

ADJOURN

Note: The City Of Berkley Will Provide Necessary Reasonable Auxiliary Aids And Services, Such As Signers For The Hearing Impaired And Verbal Representations Of Printed Materials Being Considered At The Meeting, To Individuals With Disabilities At The Meeting Upon Four Working Days' Notice To The City. Individuals With Disabilities Requiring Auxiliary Aids Or Services Should Contact The City By Writing Or Calling: Victoria Mitchell, ADA Contact, Berkley City Hall, 3338 Coolidge Highway, Berkley, MI 48072 (1-248-658-3310).

Note: Official Minutes Of City Council Meetings And Supporting Documents For Council Packets Are Available For Public Review In The City Clerk'S Office During Normal Working Hours. Anyone Wishing To Submit Correspondence To The Council Before The Meeting May Send An Email To Comment@Berkleymt.Gov By Noon On The Day Of The Meeting. Emails Sent Prior To The Deadline Will Be A Part Of The Meeting Record But Will Not Be Read During The Council Meeting.

**THE SPECIAL MEETING OF THE FORTY-FIRST COUNCIL OF THE CITY OF BERKLEY, MICHIGAN
WAS CALLED TO ORDER AT 5:30 PM ON MONDAY, APRIL 27, 2026 BY MAYOR DEAN**

PRESENT: Councilmember Steve Baker
Councilmember Clarence Black
Councilmember Gary Elrod
Mayor Pro Tem Ross Gavin
Councilmember Dennis Hennen
Councilmember Gregory Patterson
Mayor Bridget Dean

OTHER STAFF PRESENT:

City Manager Crystal VanVleck
City Attorney Lisa Hamameh
City Clerk Victoria Mitchell
Community Development Director Kristen Kapelanski

APPROVAL OF AGENDA

Councilmember Baker moved to approve the agenda
Seconded by Councilmember Black
Ayes: Black, Elrod, Gavin, Hennen, Patterson, Baker and Dean
Nays: None
Absent: None
Motion Approved.

PUBLIC COMMENT

None.

Regular Agenda

R-06-26: Approval of a resolution as amended to set a public hearing for the vacation of an alley covering the northerly 18 feet of lots 39-49 in the Ellwood Heights Subdivision.
Councilmember Hennen moved to approve Resolution No. R-06-26
Seconded by Councilmember Elrod
Ayes: Gavin, Hennen, Patterson, Baker, Black, Elrod and Dean
Nays: None
Absent: None
Motion Approved.

COMMUNICATIONS:

Mayor Dean and members of council welcomed back Councilmember Clarence Black.

ADJOURNMENT:

Councilmember Patterson moved to adjourn the Regular Meeting at 5:38 PM
Seconded by Councilmember Black
Ayes: Hennen, Patterson, Baker, Black, Elrod, Gavin and Dean
Nays: None
Absent: None
Motion Approved.

Bridget Dean, Mayor

ATTEST:

Victoria Mitchell, City Clerk

DRAFT

**THE REGULAR MEETING OF THE FORTY-FIRST COUNCIL OF THE CITY OF BERKLEY, MICHIGAN
WAS CALLED TO ORDER AT 7:00 PM ON MONDAY, MAY 4, 2026 BY MAYOR DEAN**

PRESENT: Councilmember Steve Baker
Councilmember Clarence Black
Councilmember Gary Elrod
Councilmember Dennis Hennen
Councilmember Gregory Patterson
Mayor Pro Tem Ross Gavin
Mayor Dean

OTHER STAFF PRESENT:

City Manager Crystal VanVleck
City Attorney Lisa Hamameh
City Clerk Victoria Mitchell
Community Development Director Kristen Kapelanski
Deputy City Manager Shawn Young
DPW Superintendent Adam Wozniak
Communications Assistant Seraphine Hinz
Finance Director Carl Johnson
Deputy Finance Director Ryan Shaw

APPROVAL OF AGENDA

Mayor Pro Tem Gavin moved to approve the agenda
Seconded by Councilmember Baker
Ayes: Black, Elrod, Gavin, Hennen, Patterson, Baker and Dean
Nays: None
Motion Approved.

PUBLIC COMMENT

Maria Marcotte, Birmingham, spoke on behalf of her daughter, Congresswoman Haley Stevens, to acknowledge Councilmember Black as a returning hero.

CONSENT AGENDA

Mayor Pro Tem Gavin moved to approve the following Consent Agenda
Seconded by Councilmember Baker

Minutes of the 41st Regular City Council meeting on Monday, April 20, 2026.

PRZ-05-26: Second reading and adoption of the City-initiated rezoning of PRZ-05-26, 2451 Franklin Rd. from R-1AB Single Family Residential District to R-1CD Single Family Residential District.

PRZ-06-26: Second reading and adoption of the City-initiated rezoning of PRZ-06-26 for the rear 33.5 ft. of 3170 Eleven Mile Rd. from R-1CD Single Family Residential District to Flex District.

PRZ-07-26: Second reading and adoption of the City-initiated rezoning of PRZ-07-26 for the rear 33.5 ft. of 3180 Eleven Mile Rd. from R-1CD Single Family Residential District to Flex District.

PRZ-08-26: Second reading and adoption of the City-initiated rezoning of PRZ-08-26, Parcel 25-16-352-026 to add the Parking Overlay District.

P-05-26: National Public Works Week Proclamation.

P-06-26: National Police Week Proclamation.

P-07-26: Berkley History Month Proclamation.

Ayes: Black, Elrod, Gavin, Hennen, Patterson, Baker and Dean

Nays: None

Motion Approved.

Regular Agenda

RECOGNITIONS/PRESENTATIONS: Matter of receiving any recognitions or presentations from the Consent Agenda.

Councilmember Elrod read the National Public Works Week Proclamation.

Councilmember Baker read the Berkley History Month Proclamation.

Councilmember Black read the National Police Week Proclamation.

M-44-26: Proposal for Strategic Real Estate Services between the City of Berkley and Plante Moran and to authorize the City Manager and City Attorney to negotiate the terms of the contract and authorize the City Manager to execute the final contract.

Councilmember Baker moved to approve Motion No. M-44-26

Seconded by Councilmember Patterson

Ayes: Gavin, Hennen, Patterson, Baker, Black, Elrod and Dean

Nays: None

Motion Approved.

R-07-26: Resolution to expand the Social District boundaries to coincide with the DDA district boundaries, with the Commons Area designated as shown in the shaded area on the map included in the agenda packet.

Councilmember Baker moved to approve Resolution No. R-07-26

Seconded by Councilmember Patterson

Ayes: Hennen, Patterson, Baker, Black, Elrod, Gavin and Dean

Nays: None

Motion Approved.

M-45-26: Award the contract for the Bacon Water Main and Road Reconstruction Project to Eminent Excavating LLC, in the amount of \$5,295,656.40 with an additional \$529,565.00 (10%) in additional contingency funds approved, subject to a review of the contract by the City Attorney and approval and execution by the City Manager.

Mayor Pro Tem Gavin moved to approve Motion No. M-45-26

Seconded by Councilmember Elrod

Ayes: Patterson, Baker, Black, Elrod, Gavin, Hennen and Dean

Nays: None

Motion Approved.

M-46-26: Proposal for Construction Engineering Services as they relate to the Bacon Ave Water Main and Road Reconstruction Project as submitted by Spalding DeDecker with a not-to-exceed amount of \$748,703.

Councilmember Hennen moved to approve Motion No. M-46-26

Seconded by Councilmember Black

Ayes: Baker, Black, Elrod, Gavin, Hennen, Patterson and Dean

Nays: None

Motion Approved.

M-47-26: Acceptance of the quarter-ended March 31, 2026 budget-to-actual report.

Mayor Pro Tem Gavin moved to approve Motion No. M-47-26
Seconded by Councilmember Elrod
Ayes: Black, Elrod, Gavin, Hennen, Patterson, Baker and Dean
Nays: None
Motion Approved.

M-48-26: Quarter-ended March 31, 2026 investment report as presented.
Councilmember Black moved to approve Motion No. M-48-26
Seconded by Councilmember Patterson
Ayes: Elrod, Gavin, Hennen, Patterson, Baker, Black and Dean
Nays: None
Motion Approved.

M-49-26: Third-quarter budget amendment 2026-4 for the 2025-26 fiscal year as presented.
Councilmember Elrod moved to approve Motion No. M-49-26
Seconded by Councilmember Black
Ayes: Gavin, Hennen, Patterson, Baker, Black, Elrod and Dean
Nays: None
Motion Approved.

Presentation of the City Manager's proposed FY 2026/27 budget for the City of Berkley, Michigan.

City Manager Crystal VanVleck opened the budget presentation with the assistance of Finance Director Carl Johnson.

City Manager VanVleck stated it has been a transformative year and thanked the directors.

City Manager VanVleck stated it has been a heavy lift, especially with the CIP. She gave separate thanks to the finance department. She said they have made quite a few changes to the budget document itself, along with assistance from the communications department.

She said tonight they will be going over the newly proposed budget.

- Financial and Revenue Trends
 - The city's taxable value reached \$904,330,290 in 2025, which represents 73.81% of the total assessed value of \$1,225,155,750.
 - Over a 10-year trend, taxable value has risen steadily from \$494M in 2015, consistently lagging behind assessed value growth.
 - Total millage rates have been reduced by 30.1% due to Headlee rollbacks, dropping the combined rate from an original 18.0000 mills to a projected 12.5836 mills for FY 26-27.
 - Specific millage reductions include a 23.6% cut to Operating, 48.2% to Public Safety, 48.2% to Sanitation, and 10.9% to Infrastructure.
 - For every tax dollar paid, the City of Berkley receives only 38%, while 43% goes to Local Schools & SET and 19% goes to the County and other regional authorities.
 - Total city revenue for FY 2026-27 is projected at \$17,338,854, with Property Taxes (\$11.1M) serving as the primary source.
- Strategic Framework Highlights
 - Plans include filling a long-vacant Deputy Director of Public Safety position and adding a health clinic incentive for full-time employees.
 - The budget increases funding for DDA façade and mural incentives and includes updates for the Community Development Master Plan and DDA Strategic Plan.
 - Major projects include the Bacon Ave. Water Main and Road Replacement (starting in 2026) and repair/replacement of Library entrance doors.
 - The city will transition a part-time Communications Assistant to full-time and implement an AI-powered chatbot to help staff identify communication gaps.
 - The BDPS K9 program will be reimplemented at no city cost due to prior donations, and \$90K in grant funding is being requested for Community Park updates.

- Expenditures and Inflationary Pressures
 - Public Safety is the largest General Fund expenditure at 45.6%, followed by Active Employee Benefits (9.3%) and Retiree Benefits (8.1%).
 - Operating costs are rising between 1% and 10% based on current trends, with healthcare specifically expected to increase by 6%.
 - Regional highway construction inflation in the Metro Detroit area has reached 63% since 2015, far exceeding the state average.
 - Equipment costs have seen drastic increases: a fire engine that cost \$580k–\$650k in 2018 is now estimated at \$1M–\$1.2M.
 - Individual equipment costs have also surged, such as fire helmets increasing from \$280 in 2018 to \$576 in 2025.
- Capital Improvements and Infrastructure
 - The total Capital Improvement Plan (CIP) for FY 2026-27 is \$8,148,900.
 - Roads represent the largest capital outlay at \$3,681,900 (45%), followed by Water Distribution at \$1,335,000 (16%).
 - Infrastructure condition is a major concern: 60.3% of roads are rated "Poor-Failed," requiring heavy rehabilitation or reconstruction.
 - 79% of the city's water mains (approximately 238,858 feet) were built in 1930 and are reaching the end of their functional life.
 - The city faces an unfunded mandate to replace approximately 4,900 lead service lines of unknown material by 2034 (federal) or 2040 (state).
 - Sewer lining remains a priority with \$600,000 budgeted annually to treat the sections of the system that have not yet been lined.
- Utility Rates
 - The average quarterly utility bill will increase by 4.7%, rising from \$312.34 to \$327.16.
 - Variable Water and Sewer service rates are both proposed to increase by 8.0%.
 - Fixed costs, including "Ready to Serve" charges, Residential Storm Water (\$82.95), and Residential Solid Waste (\$17.21), will remain flat with a 0% increase.
 - The average resident's quarterly bill of \$327.16 breaks down to a monthly cost of \$109.05 and a daily cost of \$3.64.
 - Water cost allocation is led by Infrastructure Repairs & Maintenance (26.1%) and Storm Water Charges (22.3%).

Public hearing regarding the City Manager's proposed FY 2026/27 budget and supporting tax rates for the City of Berkley, Michigan.

Public hearing opened at 9:16 PM.

No comment.

Public hearing closed at 9:17 PM.

R-08-26: Resolution of the Council of the City of Berkley, Michigan adopting the City Manager's proposed annual budget and millage rates for FY 2026/27 and acknowledging the 2027/28 and 2028/29 budget projections.

Councilmember Hennen moved to approve Resolution No. R-08-26

Seconded by Councilmember Gavin

Ayes: Hennen, Elrod, Black, Baker, Patterson, Gavin and Dean

Nays: None

Motion Approved.

M-50-26: Adjustments to the fee schedule.

Councilmember Patterson moved to approve Motion No. M-50-26

Seconded by Councilmember Baker

Ayes: Patterson, Baker, Gavin, Hennen, Elrod, Black and Dean

Nays: None

Motion Approved.

M-51-26: Adoption of the Municipal Civil Infractions Policy.

Mayor Pro Tem Gavin moved to approve Motion No. M-51-26

Seconded by Councilmember Black

Ayes: Baker, Black, Elrod, Gavin, Hennen, Patterson and Dean

Nays: None

Motion Approved.

M-52-26: Shared Use License Agreement with Berkley School District.

Councilmember Baker moved to approve Motion No. M-52-26

Seconded by Councilmember Elrod

Ayes: Black, Elrod, Gavin, Hennen, Patterson, Baker and Dean

Nays: None

Motion Approved.

COMMUNICATIONS:

COUNCILMEMBER ELROD

- The Environmental Advisory Committee last met on Tuesday, March 17th.
 - They are launching their native plant garden in front of the Community Center, with a targeted installation date of June 3rd.
 - Their next meeting will be Tuesday, May 19th at 6:30 PM, in the second-floor conference room of the Public Safety building.
- The Beautification Advisory Committee completed spring cleanup in front of the Senior Center; they are looking for paver donations.
 - Nine signups are still available for the adopt-a-garden program.
 - The next meeting is Wednesday, May 27th at 6:30 PM, in the second-floor conference room of the Public Safety building.

COUNCILMEMBER HENNEN

- The Tree Board had a very successful Arbor Day celebration at the Library; they were able to give away 150 tree saplings. At their last meeting, they discussed continuing to look at strategies to make sure we keep our tree canopy healthy.
- The Planning Commission worked on an ordinance to regulate data centers, reviewed another cleanup for some miscellaneous zoning ordinance issues, looked at the payment in lieu of parking based on past work sessions and approved a small addition to Golden Grill.
- Stated that he was able to attend a Water Resource Commission training with Public Works Superintendent Adam Wozniak about our drinking water, sewage, and storm water management systems. They were able to tour the treatment basin facilities. The funding for the successful pilot program to bring free sewer backflow valves and some pumps into Berkley households has dried up, but they are working on getting additional funding for it and hope to bring that back to us and other cities soon.

COUNCILMEMBER BAKER

- The Berkley Historical Committee meets next on Tuesday, May 12th at 7 PM in the second-floor conference room of the Public Safety building.
 - For more information on what's going on with the Committee, visit berkleyhistory.com.
- The Downtown Development Authority Board meets next on Wednesday, May 13th at 8:15 AM.
 - For more information on what's going on with our downtown, you can visit downtownberkley.com.
- Finally, it was Yogurt from Spaceballs who said, "May the Schwarz be with you." Today is May the 4th, which is unofficially declared as Star Wars Day. He said that he wanted to celebrate because it honors a story that's connected generations of fans around the world. At its core, the Star Wars universe highlights teamwork, courage, and individuals from many backgrounds coming together for a

shared purpose. Those resonate far beyond the screen and are good examples for us to live in our everyday lives.

- Please hug somebody you love.

MAYOR PRO TEM GAVIN

- The next Chamber of Commerce meeting will be on May 19th at 5:30 PM at the Library.
- The Library is hosting a Saturday Morning Cartoons and Cereal Party event this Saturday, May 9th at 10:30 AM. Registration is available online.
 - The Friends of the Library Book Sale will take place on Friday, May 15th from 1 to 6 PM and Saturday, May 16th from 10 AM to 3 PM.
- The next meeting of the Library Board will be May 20th at 7 PM at the Library.
- Gave a heartfelt welcome back to Councilmember Black.

COUNCILMEMBER PATTERSON

- Wished a happy Nurses Week to all the nurses, himself included, for all the hard work they do.
- Wished teachers a happy Teacher Appreciation Week, himself included.
 - Congratulated his 95 students who were pinned last Thursday. Never lose that passion.
- Welcomed back Councilmember Black, said that it's great to have him back.
- The Zoning Board of Appeals meeting for May 11th has been cancelled; there are no cases this month.
- The Parks and Recreation Advisory Board meets next on Thursday, May 14th at 7 PM at the Community Center. They are still looking to fill a vacancy, if anyone is interested, please apply before the deadline on May 15th. Boards can't run without volunteers.
- Thanked the Dad's Club for the new scoreboard; it looks fantastic.

COUNCILMEMBER BLACK

- Thanked everyone for the calls, texts and care packages. He said that there's no way to describe deployment to non-military members. He said that everyone who goes has that responsibility so that someone else can come home. He got to come home but that means that someone else had to leave their family and go.
- He asked everyone to please remember that there are men and women in this community who are serving and are in harm's way tonight.
- He thanked everyone with the city for making it possible for him to serve virtually. He thanked his military leadership for agreeing to do it and Mayor Dean for always keeping him informed.
- Go out and catch a baseball game, catch a softball game, support our softball and baseball players and anything else going on in the city.
- He said that he loves this time of year when the weather breaks and the lemonade stands get going. He's going to try to make it to every single lemonade stand.

CITY ATTORNEY HAMAMEH

- No updates.

CITY MANAGER VANVLECK

- Welcomed Councilmember Black home.

MAYOR DEAN

- Take Your Child To Work Day was Thursday, April 23rd. Thanked Jessica Stover for coordinating along with Lydia Brauher, Caitlin Flora, all department directors, and staff who made that day happen. The kids were great. City Clerk Mitchell and her department had a mock vote; the kids had to vote for their favorite toy, and it was democratic until it wasn't. There were a lot of tears when somebody's favorite toy didn't win, so everybody got a toy. She said that it really means a lot when we can do these kinds of things as a work community as well.
 - She said that one of the questions that the kids asked was 'What's your favorite thing to do as Mayor?' She always says, the weddings because pretty much everyone's usually happy,

ribbon cuttings and interacting with people. Now she can add Take Your Child To Work Day because that really was a hoot.

- Said that she and Councilmembers Hennen and Patterson attended the ribbon cutting for Heavenly Pound Cake on Saturday, April 25th. Congratulated Sean and Kevin and their family for bringing even more sweets to Berkley.
- Gave a shout out to the Dad's Club for the scoreboard. It's a very generous donation. Thanked them for the continued commitment on the part of the Dad's Club to the youth in our community and to baseball. Thanked DPW for getting it hung; it looks great and she appreciates the cooperative spirit between Dad's Club and DPW.
- Congratulated PSO Daniel Smith on his graduation from the fire academy last week.
- Her next stop on the Mayor's Road Show is TLG Fitness on 11 Mile on Wednesday from 5 to 7 PM.

ADJOURNMENT:

Councilmember Patterson moved to adjourn the Regular Meeting at 9:42 PM

Seconded by Councilmember Hennen

Ayes: Gavin, Hennen, Patterson, Baker, Black, Elrod and Dean

Nays: None

Motion Approved.

Bridget Dean, Mayor

ATTEST:

Victoria Mitchell, City Clerk



CITY OF BERKLEY
WARRANT LIST
#1422
APRIL 2026

Check Date	Check #	Payee	Description	GL #		Amount
04/06/2026	80953	K9 ATF	K9 PROGRAM EXPENSES	101-345-758-202	\$	4,700.00
04/10/2026	80954	MICHIGAN DEPARTMENT OF TREASURY	ESCHEATS	101-000-268-000	\$	5,000.00
04/15/2026	80955	21ST CENTURY MEDIA - MICHIGAN	ADVERTISING	101-215-901-000	\$	298.24
04/15/2026	80956	AARON DAVID MANN	BS24-0008 - PZC24-0100	101-000-283-000	\$	200.00
04/15/2026	80957	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	101-191-728-000	\$	35.56
			OFFICE SUPPLIES	101-228-728-000	\$	11.94
			EQUIPMENT SUPPLIES	101-228-778-000	\$	330.09
			EQUIPMENT SUPPLIES	101-228-778-000	\$	6.98
			EQUIPMENT SUPPLIES	101-228-778-000	\$	164.99
			EQUIPMENT SUPPLIES	101-228-778-000	\$	11.04
			BUILDING MAINTENANCE - PUB SAFETY	101-267-931-345	\$	213.38
			SUPPLIES	101-345-728-000	\$	309.17
			SUPPLIES	101-345-728-000	\$	332.26
			MEDICAL EQUIPMENT	101-345-779-000	\$	44.95
			PUBLIC SAFETY MEDICAL EXPENSES	101-345-835-000	\$	133.74
			VEHICLE SUPPLIES	101-443-781-000	\$	19.99
			VEHICLE SUPPLIES	101-443-781-000	\$	39.58
			VEHICLE SUPPLIES	101-443-781-000	\$	126.00
			VEHICLE SUPPLIES	101-443-781-000	\$	18.92
			VEHICLE SUPPLIES	101-443-781-000	\$	6.99
			VEHICLE SUPPLIES	101-443-781-000	\$	149.99
			VEHICLE SUPPLIES	101-443-781-000	\$	43.88
			VEHICLE SUPPLIES	101-443-781-000	\$	187.10

			VEHICLE SUPPLIES	101-443-781-000	\$	164.00
			VEHICLE SUPPLIES	101-443-781-000	\$	149.87
			VEHICLE SUPPLIES	101-443-781-000	\$	293.52
			VEHICLE SUPPLIES	101-443-781-000	\$	473.25
			VEHICLE SUPPLIES	101-443-781-000	\$	115.75
			VEHICLE SUPPLIES	101-443-781-000	\$	56.45
			VEHICLE SUPPLIES	101-443-781-000	\$	95.77
			VEHICLE SUPPLIES	101-443-781-000	\$	220.93
			PROGRAM SUPPLIES	101-790-758-000	\$	15.99
			PROGRAM SUPPLIES - CONTRIB - LIBRARY	101-790-758-005	\$	85.47
			RENTED MATERIALS	101-790-978-001	\$	30.98
			RENTED MATERIALS	101-790-978-001	\$	24.98
			RENTED MATERIALS	101-790-978-001	\$	48.98
			RENTED MATERIALS	101-790-978-001	\$	14.96
			RENTED MATERIALS	101-790-978-001	\$	27.99
			PROGRAM SUPPLIES	592-536-758-000	\$	16.99
			PROGRAM SUPPLIES	592-536-758-000	\$	39.73
			PROGRAM SUPPLIES	592-536-758-000	\$	22.79
			PROGRAM SUPPLIES	592-536-758-000	\$	22.49
			PROGRAM SUPPLIES	592-536-758-000	\$	171.44
					\$	4,278.88
04/15/2026	80958	VOID	** VOIDED **			** VOIDED **
04/15/2026	80959	AT&T	TELEPHONE	101-228-853-000	\$	901.49
			TELEPHONE	101-228-853-000	\$	1,180.81
			TELEPHONE	208-751-853-000	\$	163.55
			TELEPHONE	208-751-853-000	\$	47.45
			TELEPHONE	208-751-853-000	\$	62.15
					\$	2,355.45
04/15/2026	80960	AT&T	CONTRACTUAL SERVICES	101-228-818-000	\$	195.24
04/15/2026	80961	AT&T	DATA PROCESSING	101-345-814-000	\$	195.00
04/15/2026	80962	ATIS ELEVATOR INSPECTORS, LLC	BUILDING IMPROVEMENTS - PUB SAFETY	101-267-976-345	\$	6,350.64

04/15/2026	80963	ATOMIC CLEANING SYSTEMS, LLC	TOOLS	101-443-787-000	\$	7,137.92
04/15/2026	80964	BETTER CITY	CONTRACTUAL SERVICES	101-701-818-000	\$	5,600.00
04/15/2026	80965	CAMELOT CLEANERS	PRISONER BOARD	101-345-753-000	\$	93.50
04/15/2026	80966	CARLISLE / WORTMAN	CONSULTANT	101-701-817-000	\$	340.00
			CONSULTANT	101-701-817-000	\$	1,305.00
					\$	1,645.00
04/15/2026	80967	CBTS	CONTRACTUAL SERVICES	101-228-818-000	\$	50.00
			CONTRACTUAL SERVICES	101-228-818-000	\$	352.50
					\$	402.50
04/15/2026	80968	CHERENE REESE	BOARD OF CANVASSERS	101-253-703-000	\$	120.00
04/15/2026	80969	CHRISTIAN RAMOS	PROFESSIONAL DEVELOPMENT	101-441-960-000	\$	150.00
04/15/2026	80970	CINTAS	MAINTENANCE SUPPLIES - DPW	101-267-776-441	\$	331.15
			UNIFORMS	202-464-744-000	\$	568.77
			CONTRACTUAL SERVICES	208-751-818-000	\$	193.34
			UNIFORMS	592-536-744-000	\$	568.77
					\$	1,662.03
04/15/2026	80971	CIVICPLUS	CONSULTANT	101-215-817-000	\$	385.88
04/15/2026	80972	CLINTON RIVER WATERSHED COUNCIL	CRWC MEMBERSHIPS AND DUES	101-101-803-000	\$	1,381.00
04/15/2026	80973	CMP DISTRIBUTORS, INC	RANGE/TRAINING SUPPLIES	101-345-741-002	\$	2,145.00
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	\$	63.90
					\$	2,208.90

04/15/2026	80974	CREGGER PLUMBING	BBP25-0074 - PUT25-0184	101-000-283-000	\$	5,000.00
04/15/2026	80975	DEALER AUTO PARTS SALES	VEHICLE MAINTENANCE - DPW	101-345-939-002	\$	48.30
			VEHICLE MAINTENANCE - DPW	101-345-939-002	\$	95.76
			VEHICLE MAINTENANCE - DPW	101-345-939-002	\$	13.97
					\$	158.03
04/15/2026	80976	DELL MARKETING LP	EQUIPMENT SUPPLIES	101-228-778-000	\$	88.74
04/15/2026	80977	DEMCO	PROGRAM SUPPLIES - CONTRIB - LIBRARY	101-790-758-005	\$	388.41
			PROGRAM SUPPLIES - CONTRIB - LIBRARY	101-790-758-005	\$	111.55
					\$	499.96
04/15/2026	80978	DENITA WALKER	BOOKS / PERIODICALS	101-790-731-000	\$	120.00
04/15/2026	80979	DIANA JULET	SENIOR PROGRAMS	211-001-651-000	\$	30.00
04/15/2026	80980	DURST LUMBER & ACE HARDWARE	MAINTENANCE SUPPLIES - DPW	101-267-776-441	\$	23.17
			MAINTENANCE SUPPLIES - DPW	101-267-776-441	\$	11.98
			BUILDING MAINTENANCE - PUB SAFETY	101-267-931-345	\$	11.99
			VEHICLE SUPPLIES	101-443-781-000	\$	52.98
			VEHICLE SUPPLIES	101-443-781-000	\$	11.00
			VEHICLE SUPPLIES	101-443-781-000	\$	17.49
			PROGRAM SUPPLIES	202-471-758-000	\$	27.93
			PROGRAM SUPPLIES	203-471-758-000	\$	11.97
			PLAYGROUND/ATHLETIC	208-751-750-000	\$	58.12
			PLAYGROUND/ATHLETIC	208-751-750-000	\$	60.99
			EQUIPMENT SUPPLIES	208-751-778-000	\$	2.00
			EQUIPMENT SUPPLIES	208-751-778-000	\$	36.69
			PROGRAM SUPPLIES	592-536-758-000	\$	13.58
					\$	339.89

04/15/2026	80981	EDWARDS PLUMBING & HEATING	BSW26-0007 - PUT26-0030	101-000-283-000	\$	500.00
04/15/2026	80982	EQUIPMENT DISTRIBUTORS	VEHICLE MAINTENANCE	101-443-939-000	\$	346.00
04/15/2026	80983	EVANS PLUMBING INC	BSW26-0009 - PUT26-0036	101-000-283-000	\$	500.00
04/15/2026	80984	FISERV	CONTRACTUAL SERVICES	208-751-818-000	\$	25.00
04/15/2026	80985	FORD MOTOR CREDIT COMPANY LLC	PAYROLL DEDUCTIONS	101-000-231-000	** VOIDED **	
04/15/2026	80986	FREDERICK ERNEST SMITH	BD26-0007 - PBD26-0005	101-000-283-000	\$	1,000.00
04/15/2026	80987	FREDERICK ERNEST SMITH	BD26-0008 - PBD26-0007	101-000-283-000	\$	1,000.00
04/15/2026	80988	GARRETT DOOR CO.	BUILDING MAINTENANCE - DPW	101-267-931-441	\$	305.00
04/15/2026	80989	GFL ENVIRONMENTAL SERVICES USA INC.	FUEL & OIL	101-441-751-000	\$	246.91
04/15/2026	80990	GMIS INTERNATIONAL	MEMBERSHIPS	101-228-803-000	\$	250.00
04/15/2026	80991	GUNNERS METERS & PARTS INC.	PROGRAM SUPPLIES	592-536-758-000	\$	968.00
			PROGRAM SUPPLIES	592-536-758-000	\$	1,804.00
					\$	2,772.00
04/15/2026	80992	HENRY FORD HEALTH SYSTEM	CONSULTANT	101-191-817-000	\$	725.00
04/15/2026	80993	HOME DEPOT CREDIT SERVICES	MAINTENANCE SUPPLIES - CITY HALL	101-267-776-101	\$	135.64
			MAINTENANCE SUPPLIES - CITY HALL	101-267-776-101	\$	116.96
			MAINTENANCE SUPPLIES - CITY HALL	101-267-776-101	\$	60.59

			MAINTENANCE SUPPLIES - LIBRARY	101-267-776-271	\$	69.98
			MAINTENANCE SUPPLIES - DPW	101-267-776-441	\$	289.42
			MAINTENANCE SUPPLIES - DPW	101-267-776-441	\$	46.46
			MAINTENANCE SUPPLIES - DPW	101-267-776-441	\$	49.91
			BUILDING MAINTENANCE - CITY HALL	101-267-931-101	\$	175.74
			BUILDING MAINTENANCE - LIBRARY	101-267-931-271	\$	1,378.00
			BUILDING MAINTENANCE - DPW	101-267-931-441	\$	393.68
			BUILDING MAINTENANCE - DPW	101-267-931-441	\$	63.97
			VEHICLE SUPPLIES	101-443-781-000	\$	55.84
			MAINTENANCE SUPPLIES - PARKS	208-267-776-208	\$	41.90
			MAINTENANCE SUPPLIES	592-267-776-000	\$	153.96
			MAINTENANCE SUPPLIES	592-267-776-000	\$	119.00
			PROGRAM SUPPLIES	592-536-758-000	\$	1,399.00
					\$	4,550.05
04/15/2026	80994	HOOVER ELECTRIC INC	BSW26-0011 - PUT26-0038	101-000-283-000	\$	500.00
04/15/2026	80995	HOUR MEDIA	ADVERTISING/MARKETING	248-726-901-000	\$	6,175.00
04/15/2026	80996	HYDROCORP LLC	CROSS CONNECTIONS	592-536-822-000	\$	1,769.00
04/15/2026	80997	J.H. HART URBAN FORESTRY	CONTRACTUAL SERVICES	208-819-818-000	\$	520.07
04/15/2026	80998	J.H. HART URBAN FORESTRY	CONTRACTUAL SERVICES	202-468-818-000	\$	1,660.49
			CONTRACTUAL SERVICES	202-468-818-000	\$	2,883.18
			CONTRACTUAL SERVICES	202-468-818-000	\$	1,214.72
			CONTRACTUAL SERVICES	203-468-818-000	\$	3,874.49
			CONTRACTUAL SERVICES	203-468-818-000	\$	6,727.41
			CONTRACTUAL SERVICES	203-468-818-000	\$	2,834.36
					\$	19,194.65
04/15/2026	80999	JAY'S PLUMBING AND SEWER SERVICES	BSW26-0012 - PUT26-0048	101-000-283-000	\$	500.00
04/15/2026	81000	K9 ATF	K9 PROGRAM EXPENSES	101-345-758-202	\$	4,700.00

04/15/2026	81001	KANOPY, INC.	DOWNLOADABLE CONTENT	101-790-731-001	\$	274.55
04/15/2026	81002	KONICA MINOLTA BUSINESS SOLUTIONS	OFFICE EQUIPMENT RENTAL	101-228-946-000	\$	556.27
			OFFICE EQUIPMENT RENTAL	101-228-946-000	\$	556.27
			OFFICE EQUIPMENT MAINTENANCE	101-305-934-000	\$	120.00
			OFFICE EQUIPMENT RENTAL	101-441-946-000	\$	34.33
			OFFICE EQUIPMENT MAINTENANCE	101-790-934-000	\$	34.94
			OFFICE EQUIPMENT RENTAL	208-751-946-000	\$	9.20
			OFFICE EQUIPMENT RENTAL	208-751-946-000	\$	144.96
			OFFICE EQUIPMENT RENTAL	592-536-946-000	\$	34.32
					\$	1,490.29
04/15/2026	81003	LAKEVIEW MECHANICAL INC	BSW26-0010 - PUT26-0037	101-000-283-000	\$	500.00
04/15/2026	81004	LARMON LIGHTING AND ELECTRICAL	ELECTRICAL PERMITS	101-001-479-000	\$	346.50
04/15/2026	81005	LARRY'S WELDING SUPPLY	VEHICLE SUPPLIES	101-443-781-000	\$	62.65
04/15/2026	81006	LEADSONLINE LLC	DATA PROCESSING	101-345-814-000	\$	953.02
04/15/2026	81007	MARATHON	FUEL & OIL	101-345-751-000	\$	34.02
			FUEL & OIL	101-345-751-000	\$	30.05
			FUEL & OIL	101-345-751-000	\$	32.28
			FUEL & OIL	101-345-751-000	\$	33.12
			FUEL & OIL	101-345-751-000	\$	57.30
			FUEL & OIL	101-345-751-000	\$	28.00
			FUEL & OIL	101-345-751-000	\$	24.44
			FUEL & OIL	101-345-751-000	\$	50.00
			FUEL & OIL	101-345-751-000	\$	31.01
					\$	320.22
04/15/2026	81008	MCGRATH ELECTRIC, LLC	BUILDING MAINTENANCE - CITY HALL	101-267-931-101	\$	1,400.00

			BUILDING MAINTENANCE - LIBRARY	101-267-931-271	\$	375.00
					\$	1,775.00
04/15/2026	81009	METRO PUMP SERVICE	FUEL & OIL	101-441-751-000	\$	515.00
04/15/2026	81010	MICHELLE SABOURIN	PROGRAM SUPPLIES - CONTRIB - LIBRARY	101-790-758-005	\$	18.56
04/15/2026	81011	MIDWEST TAPE	DOWNLOADABLE CONTENT	101-790-731-001	\$	404.86
04/15/2026	81012	MISDU	PAYROLL DEDUCTIONS	101-000-231-000	\$	82.99
			PAYROLL DEDUCTIONS	101-000-231-000	\$	542.76
					\$	625.75
04/15/2026	81013	MSTS RECEIVABLES LLC	VEHICLE SUPPLIES	101-443-781-000	\$	39.27
			VEHICLE SUPPLIES	101-443-781-000	\$	59.98
			VEHICLE SUPPLIES	101-443-781-000	\$	18.98
			TOOLS	101-443-787-000	\$	159.99
			TOOLS	101-443-787-000	\$	359.97
			TOOLS	101-443-787-000	\$	180.44
					\$	818.63
04/15/2026	81014	MUSCO SPORTS LIGHTING, LLC	EQUIPMENT MAINTENANCE	208-751-933-000	\$	1,425.00
04/15/2026	81015	NATIONAL LADDER & SCAFFOLD CO.	UNIFORMS	101-441-744-000	\$	16.40
			UNIFORMS	202-464-744-000	\$	133.26
			UNIFORMS	203-464-744-000	\$	97.63
			UNIFORMS	203-464-744-000	\$	115.99
			UNIFORMS	203-464-744-000	\$	92.68
			UNIFORMS	226-528-744-000	\$	357.00
			UNIFORMS	592-536-744-000	\$	335.24
			UNIFORMS	592-536-744-000	\$	52.68
			UNIFORMS	592-536-744-000	\$	192.83
			UNIFORMS	592-536-744-000	\$	28.34
			UNIFORMS	592-537-744-000	\$	18.86

						\$	1,440.91
04/15/2026	81016	NATIONAL TRAILS	CAMP CONTRACTUAL SERVICES	208-754-818-000	\$	630.00	
			CONTRACTUAL SERVICES	208-754-818-000	\$	785.00	
			CONTRACTUAL SERVICES	208-754-818-000	\$	525.00	
			CONTRACTUAL SERVICES	208-754-818-000	\$	525.00	
					\$		2,465.00
04/15/2026	81017	NESCON	VEHICLE SUPPLIES	101-443-781-000	\$	3,298.75	
04/15/2026	81018	NYE UNIFORM	UNIFORMS-CLEANING AND PURCHASES	101-325-744-000	\$	346.00	
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	\$	232.50	
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	\$	1,147.00	
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	\$	505.50	
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	\$	1,018.50	
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	\$	164.00	
			UNIFORMS-CLEANING & PURCHASES	101-430-744-000	\$	224.00	
					\$		3,637.50
04/15/2026	81019	O'REILLY AUTOMOTIVE, INC.	VEHICLE MAINTENANCE - DPW	101-345-939-002	\$	75.58	
			VEHICLE SUPPLIES	101-443-781-000	\$	738.63	
			TOOLS	101-443-787-000	\$	181.94	
					\$		996.15
04/15/2026	81020	OAKLAND COUNTY	DATA PROCESSING	101-345-814-000	\$	1,267.50	
			BULK SEWAGE	592-536-927-000	\$	98,694.06	
			STORM FLOW	592-537-927-000	\$	182,597.28	
					\$		282,558.84
04/15/2026	81021	OAKLAND COUNTY	TAXES PAYABLE	703-000-225-000	\$	96,016.52	
04/15/2026	81022	OAKLAND COUNTY TREASURER	PROPERTY TAXES - CHARGEBACKS	248-001-402-990	\$	21.09	

04/15/2026	81023	OAKLAND COUNTY WATER RESOURCES COMM	CONSTRUCTION	592-536-975-000	\$	900.00
04/15/2026	81024	OAKLAND PRESS	BOOKS / PERIODICALS	101-790-731-000	\$	278.99
04/15/2026	81025	OFFICE FURNITURE WAREHOUSE LLC	OPERATING SUPPLIES	101-345-732-000	\$	1,200.00
04/15/2026	81026	P. A. MORRIS COMPANY	SECRETARIAL SERVICES	248-722-818-205	\$	150.00
04/15/2026	81027	PHOENIX STONE CO.	PLAYGROUND/ATHLETIC	208-751-750-000	\$	282.50
			CONTRACTUAL SERVICES	509-758-818-000	\$	282.50
					\$	565.00
04/15/2026	81028	PLASTICARDS DBA RAINBOW PRINTING	LIBRARY COOP	101-790-828-000	\$	584.00
04/15/2026	81029	POMP'S TIRE SERVICE, INC.	VEHICLE MAINTENANCE - DPW	101-345-939-002	\$	343.14
			VEHICLE SUPPLIES	101-443-781-000	\$	832.24
			VEHICLE SUPPLIES	101-443-781-000	\$	305.66
			VEHICLE MAINTENANCE	101-443-939-000	\$	756.65
					\$	2,237.69
04/15/2026	81030	PRINT MASTERS PRINTING CO.	POSTAGE-PRINTING-MAILING	101-250-730-000	\$	2,625.23
04/15/2026	81031	PROGRESSIVE PLUMBING SUPPLY CO.	BUILDING MAINTENANCE -PARKS	208-267-931-208	\$	63.00
04/15/2026	81032	QUANTUM SERVICES GROUP	CONTRACTUAL SERVICES	101-228-818-000	\$	1,642.00
04/15/2026	81033	QUANTUM SERVICES GROUP	HARDWARE SUBSCRIPTIONS	101-228-761-000	\$	2,237.47
04/15/2026	81034	QUANTUM SERVICES GROUP	HARDWARE SUBSCRIPTIONS	101-228-761-000	\$	2,237.47

04/15/2026	81035	RAD HATTER MARKETING	CONTRACTUAL SERVICES	248-726-818-000	\$	3,392.00
04/15/2026	81036	RC TELCOM LLC	CONTRACTUAL SERVICES	101-228-818-000	\$	359.94
04/15/2026	81037	REHRIG PACIFIC COMPANY	RUBBISH CARTS/RECYCLE BINS	226-000-110-004	\$	11,541.60
04/15/2026	81038	RKA PETROLEUM COS, INC	INVENTORY - FUEL & OIL	101-000-110-002	\$	18,387.59
			INVENTORY - FUEL & OIL	101-000-110-002	\$	2,108.93
					\$	20,496.52
04/15/2026	81039	ROYAL OAK FORD	VEHICLE MAINTENANCE - DPW	101-345-939-002	\$	117.84
			VEHICLE MAINTENANCE - DPW	101-345-939-002	\$	99.00
					\$	216.84
04/15/2026	81040	SHIFMAN FOURNIER	LEGAL SERVICES - LABOR	101-266-824-000	\$	684.50
04/15/2026	81041	SOCRRA	RUBBISH COLLECTION	226-528-818-001	\$	35,479.68
			TRASH DISPOSAL	226-528-818-003	\$	23,000.32
					\$	58,480.00
04/15/2026	81042	SOCWA	BULK WATER	592-536-926-000	\$	80,348.43
04/15/2026	81043	SPECTRUM TRAINING SOLUTIONS	MCOLES CONTINUING PROFESSIONAL EDUCA	101-345-961-118	\$	8,000.00
04/15/2026	81044	STAPLES	EQUIPMENT SUPPLIES	101-228-778-000	\$	79.99
			OFFICE EQUIPMENT MAINTENANCE	101-305-934-000	\$	104.99
			SUPPLIES	101-345-728-000	\$	131.79
			PROGRAM SUPPLIES	101-790-758-000	\$	98.62
			OFFICE EQUIPMENT MAINTENANCE	101-790-934-000	\$	382.09
					\$	797.48

04/15/2026	81045	STATE OF MICHIGAN	CONTRACTUAL SERVICES	208-754-818-000	\$	400.00
04/15/2026	81046	SUZANNE THIEDE	BOARD OF CANVASSERS	101-253-703-000	\$	100.00
04/15/2026	81047	SWANK MOTION PICTURES, INC.	CONTRACTUAL SERVICES MOVIE #1 LICENSE	208-844-818-000	\$	565.00
04/15/2026	81048	SWEETWATER SPRINKLERS	CONTRACTUAL SERVICES	509-758-818-000	\$	206.25
04/15/2026	81049	T-MOBILE	DOWNLOADABLE CONTENT	101-790-731-001	\$	287.00
04/15/2026	81050	THE LIBRARY NETWORK	LIBRARY COOP	101-790-828-000	\$	10,083.44
			LIBRARY COOP	101-790-828-000	\$	1,031.51
					\$	11,114.95
04/15/2026	81051	TRANSUNION RISK AND ALTERNATIVE	DATA PROCESSING	101-345-814-000	\$	110.00
04/15/2026	81052	UNIVERSAL AMBULANCE SERVICE	BLOOD DRAWS	101-345-818-012	\$	1,092.00
04/15/2026	81053	Universal Plumbing & Sewer Inc	BSW26-0008 - PUT26-0034	101-000-283-000	\$	500.00
04/15/2026	81054	VERIZON WIRELESS	SOFTWARE MAINT AND SUBSCRIPTIONS	101-228-760-000	\$	135.00
			TELEPHONE	101-228-853-000	\$	2,167.22
					\$	2,302.22
04/15/2026	81055	WAGeworks, INC	CONSULTANT	101-191-817-000	\$	100.00
04/15/2026	81056	WEINGARTZ	VEHICLE SUPPLIES	101-443-781-000	\$	135.89

04/15/2026	81057	WINDER POLICE EQUIPMENT	VEHICLES	101-345-985-000	\$	1,775.00
			VEHICLES	101-345-985-000	\$	15,580.44
					\$	17,355.44
04/15/2026	81058	WINDSTREAM	CONTRACTUAL SERVICES	101-228-818-000	\$	23.17
04/15/2026	81059	WOW! BUSINESS	CONTRACTUAL SERVICES	101-228-818-000	\$	736.50
04/28/2026	81060	CITY OF BERKLEY	SUPPLIES	101-345-728-000	\$	160.00
04/30/2026	81061	21ST CENTURY MEDIA - MICHIGAN	ADVERTISING	101-253-901-000	\$	314.85
04/30/2026	81062	ADN ADMINISTRATORS, INC.	CONSULTANT	101-191-817-000	\$	1,158.50
04/30/2026	81063	AIRGAS USA, LLC	VEHICLE SUPPLIES	101-443-781-000	\$	67.48
04/30/2026	81064	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	101-215-728-000	\$	61.83
			OPERATING SUPPLIES	101-215-732-000	\$	299.99
			ELECTION SUPPLIES	101-215-733-000	\$	79.44
			BUILDING MAINTENANCE - PUB SAFETY	101-267-931-345	\$	4.88
			BUILDING MAINTENANCE - PUB SAFETY	101-267-931-345	\$	34.47
			SUPPLIES	101-345-728-000	\$	25.99
			RANGE/TRAINING SUPPLIES	101-345-741-002	\$	29.35
			MEDICAL SUPPLIES	101-345-758-011	\$	32.38
			MAINTENANCE SUPPLIES	101-345-776-000	\$	33.82
			MAINTENANCE SUPPLIES	101-345-776-000	\$	21.79
			MEDICAL EQUIPMENT	101-345-779-000	\$	63.69
			MEDICAL EQUIPMENT	101-345-779-000	\$	354.70
			MEDICAL EQUIPMENT	101-345-779-000	\$	66.62
			VEHICLE SUPPLIES	101-443-781-000	\$	113.26
			VEHICLE SUPPLIES	101-443-781-000	\$	7.99
			VEHICLE SUPPLIES	101-443-781-000	\$	39.95
			VEHICLE SUPPLIES	101-443-781-000	\$	203.04
			VEHICLE SUPPLIES	101-443-781-000	\$	157.75

			VEHICLE SUPPLIES	101-443-781-000	\$	47.99
			VEHICLE SUPPLIES	101-443-781-000	\$	47.99
			VEHICLE SUPPLIES	101-443-781-000	\$	9.09
			VEHICLE SUPPLIES	101-443-781-000	\$	15.00
			VEHICLE SUPPLIES	101-443-781-000	\$	980.23
			VEHICLE SUPPLIES	101-443-781-000	\$	120.93
			PROGRAM SUPPLIES	101-790-758-000	\$	81.61
			PROGRAM SUPPLIES - CONTRIB - LIBRARY	101-790-758-005	\$	174.24
			PROGRAM SUPPLIES - CONTRIB - LIBRARY	101-790-758-005	\$	43.19
			BOOKS	101-790-978-000	\$	18.14
			RENTED MATERIALS	101-790-978-001	\$	139.43
			RENTED MATERIALS	101-790-978-001	\$	16.96
			RENTED MATERIALS	101-790-978-001	\$	11.49
			RENTED MATERIALS	101-790-978-001	\$	20.99
			BOOKS FROM DONATIONS	101-790-978-002	\$	52.41
			BOOKS FROM DONATIONS	101-790-978-002	\$	22.77
					\$	3,433.40
04/30/2026	81065	VOID	** VOIDED **			** VOIDED **
04/30/2026	81066	ANDREWS HOOPER PAVLIK PLC	AUDIT SERVICES	101-191-807-000	\$	5,000.00
04/30/2026	81067	ANTHONY MARCUCCI	BS25-0008 - PZC25-0057	101-000-283-000	\$	200.00
04/30/2026	81068	ASSUREDPARTNERS OF MICHIGAN, LLC	LIABILITY INSURANCE	732-345-914-000	\$	12,625.00
04/30/2026	81069	BERKLEY BRASSERIE	FACADE GRANT INCENTIVE PROGRAM	248-729-972-100	\$	10,000.00
04/30/2026	81070	BERKLEY JR. WOMEN'S CLUB	COMMUNITY CENTER USE	208-001-626-901	\$	1,894.67
04/30/2026	81071	BIG D LOCK CITY	BUILDING MAINTENANCE - PUB SAFETY	101-267-931-345	\$	8.00
			BUILDING MAINTENANCE -PARKS	208-267-931-208	\$	16.00
					\$	24.00

04/30/2026	81072	BILLINGS LAWN EQUIPMENT	VEHICLE SUPPLIES	101-443-781-000	\$	69.19
04/30/2026	81073	BRENDEL'S SEPTIC TANK SERVICE, LLC	CONTRACTUAL SERVICES	208-751-818-000	\$	256.25
			CONTRACTUAL SERVICES	208-751-818-000	\$	212.32
			CONTRACTUAL SERVICES	208-751-818-000	\$	212.32
					\$	680.89
04/30/2026	81074	BRODART CO.	PROGRAM SUPPLIES	101-790-758-000	\$	77.57
04/30/2026	81075	BRUCE HIMICK	CONTRACTUAL SERVICES	592-536-818-000	\$	9.95
04/30/2026	81076	BS & A SOFTWARE	CONTRACTUAL SERVICES	101-228-818-000	\$	6,560.00
04/30/2026	81077	CAPFINANCIAL PARTNERS LLC	CONSULTANT	732-345-817-000	\$	9,164.93
04/30/2026	81078	CARLETON EQUIPMENT	VEHICLE SUPPLIES	101-443-781-000	\$	1,057.83
04/30/2026	81079	CHRISTOPHER GREY REMODELING &	BUILDING MAINTENANCE -PARKS	208-267-931-208	\$	1,650.00
04/30/2026	81080	CINTAS	MEDICAL SUPPLIES	101-345-758-011	\$	96.58
			MEDICAL SUPPLIES	101-345-758-011	\$	99.70
			MEDICAL SUPPLIES	101-345-758-011	\$	95.67
					\$	291.95
04/30/2026	81081	CINTAS	UNIFORMS	592-536-744-000	\$	536.76
			UNIFORMS	592-536-744-000	\$	536.76
			UNIFORMS	592-537-744-000	\$	536.76
					\$	1,610.28
04/30/2026	81082	CMP DISTRIBUTORS, INC	AMMUNITION - TRAINING	101-345-741-001	\$	592.20

			PUBLIC SAFETY MEDICAL EXPENSES	101-345-835-000	\$	1,040.00
					\$	1,632.20
04/30/2026	81083	CMV LANDSCAPE & EQUIPMENT COMPANY	CONTRACTUAL SERVICES	202-464-818-000	\$	1,809.00
			CONTRACTUAL SERVICES	203-464-818-000	\$	1,819.00
			CONTRACTUAL SERVICES	203-464-818-000	\$	3,775.00
			CONCRETE REPAIR	592-536-982-000	\$	2,736.00
			CONCRETE REPAIR	592-536-982-000	\$	2,595.00
			CONCRETE REPAIR	592-536-982-000	\$	1,053.00
			CONCRETE REPAIR	592-536-982-000	\$	6,870.00
			CONCRETE REPAIR	592-536-982-000	\$	1,903.00
					\$	22,560.00
04/30/2026	81084	CONTRACTORS CONNECTION	PROGRAM SUPPLIES	592-536-758-000	\$	857.50
			PROGRAM SUPPLIES	592-536-758-000	\$	35.10
					\$	892.60
04/30/2026	81085	CUMMINS SALES AND SERVICE	VEHICLE SUPPLIES	101-443-781-000	\$	1,243.44
04/30/2026	81086	D'ANGELO BROS INC.	CONTRACTUAL SERVICES	592-536-818-000	\$	4,680.00
04/30/2026	81087	DEALER AUTO PARTS SALES	VEHICLE MAINTENANCE	101-345-939-000	\$	138.16
			VEHICLE MAINTENANCE - DPW	101-345-939-002	\$	202.35
			VEHICLE MAINTENANCE - DPW	101-345-939-002	\$	395.96
			VEHICLE MAINTENANCE	211-755-939-000	\$	509.16
					\$	1,245.63
04/30/2026	81088	DETROIT DESIGN CENTER	PUBLIC ART/PLACEMAKING	248-729-818-201	\$	25,000.00
04/30/2026	81089	DINO-MITE CRUSHING & RECYCLING	DPW CONTRACTUAL	592-536-830-000	\$	585.20
04/30/2026	81090	DURST LUMBER & ACE HARDWARE	MAINTENANCE SUPPLIES - PUB SAFETY	101-267-776-345	\$	10.01
			CUSTODIAL SERVICES - CITY HALL	101-267-811-101	\$	4.59

			BUILDING MAINTENANCE - LIBRARY	101-267-931-271	\$	14.70
			BUILDING MAINTENANCE - LIBRARY	101-267-931-271	\$	17.40
			PROGRAM SUPPLIES	202-471-758-000	\$	13.69
			PROGRAM SUPPLIES	203-471-758-000	\$	5.87
			MAINTENANCE SUPPLIES - PARKS	208-267-776-208	\$	3.59
			EQUIPMENT SUPPLIES	208-751-778-000	\$	16.58
			PROGRAM SUPPLIES	592-536-758-000	\$	49.98
			PROGRAM SUPPLIES	592-536-758-000	\$	33.80
			PROGRAM SUPPLIES	592-536-758-000	\$	17.99
					\$	188.20
04/30/2026	81091	ELITE TRAUMA CLEAN-UP	PRISONER BOARD	101-345-753-000	\$	2,000.00
04/30/2026	81092	ENVIRONMENTAL EQUIPMENT	VEHICLE MAINTENANCE	101-443-939-000	\$	873.68
04/30/2026	81093	EQUIPMENT DISTRIBUTORS	VEHICLE SUPPLIES	101-443-781-000	\$	248.00
04/30/2026	81094	FERGUSON WATERWORKS #3386	EQUIPMENT	592-536-982-592	\$	117,095.00
			EQUIPMENT	592-536-982-592	\$	16,216.59
					\$	133,311.59
04/30/2026	81095	FRONT LINE SERVICES, INC.	FIRE GEAR	101-345-744-002	\$	580.00
			FIRE TRUCK MAINTENANCE	101-345-939-001	\$	1,402.48
					\$	1,982.48
04/30/2026	81096	GOODING CONSTRUCTION LLC	BBA22-0189 - PB22-0378	101-000-283-000	\$	55.00
04/30/2026	81097	GRAINGER	BUILDING MAINTENANCE -PARKS	208-267-931-208	\$	245.51
04/30/2026	81098	GREAT LAKES WATER AUTHORITY	NONRESIDENTIAL SURCHARGE	592-536-928-000	\$	3,459.85
04/30/2026	81099	GREENFIELD SUPPLY CENTER	PLAYGROUND/ATHLETIC	208-751-750-000	\$	137.51

04/30/2026	81100	GUNNERS METERS & PARTS INC.	PROGRAM SUPPLIES	592-536-758-000	\$	840.00
04/30/2026	81101	HOME DEPOT CREDIT SERVICES	BUILDING MAINTENANCE - LIBRARY	101-267-931-271	\$	396.87
04/30/2026	81102	HUBBELL, ROTH & CLARK	CONTRACTUAL SERVICES	592-536-818-000	\$	9,329.85
			CONTRACTUAL SERVICES	592-536-818-000	\$	3,507.85
					\$	12,837.70
04/30/2026	81103	HUNT SIGN	HISTORIC COMMITTEE	101-000-302-000	\$	150.00
			HISTORIC COMMITTEE	101-000-302-000	\$	35.00
			VEHICLE SUPPLIES	101-443-781-000	\$	102.00
					\$	287.00
04/30/2026	81104	IAN KINDER LLC	CONTRACTUAL SERVICES	208-845-818-000	\$	217.50
04/30/2026	81105	IMAGE PRINTING	ENVELOPES - CITYWIDE SUPPLIES	101-172-728-001	\$	270.00
			PROGRAM SUPPLIES	208-843-758-000	\$	320.00
					\$	590.00
04/30/2026	81106	ISCG	RESERVE FOR LIBRARY	101-000-389-738	\$	2,059.00
04/30/2026	81107	J.H. HART URBAN FORESTRY	CONTRACTUAL SERVICES	202-468-818-000	\$	1,832.54
			CONTRACTUAL SERVICES	202-468-818-000	\$	1,738.50
			CONTRACTUAL SERVICES	202-468-818-000	\$	1,676.71
			CONTRACTUAL SERVICES	203-468-818-000	\$	4,275.92
			CONTRACTUAL SERVICES	203-468-818-000	\$	4,056.51
			CONTRACTUAL SERVICES	203-468-818-000	\$	3,912.33
					\$	17,492.51
04/30/2026	81108	KIMBALL MIDWEST	VEHICLE SUPPLIES	101-443-781-000	\$	265.35
			VEHICLE SUPPLIES	101-443-781-000	\$	498.23

					\$	763.58
04/30/2026	81109	KONICA MINOLTA BUSINESS SOLUTIONS	OFFICE EQUIPMENT RENTAL	101-441-946-000	\$	25.99
			OFFICE EQUIPMENT MAINTENANCE	101-790-934-000	\$	39.59
			OFFICE EQUIPMENT RENTAL	592-536-946-000	\$	26.00
					\$	91.58
04/30/2026	81110	LOOMIS, SAYLES & COMPANY, L.P.	CONSULTANT	732-345-817-000	\$	3,656.58
			CONSULTANT	732-345-817-000	\$	3,237.70
					\$	6,894.28
04/30/2026	81111	MACQUEEN	VEHICLE SUPPLIES	101-443-781-000	\$	1,078.08
04/30/2026	81112	MAGGIE JANISSE	WATER SALES	592-001-642-000	\$	416.82
04/30/2026	81113	MATTHEW CHURCH	PROGRAM SUPPLIES - CONTRIB - LIBRARY	101-790-758-005	\$	90.93
			PROFESSIONAL DEVELOPMENT	101-790-960-000	\$	23.20
					\$	114.13
04/30/2026	81114	MATTIE STEWART	CONTRACTUAL SERVICES	208-845-818-000	\$	427.00
04/30/2026	81115	METRO PUMP SERVICE	FUEL & OIL	101-441-751-000	\$	300.00
			FUEL & OIL	101-441-751-000	\$	267.50
			FUEL & OIL	101-441-751-000	\$	715.00
					\$	1,282.50
04/30/2026	81116	MICHIGAN ASSOCIATION OF PLANNING	MEMBERSHIPS	101-701-803-000	\$	775.00
04/30/2026	81117	MISDU	PAYROLL DEDUCTIONS	101-000-231-000	\$	82.99
			PAYROLL DEDUCTIONS	101-000-231-000	\$	542.76
					\$	625.75

04/30/2026	81118	MSTS RECEIVABLES LLC	VEHICLE SUPPLIES	101-443-781-000	\$	45.96
04/30/2026	81119	MULTITUDE INSIGHTS	DATA PROCESSING	101-345-814-000	\$	4,965.00
04/30/2026	81120	NATIONAL LADDER & SCAFFOLD CO.	UNIFORMS	592-536-744-000	\$	156.95
			UNIFORMS	592-537-744-000	\$	57.46
					\$	214.41
04/30/2026	81121	NEW URBAN DEVELOPMENTS, LLC	BBE24-0025 - PBRN24-0010	101-000-283-000	\$	800.00
04/30/2026	81122	NEW URBAN DEVELOPMENTS, LLC	BBP25-0037 - PUT25-0090	101-000-283-000	\$	5,000.00
04/30/2026	81123	NEW URBAN DEVELOPMENTS, LLC	BBE25-0019 - PBRN25-0011	101-000-283-000	\$	800.00
04/30/2026	81124	NEW URBAN DEVELOPMENTS, LLC	BE25-0011 - PBRN25-0011	101-000-283-000	\$	850.00
04/30/2026	81125	NYE UNIFORM	UNIFORMS-CLEANING & PURCHASES	101-345-744-000	\$	331.50
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	\$	403.00
			UNIFORMS-CLEANING & PURCHASES	101-345-744-000	\$	170.00
					\$	904.50
04/30/2026	81126	OFFICE EXPRESS	OPERATING SUPPLIES	101-325-732-000	\$	150.00
04/30/2026	81127	OLIVER CONSTRUCTION, INC.	BBP25-0062 - PUT25-0167	101-000-283-000	\$	5,000.00
04/30/2026	81128	ORKIN PEST CONTROL	BUILDING MAINTENANCE - CITY HALL	101-267-931-101	\$	69.48
			BUILDING MAINTENANCE - CITY HALL	101-267-931-101	\$	69.48
			BUILDING MAINTENANCE - PUB SAFETY	101-267-931-345	\$	71.65
					\$	210.61

04/30/2026	81129	POMP'S TIRE SERVICE, INC.	VEHICLE SUPPLIES	101-443-781-000	\$	300.00
			VEHICLE MAINTENANCE	101-443-939-000	\$	411.40
			VEHICLE MAINTENANCE	101-443-939-000	\$	1,219.55
					\$	1,930.95
04/30/2026	81130	POWER BRAKE AND SPRING SERVICE CO	VEHICLE SUPPLIES	101-443-781-000	\$	194.32
04/30/2026	81131	PUBLIC SAFETY TRAINING SOLUTIONS	PUBLIC SAFETY FIRE/MEDICAL TRAINING	101-345-962-000	\$	3,850.00
04/30/2026	81132	QUALITY ELECTRIC SERVICES	ELECTRICAL PERMITS	101-001-479-000	\$	45.00
04/30/2026	81133	QUANTUM SERVICES GROUP	SOFTWARE MAINT AND SUBSCRIPTIONS	101-228-760-000	\$	4,257.00
			HARDWARE SUBSCRIPTIONS	101-228-761-000	\$	2,237.47
					\$	6,494.47
04/30/2026	81134	RAD HATTER MARKETING	PROGRAM SUPPLIES - CONTRIB - LIBRARY	101-790-758-005	\$	525.00
04/30/2026	81135	ROAD COMMISSION FOR OAKLAND CO	EQUIPMENT MAINTENANCE	202-475-933-000	\$	7.81
			EQUIPMENT MAINTENANCE	203-475-933-000	\$	0.87
					\$	8.68
04/30/2026	81136	ROBERT JOHN PROTHERO	BBE24-0023 - PBRA24-0102	101-000-283-000	\$	800.00
04/30/2026	81137	ROSATI, SCHULTZ, JOPPICH	CITY ATTORNEY - GENERAL	101-266-825-000	\$	8,920.00
			CITY ATTORNEY - CODE ENFORCEMENT	101-266-825-000	\$	20.00
			CITY ATTORNEY - DDA	101-266-825-000	\$	120.00
			CITY ATTORNEY - FOIA	101-266-825-000	\$	1,840.00
			CITY ATTORNEY - PROSECUTIONS	101-266-825-000	\$	3,811.50
					\$	14,711.50
04/30/2026	81138	SCHOLASTIC INC. EDUCATION	PROGRAM SUPPLIES - CONTRIB - LIBRARY	101-790-758-005	\$	490.87

			PROGRAM SUPPLIES - CONTRIB - LIBRARY	101-790-758-005	\$	269.06
					\$	759.93
04/30/2026	81139	SOCRRA	RUBBISH COLLECTION	226-528-818-001	\$	35,479.68
			TRASH DISPOSAL	226-528-818-003	\$	16,696.32
			TRASH DISPOSAL	226-528-818-003	\$	943.18
					\$	53,119.18
04/30/2026	81140	SPALDING DEDECKER	CONSTRUCTION - ROAD PROJECT	443-901-975-000	\$	3,010.00
			CONSTRUCTION - ROAD PROJECT	443-901-975-000	\$	5,929.50
			ENGINEER	592-536-821-000	\$	10,000.00
			ENGINEER	592-536-821-000	\$	12,000.00
					\$	30,939.50
04/30/2026	81141	SPARTAN DISTRIBUTORS INC.	VEHICLE SUPPLIES	101-443-781-000	\$	102.98
04/30/2026	81142	T-MOBILE USA, INC	DATA PROCESSING	101-345-814-000	\$	50.00
			DATA PROCESSING	101-345-814-000	\$	50.00
					\$	100.00
04/30/2026	81143	THE LIBRARY NETWORK	PROGRAM SUPPLIES - CONTRIB - LIBRARY	101-790-758-005	\$	523.00
			BOOKS	101-790-978-000	\$	1,926.14
			RENTED MATERIALS	101-790-978-001	\$	1,252.62
					\$	3,701.76
04/30/2026	81144	TRUCK & TRAILER SPECIALTIES, INC.	VEHICLE SUPPLIES	101-443-781-000	\$	152.52
04/30/2026	81145	UNIQUE MANAGEMENT SERVICES, INC.	CONTRACTUAL SERVICES	101-790-818-000	\$	58.25
04/30/2026	81146	VERIZON WIRELESS	SOFTWARE MAINT AND SUBSCRIPTIONS	101-228-760-000	\$	135.00
			SOFTWARE MAINT AND SUBSCRIPTIONS	101-228-760-000	\$	135.00
			TELEPHONE	101-228-853-000	\$	2,220.67
			TELEPHONE	101-228-853-000	\$	2,203.99

					\$	4,694.66
04/30/2026	81147	VESCO OIL CORPORATION	FUEL & OIL	101-441-751-000	\$	129.75
04/30/2026	81148	VOODOO ARMORY	RANGE/TRAINING SUPPLIES	101-345-741-002	\$	460.00
04/30/2026	81149	WCA ASSESSING	CONTRACTUAL SERVICES	101-191-818-000	\$	12,453.08
04/30/2026	81150	WOLVERINE TRUCK SALES	VEHICLE SUPPLIES	101-443-781-000	\$	584.98
		TOTAL - ALL FUNDS	TOTAL OF 198 CHECKS (3 voided)		\$	1,188,544.52

DATE	VENDOR	AMOUNT
4/3/2026	DTE ENERGY	\$ 18.87
4/3/2026	CONSUMERS ENERGY	\$ 2,082.71
4/3/2026	CONSUMERS ENERGY	\$ 1,220.67
4/3/2026	CONSUMERS ENERGY	\$ 1,085.31
4/3/2026	CONSUMERS ENERGY	\$ 923.49
4/3/2026	CONSUMERS ENERGY	\$ 608.67
4/3/2026	CONSUMERS ENERGY	\$ 1,866.67
4/7/2026	ADN DENTAL	\$ 14,894.87
4/7/2026	ADN DENTAL	\$ 25,071.21
4/7/2026	DTE ENERGY	\$ 470.45
4/7/2026	DTE ENERGY	\$ 102.85
4/7/2026	DTE ENERGY	\$ 100.90
4/7/2026	DTE ENERGY	\$ 32.41
4/7/2026	DTE ENERGY	\$ 2,489.94
4/7/2026	DTE ENERGY	\$ 622.46
4/7/2026	DTE ENERGY	\$ 48.68
4/7/2026	DTE ENERGY	\$ 209.52
4/7/2026	DTE ENERGY	\$ 4,636.88
4/7/2026	DTE ENERGY	\$ 106.50
4/7/2026	DTE ENERGY	\$ 482.85
4/7/2026	DTE ENERGY	\$ 24.47
4/8/2026	BCBS MICHIGAN	\$ 121,145.51

4/9/2026	UNION DUES	\$	760.00
4/9/2026	UNION DUES	\$	420.00
4/9/2026	MISSIONSQUARE	\$	4,156.89
4/9/2026	UNION DUES	\$	209.07
4/9/2026	UNION DUES	\$	440.00
4/9/2026	IRS TAX PAYMENT	\$	54,745.02
4/9/2026	DTE ENERGY	\$	488.47
4/9/2026	NATIONWIDE	\$	2,372.77
4/9/2026	NATIONWIDE	\$	7,762.24
4/10/2026	CREDIT CARD PAYMENT	\$	17,651.07
4/13/2026	HEALTHEQUITY INC	\$	4,595.68
4/13/2026	DTE ENERGY	\$	20,586.32
4/14/2026	PNP BILL PAYMENT	\$	550.58
4/15/2026	HARTFORD	\$	344.50
4/15/2026	HARTFORD	\$	6,005.33
4/15/2026	PNP BILL PAYMENT	\$	225.89
4/16/2026	DTE ENERGY	\$	844.99
4/16/2026	DTE ENERGY	\$	67.74
4/20/2026	RETURN DEBIT CHARGEBACK	\$	164.14
4/20/2026	PNP BILL PAYMENT	\$	699.66
4/22/2026	RETURN DEBIT CHARGEBACK	\$	275.29
4/23/2026	UNION DUES	\$	208.98
4/23/2026	UNION DUES	\$	440.00
4/23/2026	UNION DUES	\$	760.00
4/23/2026	MISSIONSQUARE	\$	4,033.83
4/23/2026	IRS TAX PAYMENT	\$	57,001.70
4/23/2026	NATIONWIDE	\$	2,440.05
4/23/2026	NATIONWIDE	\$	7,936.36
4/24/2026	IRS TAX PAYMENT	\$	56.57
4/27/2026	STATE OF MICHIGAN - PAYROLL TAX	\$	22,367.69
4/27/2026	PNP BILL PAYMENT	\$	386.44
4/28/2026	MERS	\$	108,534.58
4/28/2026	EMPOWER	\$	15,722.79
4/28/2026	EMPOWER	\$	13,158.39
4/29/2026	EMPOWER	\$	253.48
4/30/2026	IRS TAX PAYMENT	\$	15,482.96

TOTAL OF ACH TRANSACTIONS

\$ 550,395.36

GRAND TOTAL

\$ 1,738,939.88

We hereby certify that the foregoing is a true and correct list of bills and that they have been approved by the City Council and this is the authority to issue checks in the amounts stated and charge them in the various accounts.

Victoria Mitchell, City Clerk

Bridget Dean, Mayor

MEMORANDUM

To: Mayor Dean and City Council
From: Shawn Young

Date: May 18, 2026
Subject: Engineering Design Standards Update.

Madam Mayor and Members of City Council,

Background

- In March of 2025 City Council adopted the updating Zoning Ordinance and accompanying Engineering Design Standards.
- The Engineering Design Standards will occasionally need to be updated to meet the changes in materials, processes, regulations, and industry-wide best practices. Many of these changes are due to the requirements of other regulatory agencies such as MDOT, RCOC, and EGLE.

Summary

- In general, the proposed standards were updated to synchronize the process naming conventions, checklists and forms through all departments while modifying and/or removing conflicting and/or outdated construction and material standards.
- The updated standards clarify processes, materials, and construction standards to remove any potential conflicts.
- The updated standards include templated Easement and Stormwater Maintenance Agreements that have already been reviewed by the City Attorney.

Recommendation

Motion to (approve, deny, postpone) the adoption of the Updated Engineering Design Standards as presented.



CITY OF BERKLEY ENGINEERING DESIGN STANDARDS

The Engineering Design standards herein are intended to provide a basis upon which all site plans for commercial, and single and multi-family sites within the City of Berkley are to be designed and constructed. The requirements outlined herein reflect the requirements of the City of Berkley Department of Public Works and the City's Engineering Consultant and conform to current Engineering practices in the Metropolitan Detroit area. By no means are these standards intended as a substitute for Sound Professional Engineering judgment. The Standards may not apply to all conditions, and alternative solutions may be *permitted* as approved by the pertinent City departments and/or its Engineering Consultant. It is suggested that the applicant obtains a copy of the City of Berkley Zoning Ordinance and Chapter 26, Chapter 106 and Chapter 126 of the Berkley Code of Ordinances to supplement these standards.

Engineering review for site plan review shall be conducted by the City's Engineering Consultant as directed by the City as per the following Engineering Design standards.

Additional reference standards, as well as permitting, that may be applicable to the required Engineering Design standards include:

1. Oakland County Water Resources Commissioner (Stormwater Engineering Design Standards, Water Supply and Wastewater Design Standards) (OCWRC)
2. Oakland County Erosion Control Manual
3. Road Commission for Oakland County Design Standards (RCOC)
4. Southeastern Oakland County Water Authority (SOCWA)
5. The United States Environmental Protection Agency (EPA)
6. Michigan Department of Environment, Great Lakes, and Energy (EGLE)
7. Recommended Standards for Wastewater Facilities (Ten States Standards)
8. Recommended Standards for Water Works (Ten States Standards)
9. Michigan Department of Transportation Standard Specifications for Construction
10. Michigan Department of Transportation – Uniform Criteria for Major Streets
11. Michigan Manual of Uniform Traffic Control Devices

In addition, there may be the need to obtain approval and/or construction/access permits from communities bordering the City of Berkley, including Cities of Southfield, Royal Oak, Huntington Woods and Oak Park.

The site plan must be reviewed and approved by the planning commission and the appropriate City department(s) and/or professional consultants based on the standards herein and as per Article 15 of the City of Berkley Zoning Ordinance. Following preliminary site plan approval, the applicant must submit drawings for final site plan approval as described in this document. Site work permit review and approval will be contingent upon approval of the final site plan, receipt and review of the traffic control plan(s), the stormwater maintenance agreement, and receipt of all approved permits and/or permit exemptions.

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SECTION 1: GENERAL

- 1.1. Complete improvement plans bearing the seal of a licensed Professional Engineer, Surveyor or Architect licensed to practice in the State of Michigan shall be submitted prior to review and approval of any portion thereof.
- 1.2. A certified boundary survey of the site, prepared and sealed by a licensed Professional Surveyor licensed to practice in the State of Michigan, or a copy of the completed plat shall be submitted with the engineering drawings.
- 1.3. Plans submitted shall be formatted for 11" x 17" white prints having blue or black lines and shall be neatly and accurately prepared. Judgment should be exercised in the design, layout, and the presentation of proposed improvements. An electronic version of the plans must be made available for submittals. The topographic survey must depict one-half foot contours of the area, shall be on a scale of a least one-inch equals ten feet (1"=10'), and shall show all property and structures within 25 feet of the property for which the permit is being sought.
- 1.4. For projects or subdivisions having more than one sheet of plans, a general plan having a scale of 1" = 100' shall be provided showing the overall project and indicating the size and general location of all improvements shown in the detailed plans.
- 1.5. Street names, street and easement widths, lot lines, lot dimensions, lot numbers and ownership shall be shown on all plans.
- 1.6. Elevations shall be on U.S.G.S. Datum. Two (2) permanent benchmarks for the work shall be indicated on the plans.
- 1.7. Existing grades and elevations must be provided at each lot corner and grade change points.
- 1.8. The finished grade shall be indicated for all structures.
- 1.9. Finish grade and finish floor elevations for the first floor, garage and basement. Provide the finish grade elevation of adjacent houses or structures. The grading plan must also indicate if the adjacent lot is unimproved.
- 1.10. The location and elevations of all utilities, including manholes on or within 25 feet of the property, must be shown on the plans.
- 1.11. Plans shall show the location of existing and proposed sidewalks and driveways, including the slope of the driveway to the street. All sidewalks and driveways shall be compliant with state, and local laws, ordinances, and requirements.

- 1.12. Provide temporary and permanent soil erosion and sedimentation control, including, but not limited to, silt fencing, catch basin inserts in the street adjacent to the subject property, etc.
 - 1.13. Roof downspouts are not permitted to discharge directly into the combined storm sewer system and must be directed onto grass, landscape, or other green space area to prevent ponding of water on the property or from being directed towards adjacent properties.
 - 1.14. Existing sewer lead shall be properly abandoned, and the proposed sewer lead must include a new connection, as approved by the Department of Public Works. Existing sewer lead may be retained, at the City's Engineer's discretion, if the CCTV inspection shows that the pipe is in reasonable condition and the pipe material is PVC. However, the existing pipe will require a cured-in-place pipe lining as well as a new tap connection (T-Liner).
 - 1.15. Plans must show the location of existing trees within the right-of-way.
 - 1.16. Confirmation that a Design MISS DIG ticket has been requested and processed must be provided by noting the ticket number of the plan.
 - 1.17. A demolition plan must be included with all site plans depicting all pavement, utilities, landscape, and other site features that are to be removed as part of the project.
 - 1.18. The developer or their engineer shall be responsible to forward plans for approval to any private utility company (gas, electric, phone, cable, etc.) and any Federal, State or County (Water Resource Commissioner, Road Commission, etc.) agency whose facilities or rights-of-way may be affected by the proposed construction. Public utilities will require the review and approval of the City prior to submittal to the permitting agency.
 - 1.19. It shall be the developer's engineer and contractor's responsibility to verify the existence and location of all underground utilities and to utilize the MISS DIG system prior to construction.
 - 1.20. All site plans shall contain the latest version of the applicable Oakland County Water Resource Commissioner and the Road Commission for Oakland County (if applicable) detail sheets and the developers/owners name(s), address, and phone number. The plans must also contain the City's current Standard Utility Material Specifications table located on the City's Department of Public Works web page. Further, the City of Berkley Standard Construction Notes (included herein as Appendix A) must be reviewed for compliance.
 - 1.21. An Engineer's Opinion of Construction Cost (for both the overall project and for the
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proposed work within the City right-of-way) must be supplied with the Engineering Plan submittal. This estimate will be used by the City to establish set fees for the City Consultant including required field observation and plan review fees for the improvements in accordance with Article VI Section 2-282 of the City Ordinance and to determine the required amount of each construction bond.

- 1.22. Utility crossings of paved roadways will be required to be bored. Open cutting of paved roadways will not be permitted without prior approval from the City.
- 1.23. Under no circumstance will a new water main or sewer pipe be allowed to be installed within the footprint of an existing or proposed building. In addition, if an existing water main or sewer is within the footprint of a building that is proposed to be redeveloped or razed and reconstructed, a new utility must be relocated outside of the existing or proposed building footprint prior to construction with all costs being the responsibility of the Applicant/Developer.
- 1.24. An itemized quantity list will be required for all proposed utility improvements (water main, sanitary sewer, storm sewer, paving).
- 1.25. Site Plan Submittal and Review Process

Please refer to Article 15 of Chapter 138 Zoning Ordinance – SITE PLAN REVIEW PROCEDURES AND REQUIREMENTS – for details on the site plan submittal and review process for developments and redevelopments.

Detailed site plan review checklists, which include the information, specifications, and details required for engineering site plan submittals for commercial and residential developments, as well as-built/record drawing requirements, are included in Appendix B herein.

- 1.26. Pre-Construction Meeting

Once the approved engineering plans have been issued and two (2) complete hardcopy sets of plans have been provided to the City by the Developer, and prior to the start of any work on the site, a preconstruction meeting will be required between the Applicant/Developer, their consultants and contractors, the pertinent City departments and their Engineering Consultant. This meeting will verify that all relevant permits have been applied for, that the proper bonds and insurance are provided, and schedule for material testing and construction observation, as necessary. The following is a checklist of requirements for scheduling the pre-construction meeting:

<u>COMMERCIAL DEVELOPMENTS – PRE-CONSTRUCTION MEETINGS</u>	NA	INCLUDED	
		YES	NO
The following items represent a standard list of items that are required to be submitted to the City for review and approval prior to scheduling the preconstruction meeting:			
1. Set up escrow account with the City for construction engineering services. (City Engineering Consultant will provide the required amount prior to the meeting) *			
2. City Permits (site work, utility (right-of-way), site (private), lot split/combination, and Bond (right-of-way restoration bond, etc.) approvals			
3. Permit Approvals/Exemption letters from outside agencies – RCOC, OCWRC, MDOT, SOCWA, EGLE, etc.			
4. (New) easement document(s)/exhibit(s)			
5. Construction Schedule			
6. List of contractors/subcontractors			
7. Traffic Control/Maintenance Plan			
8. Bonds (Performance, Payment, and Maintenance & Guarantee) and insurance policies, including the Owners Contractors Protective (OCP). Each bond must be issued for the total estimated construction cost for ALL work within the public right(s)-of-way. **			
9. Stormwater maintenance agreement (draft document only) ***			

*The escrow amount is the estimated budget for the City’s engineering consultant’s services, which includes both administrative and field services, as follows:

- 1.26.1. The City Engineering Consultant will coordinate and conduct the preconstruction meeting for the project, including preparing and distribution of meeting minutes.
- 1.26.2. The City Engineering Consultant will provide field observation for the project including, but not limited to, utility placement and connections, and pavement, curb & gutter and landscape restoration. Inspector Daily Reports will be prepared and submitted to the City.
- 1.26.3. The City will provide review and recommendation for approval of the selected contractor’s required insurance and bonds (Performance, Maintenance and Guarantee, and Labor and Materials). The bonds must be in

the amount at least equal to 100 percent of the estimated construction cost (within the ROW or easement) as security for the faithful performance of this contract, for the payment of all persons performing labor on the project under this contract, for furnishing materials in connection with this contract, and to provide the City a guarantee that all completed work will be maintained and free from defects, faults, etc. for a period of one (1) year. This section will be updated as needed per work with the Berkley City Attorney on bonds, performance guarantees, etc.

**** Samples of the required bonds and insurance certificates are included in Appendix C herein.**

1.26.4. The City Engineering Consultant will coordinate the necessary punch-list onsite meeting(s) and assist with the development of a punch-list.

1.26.5. The City Engineering Consultant will provide review and approval of the as-built/record drawings.

1.27. Maintenance Agreement

A maintenance agreement shall be required between the city and the owner for all vegetative, structural, and stormwater best management practices (BMPs) to be constructed on site. Stormwater facilities shall be maintained by the owner and shall be repaired and/or replaced by such person when such facilities are no longer functioning as designed. Records of installation and maintenance and repair shall be retained by the owner and shall be made available to the City upon request. The maintenance agreement shall be binding on all subsequent owners of land served by the stormwater management and facilities and shall be recorded in the office of the Oakland County register of deeds prior to the final approval of the City. If the stormwater management BMPs have not been adequately maintained, the City may notify the owner(s) in writing and require the necessary maintenance or repairs within 90 days of the written notice. Should the owner fail to comply with the provisions of this article, the City may, after giving reasonable notice and opportunity for compliance, have the necessary work completed and the owner shall be obligated to promptly reimburse the City for all costs incurred.

The city shall not issue final approvals until the applicant executes a stormwater site maintenance agreement, plan, and a proposed schedule for perpetual maintenance of the complete storm drainage/management system, in a form approved by city council.

***** The standard Stormwater Management Operations and Maintenance Agreement can be found in Appendix G of the OCWRC Stormwater Engineering Design Standards.**

SECTION 2: WATER MAIN

2.1. General

- 2.1.1. If the proposed improvements include the construction of public water main, the developer shall submit a set of water main only plans (including the water main standard detail sheets) with a completed EGLE permit application for water supply systems. This information will be forwarded by the City's Engineer to the Southeast Oakland County Water Authority (SOCWA) who will then submit to EGLE for permitting. Please note the procedure may also include submission of the permit application via the current EGLE web-based permit portal system.
- 2.1.2. All water system improvements shall be designed in accordance with the current edition of "Recommended Standards for Water Works" (a/k/a Ten State Standards).
- 2.1.3. Water mains in new developments shall be installed from boundary to boundary in abutting roads and interior streets, and at other locations and sized as may be deemed necessary by the City for future extensions.
- 2.1.4. An itemized quantity list for all proposed water main construction must be included on the plans.
- 2.1.5. All public water mains must be located within a 20-foot-wide easement or public road right-of-way. Easements should extend 10 feet beyond any hydrant. Sketches and descriptions of both the parcel and easement will be required. The applicant shall execute the City's standard easement documentation including providing exhibits and legal descriptions.
- 2.1.6. If lead water services are encountered, the homeowner will be given a letter of notice by the City, and the resident must approve the replacement prior to any work on the private service.

2.2. *Design Requirements*

- 2.2.1. The distribution system in all developments requiring more than 600 feet of water main shall have a minimum of two connections to a source of supply and shall be a "looped" system. Water mains are to be looped whenever possible. The ability to serve at least 2,000 gpm in single-family detached residential; 3,000 gpm in apartment, cluster residential and similar complexes, institutional, and school areas; and at least 4,000 gpm in office, and shopping centers is essential.

- 2.2.2. Eight (8) inch minimum diameter mains will be installed in single family residential areas.
- 2.2.3. Twelve (12) inch mains are the minimum size in commercial, office, and multiple family residential areas except in a looped system of 1,500 feet or less where eight (8) inch mains may be permitted.
- 2.2.4. Hydrant leads longer than 20 feet must be eight (8) inches.
- 2.2.5. No service leads are allowed to extend from a six (6) inch hydrant lead.
- 2.2.6. Profile view is required for all sizes of watermain, or as per current EGLE requirements.
- 2.2.7. Water mains shall be kept on one side of the street for the entire length of the street. Water mains shall not be located under pavement or under cul-de-sacs.
- 2.2.8. Gate valves shall be spaced at a maximum of 800 feet intervals on distribution lines. They shall be spaced such that not more than four valves need to be turned off to isolate any section of the water main.
- 2.2.9. Sufficient valves shall be placed such that not more than 20 single family homes, 30 multiple family units or two (2) hydrants shall be out of service within a section of isolated water main.
- 2.2.10. Dead-end mains must end with a hydrant and a gate valve and well. All stubs for future looping must include a gate valve and well.
- 2.2.11. Gate valves should not be located under roadway pavement, bike paths, sidewalks or driveway approaches when possible.
- 2.2.12. Four (4) inch and larger valves are required to be installed in a gate well, except for six (6) inch hydrant shut off valves.
- 2.2.13. In single family residential areas, hydrants shall be spaced along the water main a maximum of 500 feet. In no case shall a house be more than 350 feet from a hydrant. Commercial, and multiple family spacing shall be a maximum of 400 feet.
- 2.2.14. Along major roadways and in areas other than single family residential, hydrant spacing shall be a maximum of 500 feet.

- 2.2.15. In commercial areas, the exterior of buildings shall be no further than 300 feet from a hydrant, nor closer than 35 feet, measured along shortest feasible exterior route for laying hose. There shall be a fire hydrant located within 100 feet of any building public safety connection.
- 2.2.16. Where possible, hydrants shall be located at the lot corners, but no closer than eight (8) feet from any driveway or driveway approach.
- 2.2.17. Hydrants located in parking areas shall be protected with a six (6) inches (minimum) concrete curb or standard guard posts.
- 2.2.18. When connecting to an existing water main, a tapping sleeve, gate valve and well will be required unless connection to the existing main can be made without interrupting service on the main.
- 2.2.19. The plans shall indicate the finish grades of all hydrants and gate well.
- 2.2.20. Water mains shall be located so as to provide a minimum of ten (10) feet horizontal clearance between the nearest edge of the water main and the nearest edge of any sanitary or storm sewer.
- 2.2.21. A minimum vertical clearance of 18 inches shall be maintained between the top or bottom of any water main and the top or bottom of any sewer or utility. Vertical clearance of less than 18 inches will require concrete bridge for the sewer or utility, in accordance with the WRC Standard Detail.
- 2.2.22. Restrained joints shall be used at all bends, tees, hydrant shoes, plugs and caps where necessary to prevent lateral movement of the water main. Thrust blocks will not be allowed unless required by the permitting agencies.

2.3. *Materials*

Materials shall be in accordance with the current City Standard Utility Materials Specifications (or approved equal), which can be obtained from the DPW.

2.4. *Installation*

- 2.4.1. All water main shall be installed with a minimum cover of five-and-a-half (5.5) feet below finish grade or top of curb (or road centerline if uncurbed)

where the main is parallel to a road. When water mains must dip to pass under another utility, the sections which are deeper than normal shall be kept to a minimum length by the use of vertical bends properly restrained.

- 2.4.2. The contractor will fill, disinfect, pressure test and conduct bacteria testing, in coordination with SOCWA, for all new water main construction under the supervision of City of Berkley and/or its agent.
- 2.4.3. Before any water main is accepted by the City, it must pass a pressure test complying with the current specifications and procedures of the City. The maximum loss of water for the 2-hour hydrostatic test shall be 11.65 gallons, per inch diameter of main, per mile of pipe over a 24-hour period.
- 2.4.4. The contractor will be responsible, in coordination with the City and SOCWA, for obtaining bacteriological analysis and testing by a laboratory approved by the State of Michigan. The testing must be done in accordance with ANSI/AWWA C65. The test results must be directly reported to the Owner and OCWRC.

SECTION 3: SANITARY SEWER

All construction must conform to the current Oakland County Water Resources Commissioner standards and/or as specified herein.

3.1. General

- 3.1.1. A separate and independent building sewer shall be provided for every building except when one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard or driveway, the building sewer from the front building may be extended to the rear building and the whole considered as one building sewer.
- 3.1.2. Old building sewers and water services shall not be used in connection with new buildings. Remaining foundations not constitute an existing building.
- 3.1.3. All building sewer construction and the installation of pipes, fittings and appurtenances shall be done in accordance with the building regulations of the city, the city's utility connection policy and such supplementary rules and regulations as the Director of Public Works may prescribe, which shall be effective upon approval by the city council.
- 3.1.4. The applicant for the building sewer permit shall notify the Community Development Department when the building sewer is ready for inspection

and connection to the public sewer. The connection to the city main and any connections to the structure or there along shall be made under the immediate supervision of the Director or their designee.

- 3.1.5. If the proposed improvements include the construction of public sanitary sewer, the developer shall submit a set of sanitary sewer only (with sanitary standard details) plans with a completed EGLE permit application for wastewater systems. This information will be forwarded by the City's Engineer to the proper agencies for permitting.
- 3.1.6. All sanitary sewer improvements shall be designed in accordance with the current edition of "Recommended Standards for Wastewater Facilities" (a/k/a Ten State Standards). A sanitary sewer basis of design is required to be included on the plans for all sanitary sewer extensions.
- 3.1.7. A grease interceptor will be required for all food service operations. No connections for domestic waste will be allowed to the interceptor.
- 3.1.8. Downspouts, weep tile, footing drains, sump pump discharges, or any conduit, that carries storm or ground water shall be discharged to grade and shall not connect directly to any combined or sanitary sewer.
- 3.1.9. An itemized quantity list for all proposed sanitary sewer construction must be included on the plans.
- 3.1.10. Sanitary sewers will be required across the entire frontage of the site.
- 3.1.11. All public sanitary sewers must be located within a 20' wide easement or public road right-of-way. Easements should extend 10' beyond the last manhole. Sketches and descriptions of both the parcel and easement will be required. The documents shall contain a provision to prohibit the construction of any above ground structures within the limits of the easement. The easement width may be increased depending on the proposed sewer depth, soil conditions or adjacent facilities.

3.2. Design Requirements

- 3.2.1. At all connections to the City's Sanitary System or extension thereto, in the first manhole upstream from the connection, provide a water-tight bulkhead with a 1" diameter pipe through the bulkhead for measuring infiltration immediately upstream. Also, a one-foot sump at the base of the manhole shall be provided.
- 3.2.2. The minimum allowable size of a public sanitary sewer is 8" diameter.

- 3.2.3. The following table of minimum slopes and maximum manhole (MH) spacing for sanitary sewers shall be adhered to. Additional diameters and grades are provided in the Ten States Standards document.

<u>Diameter</u>	<u>Minimum Grade</u>	<u>MH Spacing (Min.)</u>
8"	0.40%	300 Feet
10"	0.28%	300 Feet
12"	0.22%	350 Feet
15"	0.15%	350 Feet
18"	0.12%	350 Feet
21"	0.10%	350 Feet
24"	0.08%	400 Feet

- 3.2.4. The last upstream run of sewer must be at a grade of 1.00% or greater.
- 3.2.5. The minimum slope for 6" diameter building leads is 1.00%. Cleanouts are required every 100 feet and at all bends.
- 3.2.6. A monitoring manhole is required on the sanitary lead for all non-residential connections to the sanitary sewer system. The monitoring manhole can only have one (1) lead running through it. It must be located on a straight run of lead and cannot be a manhole on a public sewer main.
- 3.2.7. Each building structure shall have a separate individual sanitary service lead connected to a public sanitary sewer.
- 3.2.8. Sanitary sewers will not be approved in the rear lot easement.
- 3.2.9. The following information shall be indicated on the sanitary sewer profile:
- a) Length of run between manholes.
 - b) Type, class, size and slope of pipe.
 - c) Class of bedding.
 - d) Rim elevation of all manholes.
 - e) Existing and proposed ground elevation line above the route of the sewer.
 - f) A logical numbering system for manholes shall be included.
 - g) Invert elevations of all sewer at manholes.
 - h) Location and limits of sand backfill where required.
 - i) Location and elevations of crossings with other utilities.
- 3.2.10. Under any design the sewer shall be deep enough to reasonably serve, by gravity, a standard depth basement.
- 3.2.11. Sanitary sewer shall be placed on the opposite side of the street from the water main and shall have a horizontal separation of at least 10 feet.
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- 3.2.12. Per WRC Details, internal drop connections are required at manholes where the invert of the outlet pipe is 18 inches or more below the invert of the inlet pipe.
- 3.2.13. Where the proprietor must extend the sanitary sewer from off-site, the proprietor shall extend sanitary sewer leads to the property line of all adjacent property on both sides of the right-of-way the entire length of the off-site sanitary sewer extension.
- 3.2.14. In new subdivisions, all service leads shall be sand backfilled and extended a minimum of ten (10) feet past the property line or to the easement line, whichever is greater.
- 3.2.15. The plan and profile view of the proposed sanitary sewer shall generally be shown on the same sheet.
- 3.2.16. Maximum flow velocity for pipe flowing full shall be maintained by matching the eight-tenths point of the diameter depth above invert for pipe size increases.
- 3.2.17. Provide a drop of 0.10 feet in the downstream sewer invert for a direction change of 30 degrees or greater to compensate for velocity head loss of the incoming flow.
- 3.2.18. Service leads and common header pipes for multiple and commercial properties shall be a minimum of 6 and 8 inches in diameter, respectively, with a minimum slope of 1.0%.
- 3.2.19. Private sanitary sewer leads exceeding 100-feet, although not a public sewer, may require calculations, a profile plan, inspection and testing. Each site will be considered individually by the DPW and Community Development Departments.
- 3.2.20. All existing and proposed sewer service leads shall be clearly shown on the plans.
- 3.2.21. Proposed sewer service leads are regulated by the City of Berkley adopted plumbing code requiring a minimum of 1% slope. Proposed building sanitary sewer leads shall not be connected to existing or proposed storm drain systems or outlet pipes.

3.3. *Materials*

- 3.3.1. Service leads installed with the lateral sewer shall be a minimum of 6 inches in diameter and shall be Schedule 40 PVC or SDR 23.5.
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- 3.3.2. New sanitary sewer manholes must be water-tight and shall be pre-cast sections with modified grooved tongue joints with rubber gaskets, conforming to A.S.T.M. Designation, C-478. Also, a butel rubber coating around the casing and cone shall be provided for all new manholes as noted on the City 's or its agent's standard detail sheet.
- 3.3.3. Main line sewer shall be Solidwall SDR 26, or RCP, C-76, Class IV or V, or approved equal.

3.4. *Installation*

- 3.4.1. No sanitary sewer installation or portion thereof shall have infiltration exceeding 100 gallons per inch diameter per mile of pipe per 24-hour period.
 - 3.4.2. Each end of a service lead shall be marked by setting a 2" square wooden stake vertically above the end of the lead.
 - 3.4.3. Each tee or end of service lead shall have water-tight and airtight stopper of compatible joint material and shall be adequately braced to withstand exfiltration and/or air test pressure.
 - 3.4.4. When existing manholes are to be tapped, a hole of the appropriate diameter shall be core drilled through the wall of the manhole. A watertight fitting shall be used to connect the pipe into the manhole.
 - 3.4.5. At all times when laying of new pipe is not actually in progress, the upstream end of the pipe shall be closed by temporary watertight plugs or by other approved means. If water is in the trench when work is resumed, the plug shall not be removed until the danger of water entering the pipe has passed.
 - 3.4.6. A minimum of 30 days after installation and prior to acceptance, all sewers shall be subjected to infiltration, air or exfiltration tests, or a combination thereof, in accordance with the following requirements, prior to acceptance of the system by the City of Berkley and prior to removal of the bulkhead.
 - 3.4.7. All sewers over 24" diameter shall be subjected to infiltration tests. All sewers of 24" diameter or smaller, where ground water level above the top of sewer is over seven (7) feet, shall be subjected to an infiltration test.
 - 3.4.8. All sewers of 24" diameter or less, where the ground water level above the top of the sewer is seven (7) feet or less, shall be subjected to air tests or exfiltration tests.
 - 3.4.9. A minimum of 30 days after installation and prior to the acceptance of new
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mainline sanitary sewer systems, a televised inspection of each section of the mainline shall be conducted from manhole to manhole. Video and log of this inspection shall be submitted to the Community Development Department to document the current condition of the sanitary system at the time of the utility acceptance. The video and log shall be consistent with the Standards of the City of Berkley.

SECTION 4: STORM SEWER

All construction must conform to the current Oakland County Water Resources Commissioner standards and/or as specified herein.

4.1. Design Requirements

- 4.1.1. Storm sewer systems shall be designed for a ten-year intensity rainfall. The Rational Method for arriving at storm sewer runoff shall be used. An "n" value of 0.013 shall be used for concrete pipe.
- 4.1.2. The formula for a ten (10) year rainfall intensity shall be equivalent to $I = 175/(T+25)$ in which T is the time of concentration (minutes), and I is the intensity (inches per hour).
- 4.1.3. The initial T is generally 20 minutes for residential areas and 15 minutes for high runoff areas.
- 4.1.4. The consulting engineer shall use the following minimum values for "C", the runoff coefficient, in the "Rational Formula" of computing storm water flows ($Q = CIA$) or as per the current Oakland County standards.

Impervious Hard Surfaces	C = 0.90
Gravel Surface	C = 0.50
Vegetated/Turf Surface	C = 0.20

Other values of the runoff coefficient may be used or required at the discretion of the City's Engineer for such areas as parks and open-spaces or unusual sites.

- 4.1.5. Sufficient capacity shall be provided in the storm sewer system to take fully developed tributary upstream drainage into the system. When a storm sewer is designed to provide capacity for upstream areas, the hydraulic gradient shall remain in the pipe.
- 4.1.6. Storm sewer design calculations, including a drainage area map shall be included on the engineering plans. The storm district map shall show all on-

site and off-site drainage districts. A minimum 1" = 50' scale is allowed. The district limits must be overlaid on a proposed grading plan for the site.

4.1.7. All public storm sewers must be located in a public right-of-way or an easement. The minimum storm sewer easement shall be 12 feet. The easement size will vary as required for maintenance and access. Any storm sewer that accepts runoff from abutting property or public right-of-way must be placed in a minimum 12-foot storm sewer easement.

4.1.8. If a storm sewer is designed to take on-site drainage only, the hydraulic gradient must be no higher than one (1) foot below ground. When the hydraulic gradient is above the top of the sewer pipe, the design elevation of the hydraulic gradient shall be indicated on the profile at each manhole.

4.1.9. Storm water detention is necessary for all developments in the City. See Section 5, Storm Water Detention / Retention Facilities, for details.

4.1.10. Manholes shall be located as follows:

- a) All changes in alignment
- b) Points where the size of the sewer changes
- c) Points where the grade of the sewer changes
- d) The junction of sewer lines
- e) Street intersections or other points where catch basins or inlets are to be connected.

4.1.11. Manhole and catch basin spacing for storm sewers shall be as follows:

<u>Diameter of Sewer</u>	<u>Maximum Spacing</u>
12" – 15"	400 ft.
18" - 21"	400 ft.
24" - 30"	450 ft.
36" & 42"	500 ft.
48" & larger	550 ft.

Spread calculations will be required to verify inlet spacing and ensure drainage coverage.

4.1.12. The minimum size of a public storm sewer is 12-inch diameter.

4.1.13. Connection must be made at manholes or catch basins. Blind taps are not allowed.

4.1.14. The following information shall be indicated on the storm sewer profile:

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- a) Length of run between manholes.

- b) Type, class, size and slope of pipe.
- c) Class of bedding.
- d) Rim elevations of all manholes.
- e) Existing and proposed ground elevations above the route of the sewer.
- f) A logical numbering system for manholes shall be included.
- g) Invert elevations of all sewers at manholes.
- h) Locations and limits of sand backfill, where required.
- i) Locations and elevations of crossing with other utilities.

4.1.15. The following table of minimum slopes for storm sewers shall be adhered to:

Size and Minimum Slope

12" @ 0.48%
15" @ 0.36%
18" @ 0.28%
21" @ 0.23%
24" @ 0.17%
27" @ 0.16%
30" @ 0.15%
36" @ 0.12%
42" @ 0.12%
48" @ 0.10%

4.1.16. The minimum velocity may not be less than 3 feet per second in a pipe flowing full. The maximum velocity in storm sewers shall be ten (10) feet per second. The contents of a larger pipe will never be discharged into a smaller line even though the slope may be steeper for the smaller line. This principle does not apply, however, to a restricted opening or discharge.

4.1.17. Where possible provide a minimum of three (3) feet of cover from the top of curb (or road centerline) to the top of any storm sewer.

4.1.18. For subdivisions, storm sewers shall be located in the public road right-of-way or in easements adjacent to the public road right-of-way. Storm sewers shall not be located in rear yards except to pick up rear yard drainage or for sump pump discharge lines.

4.1.19. At all pavement catch basins and inlets, forty (40) lineal feet (twenty in each direction) of six (6) inch edge drain shall be constructed at the back of curb line in each direction, backfilled with pea gravel and includes fabric. Additional edge drain may be required as directed by the City Engineer. Public roads require edge drain along all new or replaced curb and gutter.

- 4.1.20. No more than 1.0 acre of area shall be tributary to one standard catch basin. Catch basins may be placed side by side to provide additional capacity. Detailed spread calculations shall be provided to ensure appropriate drainage coverage.
- 4.1.21. A maximum of 900 feet of drainage is allowed to any catch basin from two (2) directions.
- 4.1.22. Where lateral storm sewers are proposed, all new homes must be constructed with sump pumps which discharge to an underground pipe connected to an underground public rear yard drain or storm drain. The sump pump discharge lead shall be a minimum of four (4) inch diameter. The lead shall be constructed at a minimum 1.0% grade and connected to a structure. No blind taps are allowed.
- 4.1.23. The minimum grade for swales and ditches shall be 1.0%. All ditch slopes greater than 3.0% will require sod vegetation. Ditch slopes greater than 5.0% will require rip rap and/or check dams.
- 4.1.24. For residential developments and redevelopments, rear and/or side yard catch basin(s)/inlet(s) may be required unless stormwater drainage can be maintained on site and be positively directed and ultimately discharged to the nearest stormwater collection system in the City right-of-way/street via surface (ditch/swale/sheet flow) drainage.

4.2. Materials

- 4.2.1. Pipe for storm sewers within the public right-of-way or under any pavement shall be C-76 reinforced concrete pipe conforming to Classes IV or V, or PVC if approved by a geotechnical consultant and approved by the City. Special bedding and backfill will be required.
 - 4.2.2. Pipe outside the influence of the public right-of-way and outside of any pavement may be double-walled, High Density Polyethylene (HDPE) with smooth interior and annular exterior corrugation meeting requirements of ASTM F2306 if approved by a geotechnical consultant and approved by the City. Special bedding and backfill will be required.
 - 4.2.3. Joints for storm sewer shall be tongue and groove premium joints with rubber gaskets.
 - 4.2.4. All lead material shall be schedule 40 PVC.
 - 4.2.5. Storm manholes are to be a four-foot (4') diameter minimum with an eccentric cone. Catch basins are to be a minimum four feet (4') diameter
-

with a two (2) foot sump and an eccentric cone. There must be a 3-foot minimum to the top of the pipe but eccentric cones may require more than 3-feet. Inlets may be a two (2) foot diameter. All storm structures must conform to ASTM C-478.

4.3. Installation

- 4.3.1. All storm sewers shall be installed on Class II Sand bedding or better.
- 4.3.2. A prefabricated bar screen shall be installed on all storm sewer culvert end sections eighteen (18) inch in diameter and larger.
- 4.3.3. Refer to the standard detail sheets for additional material and construction standards.
- 4.3.4. HDPE sewers may require deflection testing with a nine-point mandrel a minimum of 30 days after installation. At no point will the pipe have out of round deflections greater than five (5) percent of normal pipe diameter.

SECTION 5: STORM WATER DETENTION / RETENTION FACILITIES FOR NEW SUBDIVISIONS, SITE CONDOMINIUMS AND COMMERCIAL DEVELOPMENTS

All construction and land activities must conform to the current Oakland County Water Resources Commissioner standards and/or as specified herein.

This article is intended to specifically apply to stormwater detention/retention which is a prevailing need where the absence of detention/retention could endanger the property, health, safety and general welfare of the residents and property owners of the city.

Further, the purpose of this article is to regulate the rate of stormwater runoff flow from land within the city in order to protect the public health and minimize the problems resulting from an overloading of the city sewer system.

For clarification, while stormwater detention and retention are both methods used to manage and control, or reduce the peak flow of stormwater runoff, helping to mitigate the impacts of stormwater runoff and reduce the strain on drainage systems, they serve different purposes. **Stormwater detention** involves temporarily holding stormwater and then slowly releasing it at a controlled rate to prevent flooding and erosion downstream as well as reducing the risk of damage to downstream infrastructure. Detention can be achieved by constructing detention basins/ponds, underground tanks, sewer pipe networks, or other structures designed to temporarily store stormwater. **Stormwater retention** involves the capture and storage of stormwater, allowing it to infiltrate into the ground or to evaporate over time, which can help to recharge groundwater and reduce the volume of stormwater entering the drainage system. Retention can similarly be achieved by constructing infiltration basins/ponds, bioretention areas, rain gardens, wetlands, underground tanks or storage pipe networks, or other structures designed to capture and hold stormwater.

5.1. **General**

- 5.1.1. Storm water detention/retention is required for all developments in the City.
- 5.1.2. Detention basins shall be designed to detain improved storm water over the developed areas on site. The applicant is not required to detain water from offsite areas in the drainage district.
- 5.1.3. All land activities shall comply with the current Oakland County Water Resources Commissioner (OCWRC) Stormwater Engineering Design Standards with the exception of the one (1) acre or greater requirement for stormwater management in that the City of Berkley requires all land activities regardless of size to be governed by OCWRC's design standards unless otherwise described herein.
- 5.1.4. If the stormwater system is proposed to be a retention system with no outlets, the system will be required to hold two 100-year storms.
- 5.1.5. All projects are required to provide adequate sediment and erosion controls in order to ensure no offsite sedimentation collects transports into adjacent properties, sewer systems, and public rights-of-way, regardless of size.
- 5.1.6. Drainage from a new development, renovation or addition shall not be diverted onto abutting private property. Drainage from a new development, renovation and addition requiring detention shall be directed to the detention basin. Discharge from the basin and overflow shall not be diverted onto abutting private property.
- 5.1.7. The stormwater detention requirements for developments less than one (1) acre in area are as follows:

Detention Table for Commercial Developments and Residential Subdivisions and Site Condominiums with a parcel size of 1 Acre or less

Development Area (acres)	Detention Volume Required (Cubic Feet)	Maximum Outlet (CFS)	Minimum Outlet Requirements
0.91 to 1.00	8,000	0.97	4 - 2" Orifices
0.81 to 0.90	7,200	0.73	3 - 2" Orifices
0.71 to 0.80	6,400	0.73	3 - 2" Orifices
0.61 to 0.70	5,680	0.49	2 - 2" Orifices
0.51 to 0.60	4,780	0.49	2 - 2" Orifices
0.26 to 0.50	4,000	0.49	2 - 2" Orifices

5.2. ***Project Variances/Exceptions***

- 5.2.1. Developments, renovation or additions of less than 0.26 acres or 11,325 square feet in area will not require stormwater runoff detention/retention at the time of the improvement. For such case, a restrictive covenant must be executed by the property owner and recorded with the Oakland County Register of Deeds stating that when the next future improvement occurs on the property which will make the accumulated area of existing improvement and the future improvement greater than 0.26 acres or 11,325 square feet, the property owner will make the stormwater detention/retention improvements as specified in this article on the accumulated area.
- 5.2.2. The City shall have the authority to grant variances/exceptions to the detention requirements as contained within this section if the area of the proposed development is between 0.26 and 0.50 acres and upon reasonable written demonstration of practical and/or financial difficulty by the Applicant related to stormwater detention compliance and/or exceedance of the project budget which would cause the project to be delayed or abandoned. Circumstances may include limited buildable area, special zoning requirements, parking requirements, other site restrictions, etc. Regardless of any variance/exception granted, the City will maintain the minimum requirement for the Applicant to detain stormwater runoff from the proposed *improvement(s)* on the site.
- 5.2.3. Renovations and additions that do not involve parking lot, private street, drive or sidewalk removal and replacement, will not require stormwater runoff detention/retention at the time of the improvement, unless adequate undeveloped land is available for detention/retention on the property. If stormwater detention/retention is not included as part of the renovation, a restrictive covenant must be executed by the property owner and recorded with the Oakland County Register of Deeds stating that when the next future improvement occurs on the property under this article, the property owner will make the stormwater detention/retention improvements as specified in this article on the accumulated area.

5.3. ***Method Used***

The Oakland County Water Resources Commissioner (OCWRC) Stormwater Engineering Design Standards, subtitled the “Requirements, Rules, and Design Criteria for Stormwater management”, as made available by the Oakland County Drain Commissioner's office, shall be utilized in the design and implementation of all stormwater topics, including, but not limited to, determining the volume of detention/retention required; stormwater management; flood control; long term stormwater infrastructure maintenance; and low-

impact development (LID) techniques, or “green infrastructure” to reduce runoff and pollution, improve water quality, and promote soil conservation. The Planning Commission and City Council may determine alternate requirements as deemed necessary and advisable during the course of their special land use permit and site plan review process.

As per the OCWRC, underground detention facilities will be allowed on sites where traditional stormwater management measures are not feasible and will be evaluated on an individual basis. The underground facility must comply with all standards imposed on traditional facilities; including, but not limited to, a restricted outlet, overflow structure, overflow route, and a perpetual maintenance plan.

5.4. ***Design Requirements***

- 5.4.1. Detention and retention facilities design shall follow the Oakland County Water Resources Commissioner (WRC) current Stormwater Engineering Design Standards. Developments that do not meet these requirements will, at a minimum, meet the standards in this section of the City of Berkley Engineering Design Standards.
- 5.4.2. Leaching systems may be designed with a maximum infiltration rate of six (6) inches per hour and store a volume equal to a 100-year storm. Sufficient data must be available to support the use of a leaching system. In no case shall the infiltration rate be greater than 0.2 cfs per acre. A form of sediment control must be provided with all leaching systems.
- 5.4.3. Sediment control system must provide 80% removal of the annual total suspended solids (TSS) based on a 100-micron particle size and treat 100% of the runoff from the 1-year/24-hour storm event. Rain events in excess of the 1-year/24-hour event must bypass the system without causing re-entrainment of floatable contaminants.
- 5.4.4. A minimum of 12 inches of freeboard must be maintained for all systems. All building openings must be above the freeboard elevation.
- 5.4.5. All basins shall be required to be designed to drain by gravity unless designed with a permanent water elevation. Detention basins designed to utilize pumps for dewatering will not be permitted.
- 5.4.6. Where a retention basin will be utilized, it is the developer’s engineer’s responsibility to provide documentation to confirm that the soils in the area of the basin can infiltrate at a minimum rate of six (6) inches per hour. In no case shall the infiltration rate be greater than 0.2 cfs per acre. This information shall appear on the engineering plans. A leaching basin will be

required for all retention systems unless the ground water level is within two (2) feet of the outlet.

- 5.4.7. All open detention basins must be fenced if the side slopes exceed 1 vertical to 5 horizontal. This may be waived by the City if the design of the basin is an integral part of the landscaping and the location and depth does not present a potential hazard. The maximum side slope for a basin with fencing shall be 1 vertical to 3 horizontal.
- 5.4.8. A 20-foot-wide access easement must be provided to all basins.
- 5.4.9. An agreement for the long-term operation and maintenance of detention / retention facilities must be completed by the developer and submitted to the City prior to final acceptance of the as-built record drawings.
- 5.4.10. Calculations for the runoff coefficients, detention volume and restrictor sizing shall be clearly shown on the proposed detention/grading plan(s).
- 5.4.11. Outlet detail or details shall be clearly shown on the plans. Restrictor size, type and location shall be clearly indicated on utility plans. The 100-year free overflow shall be clearly labeled with the appropriate calculations and details.
- 5.4.12. As built plans shall be provided for all detention areas. Plans shall clearly indicate sufficient site grades; water surface contours and revised calculations based on the as-built grades verifying that the required volumes have been met. Deficiencies in detention storage volume shall be addressed with plans to provide the required detention volumes.
- 5.4.13. The City of Berkley will require approval prior to construction to alter or regrade any area that provides storm water detention storage (swale, pond, pipe system, paved surface, etc.) or provides freeboard for a detention system (berms, landscaping, curbing, walls, etc.) Upon completion of the site work, an as built plan will be required to verify the restricted outlet, site grading and detention storage volumes in comparison to originally approved grades and volumes. Storm Detention and Right-of-way work shall be completed and approved prior to the City signing off on any final occupancy permit or other approval.
- 5.4.14. One detention volume calculation shall be made for the entire site. Previous hard surface improvements that required detention or a lien shall be included in calculation. Cumulative hard surface improvements shall be shown on the plan and labeled accordingly with the areas of improvement and dates of construction.

- 5.4.15. The minimum size outlet pipe shall be 8" diameter. Manholes shall be provided at each connection to public sewers of 15" or less and at all pipe junctions 10" and larger.
- 5.4.16. Restrictors shall be sized to discharge at the appropriate rate. To minimize the potential for orifice clogging, the minimum size restricted orifice is 2" in diameter. All restrictors and their respective calculations shall be indicated on the plans. The total cumulative discharge from all restrictors shall equal the site total discharge.
- 5.4.17. The restricting outlet structure (manholes and catch basins) shall be 48" minimum diameter with a 2' minimum sump, or approved alternative.
- 5.4.18. The City of Berkley shall retain the authority to approve/deny the construction of detention basins within public utility easements based on potential impacts to public utilities.
- 5.4.19. No structure shall be installed within a detention basin that may allow the circumventing of detained water storage. Detention basins shall not be installed above any utility structure, manhole, water gate well, electrical handhole, etc. or within the limits of trash enclosures or any building.

SECTION 6: GRADING FOR SUBDIVISIONS, SITE CONDOMINIUMS AND COMMERICAL DEVELOPMENTS

6.1. *General*

- 6.1.1. A grading plan is required for all developments. Rear yard storm drainage systems are required for all residential development and redevelopment projects. Refer to Section 4: Storm Sewer herein and Chapter 26 – Article VII (Building and Building Regulations) of the Berkley Code of Ordinances.
- 6.1.2. The grading of the proposed development shall not create drainage problems, or make existing drainage problems worse, on adjacent property. If necessary, storm drains shall be extended to the adjacent property to alleviate drainage problems.
- 6.1.3. A building permit shall not be issued until a grading plan has been submitted to the City and approved.
- 6.1.4. A soil erosion permit is required for all earth disruption over 1.0 acre, or as

deemed necessary by the permitting agency. It is the responsibility of the developer to inquire with the appropriate agency regarding the necessity of a permit.

6.2. ***Design Requirements***

- 6.2.1. First floor and basement (where applicable) elevations for each proposed structure or building shall be shown on the plans.
- 6.2.2. The grades of existing adjacent buildings, drainage structures and streets shall be shown. The actual surveyed grades of existing adjacent ground and yards shall be shown on a grid pattern up to a minimum of 100 feet from the property line. The drainage pattern of all adjacent existing land shall be indicated.
- 6.2.3. The grading plan shall be designed to ensure that if a failure or overflow occurs within the storm system, water will drain away in overland swales without flooding houses.
- 6.2.4. The finished grade shall be compatible with the grades of surrounding buildings, roads, yards and with the existing ground at the proposed house. Finished grade set below the crown of the road will require that all stormwater is intercepted and routed so that it does not adversely impact any buildings.
- 6.2.5. All existing and proposed ground grades are to be in tenths of a foot.
- 6.2.6. Rear yard swales shall be no longer than 400 feet before being intercepted by a catch basin and shall have a minimum grade of 1.0%.
- 6.2.7. The proposed side yard swale elevation shall be shown between all buildings. This elevation must be a minimum of 0.5 feet below the lower adjacent house grade. The side yard swale must have a minimum slope of 1.0% to the front and rear.
- 6.2.8. General direction of flow of the rear yard drainage and swales must be indicated with arrows.
- 6.2.9. The maximum allowable side slope grade shall be 1 vertical to 4 horizontal.
- 6.2.10. The proposed ground elevations shall be indicated at each lot corner and top of curb or edge of pavement.
- 6.2.11. The maximum driveway slope is 8.0%. The slope of the driveway shall be

labeled on the plans.

- 6.2.12. Proposed retaining wall designs will require review by the City's Consulting Engineer at the City's discretion.

SECTION 7: PAVING & PRIVATE ROADS

7.1. *General*

- 7.1.1. For both public and private roadways proposed in the City, the City of Berkley, in conjunction with the Road Commission for Oakland County's design standards for subdivisions will be utilized as the basis for the design unless modified in this section.
- 7.1.2. Alternative paving designs for private roads/driveways may be submitted to the City for consideration at the time of Site Plan Review. They will be reviewed by the City's Consulting Engineer and recommendations will be made to the City. Such alternative paving designs shall only be acceptable in those instances where the City finds that the proposed design will provide an acceptable level of serviceability, ease of maintenance and are consistent with other paving in similar areas elsewhere in the City.
- 7.1.3. For roads under the jurisdiction of the Road Commission for Oakland County (RCOC) or the Michigan Department of Transportation (MDOT), all improvements shall be designed to meet their requirements.
- 7.1.4. Acceleration, deceleration and passing lanes designed in accordance with RCOC/MDOT standards are required at all road entrances that front on paved major roads unless waived by the RCOC/MDOT.
- 7.1.5. Alternate horizontal and vertical alignments may be considered with written approval from the City Public Safety Department.

7.2. *Design Requirements*

- 7.2.1. The minimum outside radius of a cul-de-sac (back of curb) shall be fifty (50) feet. The back of curb inside radius shall be twenty (20) feet. All right-of-way radii shall be sixty (60) feet minimum.
- 7.2.2. Alternate horizontal and vertical alignments may be considered with written approval from Public Safety.
- 7.2.3. Roadways shall have a minimum of two (2) 12-foot lanes with curb and gutter or 28-foot- wide back of curb to back of curb.

- 7.2.4. A boulevard section may be allowed in an enlarged right-of-way. Pavement widths shall be at least twenty-four (24) feet for all boulevard streets (back of curb to back of curb). The distance from the property line to curb shall be sixteen (16) feet on boulevards. The minimum island width shall be ten (10) feet and maximum sixteen (16) feet. The nose of the boulevard island shall be set back at least twelve (12) feet from the edge of pavement of the intersecting street.
- 7.2.5. Vertical curves are necessary when a change in grade of 1.0% or more occurs. The minimum length of vertical curve shall be 100 feet.
- 7.2.6. The minimum pavement vertical grade for roadways shall be 0.40% when concrete curb and gutter is provided, 1.0% with open ditch and the maximum allowable grade on any roadway is 8.0%.
- 7.2.7. The maximum cross slope on a cul-de-sac is 3.0%.
- 7.2.8. All proposed roadways shall be profiled. The pavement profile view shall include:
- 7.2.9. Elevations at each station for the top of curb, or at centerline if not curbed.
- 7.2.10. Existing ground elevations at the center of the right-of-way, and 30 feet either side of the centerline.
- 7.2.11. Station and elevations of all high points, low points, grade-breaks and necessary information at vertical curves. Grades for vertical curves must be indicated at twenty-five (25) foot intervals.
- 7.2.12. The station and top of curb grade of all pavements catch basins and inlets.
- 7.2.13. The pavement radius at all intersections of all roads shall be a minimum twenty-five (25) feet.
- 7.2.14. Finish grade of all structures shall be indicated in the plan and profile views.
- 7.2.15. The minimum pavement cross-section for a residential road is four (4) inches of hot mixed asphalt (HMA) on eight (8) inches of aggregate. A thicker HMA, or possibly a nonreinforced six (6) inch to eight (8) inch concrete section, may be required by the City depending on the average daily traffic volumes as well as percentage of truck traffic. Additional layers and types of aggregate may be required depending on the type and condition of the

subsoils determined during the geotechnical investigation when pavement cores and soil borings are extracted. Pavement designs, based on geotechnical investigation and recommendation, shall be submitted for review by the City's Consulting Engineer at the City's discretion.

- 7.2.16. The minimum commercial parking lot pavement cross-section is four (4) inches of hot mixed asphalt on eight (8) inches of aggregate or six (6) inches of concrete on six (6) inches of aggregate. Thicker cross sections (either or both the pavement and the aggregate section) for commercial parking lots may be required depending on the underlying soil conditions and/or as directed by the City.
- 7.2.17. All sidewalks are to be concrete and a minimum of four (4) inches thick on four (4) inches of Class II sand. Sidewalk ramps and sidewalk flags that cross driveways must be six (6) inches thick.

7.3. *Materials*

- 7.3.1. The subgrade material for paved private roads and parking lots shall be 21AA crushed concrete or limestone aggregate or as deemed necessary by the Developer or the City and/or its Consulting Engineer.
- 7.3.2. The HMA mix for private roads and parking lots shall meet current MDOT standards.
- 7.3.3. Concrete shall be mixed, placed, tested and cured as per current MDOT standards.

7.4. *Installation*

- 7.4.1. The installation of private roads and parking lots within the City may require inspection by the City Department of Public Works and/or the City Consulting Engineer at the following stages:
 - a) After the sub grade has been rough cut to the plan elevation.
 - b) After the placement of the aggregate base or aggregate roadway surface.
 - c) Full-time during the placement of the pavement (where applicable).
 - d) After all the required vegetation has been established.

Appendix A

CITY STANDARD CONSTRUCTION NOTES

The following notes shall be placed on ALL engineering plans. They may be modified when appropriate.

City of Berkley Standard Construction Notes

1. A preconstruction meeting must be scheduled with the City of Berkley Department of Public Works (DPW) prior to the start of construction (schedule, insurance, bonds, info. flyer).
2. The DPW and/or City's Engineering Consultant will complete site inspections for all work within the City right-of-way or along public utility corridors. Please contact the DPW a minimum of two days prior to commencement of any site work at 248-658-3490.
3. The City recommends the applicant and/or contractor video or photograph the project area prior to the start of construction as documentation of existing conditions.
4. All existing gate valves and hydrants are to be operated only by the City's Department of Public Works personnel. At no time shall the Contractor operate these facilities himself. The Contractor shall contact the Department of Public Works a minimum of 48 hours in advance of the need to schedule these activities and operations.
5. Use of a public fire hydrant will require a City meter with appropriate backflow prevention. Arrangements must be made with the DPW prior to construction. The current fee can be obtained at the City's Department of Public Works and is adjusted periodically.
6. The contractor shall take appropriate measures to protect public and private trees in the work area as detailed in Section 130-44(d) of the City Code. Any damage to trees shall be reported to the City.
7. The work area must be kept clean and dust free. Contractor will provide street sweeping as necessary.
8. Concrete trucks will not be permitted to wash out into the City's combined sewer system or catch basins.
9. Two-way traffic must be maintained for any work within the public roadway with traffic control devices in place according to the MMUTCD, latest edition.
10. Temporary road repairs must be checked and maintained on a daily basis.
11. Existing pavement shall be removed at existing joints and sawcut full depth prior to removal.
12. Compacted sand backfill meeting MDOT Granular Material, Class IIA requirements will be required for all trenches and excavations on this project, and acceptable backfill material meeting all specified requirements is expected to be imported for this use. All backfill is to be placed and compacted to a 95% maximum density regardless of whether the area is within the roadway or the greenbelt.
13. New concrete pavement shall match existing cross section - minimum 6" thick on a compacted 21AA aggregate base with epoxy coated #5 (1") dowels, 18" long, grouted in place, 12" on center on all sides. Further, full length dowels are to be installed through the

curblines. Placement of concrete below 40 degrees Fahrenheit will not be accepted.

14. It is the responsibility of the contractor to call MISS DIG at least three (3) days prior to job start.
15. The contractor is responsible for all damage to public utilities, pavement, curb, curb and gutter, and sidewalk in the public right-of-way.
16. All soil erosion and sediment must be controlled and contained on site. All public drainage structures requiring cleaning shall be completed prior to final inspection by the City.
17. City will require certification of the constructed storm detention system by way of a signed/sealed letter by the Applicant/Developer's Design Engineer. It is assumed that the Design Engineer will be in the field during this phase of construction, in particular, so they can confirm it was properly constructed.
18. ADA compliant ramps with detectable warning (Brick Red color, ADA Solutions or approved equal, 24" x 48") are required for any ramps disturbed during construction.
19. Trash collection shall not be interfered with by the Contractor's operations.
20. ADA Detectable Warning Surface Plates must be in accordance MDOT standards.
21. The Contractor must install temporary fencing to protect the public from equipment and any open excavations, as required, and around the trees that are to remain, prior to construction. Refer to Chapter 106, Article VII, Section 106-304 for fencing requirements.
22. Silt sacks are to be installed in all drainage structures prior to the start of construction and be in place for the duration of the project to aid in prohibiting debris from entering the sewers.

Appendix B

SITE PLAN (FINAL/ENGINEERING) REVIEW CHECKLISTS

1. ENGINEERING (COMMERCIAL DEVELOPMENTS)
2. ENGINEERING (RESIDENTIAL DEVELOPMENTS)
3. “AS-BUILT” REQUIREMENTS

Project Name: _____
SDA Project Number: _____
Reviewed By: _____

City of Berkley

Tentative Site Plan Review Checklist:

References for additional information:

Berkley Engineering Standards	J:\BK\BKGEN\Ordinances & Processes
Berkley Standard Construction Notes	J:\BK\BKGEN\Ordinances & Processes

(See Berkley Engineering Standards page 1 for the additional 11 references)

As-Builts

Review existing as-built site information from the following folder: J:\BK\As-Built Plans. Save a copy of any as-builts relative to the proposed development within an "As-Builts" folder in the Site Plan review.

Cross check as-builts with information in the GIS once this feature is made available to ensure no conflicts.

General

- ☐ Note the location of the proposed development, total site acreage, existing site use, and proposed site use.
- ☐ Note any proposed site changes (i.e. lot split/combination, environmental impacts)

Water Main

- ☐ Note the location and size of any existing watermain located on or within the surrounding areas of the proposed development.
- ☐ Note the location and size of proposed watermain in the proposed development.
- ☐ Note if the water main is private or public. All public water main outside of the roadway ROW will need to be accompanied by a 20-foot easement.

Sanitary Sewer

- ☐ Note the location and size of any existing sanitary sewer located on or within the surrounding areas of the proposed development.
- ☐ Note the location and size of proposed sanitary sewer in the proposed development.

- ☐ Note if the sanitary sewer is private or public. All public sanitary sewer outside of the roadway ROW will need to be accompanied by a 20-foot easement.
- ☐ Leads shall be abandoned and the proposed sewer lead must include a new connection as approved by DPW.
- ☐ If no proposed sanitary sewer is shown, provide the following statement. "CCTV inspection footage must be provided to confirm whether the existing sanitary sewer lead may be reused or if replacement is necessary during engineering review."

Storm Sewer / Site Grading

- ☐ Note the location and size of any existing storm sewer located on or within the surrounding areas of the proposed development.
- ☐ Note the ultimate drainage outlet for stormwater management on site. Storm water detention/retention is required for all developments in the city. Except if less than 0.26 acres or 11,325 square feet in area.

Site Paving

- ☐ Note the location and size of any parking areas, driveways, truck docks, and overall traffic circulation.
 - If there are concerns about traffic circulation around the site, request a vehicle turning plan for either the largest delivery vehicle on site or at a minimum, garbage trucks and emergency vehicles.

Preliminary Engineering Review

The following information is to be included in the plan set. If any information is missing, note in this checklist and make note in the review letter under the specific topic above.

- ☐ Provide the following note: "Provide the cost estimate for construction of all the underground utilities and paving and grading to be installed with this project. The engineering review and construction inspection fees that we will compute based on the said estimate must be submitted to the City of Berkley prior to engineering plan review and approval."
- ☐ Applicable WRC Standards Details must be included on the plans.
- ☐ Applicable RCOC Standards Details must be included on the plans
- ☐ The City of Berkley Standard Details must be included on the plans.

General Information

- ☐ The name, address and telephone number of the property title owner/developer.
- ☐ The professional seal and signature, name, address and telephone number of the person or firm preparing the site plan.

- ☐ The name and address of the proposed project.
- ☐ Scale, north arrow and date of preparation on all civil plan sheets, including any revision dates.
- ☐ The legal description of the property, including sidwell number, as determined by an existing title policy or a recent boundary survey. Acreage parcels shall be described in metes and bounds. Platted lots shall be described by lot number(s) and liber and page.
- ☐ A location or vicinity map showing the site location in relationship to streets, major thoroughfares, drainage courses or bodies of water, railroad lines, section lines, etc. The vicinity map shall include the existing zoning and land use within the boundaries of the site and properties abutting the site.
- ☐ The zoning of the subject property and the adjacent properties.
- ☐ A detailed narrative description of the proposed use of the property must be placed on the Tentative and Final Site Plan drawing which clearly describes the nature of the activity and operational functions of the proposed use, both on and off site. This should include proposed maximum number of employees and maximum number of employees to be employed at any given shift, proposed hours of operation, etc.
- ☐ A note indicating any variances previously received.
- ☐ If the proposed site described in the Tentative Site plan is part of a larger parcel, indicate the boundaries of the total parcel as well as the boundaries of proposed development area. In addition indicate the projected use of the remaining portions of the parcel.

Existing Conditions

- ☐ Gross acreage of the site to the nearest tenth of an acre.
- ☐ Net acreage of the site to the nearest tenth of an acre.
- ☐ All property lines fully dimensioned, as per the legal description.
- ☐ The existing and proposed road right-of-way, including the centerline of the road, dimensioned.
- ☐ The street setback line delineated, as per the Zoning Ordinance.
- ☐ Topographic survey indicating all existing topography consisting of
 - 1) Existing grades on a 50' x 50' grid to a minimum of 100' beyond the site's property lines with sufficient intermediate grades to determine the location of ditches, swales, and top or bottom of banks, adjacent pavement, finish grade of buildings, inverts of culverts, centerline and edge of roadways.
 - 2) Existing structures, sidewalks, buildings, paved and gravel parking areas and driveways both, on-site and to 100 ft. beyond the site's

property lines.

- 3) Location and/or size and depth($\pm$) of all existing sewer, water (to include fire hydrants), gas, phone and electrical utilities both on-site and adjacent to the site. (All manholes, catch basins, etc. shall be shown with rim and invert elevation.)
 - 4) Verification of ownership of all existing utilities is to be made.
 - 5) All existing (recorded) easements for utilities and/or rights-of-way.
- ☐ The location of any 100-Year Floodplain and floodway locations present on the subject property, or within 50 feet of the subject property, shall be shown by contour line. If not present, then a note to that effect must be provided.
 - ☐ The location of any known or anticipated wetlands present on the subject property, or within 50 feet of the subject property, shall be shown. If not present, then a note to that effect must be provided.

Engineering Information

- ☐ The proposed grade elevations showing all high points, low points, and grade changes on the site, including the grades of the property corners and along the perimeter of the site. In addition, the finish grades of the building corners, driveways, sidewalks, parking areas, culvert inverts, ditch or swale lines, and along the right-of-way, must be shown and must be clearly differentiated from existing grade elevations by underlining, boxing, or some other means.
- 1) Slope grades are to be provided on the grading plan.
- ☐ Schematic layout of the location and/or size and depth of all proposed water, gas, telephone, and electrical utility lines, and associated structures, both on-site and adjacent to the site.
 - ☐ Proposed pavement specifications and/or cross-section detail.
 - ☐ Acceleration, deceleration, and passing lanes and tapers on major thoroughfares, as required by MDOT or Road Commission for Oakland County (RCOC).
 - ☐ Written detailed cost estimate for the construction of the proposed sanitary sewer or water main.
 - ☐ On site pavement, water main, sanitary sewer and storm sewer and quantities must be shown on the plans.
 - ☐ Gross acreage of the site to the nearest tenth of an acre.
 - ☐ Net acreage of the site to the nearest tenth of an acre. In the case of an office, commercial, multiple family or industrial use, the net acreage shall be exclusive of the street setback area as defined in the zoning ordinance. In the case of an R.U.D., Cluster Housing, or a P.U.D. see the specific sections in the Zoning Ordinance.

- ☐ Parking lot layout showing dimension of parking bays (width and length) and maneuvering lanes.
- ☐ Location and dimension of barrier free parking spaces and barrier free ramps. Barrier free parking spaces should be located in close proximity of the proposed barrier free ramp.
- ☐ Loading and unloading space and service and/or stacking space if required. Illustrate or provide a narrative on the Plan indicating the general method of delivery that will be conducted without impacting operational functions of the proposed use. All such spaces must be dimensioned.
- ☐ General explanation and indication of how the site will be serviced with utilities, (sewer, water, gas, telephone and electrical). Proposed locations of new water, (including fire hydrants, if any), sewer and storm drainage lines should be indicated, (line size, if known, would be helpful, but are not mandatory).
- ☐ General description of method of storm detention if required.
- ☐ Delineation on the plan of all distances from the property line to existing and/or proposed structures.
- ☐ One hundred (100) year floodplain and flood way locations shall be shown, by contour line, if present, on the subject site or within 50' of the site boundaries. If not in the floodplain, then note this on the plan.
- ☐ Location of any known or anticipated wetlands present on the subject site, or within 50' of the site.
- ☐ Location and height of any existing or proposed screen walls, berms, etc.
- ☐ Provide the location and size of all proposed greenbelt areas.
- ☐ No landscaping will be permitted within the watermain easement or sanitary sewer easement.
- ☐ Provide the location of all proposed structures. All structures shall be dimensioned, and gross floor area indicated. All structures shall be dimensioned from all property lines and distance between buildings shall be provided.
- ☐ Provide the location of all solid waste storage areas and pick-up points. Indicate method of collection to be used and type of screening proposed.
- ☐ Location of all existing pavement (identify type) and curbs (identify type.) to remain and all proposed pavement (identify type) and curbs (identify type.)
- ☐ If no proposed sanitary sewer is shown, note that existing leads which will be re-used must be inspected by a licensed contractor/plumber and the video footage submitted to the City of Berkley verifying the lead is suitable for re-use prior to construction.

The following information may be included on the plan set but is not required for final approval.

- ☐ Detailed engineering drawings including the following information (*Detailed engineering drawings are not required at the Tentative Site Plan Review phase, but are required for Final Site Plan Review*):
 - 1) The length, size, and slope of the pipe to be used for each of the proposed storm sewer, sanitary sewer, and watermain lines.
 - 2) The type of pipe to be used for each of the proposed storm sewer, sanitary sewer, and watermain lines.
 - 3) The rim and invert elevations of all proposed structures for each of the proposed storm sewer, sanitary sewer, and watermain lines.
 - 4) The invert elevation at the building and at the point of connection for the main sanitary sewer line.
 - 5) The bedding and backfill requirements for each of the proposed storm sewer, sanitary sewer and watermain lines.
 - 6) The profile views of all proposed storm sewer, sanitary sewer, and watermain lines.
 - 7) The depth of the lead at the easement or right-of-way line from the final grade.
 - 8) Indication of the proposed water service to the building, and a notation of the size.
 - 9) Location of fire hydrants and gate valves.
 - 10) Storm sewer calculations must be provided for all sites.
 - 11) The "City of Berkley Engineering Design Standards, Notes and Details" sheets.
 - 12) Soil erosion and sedimentation control measures.
- ☐ Written description of utility easements.
- ☐ Note the size and cover type of proposed storm sewer and sanitary sewer structures on plan.
- ☐ Provide 20 feet clearance from centerline of watermain to outside edge of any structure.
- ☐ Location and width of access drives and abutting streets. It is noted that all streets in the City of Berkley are under the jurisdiction of either the Michigan Department of Transportation (MDOT) or the Road Commission for Oakland County (RCOC) or the City of Berkley. Prior to final site plan approval, a letter from the jurisdiction having authority will have to be submitted. The letter should indicate the approval of the location and geometrics of any proposed egress/ingress. This is not a requirement for tentative site plan approval but will be required prior to final site plan approval. This process can take some time, therefore, the applicant is advised to contact the authority having jurisdiction as soon as possible to avoid delays at the time of final site plan approval.

Permits/Items Required

- ☐ Soil Erosion and Sedimentation Control Detail Sheet and copy of Water Resources Commissioner (WRC) Permit
- ☐ Copy of WRC Drain Tap Permit
- ☐ Water main and sanitary sewer easements.
- ☐ Copy of Road Commission for Oakland County (RCOC) Permit, if required.
- ☐ Copy of Road Commission for Michigan Department of Environment, Great Lakes and Energy (EGLE) Permit
- ☐ Stormwater maintenance agreement (draft document only)
- ☐ Southeastern Oakland County Water Authority (SOCWA) Permit or Exemption Letter
- ☐ A Letter of Map Revision must be requested through Federal Emergency Management Agency (FEMA) for the Flood Insurance Rate Map (FIRM) where portions of 100-year floodplain limit is proposed to be relocated, if applicable.
- ☐ Copy of Michigan Department of Transportation (MDOT) Permit
- ☐ All pertinent City Permits (building, utility, right-of-way, site (private), lot split/combination) along w Bond (right-of-way restoration Bond, etc)
- ☐ New easement document(s)/exhibit(s)
- ☐ Traffic Control/Maintenance Plan
- ☐ Construction Schedule
- ☐ List of contractors/subcontractors
- ☐ Bonds (Performance, Labor & Material and Maintenance and Guarantee) and insurance policies, including the Owners Contractors Protective (OCP) Each bond must be issued for the total estimated construction cost for ALL work done within the public right-of-way

**SDA ENGINEERING REVIEW CHECKLIST
CITY OF BERKLEY**

PROJECT NAME _____ **SDA No.** _____

REVIEWED BY: _____ **DATE:** _____

I. <u>General Review Items, Including General Plan (if applicable)</u>	<u>Yes</u>	<u>No</u>
1. Note the location of the proposed development, total site acreage, existing site use, and proposed site use.	_____	_____
2. Engineering plans match the approved site plan or tentative plat.	_____	_____
3. Plans submitted on 24" x 36" and are legible	_____	_____
4. Plans signed and sealed by a Professional Engineer (cover sheet).	_____	_____
5. Title block information filled in (i.e., project name, location etc.).	_____	_____
6. Location sketch.	_____	_____
7. North arrow.	_____	_____
8. Legal description of all properties involved in project provided.	_____	_____
9. Berkley and OCWRC Standard Notes on plans.	_____	_____
10. Street names and R.O.W. widths (existing or proposed).	_____	_____
11. All existing and proposed municipal and private utilities shown, maintaining adequate separation between all utilities.	_____	_____
12. Existing easements shown.	_____	_____
13. Location of proposed buildings on property.	_____	_____
14. Location and elevations of ditches, culverts, natural waterways, and county drains.	_____	_____
15. Lot numbers and dimensions or tract acreage shown.	_____	_____
16. Adjacent flood plain area shown. (If not in the floodplain, a note should be provided)	_____	_____
17. Plan views 1"=20' to 1"=50'	_____	_____
18. Profiles vertical scale 10X horizontal scale	_____	_____
19. A copy of boundary survey or plat.	_____	_____
20. Minimum two benchmarks	_____	_____
21. Note areas where a basement is to be located for any proposed building	_____	_____
22. Check Quantities Profile and Plan View for all utilities	_____	_____
23. Confirm all utility crossings are shown (lead and mains)	_____	_____
24. Include note requiring MISS DIG to be contacted prior to construction to have the existing Utilities located.	_____	_____
25. Demolition plan must be included.	_____	_____
26. Utility crossing of paved roadways shall be bored. No open cutting	_____	_____

II. Sanitary Sewer /Combined Sewer

Yes No

1. Proposed Sewer Location:

- For Easements: in middle third of width/minimum of 2' from lot lines
- 8' from ROW if along new street
- 10' min. separation between adjacent utilities and buildings
- Extended across road frontage for future extension as necessary
- Location dimensions shown.

2. Manholes (assign number to each):

- Location: at end of line and at all changes of grade, direction, or pipe size.
- Size: minimum of 4' diameter.
- Spacing:
8"-10" 300' Max 12"-21" 350' Max
- Locate at lot lines or lot centerlines in subdivisions to avoid future driveways
- Monitoring Manhole required on the sanitary lead for all non-residential connections to the sanitary sewer system. It must have only 1 lead running through it and must be located on a straight run of lead and cannot be a manhole on a public sewer main.

3. Minimum 8" diameter or public sanitary sewer.

4. Depth: Minimum of 9' 8.5' from T/C (or road centerline) to top of pipe unless limited by receiving sewer.

5. Gravity Slope: Sufficient to provide at least 2 fps velocity such as: *Forcemain (min 2 fps – max 12 fps)*

- | | | |
|----------------------------|------------------------|------------------------|
| 8" @ 0.40%* (0.68 cfs) | 15" @ 0.15% (2.60 cfs) | 24" @ 0.08% (5.00 cfs) |
| 10" @ 0.28% 0.3%(1.10 cfs) | 18" @ 0.12% (3.65 cfs) | |
| 12" @ 0.22% (1.57 cfs) | 21" @ 0.10% (5.00 cfs) | |

*Last upstream run of 8" must be at least 1.00% or greater

6. Profile, provided for all public sewers:

- Match sewer tops, 0.8 diameter points, or use interior drop connection; except drop invert additional 0.10 at 45° or greater turn.
- All crossing underground utilities (existing or proposed)
- Size, slope, length, type and class of pipe; sewer inverts and rim elevations.
- 1' temporary sump in first MH upstream of connection for infiltration test.
- Bulkhead w 1" hole in downstream MH for infiltration test.
- 18" min vertical clearance to crossing utilities
- Building service connections with distance to downstream manhole.
- Class or type of bedding.
- Existing and proposed ground elevation.
- Proposed top of curb or centerline of road.
- External drop included for invert changes greater than 18"(Internal)
- Sewer shall be SDR 26, RCP or ~~Truss~~
- Special backfill shown and labeled on plan and profile views where sanitary sewer is under the influence of pavement.

7. Building Service Connections Show:

- Location, Length and sizes shown. (Min. Size of 6" and slope of 1%)
- All except industrial: min. 6" PVC SDR 23.5 lead. (4" for MH)
- Areas Zoned Industrial: min 8" Truss Pipe lead w/cleanout.
- One lead shown for each unit to be served by public sewer.
- Invert elevation at the building and at the connection to the main
- RIM elevation at all cleanouts. Cleanout required at every bend and every 100'
- Existing sewer lead shall be properly abandoned, and the proposed sewer Sewer lead must include a new connection as approved by DPW. Lining?
- All existing leads which are not to be re-used must be abandoned (cut and capped) within two (2') of the main

8. A grease interceptor for all food service operations

9. State Construction Permit Submittal:

- Quantities and description of improvements of public sanitary sewer
- Basis of design provided with current and future service populations and flows shown separately.
- Service district map provided with current and future service areas labeled.

- d. Peak flow calculated with the following formula:

$$\text{Peak Flow} = [(18 + \sqrt{TP}) / (4 + \sqrt{TP})] \times \text{Avg. Flow}$$
where TP = (pop.)/1000
- e. Permit application completed.
9. 20' minimum easements shown for all public sewers.
10. Berkley's standard detail sheet with construction notes.

III. Water Main

- | | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| 1. Profile view is required for all sizes | _____ | _____ |
| 2. Two water main supplies to serve each residential property having more than 30 living units. | _____ | _____ |
| 3. Water Main Location: | | |
| a. For easements: within middle third of width. | _____ | _____ |
| b. 10' min. separation from adjacent utilities | _____ | _____ |
| c. 20' min. separation from buildings | _____ | _____ |
| d. Location dimensions shown. | _____ | _____ |
| 4. Hydrants: | | |
| a. Spacing: 500' maximum single family. | _____ | _____ |
| b. Location: min. 5' from driveways, 30' from buildings, 350' from houses | | |
| Min. of 4' from edge of pavement or protected w bumper posts | | |
| Located at intersections 15' from right-of-way corner | | |
| 400' commercial and multiple family | _____ | _____ |
| Min of 3' and max of 5' from back of curb. | _____ | _____ |
| c. Show finished grade for all hydrants. | _____ | _____ |
| 5. Gate Valves and Wells: | | |
| a. Spacing: 600' maximum. 800' | _____ | _____ |
| b. Location: outside of pavement if possible. | | |
| c. Location: 5' from right-of-way corners | _____ | _____ |
| d. Gate well size: minimum 5' diameter. | _____ | _____ |
| e. Show finish grade for gate well rims. | _____ | _____ |
| f. Tapping sleeve, valve and well at connection to existing water main, except if proposed water main is equal to or greater than the existing water main diameter. | | |
| Hydra-stops | _____ | _____ |
| 6. For dead-ends, provide hydrant and gate valve. | | |
| No dead-ends allowed for new sites (commercial, multi-family) | _____ | _____ |
| 7. For cul-de-sacs: | | |
| a. Water main must be located around cul-de-sac and adjacent to or in front of lots to be served. | _____ | _____ |
| 8. Provide max 45 degree horizontal bends or less (no 90 degree bends) | _____ | _____ |
| 9. Provide max 22½ degree vertical bends or less. | _____ | _____ |
| 10. Min 5.5', max 7' cover over WM pipe. | _____ | _____ |
| 11. 20' minimum easement shown for all public water mains. | _____ | _____ |
| 12. Quantities and description of improvements of public water main with city name, section number, and existing main roads near the project. | _____ | _____ |
| 13. Special backfill shown and labeled on plan view where water main is under the influence of pavement. | _____ | _____ |
| 14. Berkley's standard detail sheet attached to plans. | _____ | _____ |
| 15. Type of Connection to Existing Main is noted on the plans | _____ | _____ |
| 16. Utility Crossings Noted in Plan view | _____ | _____ |
| 17. Watermain pipe sizes: | | |
| a. 8" min for public watermain. 12" min in commercial, office and multiple family | _____ | _____ |
| b. 4" min for private watermain (except for MHP, ...etc.) | _____ | _____ |
| c. 6" hydrant leads (8" for leads 100' and longer) | _____ | _____ |
| 18. Berkley Note: If lead or galvanized material is encountered on either the private or Public side of a water service line, the entire service must be replaced from the main to the building's meter to comply with the State's current Lead and Copper Rule (LCR) | _____ | _____ |

IV. Storm Sewer

	Yes	No
1. 10' min. separation from buildings	_____	_____
2. Provide catch basins (with 2' min. sumps) at low points.	_____	_____
3. MHs placed at change in grade, direction, or pipe size.	_____	_____
4. MH spaced at maximum as follows:		
a. 12"-15": 400 LF		
b. 18"-21" 400 LF		
c. 24"-30" 450 LF		
d. 36" & 42" 500 LF		
e. 48" & larger 550LF	_____	_____
5. Catch Basin w/2' sump as first structure upstream of storm outlet	_____	_____
6. Provide intercepting catch basins so there is not more than 150' of drainage around curb returns.	_____	_____
7. Show Utility Crossing Information in Plan View	_____	_____
8. Provide plan showing drainage districts and furnish design calculations -- based on 10-year storm; use the following imperviousness factors for zoning classification:		
(a) Single family = 0.35; (b) Multiple family = 0.55;		
(c) Industrial = 0.80; (d) Commercial = 0.90	_____	_____
9. Detention meets Oakland County Standards.	_____	_____
10. Storm sewer size and type:		
f. Minimum 12" for surface drainage, 8" allowed if only serving sump-pump connections.	_____	_____
g. Sized for upstream areas.	_____	_____
h. Use class of pipe necessary for depth.	_____	_____
i. RCP CL IV and HDPE	_____	_____
11. Show sump pump connections to storm sewer	_____	_____
12. Storm Sewer Profiles:		
a. Length, type, class, slope & size of pipe	_____	_____
b. Structure Number & Rim Elevations and Inverts at MHs	_____	_____
c. Provide at least 3' of cover; drop inverts at least 0.1' at sewer size changes or 90° turns. Show hydraulic gradient when it is above top of pipe; keep H.G. at least two feet below profile's finish grade.	_____	_____
d. Show all crossing underground utilities (existing or proposed). Maintain 18" vertical clearance.	_____	_____
e. Provide sufficient slope to get at least 2.5 FPS velocity (max 10 FPS) 3 FPS MDOT 12" @ 0.32, 15" @ 0.24, 18" @ 0.18, 21" @ 0.16 0.14, 24"@.12%, 27"@.10%, 30"@.09%, 36"@.07%, 42"@.06%, 48"@.05%	_____	_____
f. Sanitary building-service connections clear storm sewer.	_____	_____
g. Show top of pavement.	_____	_____
h. Existing and proposed ground elevations.	_____	_____
i. Class or type of bedding.	_____	_____
13. Storm Sewer Location:		
a. For easements: 2' off property or R.O.W. line in middle third of width.	_____	_____
b. 10' min. separation between adjacent utilities.	_____	_____
c. Location dimensions shown.	_____	_____
14. Storm sewer manholes (assign number to each):		
a. Location: at end of line and at all changes of grade, direction, and/or pipe size.	_____	_____
b. Size: minimum 4' diameter.	_____	_____
c. Spacing: 400' max.	_____	_____
15. Storm sewer inlets: discharging into a structure with a sump that is less than 75' away.	_____	_____
16. Storm sewer 18" and larger outlet to open drains w/ bar screen/animal grate	_____	_____
18. Restricted cover on the storm MH along with 4-inch restrictor	_____	_____
19. Roof downspouts are not permitted to discharge directly into combined storm Sewer system and must be directed onto greenspace.	_____	_____

20. Oakland County standard detail sheet attached to plans.	_____	_____
21. Special backfill shown and labeled on plan view where storm sewer is under the influence of pavement.	_____	_____
22. Detention Basin (2" over entire site)	<u>Yes</u>	<u>No</u>
a. The basin must discharge in 48 hours	_____	_____
b. The basin shall be completely fenced	_____	_____
c. 1 on 6 side slope max,(1 on 5 side slope max) min. 4' distance from the fence	_____	_____
d. 4' high vinyl-clad, chain link fence w double opening 12' wide gate	_____	_____
e. Provide a cross section of the basin	_____	_____
f. Bottom of basin shall have a min. 1% gutter line. The slope of the gutter line to the outlet shall be a minimum of 0.5%	_____	_____
g. Provide 15/12 feet wide maintenance area around basin.	_____	_____
g. The entire basin must be seeded or sodded	_____	_____
h. Provide concrete rip-rap at all pipe entrances to the basin	_____	_____
i. MDOT type end sections for open endings (Subdivisions)	_____	_____
j. Stormwater Agreement must be provided (in Engineering Checklist)	_____	_____
k. Positive slope on basin invert (across basin floor)	_____	_____
l. 12" free board provided.	_____	_____
m. Outlet shown/provide animal grate	_____	_____
n. Calculations for the proposed storage system show the provided retention volume	_____	_____
o. Provided retention volume meets or exceeds required volume according to Oakland County Water Resources Commissioner Stormwater Engineering Design Standards	_____	_____
p. Dimensions (LxW of storage area, pipe diameter, etc.) shown for entire system	_____	_____
q. Outlet Control Structure provided which limits flow from retention system into Combined sewer to allowed flow from Oakland County Standards	_____	_____
r. Details for proposed storage system and outlet control structures	_____	_____
s. Adequate cover above storage system provided	_____	_____
t. Backfill materials and thicknesses match manufacturer and geotechnical report recommendations	_____	_____
u. Does the design meet requirements based on Oakland County Retention/Detention Basin Formulas?	_____	_____
v. Provide drainage certification on plans	_____	_____
w. Is Detention Basin overflow channel provided?	_____	_____
x. Ensure downstream conditions do not warrant further restriction or limiting of Discharge from detention basin.	_____	_____
	_____	_____

V. Paving and Grading

	<u>Yes</u>	<u>No</u>
1. Topo plan w/2' contours or 50' spot elevations. (5' contours allowed if slopes >10%)	_____	_____
2. Scale no smaller than 1"=50'	_____	_____
3. Offsite elevations (100' beyond property site in each direction).	_____	_____
4. Pavement cross sections shown:		
a. Parking areas.	_____	_____
b. Drive lanes (deep strength required).	_____	_____
c. Public and private roads.	_____	_____
4. Concrete pavement cross-sections:		
a. 6" for parking areas	_____	_____
b. 7" for residential streets (6" for driveways)	_____	_____
c. 9" for industrial streets	_____	_____
5. Curb detail shown 18" wide. (Straight faced and asphalt curbs not allowed).	_____	_____
6. Curb cut length (greater than or equal to 10' and less than or equal to 25')	_____	_____
7. Curb cut spacing (greater than or equal to 25', commercial only)	_____	_____
8. Integral sidewalk and curb detail shown if applicable. (18" footing).	_____	_____
9. Show top-of-curb elevations at 50' intervals.	_____	_____
10. Proposed elevations in boxes.	_____	_____
11. Pavement grades:		
a. Concrete: Minimum 0.5%, Maximum 6% (min 1% cross)	_____	_____
b. Asphalt: Minimum 1%, Maximum 6% (min 2% cross)	_____	_____
c. Concrete Curb and Gutter: 0.5% Minimum Longitudinally	_____	_____
12. Provide minimum of 0.30' drop around curb returns.	_____	_____
13. Roads:		
a. Cul-de-sacs: maximum length 600'.	_____	_____
b. Show centerline stationing and curve data.	_____	_____
c. Show stationing left to right.	_____	_____
d. Provide intersection and cul-de-sac details (elevations, dimensions and drainage scheme).	_____	_____
14. Road Profile:		
a. Proposed centerline grade and existing ground at centerline	_____	_____
b. Provide vertical curve, if grade change exceeds 1%	_____	_____
c. All utility crossings	_____	_____
15. Sidewalks (5' wide):		
a. Along existing public R.O.W.'s.	_____	_____
b. Along both sides of all proposed R.O.W.'s (except along industrial roads or within subdivisions).	_____	_____
c. Within a site, as necessary.	_____	_____
d. Cross-section shown: 4" min, 6" for drive crossings.	_____	_____
16. On site (excluding R.O.W.) pavement quantities (i.e. LF curb, pavement area, sidewalk area, etc.) shown on plan.	_____	_____
17. Building with foundation drains discharging into an enclosed pipe.	_____	_____
18. Roof runoff piped at 5' away from building.	_____	_____
19. Runoff contained on-site.	_____	_____
20. Off-Site runoff addressed.	_____	_____
21. Provide a Soil Erosion Plan specific to the site.	_____	_____
22. Provide Oakland County Standard Detail Sheet for Soil Erosion.	_____	_____

Permits/Items Required

- Soil Erosion and Sedimentation Control Detail Sheet and copy of Water Resources Commissioner (WRC) Permit
- Copy of WRC Drain Tap Permit
- Copy of Road Commission for Oakland County (RCOC) Permit, if required
- Copy of Road Commission for Michigan Department of Environment, Great Lakes and Energy (EGLE) Permit
- Stormwater maintenance agreement (draft document only)
- Southeastern Oakland County Water Authority (SOCWA) Permit or Exemption Letter
- Copy of Michigan Department of Transportation (MDOT) Permit
- City Permits (building, utility, right-of-way, site (private), lot split/comination) along with Bond (right-of-way restoration Bond, etc.) Provide all approvals.
- New easement document(s)/exhibit(s)
- Traffic Control/Maintenance Plan
- Construction Schedule
- List of contractors/subcontractors
- Bonds (Performance, Labor & Material, and Maintenance & Guarantee) and insurance policies, including the Owners Contractors Protective (OCP). Each bond must be issued for the total estimated construction cost for ALL work done within the public right-of-way.

“AS-BUILT” REQUIREMENT CHECKLIST (COMMERCIAL DEVELOPMENTS) Upon satisfactory completion and execution of the work as proposed in the approved Final and Engineering Site Plans, the Applicant/Developer must provide a set of “as-built” drawings for review by the City, their appropriate department(s), and/or Professional Consultants prior to final acceptance of the project. "As-built" drawings shall contain all the information shown on the approved construction drawings with the addition of but not limited to the following information.	NA	INCLUDED	
		YES	NO
1. Sanitary sewers and storm sewers A. Plan location of all sewers with respect to Property and right-of-way lines. B. A minimum of three (3) witnesses (dimensions) to all force main bends. C. Length of sewer as measured from center of manhole to center of manhole (this information should be shown on both plan and profile). D. Location of each service lead as measured from the nearest downstream manhole and noted as such. E. Length of stubs out of manholes. F. The following "as-built" elevations on a U.S.G.S datum: A. Manhole, inlet, and catch basin covers; B. Invert elevations of pipes within each manhole; C. Invert elevations for the ends of sanitary and sump service leads. Changes in percents between manholes. G. List of material used for construction. (Example) Manholes: Precast, concrete specialties, press wedge flex-joint, Pipe: Eight-inch V.C.P. Clow, No Bell six-inch V.C.P. Logan, 0-ring H. Any changes in pipe and manhole locations of more than five (5) feet shall be redrawn on the plan and profile. The original plan locations of these facilities should be x-ed out on the plans. I. Any changes to the total quantities shall be lined out and the correct "as-built" quantity indicated. J. The following "as-built" information for all sanitary service leads: 1. Station of wye; 2. Length of lead; 3. Length of riser; 4. Tie from nearest manhole to end of lead,			

“AS-BUILT” REQUIREMENT CHECKLIST (COMMERCIAL DEVELOPMENTS)	NA	INCLUDED	
		YES	NO
2. Retention and detention ponds a. "As-built" of pond; b. The following "as-built" elevations on a U.S.G.S datum: C. Overflow spillway; D. Inlet and outlet pipe inverts; E. Outlet structure cover; F. Outlet and inlet ditch elevations G. Bottom and top of bank slopes. • A statement of final computed volume of the pond as measured from high water elevation to the invert of the outlet pipe.			
3. Roadways A. Top of curb elevations (U.S.G.S. datum) at high and low points, edge of pavement elevations shall be provided in the case of open ditch road designs. B. "As-built" profiles for any changes in road design. C. Parking lot corner elevations			
4. Water mains 1. Plan location of all water mains with respect to property lines. 2. Rim (cover) elevations on gate wells (U.S.G.S. datum). 3. Fire hydrant bury line elevations (U.S.G.S. datum) 4. Distances between gate wells, fittings, and fire hydrants. 5. Type of materials used in construction. 6. Any changes in pipe and structure locations exceeding five (5) feet shall be redrawn on the plan. The original plan locations of these facilities shall be "x-ed" out on the plan. 7. Any changes to the total quantities shall be lined out and the correct "as-built" quantity indicated.			
5. Floodways 1. "As-built" ground elevations of all areas located within a floodway.			

“AS-BUILT” REQUIREMENT CHECKLIST (COMMERCIAL DEVELOPMENTS)	NA	INCLUDED	
		YES	NO
SANITARY SEWER			
A. PLAN VIEW			
1. Lengths Between Manholes			
2. Size of Pipe			
3. Lengths of Casing Pipe			
4. Ties to Manholes in Greenbelt Areas			
5. Ties to Pipe			
6. Permit Number (County and MDPH)			
7. T/Casting Grades			
8. Manhole Numbering			
9. Y Locations (per as-built key)			
10. Show all Utility Easements for Sanitary Sewer			
B. PROFILE			
1. Lengths Between Manholes			
2. Size of Pipe			
3. Lengths of Casing Pipes			
4. Y Locations (per as-built key)			
5. Invert Grades			
6. Manhole Numbering			
7. Percent Slope Between Manholes			
STORM SEWER			
A. PLAN VIEW			
1. Lengths Between Manhole – Catch Basins – Inlets			
2. Size of Pipe			
3. Ties to Manholes – Catch Basins – Inlets to Greenbelt Areas			
4. Ties to Pipe			
5. Type and Class of Pipe			
6. T/Casting Grades			

“AS-BUILT” REQUIREMENT CHECKLIST (COMMERCIAL DEVELOPMENTS)	NA	INCLUDED	
		YES	NO
7. Structure Numbering			
8. Special Structures (low head, 5’ dia., 6’ dia., 2’ sump, etc.)			
9. Show all Utility Easements for Storm Sewer			
B. PROFILE			
1. Length Between Structures			
2. Size of Pipe			
3. Type and Class of Pipe			
4. T/Casting Grades			
5. Invert Grades			
6. Structure Numbering			
7. Percent Slope Between Structures			
8. Type of Joint Used			
DETENTION POND/UNDERGROUND DETENTION SYSTEM (SEE STORM SEWER)			
A. PLAN VIEW			
B. PROFILE			
WATER MAIN			
A. PLAN VIEW			
1. Lengths Between Gate Valve and Well			
2. Size of Pipe			
3. Ties to Gate Valve and Well in Greenbelts			
4. Ties to Hydrants			
5. Ties to Stop Boxes, etc.			
6. Type and Class of Pipe w/or without Polywrap			
7. Finish Grade of Hydrants			
8. T/Casting Grades			
9. Horizontal Bend Locations			
10. Location of Thrust Blocks or Type of Restraint			

“AS-BUILT” REQUIREMENT CHECKLIST (COMMERCIAL DEVELOPMENTS)	NA	INCLUDED	
		YES	NO
11. Offsets to Pipe of Ties to Building			
12. Gate Valve and Well Numbers			
13. Permit Numbers (County and MDPH)			
14. Pipe Manufacturer			
15. Hydrant Manufacturer			
16. Casting Manufacturer			
17. Show all Utility Easements for Water Main			
B. PROFILE			
1. Lengths Between Grade Changes			
2. Size of Pipe			
3. Type and Class of Pipe			
4. Gate Valve and Well Location			
5. Hydrant Location (identify special purposes such as blow-off)			
6. Air Relief Valves / Blow Off Valve Locations			
7. Vertical Bend Locations			
8. T/Casting Grades			
9. Percent Slope Between Pipe			
PAVEMENT			
A. Width and Station of Pavement (measured from centerline)			
1. At end of radius at intersections			
2. At beginning of taper			
3. At end of taper			
4. Any changes in alignment			
5. Radius at intersection			
6. Right-of-way survey data			
B. Drives			
1. Location			

“AS-BUILT” REQUIREMENT CHECKLIST (COMMERCIAL DEVELOPMENTS)	NA	INCLUDED	
		YES	NO
2. Width			
3. Radius, if any			
C. Sidewalk			
1. Location			
2. Width			
3. Changes in alignment			
4. Ramps			

Appendix C

SAMPLE BONDS AND INSURANCE REQUIREMENTS

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PROJECT NAME

PERFORMANCE BOND

00610 / 1

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned _____

_____ as Principal,

and _____

of _____ as Sureties,

are hereby held and firmly bound unto the "Owner" _____

in the full and just sum of _____ Dollars

(\$ _____) for the payment of which well and truly to be made, we hereby jointly and severally

bind ourselves, our heirs, executors, administrators, successors and assigns.

Signed and sealed this _____ day of _____ 20____.

The condition of the above obligation is such that if said _____

shall well and faithfully do and perform the things agreed by _____ It

to be done and performed by the annexed contract, according to the terms thereof, then this obligation shall be void; otherwise, the same shall remain in full force and effect.

CONSULTING ENGINEER

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PROJECT NAME

PERFORMANCE BOND
00610 / 2

It is mutually understood and agreed that in cases where changes are required, either by order of the Engineer, or Owner, or by mutual agreement, such changes or changes shall not modify, discharge or release this bond.

(A Michigan Corporation)

(Seal)

(Seal)

Principal

(Seal)

(Seal)

Surety

Signed, Sealed and Delivered
in the Presence of:

CONSULTING ENGINEER
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PROJECT NAME

LABOR AND MATERIAL BOND

00620 / 1

LABOR AND MATERIAL BOND

KNOW ALL MEN BY THESE PRESENTS, That we _____

of _____ hereinafter called the Principal,

and _____

hereinafter called the Surety, are held and firmly bound unto _____

in the sum of _____

_____ Dollars (\$ _____)

to the payment whereof, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Sealed with our seals and dated this _____ day of

_____, A.D., 20__.

WHEREAS, The above named Principal has entered into a contract with _____

dated the _____ day of _____, A.D., 20__, wherein said Principal has covenanted and agreed as follows, to-wit:

To furnish all the labor and material _____

AND WHEREAS, This bond is given in compliance with and subject to the provisions of Act No. 213 of the Public Acts of Michigan, for the year 1963, and as may be amended by other Public Acts of Michigan.

CONSULTING ENGINEER

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PROJECT NAME

LABOR AND MATERIAL BOND
00620 / 2

NOW, THEREFORE, The condition of this obligation is such that if payment shall be made by the Principal to any Subcontractor or by him or any Subcontractor as the same may become due and payable of all indebtedness which may arise from him to a Subcontractor or party performing labor or furnishing materials or supplies or any Subcontractor to any person, firm or corporation on account of any labor performed or materials or supplies furnished in the performance of said contract, then this obligation shall be void; otherwise, the same shall be in full force and effect.

AND PROVIDED, That any alterations which may be made in the terms of said contract, or in the work to be done under it, or the giving by the party of the first part to said contract, of any extension of time for the performance of said contract, or any other forbearance on the part of either party to the other, shall not in any way release the Principal and the Surety, or either of them, their heirs, executors, administrators, successors or assigns from any liability hereunder, notice to the Surety of any alteration, extension, or forbearance being hereby waived.

(A Michigan Corporation) _____

By: _____

Principal

Surety

Signed, Sealed and Delivered
in the Presence of:

CONSULTING ENGINEER
PROJECT NUMBER

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PROJECT NAME

MAINTENANCE AND GUARANTEE BOND

00630 / 1

MAINTENANCE AND GUARANTEE BOND

KNOW ALL MEN BY THESE PRESENTS, That we

as Principal, and

are held and firmly bound unto

in the sum of Dollars (\$

good and lawful money of the United States of America, to be paid to the
its legal representatives and assigns, and we bind ourselves, our heirs, executors, administrators, successors and
assigns, and each and every one of them jointly and severally, firmly by these presents.

SEALED WITH OUR SEALS AND DATED THIS DAY OF A.D., 20.

WHEREAS, the above named principal has entered into a certain written contract with the

dated this day of A.D., 20, where in the said principal covenanted and agreed as follows, to wit:

for the:

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that by and under such contract,
the above named principal has agreed with the that for a period of (____) (____)
year(s) from the date of approval of the Final Estimate, to keep in good order and repair any defect in all the
work done under said contract, either by the principal, his subcontractors, or his material suppliers, that may
develop during said period due to improper materials, defective equipment, workmanship or arrangements, and
any other work affected in making good such imperfections, all to be made good without expense to the Owner,
(excepting only such part or parts of said work as may have been disturbed without the consent or approval of
the principal after the final acceptance of the work), and whenever directed so to do by the Owner, by notice
served in writing, either personally or by mail, on the principal at

or, its legal representatives, or successors, or on
the surety at

CONSULTING ENGINEER
PROJECT NUMBER

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to proceed at once to make such repairs as directed by the Owner and in case of failure to do so within one (1) week from the date of service of such notice, or within reasonable time not less than one (1) week, as shall be fixed in said notice, then the Owner shall have the right to purchase such materials and employ such labor and equipment as may be necessary for the purpose, and to undertake, do and make such repairs, and charge the expense thereof to, and be fully reimbursed for same from said principal or surety. If any repair is necessary to be made at once to protect life and property, the Owner may take immediate steps to repair or barricade such defects without notice to the contractor. In such case the Owner shall not be held to obtain the lowest figures for the doing of the work, or any part thereof, but all sums actually paid therefor shall be charged to the principal or surety. In this connection the judgment of the Owner is final and conclusive.

If the principal for a period of one (1) year from the date of approval of a Final Estimate, shall keep the work so constructed under the contract in good order and repair, excepting only such parts of said work which have been disturbed without the consent or approval of the principal after the final acceptance of same, and whenever notice is given as hereinbefore specified, at once proceed to make the repair as the notice directs, or reimburse the Owner for any expenses incurred by it in making such repairs should the principal or surety fail to do so, then the above obligation shall be void; otherwise, it will remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their respective authorized officers this _____ day of _____, 20__.

Signed, Sealed and Delivered in the Presence of:	_____
	“Principal”
_____	_____ (L.S.)
Witness	
_____	_____ (L.S.)
Witness	“Surety”
_____	_____ (L.S.)
Witness	

Client#: 7782		PAVCOR		DATE (MM/DD/YYYY) 04/02/2015			
ACORD™		CERTIFICATE OF LIABILITY INSURANCE					
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.							
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
PRODUCER Insurance Agency 24724 Any Street (248) 666-6666 P.O. Box 2067 SomeCity, MI 48037-2067			CONTACT NAME: Insurance Agent name PHONE: 248 555-5555 FAX: 248 111-1111 E-MAIL: InsuranceAgent@InsuranceGroup.com ADDRESS: PRODUCER CUSTOMER ID #:				
INSURED Company ABC 2654 Street Name AnyCity, MI 48183			INSURER(S) AFFORDING COVERAGE		NAIC #		
			INSURER A : Insurance Company 1				
			INSURER B : Insurance Company 2				
			INSURER C :				
			INSURER D :				
			INSURER E :				
			INSURER F :				
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X	X	MPA00000042433S	11/17/2014	11/17/2015	EACH OCCURRENCE
	☒ COMMERCIAL GENERAL LIABILITY						\$1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)
	☒ X,C,U						\$100,000
	☒ Contractual						MED EXP (Any one person)
	GEN'L AGGREGATE LIMIT APPLIES PER:						\$5,000
	☐ POLICY ☒ PRO-JECT ☐ LOC						PERSONAL & ADV INJURY
							\$1,000,000
							GENERAL AGGREGATE
							\$2,000,000
							PRODUCTS - COMP/OP AGG
							\$2,000,000
							\$
A	AUTOMOBILE LIABILITY	X	X	BA00000042434S	11/17/2014	11/17/2015	COMBINED SINGLE LIMIT (Ea accident)
	☒ ANY AUTO						\$1,000,000
	☐ ALL OWNED AUTOS						BODILY INJURY (Per person)
	☐ SCHEDULED AUTOS						\$
	☒ HIRED AUTOS						BODILY INJURY (Per accident)
	☒ NON-OWNED AUTOS						\$
	☒ Drive Other Car						PROPERTY DAMAGE (Per accident)
							\$
							\$
A	☒ UMBRELLA LIAB	☒ OCCUR	X	CMB00000042435S	11/17/2014	11/17/2015	EACH OCCURRENCE
	☐ EXCESS LIAB	☐ CLAIMS-MADE					\$2,000,000
	☐ DEDUCTIBLE						AGGREGATE
	☐ RETENTION \$						\$2,000,000
							\$
							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	X	WC0001100555	05/01/2014	04/30/2015	☒ WC STATU-TORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in Nw)	N	N/A				OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT
							\$500,000
							E.L. DISEASE - EA EMPLOYEE
							\$500,000
							E.L. DISEASE - POLICY LIMIT
							\$500,000
A	Installation Floater	X		MPA00000042433S	11/17/2014	11/17/2015	\$150,000
							\$1,000 deductible
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)							
Municipality Name, their council, members, board members, public officials, consultants, agents, and (Please refer to attached Endorsements evidencing the change of policy.)							
CERTIFICATE HOLDER				CANCELLATION			
Municipality Name 18500 Street Name AnyCity, MI 48025				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
				AUTHORIZED REPRESENTATIVE			
				SIGNATURE			

ACORD 25 (2009/09) 1 of 2
#S264726/M258177

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CRD

DESCRIPTIONS (Continued from Page 1)

employees, as well as the engineer; _____ their owners, directors, officers, consultants, agents, and employees are included as Additional Insured per written contract with respect to the general, auto and umbrella liability coverages for the work performed by the named insured for the certificate holder. Insurance is considered primary and non contributing and a waiver of subrogation applies. Should any of the above described policies be cancelled before the expiration date thereof, the issuing Company will mail 30 days prior written notice to the Certificate holder. Endorsements evidencing the change of Policy are attached.

Example only

SPREXC

ACORD™ INSURANCE BINDER		DATE 06/18/14	
THIS BINDER IS A TEMPORARY INSURANCE CONTRACT, SUBJECT TO THE CONDITIONS SHOWN ON THE REVERSE SIDE OF THIS FORM.			
PRODUCER	PHONE (A/C, No, Ext): 248-555-5555 FAX (A/C, No): 248-333-3333	COMPANY Selective Insurance Company of Amer	BINDER # BINDER83730
Insurance Company Name Any Street City, State Zip		DATE 06/18/14	TIME 12:01
CODE: 38-3112729		EXPIRATION DATE 08/18/14	TIME 12:01 AM
AGENCY CUSTOMER ID: 7430		THIS BINDER IS ISSUED TO EXTEND COVERAGE IN THE ABOVE NAMED COMPANY PER EXPIRING POLICY #:	
INSURED Owner's Name Any Street SomeCity, MI 48001		DESCRIPTION OF OPERATIONS/VEHICLES/PROPERTY (Including Location) Project Description	

COVERAGES		LIMITS	
TYPE OF INSURANCE	COVERAGE/FORMS	DEDUCTIBLE	AMOUNT
PROPERTY CAUSES OF LOSS ☐ BASIC ☐ BROAD ☐ SPEC			
GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☒ OCP	Owners & Contractors Protective Liability RETRO DATE FOR CLAIMS MADE:	EACH OCCURRENCE DAMAGE TO RENTED PREMISES MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	\$ 1,000,000 \$ \$ \$ \$ 1,000,000 \$
AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS		COMBINED SINGLE LIMIT BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE MEDICAL PAYMENTS PERSONAL INJURY PROT UNINSURED MOTORIST	\$ \$ \$ \$ \$ \$ \$
AUTO PHYSICAL DAMAGE DEDUCTIBLE ☐ COLLISION: ☐ OTHER THAN COL: ☐	ALL VEHICLES SCHEDULED VEHICLES	ACTUAL CASH VALUE STATED AMOUNT OTHER	\$ \$ \$
GARAGE LIABILITY ☐ ANY AUTO		AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EACH ACCIDENT AGGREGATE	\$ \$ \$ \$
EXCESS LIABILITY ☐ UMBRELLA FORM ☐ OTHER THAN UMBRELLA FORM	RETRO DATE FOR CLAIMS MADE:	EACH OCCURRENCE AGGREGATE SELF-INSURED RETENTION	\$ \$ \$
WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY		WC STATUTORY LIMITS E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	\$ \$ \$ \$
SPECIAL CONDITIONS/OTHER COVERAGES Named Insured to include: Owners Name & the Engineer, their (See attached Spec Conditions/Other Cows page.)		FEES TAXES ESTIMATED TOTAL PREMIUM	\$ \$ \$

NAME & ADDRESS		MORTGAGEE ☐	ADDITIONAL INSURED ☒
Contractors Name SomeStreet AnyCity State Zip		LOSS PAYEE ☐	Contractor
		LOAN #	
		AUTHORIZED REPRESENTATIVE Michael G. Zewos	

ACORD 75 (2001/01) 1 of 3 #5069 NOTE: IMPORTANT STATE INFORMATION ON REVERSE SIDE MSB © ACORD CORPORATION 1993

SPECIAL CONDITIONS/OTHER COVERAGES (Cont. from page 1)

consultants, agents, employees,
& such public corporations in whose jurisdiction the work is located.

** Continued From Additional Interests Section **

CONSULTING ENGINEER

ADDRESS

Type: Additional Insured

Example only

AMS 75.4 (2001/01) 3 of 3 #5069

Appendix D

STANDARD EASEMENT AND STORM DRAIN AGREEMENT

EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that _____,
_____, whose address is _____,
(hereinafter referred to as "Grantor"), being title holder to the following described parcel of land,
to-wit:

[See attached and incorporated Exhibit A]

Tax Identification Number: _____

for and in consideration of Ten Dollars, receipt and sufficiency of which is hereby
acknowledged, does hereby grant and convey to the City of Berkley, a Michigan municipal
corporation, whose address is 3338 Coolidge Hwy., Berkley, MI 48072, (hereinafter referred to
as "Grantee"), a nonexclusive perpetual easement for _____, over, upon,
across, in, through, and under the following described real property, to-wit:

[See attached and incorporated Exhibit B]

and to enter upon sufficient land adjacent to said _____ easement for the purpose of
exercising the rights and privileges granted herein.

Grantee may install, repair, replace, improve, modify and maintain the
_____, and all necessary appurtenances thereto, within the easement herein
granted.

Grantor agrees not to build or to convey to others permission to build any buildings or
structures on, over, across, in, through, or under the above-described easement that may interfere
with or, in the opinion of Grantee, threaten to interfere with the use, operation, maintenance,
repair and replacement of the _____ in the easement areas shown on the attached and
incorporated Exhibit B.

Grantee agrees to reasonably restore the premises so disturbed by reason of the exercise
of any of the rights and privileges granted herein.

This instrument shall run with the land first described above and shall be binding upon and inure to the benefit of the Grantor, Grantee, and their respective heirs, representatives, successors and assigns.

IN WITNESS WHEREOF, the undersigned Grantor has affixed their signature this _____ day of _____, 2017.

GRANTOR:

By:
Its:

STATE OF MICHIGAN)
) SS
COUNTY OF OAKLAND)

On this _____ day of _____, 20__, before me, personally appeared the above named _____, to me known to be the person described in and who executed the foregoing instrument and acknowledged that they executed the same as his free act and deed.

Notary Public
_____ County, MI
Acting in _____ County
My commission expires _____

THIS INSTRUMENT DRAFTED BY:

AND WHEN RECORDED RETURN TO:

CONSENT TO EASEMENT

As the holder of a mortgagee interest in and to the property referenced in the _____ Easement, dated _____, 20__, attached hereto and incorporated as Exhibit A, whereby _____, grants and conveys said easement to the City of Berkley, the undersigned hereby evidences its consent to the grant, conveyance, existence and recordation of said easement, which easement is hereby acknowledged and agreed to be superior to the interest of the undersigned and shall bind the undersigned and the heirs, successors and assigns of the undersigned.

IN WITNESS WHEREOF the undersigned has caused its signature to be placed on the _____ day of _____, 20__.

By: _____

Its: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

The foregoing Consent to Easement was acknowledged before me this _____ day of _____, 20__, by _____, the _____ of _____, a Michigan _____.

Notary Public
_____ County, MI
Acting in _____ County
My commission expires: _____

STORM WATER DRAINAGE SYSTEM AGREEMENT

THIS AGREEMENT is made this _____ day of _____, 20____, by and between the City of Berkley (the “City”), with principal offices located at 3338 Coolidge Hwy, Berkley, MI 48072 (the “City”) and _____, a Michigan **[profit corporation/limited liability company]**, with principal offices located at _____, (“Developer”).

RECITATIONS:

A. Developer is developing certain property located in the City of Berkley, Oakland County, Michigan as **[nature of development]** (“Development”) as more particularly described in Exhibit A attached hereto. **[Exhibit A should include the legal description of the development and the engineering drawings of the storm drain system.]**

B. As part of the Development, Developer is required to construct a storm drainage system (“System”) to provide adequate drainage and treatment of storm water for the Development. The storm water drainage system is depicted on the map attached hereto as Exhibit A.

C. The City has issued a permit (“Permit”) to Developer authorizing the construction, operation and maintenance of the storm drainage system, which is located within the Oakland County Water Resources Commissioner and/or the Michigan State Highway Department's right-of-way and/or drain, on or adjacent to the Development. **[This Paragraph may be deleted if system is entirely on-site]**

D. As used herein, “Developer” includes all of Developer’s successors and assigns, including all current and future owners and occupiers of property within the Development.

NOW, THEREFORE, for and in consideration of the mutual covenants and benefits to be derived hereunder, the receipt, adequacy and sufficiency of which is hereby acknowledged, the City and the Developer agree as follows:

1. All of the foregoing Recitals are true and correct and are incorporated herein as part of the Agreement for all purposes.

2. Developer shall prepare and submit to the City for review and approval by the City, in its sole discretion, all construction and as-built plans and specifications for the storm water drainage system as the City may require.

3. Developer shall construct the storm water drainage system as part of the Development in accordance with the plans and specifications approved the City of Berkley.

4. Developer agrees that it will maintain in good working condition, and to perpetually preserve and repair at its own expense, the storm water drainage system described in Exhibit A.

5. The City shall have the right, but not the duty, to enter the property comprising the Development for the purpose of inspecting the storm water drainage system for compliance to the Permit, and to ensure the system stays in good working order.

6. If Developer fails to preserve and/or maintain the storm water drainage system in reasonable order and condition, the City may serve written notice upon Developer setting forth the deficiencies in maintenance and/or preservation along with a demand that the deficiencies be cured within a stated reasonable period, and time, date, and place for a hearing before the City Council for the purpose of allowing them an opportunity to be heard as to why the City should not proceed with the correction of the deficiency or obligation, which has not been undertaken or properly fulfilled. At any such time for hearing, the time for curing and the hearing itself may be extended and/or continued to a specific date. If, following such hearing, the City Council shall determine that the obligation has not been fulfilled or failure correction within the time specified in the notice, as determined by the City in its sole and reasonable discretion, the City thereupon shall have the power and authority, but not the obligation, to enter upon the property or cause its agents or contractors to enter the Development and perform such obligation or take such corrective measures as reasonably found by the City to be appropriate or necessary with respect to the storm water drainage system. The cost of making and financing such improvements by the City, including notices by the City and reasonable legal fees incurred by the City, plus an administrative fee of 25% of the total of all such costs and expenses incurred, shall be paid by Developer within thirty (30) days of billing to it. All unpaid amount may be placed on the delinquent tax roll of the City as to the property within the Development, and shall accrue interest and penalties, and shall be collected as, and shall be deemed delinquent real property taxes, according to the laws made and provided for the collection of delinquent real property taxes. In the discretion of the City, such costs and expenses may be collected by suit initiated against Developer, and in such event, Developer shall pay all court costs and reasonable attorney fees incurred by the City in connection with such suit.

7. In the event that City, in its sole discretion, determines that the condition of the storm water drainage system has deteriorated to the point that, or the deficiency in the operation and/or maintenance by Developer is such that there is a danger to the public health, safety and welfare or there is a substantial potential for damage to any property and/or road improvements, the City's obligation to provide written notice to Developer shall be deemed waived, and the City or its authorized agent may enter the Development to immediately begin emergency maintenance and/or repair work. If it is found necessary to adjust or relocate all or any portion of the storm water drainage system within the road right-of-way, the City shall, upon advance notice to Developer, cause such adjustment or relocation to occur. Prior to any work being performed in the road right-of-way, a permit shall be secured from the City, -Road Commission for Oakland County, or Michigan Department of Transportation, as applicable. The cost for all such work shall be billed to Developer under the same procedure set forth in paragraph 6 above.

8. Notwithstanding Developer's assumption of the responsibilities and the acceptance of liabilities stated herein, the City shall retain jurisdiction over the storm drainage system and its rights and remedies under the Municipal Separate Storm Sewer System (MS4) Permit or any applicable statute, ordinance, rule or regulation are hereby preserved. Without limitation of the foregoing, Developer, at its sole cost and expense, shall perform maintenance of the storm water facilities described in the City's Storm Water Management and Long-Term Maintenance Plan as Exhibit B attached hereto and incorporated herein by reference.

9. Developer shall defend, indemnify and hold the City harmless from and against any claims, demands, actions, damages, injuries, costs or expenses of any nature whatsoever ("Claims"), fixed or contingent, known or unknown, arising out of or in any way connected with the design, construction, use, maintenance, repair or operation (or omissions in such regard) of the storm drainage system referred to Exhibit A hereto, appurtenances, connections and attachments thereto which are the subject of this Agreement. This indemnity and hold harmless shall include any costs, expenses and attorney fees incurred by the City in connection with such Claims or the enforcement of this Agreement.

10. Developer shall comply with the Elliott-Larsen Civil Rights Act, Public Act 453 of 1976, MCL 37.2101 *et seq.*

11. The City shall record this Agreement with the Oakland County Register of Deeds at Developer's expense.

12. The parties hereto make this Agreement on behalf of themselves, their heirs, successors, assigns and transferees; and hereby warrant that they have the authority and capacity to execute this Agreement and bind the property as described in this Agreement. This Agreement shall run with the land and be binding upon all owners, their agents, heirs, successors, assigns, and transferees.

13. This Agreement shall be interpreted in accordance with the laws of the State of Michigan.

14. Invalidation of any of the provisions of this Agreement by Judgment or Court order shall in no way effect the validity of any other provision(s), which shall remain in full force and effect.

15. The City's failure to exercise a right or remedy will not operate as a waiver of any of the City's rights or remedies under this Agreement.

16. This Agreement may only be amended, modified, or supplemented by an agreement in writing approved by the respective Councils and signed by an authorized representative of each party.

17. This Agreement is for the sole benefit of the parties and their respective successors and permitted assigns, and nothing in this Agreement, express or implied, is intended to or shall confer on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

18. All matters arising out of or relating to this Agreement, are governed by, and construed in accordance with, the laws of the state of Michigan. Each party agrees that it will not bring any action, litigation, or proceeding against any other party in any way arising from or relating to this Agreement in any forum other than the courts of the state of Michigan sitting in Oakland and any applicable Michigan appellate court. Each party submits to the exclusive jurisdiction of those courts and agrees to bring any such action, litigation, or proceeding only in those courts.

19. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, e-mail, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

20. No provision of this agreement shall be construed against or interpreted to the disadvantage of one party against the other party by any court, or governmental authority, by reason of any determination or assertion that one party was chiefly or primarily responsible for having drafted, dictated or structured such provision.

21. Developer warrants that is a **[corporation / limited liability company]**, organized, validly existing, and in good standing under the laws of the state of Michigan.

22. Developer warrants that is qualified to do business and is in good standing in every jurisdiction in which that qualification is required for purposes of this Agreement, and that it has obtained and maintained in good standing any licenses required under Michigan law.

23. Developer warrants that it has the full right, power, and authority to enter into this Agreement and to perform its obligations under it.

24, Nothing herein shall be construed as a waiver of governmental immunity by the City.

[The remainder of this page is intentionally blank, signature pages to follow.]

IN WITNESS WHEREOF, Developer and City have executed this Agreement on the day and year first above written.

[Name of Developer]

[Printed name]

Its: [Managing Member / President]

STATE OF MICHIGAN)

) SS

COUNTY OF OAKLAND)

Acknowledged by _____ before me on the _____ day of

[Name of Managing Member/President & Title]

_____, 20____.

[Signature of Notary]

[Printed name of Notary]

Notary Public, _____
County, Michigan

My commission expires: _____

City of Berkley

City Manager

STATE OF MICHIGAN)

) SS

COUNTY OF OAKLAND)

Acknowledged by _____ before me on the _____ day of

[Name of City Manager & Title]

_____, 20____.

[Signature of Notary]

[Printed name of Notary]

Notary Public, _____
County, Michigan

My commission expires: _____

INSTRUMENT DRAFTED BY:

WHEN RECORDED RETURN TO:

City Clerk
City of Berkley
3338 Coolidge Hwy.
Berkley, MI 48072

EXHIBIT A

Provide legal description of the development and engineering drawings of storm drainage system.

EXHIBIT B

Attach Developer's long-term maintenance plan for the proposed storm drainage system (Developer's engineer will create this based on standards set by the City's engineering consultant).

CITY OF BERKLEY

Strategic Framework

Quarterly Report

Q1 2026





INTRODUCTION

Throughout 2024 and 2025, City Council and department directors met in work sessions to clearly define priority areas and the objectives that will help us reach them. Based on feedback from the community, discussions in the work sessions, and information from staff, the Strategic Framework was created as a plan for the next two years.

The Strategic Framework serves as a roadmap for the City of Berkley, helping us to define our goals and hone our focus on how to achieve them. It's a living document that helps us make decisions about how to allocate our resources for the best benefit of the community as well as track and report our progress.

The Strategic Framework Reports are an opportunity to highlight the activities that the City of Berkley has carried out in the previous three months in an effort to work toward our established objectives.



VISION, MISSION, AND VALUES

Mission

Berkley will strive to enhance economic vitality, preserve neighborhoods, and foster progress to implement the City's vision and values.

Vision

Berkley will be a thriving 21st-century municipality, rooted in strong neighborhoods and a walkable design, supported by a caring community that helps every resident, business, and visitor to flourish.

Values

Caring, Innovative, Welcoming, Active



PRIORITY AREAS

Priority Area 1:

Organizational Effectiveness

Priority Area 2:

Economic Sustainability

Priority Area 3:

Community Assets

Priority Area 4:

Open Communications

Priority Area 5:

Fiscal Stewardship



2026 QUARTERLY REPORT

Priority Area 1: Organizational Effectiveness

Objective: Cultivate a strong organizational culture

- The first round of performance appraisals was completed, capturing employees with anniversaries within the past 6 months. The Human Resources Director sat in each department's first review and provided feedback to ensure performance appraisals are as effective as possible.
- A Michigan Employees' Retirement System (MERS) representative facilitated a retirement information session for staff in the City Council Chambers. The Human Resources Director encouraged staff to attend to learn more about their retirement benefits.
- Parks staff attended the annual mParks conference in Lansing. Each team member brought back multiple new ideas for better communication, new and different programming, and capital improvement ideas.
- The Clerk and Deputy Clerk attended Train-the-Trainer, an election training administered by the MI Bureau of Elections.
- The Deputy Clerk attended the virtual 2026 Master Academy for Civic and Public Affairs.
- The Clerk's office provided additional training for staff on the Civic Plus Agenda Management module. Everyone is now prepared and required to use Civic Plus to submit and approve agenda items.
- The Clerk and Deputy Clerk attended multiple SAVE Act implication trainings.
- The Clerk attended Hosting a Secure Midterm Election and USPS - Postmarks and Election Mail training.
- Election Specialist Amy Bessler received her Michigan Professional Municipal Clerk certification.



2026 QUARTERLY REPORT

Priority Area 1: Organizational Effectiveness

Objective: Optimize organization structure, staffing, policies/procedures, and level of service

- Community Development worked with the City Attorney to draft a new policy for the recently adopted code enforcement ordinance amendments, which was presented to the Council for approval in April.
- The Human Resources Director has been working with Manquen Vance to audit Medicare-eligible retirees and clean up insurance groups.
- Human Resources put together a Take Your Child to Work Day planning team with the Library, Parks and Recreation, and Communications. The Clerk's Office and Public Safety are also involved in activity planning for the day.
- The Human Resources Director released a Seasonal Sick Time Policy to ensure the city remains compliant with the Michigan Earned Sick Time Act. This policy provides coverage and clarity in the event that a situation arises for a seasonal employee in which earned sick time would be required.
- A cross-department team including the Department of Public Works, Community Development, Public Safety, and the City Manager's Office met several times to discuss policy changes for special and temporary events. Staff, with the City Attorney's assistance, will be editing the document to incorporate suggestions from the City Council work session and will move this forward in the next quarter.
- The Staff Parking Committee continued to meet and plan for the parking/sign project. An updated webpage with detailed information was created and communications, including postcards to homes on streets that will see parking changes, are planned for spring.
- The Clerk's Office continues to update its SOP manual.
- The Clerk's Office met with a GIS Specialist. This service will provide the data needed for cleaning up precinct boundaries and will allow the city to have a smart precinct map, linking needed documents and real-



2026 QUARTERLY REPORT

Priority Area 1: Organizational Effectiveness

time information.

- During this quarter, the City received 52 general FOIA requests and 9 FOIA appeals. In comparison, the City received 30 General FOIA requests and 3 FOIA appeals in the first quarter of 2025. These requests and appeals are estimated to have utilized roughly 177 hours of staff time.

Objective: Foster stronger relationships with community and regional partners

- The Human Resource Director attended a roundtable meeting organized by the Great Lakes Water Authority to strategize how to fill in-demand technical positions.
- The Communications Director and City Manager attended the SEMCOG Oakland County Outreach meeting in January. The City Manager voted on behalf of the City for Executive Committee delegates and alternates.
- The Director of Public Safety attended a meeting at the Oakland County Sheriff's Office with law enforcement executives and state legislators from Oakland and Macomb Counties. The meeting focused on current events, law enforcement issues, and pending legislation. The session allowed for a strong exchange of ideas and information among regional partners.
- The Director of Public Safety delivered a presentation alongside an OakTac executive board member on achieving multi-disciplinary and multi-jurisdictional collaboration.

Objective: Identify and implement innovative operational solutions

- Parks and Recreation started to utilize Trello, a project management/communications application. Trello will be used for interoffice communications and will be extended to working in collaboration with the Department of Public Works for field and park maintenance information.
- Community Development has installed Bluebeam, an electronic plan



2026 QUARTERLY REPORT

Priority Area 1: Organizational Effectiveness

review software, to be utilized for plan review. The department will begin training and software set-up in the coming months.

- The Clerk's Office rolled out the Civic Plus Agenda Management software to complete and publish City Council agendas and packets. Work with Civic Plus is ongoing to continue to refine the process. QR codes placed at the sign-in table before each meeting are being utilized for meeting packets and agendas
- The Clerk's Office partnered with IT and Public Safety to comply with new ballot box video monitoring retention schedules.



2026 QUARTERLY REPORT

Priority Area 2: Economic Sustainability

Objective: Identify, prioritize, and deploy economic development tools

- Community Development held a work session led by Carlisle Wortman to receive final input on the Payment in Lieu of Parking program before ordinance changes are presented to the Planning Commission and City Council for implementation.

Objective: Identify development opportunities and focus area

- Development of the Economic Development Strategy is underway with a final draft expected in early summer. Stakeholder meetings/focus groups have been held with the pertinent parties and priority development sites have been identified. The Community Development Director has reached out to all property owners of priority development sites.

Objective: Expand economic recruitment and retention efforts strengthening the City's economic portfolio

- A new restaurant, The Beverly, opened in January.
- Building plans are under review for the Berkley Theater.

Objective: Implement Master Plan updates and development process improvements

- BS&A met with Community Development and Finance. The new escrow program has been implemented, allowing for more seamless processing and return of escrow payments.
- Community Development worked with Spalding DeDecker to update the residential grading review process, allowing more accountability for finish grades and more transparency for contractors and residents.
- Community Development completed a number of "clean-up" City Code amendments to match ordinances with established policies and processes, as well as to address inconsistencies between ordinances.



2026 QUARTERLY REPORT

Priority Area 2: Economic Sustainability

Objective: Improve City/DDA strategic alignment

- The Community Development Director gave a presentation to the Downtown Development Authority highlighting elements of the City-wide and Downtown Master Plan that they could include as part of their upcoming strategic planning process.
- Community Development has been assisting the DDA with the expansion of the BOSS Social District to the west portion of 12 Mile and along Coolidge.
- Community Development assisted the Downtown Development Authority with the creation of a new bistro table policy that complements the existing outdoor service area permitting program.



2026 QUARTERLY REPORT

Priority Area 3: Community Assets

Objective: Complete comprehensive asset needs inventory and management plan

- The Parks and Recreation 5-year plan was submitted for approval and ultimately approved by the Michigan Department of Natural Resources. The process is complete.
- The Department of Public Works is working on the final round of lead service lines verifications and analysis for the TMF grant. The initial analysis indicates the need for continued verifications.
- The Department of Public Works reached out to residents who have confirmed lead service lines to get them on board for the spring replacement program. This will aid in the projected replacement of 60 lead service lines.
- Staff submitted a TMF grant reimbursement request, bringing the total reimbursement requested to \$434,000 of the total \$570,900 available. Lead service line replacement field work continued over the winter and the city expects to utilize the remaining funds prior to the new fiscal year.

Objective: Develop sustainable asset investment strategy that supports funding for the City's capital improvement plan

- Sidewalk repair and replacement strategy has been incorporated into the FY 26/27 Capital Improvement Plan. Spalding DeDecker has provided a proposal to assist in the creation of a more defined program.

Objective: Improve facility/staff security and safety

- Security upgrades were approved by Council, with implementation beginning in the coming months.
- The Clerk's Office is working with Emergency Manager Jack Blanchard to update and revise its Elections Security Plan for the upcoming midterm elections. Updates will be made to address real and



2026 QUARTERLY REPORT

Priority Area 3: Community Assets

perceived security situations resulting from the proposed SAVE Act and various executive orders.

- The Clerk is working with the school district to ensure safety and compliance at all precincts within the district. The East Gym will be unavailable for the August election.
- The Department of Public Services helped transport election storage containers for recertification. All 36 containers were examined and are now ready for the mid-term elections.



2026 QUARTERLY REPORT

Priority Area 4: Open Communications

Objective: Identify community audiences and most effective City “voice(s)”

- The Clerk’s Office met with the Communications Department to outline the 2026 elections communications plan. Together, they determined messaging for various audiences, including solutions to a myriad of unique issues already at the forefront. Challenges addressed include dis- and misinformation, disenfranchised voters, and finding willing workers.

Objective: Identify and implement priority communication strategies within human and financial resources

- The Communications Department created a monthly internal newsletter to keep all staff members informed of City updates regarding events, projects, and meetings.
- The Communications Director has continued ADA compliance research. Website updates continue to be a timely priority.
- As part of rolling out the new Boards and Commissions process, the Clerk’s office began posting all meeting agendas, packets, and minutes. This was formerly a function of the Communications Department.
- Communications sent three press releases to media lists (Public Safety information updates, economic development strategy partnership with Better City) and secured media coverage on Local 4, Fox 2, CBS Detroit, Crain’s Detroit, Oakland County Times, and Woodward Talk.
- The Communication Director and Deputy City Manager of Public Services were interviewed by Fox 2 and CBS Detroit about water main breaks, why they happen, and the work our crews do to fix them.



2026 QUARTERLY REPORT

Priority Area 4: Open Communications

- Parks and Recreation, the Library, and Communications collaborated to put together the Spring-Summer 2026 Program Guide. A postcard will be sent to each resident with a direct link and QR code to the program guide.
- Social media and email outreach was shared for a wide variety of community events and information:
 - WinterFest
 - Winter safety information
 - Car seat safety check opportunities
 - Water main breaks
 - Road closures
 - Yard waste and chipper service information
 - Parks and Recreation Master Plan engagement/public hearing
 - Bacon Ave. construction information and town hall
 - City Council meeting recaps/updates
 - FY 26-27 budget documents and meeting information
 - Job opportunities
 - Oakland County's hardship assistance program
 - Public safety priorities statement

Objective: Foster meaningful community engagement and genuine relationships

- Public Safety conducted the first Citizen's Public Safety Academy since 2018. Participants were highly interactive, asked thoughtful questions, and enjoyed the class structure and the information. Department



2026 QUARTERLY REPORT

Priority Area 4: Open Communications

presenters expressed appreciation for the opportunity to engage directly with community members in this setting.

- The Clerk's Office booked a Q&A session at the Library where staff will be discussing how to make a voting plan.
- The Clerk's Office held its first Board and Commission member orientation. They also coordinated the first board and commissions applicant interviews meeting.
- A town hall meeting was held at the Berkley Community Center to address questions and concerns about the Bacon Avenue Water Main and Pavement Replacement project.
- Phase two of the Board and Commissions Ad Hoc Committee began this quarter. The committee continues working toward making the process more robust, compliant, and meaningful for residents.
- Parks and Recreation hosted volunteers from AARP to provide free tax assistance to anyone over the age of 50.
- The Library hosted a craft supplies swap event, which had a big response from the community.
- The Library hosted a wedding and the mayor officiated!



2026 QUARTERLY REPORT

Priority Area 5: Fiscal Stewardship

Objective: Clearly define and articulate the City's long-term fiscal realities

- The budget document was completed thanks to hard work from all departments. The Finance Department and Communications Department put together a draft document with clear information and educational graphics about how we prioritize and allocate our budget

Objective: Identify additional funding strategies and partnerships

- The City Manager's Office submitted FY27 budget requests to both the state and federal government for three infrastructure projects.
- The Parks and Recreation Sponsorship Guide is now available and being utilized for 2026 event sponsorship. Parks and Recreation has already had success in reaching new sponsors and working with existing sponsors to contribute more financially to events.
- The Parks and Recreation Superintendent attended a webinar about DNR grants in preparation to apply in future cycles.

MEMORANDUM

To: Mayor Dean and City Council
From: Kristen Kapelanski
Date: May 18, 2026
Subject: First reading of an ordinance of the City Council of the City of Berkley, Michigan to amend Section 3.03.A Commercial Occupancy Certificate/Business License, Section 3.10 Performance Guarantees, Section 6.04.C.6 Multiple Family Development, Section 6.04.D.1 Authorized Site Layouts, Section 9.16 Locating Parking Lots, Section 11.08.C Standards for All Temporary Signs, Section 11.10 Nonconforming Signs, Section 14.04.E Parking Spaces for Other Land Uses, Section 14.04.N Leased Parking in Municipal Lots, and Section 15.03.A Sketch Plan of Chapter 138 Zoning of the City of Berkley Code of Ordinances.

Madam Mayor and Members of City Council,

Background

- The City Council adopted the new Zoning Ordinance in March of 2025.
- As staff has begun to use the new Zoning Ordinance, they've come across a number of minor items that require clarification or are need of small adjustments to improve the functionality of the new standards.
- Additionally, City staff has been meeting with our Engineering Consultant, Spalding DeDecker, to work through implementation of Zoning Ordinance items and process updates since they were brought on board several months ago.

Summary

- Part of the implementation efforts with Spalding DeDecker included the 'build'out of the performance guarantee process, with the assistance of the City Attorney's office. Performance guarantees (often called performance bonds, letters of credit, or financial guarantees) are tools used by local governments to ensure that required improvements in a development actually get built. When a developer receives approval—especially for site plans that include infrastructure like roads,

sidewalks, utilities, or landscaping—the municipality requires the developer to provide a financial guarantee equal to the cost of those improvements. This protects the public if the developer doesn't follow through. While provisions were previously included in the rewritten ordinance, the intention was always that this section would be built out once we approached implementation. Amendments have been included to allow a more practical application for a City our size.

- Other more minor amendments include the following:
 - Add a reference to the City Code provisions for business licenses;
 - Clarify the nomenclature for attached single family development site types in the Residential Corridor District.
 - Provide regulations for stand-alone parking lots when they cannot be combined with adjacent developments.
 - Revise the time limits for temporary signs based on business feedback.
 - Remove times for the continuation of non-conforming signs so that once use of a nonconforming sign has ceased, it cannot be reestablished.
 - Clarify location requirements for shared use parking.
 - Prohibit commercial vehicles at single- and two-family dwellings.
 - Allow annual parking passes to count towards parking requirements in place of the originally included leased parking concept.
 - Clarify that an applicant may present a sketch plan to the Planning Commission as a discussion item.
- The Planning Commission held the public hearing and recommended approval of the proposed amendments on April 28, 2026.

Recommendation

Motion to (approve/deny/postpone) the first reading of an ordinance of the City Council of the City of Berkley, Michigan to amend Section 3.03.A Commercial Occupancy Certificate/Business License, Section 3.10 Performance Guarantees, Section 6.04.C.6 Multiple Family Development, Section 6.04.D.1 Authorized Site Layouts, Section 9.16 Locating Parking Lots, Section 11.08.C Standards for All Temporary Signs, Section 11.10 Nonconforming Signs, Section 14.04.E Parking Spaces for Other Land Uses, Section 14.04.N Leased Parking in Municipal Lots, and Section 15.03.A Sketch Plan of Chapter 138 Zoning of the City of Berkley Code of Ordinances to add appropriate cross references, to set a period for project completion, to allow for administrative extension of completion periods, to modify the amount of surety bonds that may be posted for completion and to delete the requirement for a completion agreement, to rename the Multiple Family Development Site type for clarity, to provide regulations for stand-alone parking lots, to revise the time limit for temporary signs, to modify the requirements for non-conforming signs, to clarify location requirements for shared use parking, to prohibit commercial vehicles at single- and two-family dwellings, to allow annual parking passes to count towards parking requirements, and to clarify that an applicant may present a sketch plan to the Planning Commission as a discussion item.

AN

ORDINANCE

of the City Council of the City of Berkley, Michigan to amend Section 3.03.A Commercial Occupancy Certificate/Business License, Section 3.10 Performance Guarantees Section 6.04.C.6 Multiple Family Development, Section 6.04.D.1 Authorized Site Layouts, Section 9.16 Locating Parking Lots, Section 11.08.C Standards for All Temporary Signs, Section 11.10 Nonconforming Signs, Section 14.04.E Parking Spaces for Other Land Uses, Section 14.04.N Leased Parking in Municipal Lots, and Section 15.03.A Sketch Plan of Chapter 138 Zoning of the City of Berkley Code of Ordinances to add appropriate cross references, to set a period for project completion, to allow for administrative extension of completion periods, to modify the amount of surety bonds that may be posted for completion and to delete the requirement for a completion agreement, to rename the Multiple Family Development Site type for clarity, to provide regulations for stand-alone parking lots, to revise the time limit for temporary signs, to modify the requirements for non-conforming signs, to clarify location requirements for shared use parking, to prohibit commercial vehicles at single- and two-family dwellings, to allow annual parking passes to count towards parking requirements, and to clarify that an applicant may present a sketch plan to the Planning Commission as a discussion item.

THE CITY OF BERKLEY ORDAINS:

SECTION 1: Section 3.03.A Commercial Occupancy Certificate/Business License of Section 3.03 Zoning Certification Process of Article 3 Administration and Enforcement of Chapter 138 Zoning of the Berkley City Code is amended to add a reference to Chapter 30, Article III of the City Code, as follows:

- A. *Commercial Occupancy Certificate/Business License.*** It is unlawful to use, occupy, reoccupy, or permit the use or occupancy of, any structure or premises, or parts thereof, hereafter created, erected, changed, converted, or wholly or partially altered or enlarged until a Commercial Occupancy Certificate/Business License has been issued by the Zoning Administrator stating that the proposed use of the structure or lot conforms to the requirements of this Ordinance and Chapter 30, Article III Business License of the City Code. The Commercial Occupancy Certificate/Business License signifies that the intended use, building, or structure complies with all provisions of this Ordinance and Chapter 30, Article III Business License of the City Code. When a building permit is not required, the application for a Commercial Occupancy Certificate/Business License must be made prior to the date when construction, installation, or use of the parcel is intended to begin.

SECTION 2: Section 3.10 Performance Guarantees of Article 3 Administration and Enforcement of Chapter 138 Zoning of the Berkley City Code is amended in order to set a period for project completion periods, to modify the amount of surety bonds that may be posted for completion and to delete the requirement for a completion agreement, as follows:

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SECTION 3.10 PERFORMANCE GUARANTEES

A. *Purpose and intent.*

1. In the interest of ensuring compliance with the provisions of this Chapter, protecting the natural resources and the health, safety and welfare of the residents of the City and future users of inhabitants of an area for which a site plan for a proposed use has been submitted, the City may require the applicant to deposit a performance guarantee for any or all site improvements required by this Ordinance. The purpose of the performance guarantee is to ensure the completion of improvements connected with the proposed use as required by this Chapter, including but not limited to roadways, lighting, utilities, sidewalks, drainage, fences, walls, screens and landscaping.
2. The City may employ the City Engineer or other City staff or consultants to review cost estimates and conduct periodic inspections of the progress of improvements.

B. Definitions ~~Procedure~~

The following words, terms and phrases, when used in this chapter, have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

1. Applicant means the person or entity that has a legal or equitable right to affect the development or improvement of the subject real property pursuant to an approved site plan or plot plan. Only the applicant may post a performance guarantee. If the subject real property is transferred, conveyed, or sold (other than as an individual, single-family lot or unit), the successor (with legal proof of ownership) must replace any outstanding performance guarantees at the time of purchase. Cash bonds may be assigned upon proof of transfer, conveyance, or sale. If the successor does not replace all performance guarantees, then the applicant will continue to be responsible under such guarantees for completing the project in accordance with their terms. This provision shall not prohibit joint performance guarantees, provided that the applicant is one of the joint guarantors and if deemed acceptable by the Community Development Director.
2. City Engineer means the City Engineer or their designee.
3. Community Development Director means the City Community Development Director or their designee.
4. Default means the failure to:
 - a. Comply with performance guarantee requirements and conditions;
 - b. Complete, in the specified time, any required improvements in accordance with this Code and with an approved site or plot plan or plat and any conditions thereto;
 - c. Maintain, for the specified period of time, any required improvements in accordance with this Code and with an approved site or plot plan or plat and any conditions thereto; and
 - d. Pay current fee balances due.
5. Department means the Community Development Department, unless a different department or individual is specified in or by reference to a particular provision or section hereof.
6. Forfeiture. Performance guarantees cannot be terminated, canceled, reduced, rebated, or released without written authorization from the Community Development Director. All guarantees shall remain in full force and effect until such time as the Community Development Director has authorized otherwise. On determination of the Community Development Director

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that any conditions of the performance guarantee have not been complied with, the Community Development Director has the recourse to the rights created under the guarantee and as set forth in this chapter.

7. Refunds of cash bonds approved by the Community Development Director will be made payable solely to the applicant, or to an assignee of the applicant in the event of a transfer. Refunds will be mailed to the address specified on the bond receipt if not retrieved by the applicant or assignee from the department within a reasonable time after notice that the refund is available. If the refund is returned undeliverable, it shall be held by the City and returned to the applicant upon demand; however, if such demand is not made within one year after the date of refund, the bond is deemed forfeited and will be deposited in the general fund of the City.
8. Guarantor means the applicant (or assignee) and, if applicable, either a corporate surety acceptable to the City and licensed to provide guarantees to third parties or a financial institution incorporated and located within the United States and insured by the Federal Deposit Insurance Corporation (FDIC).
9. Initial permit means a permit for site work or building foundations, whichever occurs first.
10. Performance guarantee means a form of financial security posted to ensure timely, proper, and workmanlike completion of improvements; to ensure compliance with this Code; and/or to warranty materials, workmanship of improvements, or design. Performance guarantees may be in the form of cash, certified check, irrevocable bank letter of credit, and/or, for any amount after the first \$100,000 is posted in cash, certified check, letter of credit, or surety bond. For the purposes of this chapter, the terms "financial guarantee," "maintenance guarantee," and "defect guarantee" are considered kinds of performance guarantees.
11. Project means a discrete, separate development described in and made subject to an approved site plan or plot plan or plat. Projects are categorized as single-family residential, multiple-family residential, or nonresidential. For development projects that are approved with separate and discrete phases, the requirements of this chapter may be applied separately to each phase (i.e., on a phase-by-phase basis).
12. Property means the real property on which a project is proposed to be constructed.
13. Site improvements are a specific reference to all of the following unless otherwise noted in this chapter or in any approved site or plot plan or plat or any conditions thereon: streets, sanitary sewers, storm sewers, water mains, mass grading; sidewalks, safety paths, bicycle paths and public walkways; street signs; street island improvements; right-of-way disruption, tree protection, tree replacements; floodplain protection and restoration, soil erosion control, required landscaping and screen planting of non-access greenbelt easements and retention basins; maintenance of retention basins on private property; street trees, including an estimate for the removal of any dead trees within street rights-of-way for a period of two full growing seasons after the date of acceptance of streets and utilities; and the placement or replacement, after construction of improvements, of all lot stakes and monuments.
14. Treasurer means the City Treasurer or their designee.

C. Procedure

1. The department is authorized to require all applicants constructing site improvements under any permits and approvals granted under the City Code to post a performance guarantee with the City Treasurer to guarantee completion of all required site improvements associated with a project in accordance with this Article, in an initial amount of one hundred percent of the estimated cost of the site improvements for which the guarantee is required in the form required in subsection C.4, below.

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2. Notwithstanding any provision of any other chapter of this Code with regard to issuance of permits for specific improvements, performance guarantees require actual construction and installation of all required site improvements within one year after the issuance of the initial permit, or within six months after a temporary occupancy permit has been issued for any structure on the property, whichever is shorter or occurs first. The time limit may be extended at the Community Development Director's discretion, upon determination that work is proceeding toward completion and that the delay is not dilatory or unreasonable under all the circumstances. In reaching this determination, the Director may take into consideration any appropriate factors established by the applicant, including but not limited to weather conditions, delays in securing required approvals/permits from other regulatory agencies, and force majeure events, not including general economic conditions. The request for extension must be in writing, accompanied by a schedule for completion of all remaining work. At the time an extension is requested, a site inspection will be conducted, with the cost of such inspection being the direct responsibility of the applicant, to confirm work remaining on the site.
3. At the time of issuance of the initial permit for improvement for any project and before conducting any preconstruction meetings, the applicant is required to deposit a performance guarantee in the amount of one hundred percent of the estimated cost of site improvements.
4. The guarantee required by this section must be posted by and in the name of the applicant encompassing all required improvements and must be in the form of cash, certified check, or irrevocable bank letter of credit for all amounts up to one hundred thousand dollars. To the extent that amounts required to be deposited are at any time in excess of one hundred thousand dollars, such excess amounts may be posted by and in the name of the applicant as a separate guarantee, in any form allowed under the definition of "performance guarantee" including a surety bond.

D. Default

1. If the applicant fails to timely complete all site improvements and/or timely take the required action for which the performance guarantee was required, the applicant will be deemed to be in default. Unless a shorter period has been specified in a permit or approval issued, or elsewhere in this Code, "timely" completion of improvements means not longer than one year from the date of issuance of the initial permit for improvements, unless such time is extended by the Community Development Director as permitted in subsection C.2, above.
2. In the event of a default, the City will, following notice to the applicant and opportunity for the applicant to cure such default, as specified in the notice, have the right (but not the obligation) to use the performance guarantee to complete the improvements or restore and stabilize the project site, within the discretion of the Community Development Director, taking all factors into consideration, including but not limited to the progress made toward completion and the need for the site improvement to be completed in order for the City's public infrastructure to function as intended. The application for site or plot plan or plat approval, building permit, temporary certificate of occupancy, or similar approvals will be deemed to have authorized the right of the City to enter upon the property to bring about such completion. A notice to the applicant given under this section may be provided by one or more of the following methods: regular first class mail to the address on the application for permit; delivery of the notice to the applicant at such address; hand-delivery to the applicant; or posting the property.
3. In the event the performance guarantee posted is insufficient in amount to allow the City to complete the improvements and/or actions, the applicant will be required to pay to the City such additional costs as are needed for the completion of such improvements and/or actions. Should

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the City use the performance guarantee, or a portion thereof, to achieve such completion, any amounts remaining will first be applied to the City's administrative costs, which are equal to twenty percent of the cost of such completion, and to payment of actual attorney's fees, consultant fees, and like fees expended in connection with securing the guarantee and completing the improvements and/or actions; the balance remaining thereafter (if any) will be refunded to the applicant.

4. In the event of default, the City may contract with a third party to complete work required pursuant to this Article. Public bidding requirements are not required.
5. The applicant is responsible for ensuring that the required performance guarantees remain in place until all site improvements are complete and the guarantees have been released by the Community Development Director. Bonds and irrevocable letters of credit are not permitted to lapse or expire without renewal or replacement. The Community Development Director may call or collect upon any such guarantee prior to its expiration if it reasonably appears to the Community Development Director that the guarantee will be permitted to lapse or expire.

E. Release or Rebate of Performance Guarantees.

The City Treasurer cannot release a performance guarantee until:

1. All fees that are due have been paid;
2. A maintenance guarantee has been posted, if applicable;
3. Inspection of the development site has been performed when required; and
4. The Community Development Director has determined that the conditions and requirements of the permit/approval otherwise specified in the performance guarantee have been met and final approval of same has been granted.

The Director may, after performing a site inspection at the written request of an applicant, rebate or reduce portions of a performance guarantee upon determination by the Director, in their sole discretion, that the improvements and/or actions for which that performance guarantee was posted have been satisfactorily completed in accordance with the approved plans, any temporary certificate of occupancy, and all other applicable laws, regulations, and ordinances. No such rebate or reduction shall occur until seventy-five percent of the value of all of the site improvements, based on an estimate of the value of labor and materials, for the property are complete, at which time fifty percent of the performance guarantee may be released. At no point can the amount of the performance guarantees held by the City be less than one hundred percent of the cost to complete the remaining required improvements on the property. The applicant is responsible for the actual cost of inspections requested pursuant to this section.

F. Maintenance and Defect Guarantees Authorized.

1. All applicants must post a maintenance guarantee and/or defect guarantee warranting the successful operation and maintenance of site improvements, and guaranteeing the workmanship, materials, and design used in construction of site improvements required by the conditions of any permits or approvals issued pursuant to this Code, as defined above.
2. Unless otherwise specifically indicated in this Code, all maintenance guarantees and defect guarantees must guarantee successful operation, workmanship, materials, and design of required facilities for a period of two years following final inspection and final acceptance by the City in

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accordance with the procedures set forth in this Article. With regard to plantings required under 12.03 of the Zoning Ordinance, the maintenance and guarantee period of two full growing seasons is required. If any defect or deficiency occurs or becomes evident during the two-year period, then the owner must after ten days' written notice from the City, correct it or cause it to be corrected. In the event any improvement is repaired or replaced pursuant to the demand of the City, the Community Development Director may require the guarantee with respect to such repair or replacement, as defined and determined by the department, to be extended for two full years from the date of the repair or replacement.

3. The applicant must notify the City and schedule inspections of facilities required pursuant to this Code, as defined above, at least sixty days before the end of the two-year maintenance and/or defect period, and the City will conduct such inspection as soon thereafter as is practicable and, generally within thirty days.

- ~~2. When a performance guarantee is required, said performance guarantee must be deposited with the City prior to the issuance of a building permit for the development and use of the land. Upon the deposit of the performance guarantee, the City will issue the appropriate building permit and the City will thereafter deposit the performance guarantee, in the form of a cash deposit, surety bond, letter of credit or certified check.~~
- ~~3. At the time the performance guarantee is deposited with the City and prior to the issuance of a building permit, the applicant must enter into an agreement with the City incorporating the performance guarantee provisions.~~
- ~~4. The agreement must also prescribe the period of time within which the improvements for which the performance guarantee has been required are to be completed. The period will begin from the date of the issuance of the building or other permit.~~
- ~~5. In the event the performance guarantee deposited is a cash deposit or certified check, the City will rebate to the applicant, upon request from the applicant, fifty percent of the deposited funds when the applicant has completed at least seventy-five percent of the required improvements by project cost as confirmed by the Community Development Director or their designee at the time of the request. The remaining fifty percent of the deposited funds will be returned when the applicant has completed one hundred percent of the required improvements and there is compliance with the Chapter as confirmed by the City.~~
- ~~6. In the event the applicant defaults in making the improvements for the which the performance guarantee was required within the time period established by the City, the City has the right to use the performance guarantee deposited and any interest earned thereon to complete the improvements through contract or otherwise, including specifically the right to enter upon the subject parcels to make the improvements.~~
- ~~7. If the performance guarantee is not sufficient to allow the City to complete the improvements for which such guarantee was posted, the applicant will be required to pay the City the costs of completing the improvements that exceeds the amount of the performance guarantee, or a portion thereof. Any amounts remaining after said completion will be applied first to the City's administrative costs including, without limitation, attorney fees, planning consultant fees and engineering consultant fees in completing the improvements with any balance remaining being refunded to the applicant.~~

~~**C. Guarantee with other agencies.** If the applicant has been required to post a performance guarantee or guarantee with another governmental agency to ensure the completion of an improvement associated with the site, the applicant will not be required to deposit with the City a performance guarantee for that same improvement.~~

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~~D. Site Plan completion guarantee~~

- ~~1. Prior to the issuance of any building permit for any building, and prior to the signing of the final plat by the City Clerk in a platted subdivision, or prior to the issuance of any building permit for any building in a site condominium project, or prior to the issuance of a certificate of occupancy for any other development which required Site Plan Review under this Chapter, the applicant must provide to the City a completion guarantee deposit. Said deposit must guarantee the completion of all site improvements shown on the approved final site plan or final preliminary plat. For the purpose of this Section, completion means inspection by the appropriate City officials or other government agencies for compliance with the final site plan approved by the Planning Commission or final preliminary plat approved the City Council, not less than six months after all site plan or plat improvements have been installed.~~
- ~~2. "Site improvements" means, but is not limited to, drives and streets, curbs and gutters, sidewalks, water and sanitary sewer systems, drainage facilities and retention/detention basins, final grading and swales, retaining walls, landscaping and parking lots.~~
- ~~3. In the event the applicant fails to correct any deficiencies within thirty days of written notice from the City, the City has the authority to use the guarantee to complete the site improvements, or repairs to said improvements, within a period of nine months following the issuance of the last certificate of occupancy unless good cause can be shown by the applicant for the delay in completion. The Community Development Director may, at their sole discretion, agree in writing to a specific extension of the nine month period. The City may use the completion guarantee to hire subcontractors to complete work, fund inspections and for the administration of the required work including legal fees.~~
- ~~4. The guarantee, or portion thereof, must be promptly released upon the inspection and approval of all improvements in compliance with the approved final site plan or special use permit and all applicable City standards and specifications. Portions of the guarantee may be released, in not more than three installments, provided that the project or approved phase of a project has been completed for six months and the improvements for which the release is requested have been inspected and approved in accordance with the above standards, and the remaining balance is sufficient to cover the remaining improvements, including administrative and contingency expenses.~~

~~E. Types of completion guarantees.~~ ~~The applicant may provide a guarantee in form of a cash deposit, surety bond, letter of credit or certified check.~~

SECTION 3: Section 6.04.C.6 Multiple Family Development (MF) and Section 6.04.D.1 Authorized Site Layouts of Section 6.04.C Site Layouts of Section 6.04 RC – Residential Corridor of Article 6 of Chapter 138 Zoning of the Berkley City Code is amended to rename the Multiple Family Development Site type for clarity as follows:

6. **~~Multiple Family Development~~ Attached Single Family (MASF)**. The multiple ~~family development~~ attached single family site layout allows multiple principal buildings on a site. The ~~MASF~~ MASF site layout dimensional requirements for primary and attached accessory structures are as follows:

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Table 6.04.C.6		
Regulation	Multiple Family Development <u>Attached Single Family</u> requirements	
	<i>Corridor Street</i>	<i>Residential Street</i>
Minimum lot area	10,000 sq. ft.	
Minimum lot width	100 ft.	
Maximum lot coverage	65%	
Minimum primary front yard setback	25 ft.	25 ft. or equal to the average setback of the 6 adjacent buildings on the same block, whichever is greater
Minimum exterior side yard for a corner lot	15 ft.	15 ft.
Minimum rear yard setback	15 ft.	15 ft.
Minimum side yard setback	30 ft.	20 ft.
Minimum distance between buildings	15 ft.	
Maximum building height	40 ft.	30 ft.
Parking	Side yard, rear yard, or interior	Rear yard or interior
Driveway Access	Corridor street	Secondary frontage of residential street
Screening/Landscaping	See Article 12	
Minimum transparency front façade	30%	

1. **Authorized site layouts:** Site layouts, determined by the street type and site type in the RC Regulating Plan, are allowed by the approval process in Table 6.04.D.1 below.

Table 6.04.D.1			
Street Type	Site Type	Site Layout	Approval
<i>Residential</i>	Small	SF	Principal
	Medium	SF	Principal
<i>Corridor</i>	Small	SF	Principal
		2F	Special
	Medium	2F, ASF	Principal

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		NR	Special
<i>Double Frontage on both Residential & Corridor</i>	Large	MASF, IN	Special

SECTION 4: Section 9.16 Locating Parking Lots of Article 9 General Provisions of Chapter 138 Zoning of the Berkley City Code is amended to provide regulations for stand-alone parking lots:

SECTION 9.16 LOCATING PARKING LOTS

- A. Parking lots or structures must be directly adjacent to the property that it accompanies.
- B. Parking lots or structures built on their own parcel must be combined with the parcel containing the use that it accompanies. If the City determines a parcel combination is not possible based on current conditions, the Planning Commission must place a condition on the special land use approval for the parking lot or structure that limits the use of the parcel to parking for the adjacent property.
- C. Municipal parking lots are exempt from the requirements of this Section, per the parking exemption under Section 14.05.A. Section 9.16.B (proposed text is red underlined font): "Parking lots or structures built on their own parcel must be combined with the parcel containing the use that it accompanies."

SECTION 5: Section 11.08.C Standards for All Temporary Signs of Section 11.08 Temporary and Portable Signs of Article 11 Sign Regulations of Chapter 138 Zoning of the Berkley City Code is amended to revise the time limits for temporary signs as follows:

B. Standards for All Temporary Signs.

- 1. Temporary signs must be constructed of durable, all-weather materials and designed to remain in place and in good repair so long as they remain on display.
- 2. For temporary signs greater than six square feet in area, display of temporary banners and temporary signs are allowed for up to fourteen continuous days up to four times per year ~~two continuous periods no greater than a total of thirty days in a calendar year.~~

SECTION 6: Section 11.10 Nonconforming Signs of Article 11 Sign Regulations of Chapter 138 Zoning of the Berkley City Code is amended to modify the requirements for non-conforming signs as follows:

Section 11.10 Nonconforming Signs

All nonconforming signs or their support structures:

- A. Must not be replaced by another nonconforming sign;
- B. Must not be structurally altered so as to prolong the life of the sign or so as to change the shape, size, type or design of the sign;

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- C. Must not be reestablished after the activity, business, or usage to which it relates has been discontinued ~~for ninety days or longer;~~
- D. Must not be reestablished after damage or destruction if the estimated expense of reconstruction exceeds thirty-five percent of the appraised replacement cost; and
- E. The words or symbols used, or the message displayed on a nonconforming sign may be replaced as long as the nonconformity is not increased.

SECTION 7: Section 14.04.E Parking Space for Other Land Uses of Section 14.04 Vehicle Parking Requirements of Article 14 Off-Street Parking, Loading and Access Standards of Chapter 138 Zoning of the Berkley City Code is amended to clarify location requirements for shared use parking and to prohibit commercial vehicles at single- and two-family dwellings as follows:

E. *Parking space for other land uses.*

1. The off-street parking facilities required for all other uses must be located on the lot ~~or~~ within five hundred feet of the permitted uses requiring such off-street parking. For shared use parking, the facilities must be located within five hundred feet of the lot where the permitted uses are located ~~or~~, such distance to be measured along lines of public access to the parcels between the nearest point of the parking facility to the building to be served.
2. No parking is permitted on any residential lot or combination of lots in the side or rear yards except on a hard surface material.
3. Recreational vehicles must be stored in an accessory structure or the rear yard on a hard surface. A recreational vehicle parked on property for more than forty-eight hours is considered stored.
4. Commercial vehicles cannot be parked for more than forty-eight hours at any single- or two-family dwelling.

SECTION 8: Section 14.04.N Leased Parking in Municipal Lots of Section 14.04 Vehicle Parking Requirements of Article 14 Off-Street Parking, Loading and Access Standards of Chapter 138 Zoning of the Berkley City Code is amended to allow annual parking passes to count towards parking requirements as follows:

- N. ~~Leased parking~~ Annual parking passes in municipal lots.** ~~If approved by the Community Development Department, parking spaces~~ purchased in accordance with the Overnight Parking Policy ~~leased in municipal lots may be counted toward required parking~~ up to a maximum of two spots. ~~A lease~~ An agreement with the City must be submitted as part of the site plan or business license application in order for leased parking spaces to be counted towards required parking. ~~The rules and fees for such lease agreement with the City must be adopted by Resolution of the City Council.~~ The rules and fees for such annual parking must comply with the Overnight Parking Policy.

SECTION 9: Section 15.03.A Sketch Plan of Section 15.03 Site Plan Review Procedures of Article 15 Site Plan Review Procedures and Requirements of Chapter 138 Zoning of the Berkley City Code is amended to clarify that an applicant may present a sketch plan to the Planning Commission as a discussion item as follows:

Section 15.03 Site Plan Review Procedures

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A. Sketch Plan. Except as otherwise required by this Ordinance, an applicant has the option of submitting a sketch plan to the Zoning Administrator for informal review. [The applicant may also request the sketch plan be forwarded to the Planning Commission for as an informal discussion item at an upcoming meeting.](#) All applications for site plans must be accompanied by a sketch plan. A sketch plan drawn to a reasonable scale must have the following information.

1. Applicant's name, address, email address and telephone number.
2. Common description of the parcel and complete legal description.
3. Dimensions of land, including width, length, acreage and frontage.
4. Existing zoning and current land use of the parcel under consideration and zoning and current land use of all adjacent properties.
5. General location of all existing structures, roadways and natural features.
6. The general location and size of all proposed buildings, roadways, parking areas and any other changes proposed to be made on the subject parcel.

SECTION 10: Savings

The amendments of the Berkley Code of Ordinances set forth in this ordinance do not affect or impair any act done, offense committed, or right accruing, accrued, or acquired or liability, penalty, forfeiture or punishment, pending or incurred prior to the amendments of the Berkley Code of Ordinances set forth in this ordinance.

SECTION 10: Severability Clause

Should any word, phrase, sentence, paragraph, or section of this Ordinance be held invalid or unconstitutional, the remaining provisions of this ordinance shall remain in full force and effect.

SECTION 11: Penalty

All violations of this ordinance shall be municipal civil infractions and upon determination of responsibility therefore shall be punishable by a civil fine of not more than \$500, and/or such other sanctions and remedies as prescribed in Article IX of Chapter 82 of the Code of Ordinances.

SECTION 12: Effective Date

This Ordinance shall become effective 30 days following the date of adoption.

SECTION 13: Publication

The City Council directs the City Clerk to publish a summary of this ordinance in compliance with Public Act 182 of 1991, as amended, and Section 6.5 of the Berkley City Charter.

Introduced on the First Reading at the Regular City Council Meeting on _____ .

Adopted on the Second Reading at the Regular City Council Meeting on _____ .

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Bridget Dean, Mayor

Attest:

Victoria E. Mitchell, City Clerk

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THE CITY OF BERKLEY
Community Development Department
3338 Coolidge Hwy. Berkley, Michigan 48072
(248) 658-3320

NOTICE OF PUBLIC MEETING
BERKLEY PLANNING COMMISSION

NOTICE IS HEREBY GIVEN, in accordance with the Berkley City Code, Chapter 138, Section 18.03, that there will be a meeting of the Berkley Planning Commission to be held at the City of Berkley in the Council Chambers, 3338 Coolidge Hwy., Berkley, Michigan on **Tuesday, April 28, 2026** at 7:00 PM.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BERKLEY, MICHIGAN TO AMEND SECTION 3.03.A COMMERCIAL OCCUPANCY CERTIFICATE/BUSINESS LICENSE, SECTION 3.10 PERFORMANCE GUARANTEES SECTION 6.04.C.6 MULTIPLE FAMILY DEVELOPMENT, SECTION 6.04.D.1 AUTHORIZED SITE LAYOUTS, SECTION 9.16 LOCATING PARKING LOTS, SECTION 11.08.C STANDARDS FOR ALL TEMPORARY SIGNS, SECTION 11.10 NONCONFORMING SIGNS, SECTION 14.04.E PARKING SPACES FOR OTHER LAND USES, SECTION 14.04.N LEASED PARKING IN MUNICIPAL LOTS, AND SECTION 15.03.A SKETCH PLAN OF CHAPTER 138 ZONING OF THE CITY OF BERKLEY CODE OF ORDINANCES TO ADD APPROPRIATE CROSS REFERENCES, TO SET A PERIOD FOR PROJECT COMPLETION, TO ALLOW FOR ADMINISTRATIVE EXTENSION OF COMPLETION PERIODS, TO MODIFY THE AMOUNT OF SURETY BONDS THAT MAY BE POSTED FOR COMPLETION AND TO DELETE THE REQUIREMENT FOR A COMPLETION AGREEMENT, TO RENAME THE MULTIPLE FAMILY DEVELOPMENT SITE TYPE FOR CLARITY, TO PROVIDE REGULATIONS FOR STAND-ALONE PARKING LOTS, TO REVISE THE TIME LIMIT FOR TEMPORARY SIGNS, TO MODIFY THE REQUIREMENTS FOR NON-CONFORMING SIGNS, TO CLARIFY LOCATION REQUIREMENTS FOR SHARED USE PARKING, TO PROHIBIT COMMERCIAL VEHICLES AT SINGLE- AND TWO-FAMILY DWELLINGS, TO ALLOW ANNUAL PARKING PASSES TO COUNT TOWARDS PARKING REQUIREMENTS, AND TO CLARIFY THAT AN APPLICANT MAY PRESENT A SKETCH PLAN TO THE PLANNING COMMISSION AS A DISCUSSION ITEM.

The draft ordinance is available for review at: www.berkleymi.gov/community-development/development-projects.

Comments regarding the amendment may be made in person on the night of the meeting or may be made in writing. All written comments must be submitted to the Community Development Department or emailed to planning@berkleymi.gov before 4:30 pm on the date of the Planning Commission meeting.

KRISTEN KAPELANSKI
COMMUNITY DEVELOPMENT DIRECTOR

Publish Once:
Oakland Press
Monday, April 13, 2026

THE REGULAR MEETING OF THE BERKLEY CITY PLANNING COMMISSION WAS CALLED TO ORDER AT 7:00 PM, APRIL 28, 2026 AT BERKLEY CITY HALL BY CHAIR LISA KEMPNER.

The minutes from this meeting are in summary form capturing the actions taken on each agenda item. To view the meeting discussions in their entirety, this meeting is broadcasted on the city's government access channel, WBRK, every day at 9AM and 9PM. The video can also be seen, on-demand, on the city's YouTube channel: <https://www.youtube.com/user/cityofberkley>

DRAFT

PRESENT: Dana Kaplan Josh Stapp
Shiloh Dahlin
Lisa Kempner
Eric Arnsman

ABSENT: None

ALSO PRESENT: Kristen Kapelanski, Community Development Director
Michelle Marin, Carlisle Wortman Associates, Planning Consultant

APPROVAL OF AGENDA

Motion by Commissioner Stapp to approve the agenda and supported by Commissioner Arnsman.

Voice vote to approve the agenda

AYES: 6
NAYS: 0
ABSENT: None

MOTION CARRIED

APPROVAL OF THE MINUTES

Motion by Commissioner Arnsman to approve the minutes of the February 24, 2026 regular Planning Commission meeting and supported by Commissioner Woods.

Voice vote to approve the meeting minutes of February 24, 2026.

AYES: 6
NAYS: 0
ABSENT: None

MOTION CARRIED

COMMUNICATIONS

Community Development Director Kapelanski shared the latest mailings from the Michigan Association of Planning.

CITIZEN COMMENTS

NONE

OLD BUSINESS

NONE

* * * * *

NEW BUSINESS

1. **PUBLIC HEARING** An ordinance of the City Council of the City of Berkley, Michigan to amend Section 3.03.A Commercial Occupancy Certificate/Business License, Section 3.10 Performance Guarantees Section 6.04.C.6 Multiple Family Development, Section 6.04.D.1 Authorized Site Layouts, Section 9.16 Locating Parking Lots, Section 11.08.C Standards for All Temporary Signs, Section 11.10 Nonconforming Signs, Section 14.04.E Parking Spaces for Other Land Uses, Section 14.04.N Leased Parking in Municipal Lots, and Section 15.03.A Sketch Plan of Chapter 138 Zoning of the City of Berkley Code of Ordinances to add appropriate cross references, to set a period for project completion, to allow for administrative extension of completion periods, to modify the amount of surety bonds that may be posted for completion and to delete the requirement for a completion agreement, to rename the Multiple Family Development Site type for clarity, to provide regulations for stand-alone parking lots, to revise the time limit for temporary signs, to modify the requirements for non-conforming signs, to clarify location requirements for shared use parking, to prohibit commercial vehicles at single- and two-family dwellings, to allow annual parking passes to count towards parking requirements, and to clarify that an applicant may present a sketch plan to the Planning Commission as a discussion item.

Community Development Director Kapelanski summarized the proposed amendments.

The Planning Commission asked clarifying questions.

Chair Kempner opened the public hearing at 7:18PM.

No one wished to speak and there were no comments received.

Chair Kempner closed the public hearing at 7:18PM.

The Planning Commission asked additional clarifying questions.

Motion by Commissioner Stapp and supported by Commissioner Arnsman to recommend approval of an ordinance of the City Council of the City of Berkley, Michigan to amend Section 3.03.A Commercial Occupancy Certificate/Business License, Section 3.10 Performance Guarantees Section 6.04.C.6 Multiple Family Development, Section 6.04.D.1 Authorized Site Layouts, Section 9.16 Locating Parking Lots, Section 11.08.C Standards for All Temporary Signs, Section 11.10 Nonconforming Signs, Section 14.04.E Parking Spaces for Other Land Uses, Section 14.04.N Leased Parking in Municipal Lots, and Section 15.03.A Sketch Plan of Chapter 138 Zoning of the City of Berkley Code of Ordinances to add appropriate cross references, to set a period for project completion, to allow for administrative extension of completion periods, to modify the amount of surety bonds that may be posted for completion and to delete the requirement for a completion agreement, to rename the Multiple Family Development Site type for clarity, to provide regulations for stand-alone parking lots, to revise the time limit for temporary signs, to modify the requirements for non-conforming signs, to clarify location requirements for shared use parking, to prohibit commercial vehicles at single- and two-family dwellings, to allow annual parking passes to count towards parking requirements, and to clarify that an applicant may present a sketch plan to the Planning Commission as a discussion item.

Roll vote on the motion to recommend approval of the proposed zoning ordinance amendments.

AYES: 6

NAYS: 0

ABSENT: None

MOTION CARRIED

2. **PSP-11-25: 3170 Eleven Mile Rd. Golden Grill Addition:** The applicant, Pali Polokaj, is requesting site plan approval for a 224 sq. ft. addition in the rear of the property.

Community Director Kapelanski introduced the project noting that the plan generally complies with the zoning ordinance requirements. The Planning Commission should discuss whether the hardi-plank siding proposed meets the requirements of the Zoning Ordinance.

The applicant's contractor described the project. He shared a sample of the stone veneer with the Commission. The hardi-plank siding is a cement fiber board product. He indicated the stone veneer is meant to wrap the building on approximately the bottom third. This is different than what is shown on the plans, which show hardi-plank covering the entire rear façade.

The Planning Commission discussed the proposed façade and agreed that the stone should be included on the bottom third of the elevation and that hardi-plank siding was acceptable, as shown on the plan, on the remainder of the elevation, which would match the other existing elevations.

Mike Matthews of Beverly in Berkley spoke in support of the project.

Motion by Commissioner Kaplan and supported by Commissioner Woods, in the matter of PSP-11-25, 3170 Eleven Mile Rd., motion to approve the site plan because it complies with the standards of Section 15.05 of the Zoning Ordinance with the following conditions: the applicant should submit a revised drawing for staff review confirming the elevations match the representations in the Planning Commission discussion.

Roll call vote on the motion to approve PSP-11-25.

AYES: 6

NAYS: 0

ABSENT: None

3. Discussion of potential Zoning Ordinance amendment to regulate data centers

Planning Consultant Marin described the proposed amendment.

The Planning Commission asked clarifying questions.

Councilmember Hennen asked if any heat island effect standards need to be considered.

The Planning Commission agreed the amendment could proceed for a public hearing. They requested a different term be used for buffers to avoid confusion with other types of buffers, like landscape. Planning Consultant Marin will also explore addressing heat island effect concerns.

4. Discussion of potential Zoning Ordinance amendment to regulate Payment in Lieu of Parking

Planning Consultant Marin described the proposed amendment.

Director Kapelanski asked that the Commission give careful consideration to the review criteria.

The Planning Commission asked clarifying questions and discussed the proposed amendment.

Planning Consultant Marin provided some example properties from previous Council work sessions.

The Planning Commission agreed the amendment could proceed for a public hearing. They requested the following changes:

- Section 14.05B.F should be amended to allow the Planning Commission the ability to suggest reasonable conditions for City Council's consideration as conditions of approval.
- The term 'reasonable' should be changed to 'permitted' in Section 14.05B.E.6.

LIAISON REPORT

Commissioners provided updates on the Chamber of Commerce, the Downtown Development Authority and Zoning Board of Appeals.

Councilmember Hennen had nothing to report.

COMMISSIONER COMMENTS

NONE

STAFF COMMENTS

Director Kapelanski noted the City Council set a public hearing for the vacation of an unplatted alley that bisects the proposed gas station development at 4162 Twelve Mile Rd. The hearing will be held at the regular June 1, 2026 Council meeting.

ADJOURNMENT

Motion to adjourn by Commissioner Arnsman, supported by Commissioner Dahlin.

Voice vote for adjournment

AYES: 6

NAYS: 0

ABSENT: None

With no further business, the meeting was adjourned at 8:52PM.

MEMORANDUM

To: Mayor Dean and City Council
From: Kristen Kapelanski
Date: May 18, 2026
Subject: First reading of an ordinance of the City Council of the City of Berkley, Michigan, to amend Chapter 109 Subdivisions, Article IV Design Standards for Subdivision Planning, to repeal Sections 109-26 Guarantee of Completion of Improvements Required by the City and Section 109-27 Condition of City Approval of Final Plat – Financial Guarantees.

Madam Mayor and Members of City Council,

Background

- The City Council adopted the new Zoning Ordinance in March of 2025.
- City staff has been meeting with our Engineering Consultant, Spalding DeDecker, to work through implementation of Zoning Ordinance items and process updates since they were brought on board several months ago.
- Part of the implementation efforts with Spalding DeDecker included the ‘build’out of the performance guarantee process in the Zoning Ordinance, with the assistance of the City Attorney’s office.
- Chapter 109 of the City Code includes provisions for the establishment or amendment of subdivision plats.

Summary

- The proposed City Code amendment repeals Sections 109-26 and 109-27. Both of these sections require performance and financial guarantees for subdivision plats. With the proposed amendments outlined in Ordinance O-09-26, those items are now covered in the performance guarantee sections of the Zoning Ordinance and no longer needed in Chapter 109.

Recommendation

Motion to (approve/deny/postpone) the First reading of an ordinance of the City Council of the City of Berkley, Michigan to amend Chapter 109 Subdivisions, Article IV Design Standards for Subdivision Planning to repeal Sections 109-26 Guarantee of Completion of Improvements Required by the City and Section 109-27 Condition of City Approval of Final Plat – Financial Guarantees because performance guarantees are required by the Zoning Ordinance.

AN

ORDINANCE

of the City Council of the City of Berkley, Michigan to amend Chapter 109 Subdivisions, Article IV Design Standards for Subdivision Planning to repeal Sections 109-26 Guarantee of Completion of Improvements Required by the City and Section 109-27 Condition of City Approval of Final Plat – Financial Guarantees because performance guarantees are required by the Zoning Ordinance.

THE CITY OF BERKLEY ORDAINS:

SECTION 1. The City of Berkley Code of Ordinances, Chapter 109, Subdivisions, Article IV, Design Standards for Subdivision Planning, Section 109-26, Guarantee Of Completion of Improvements Required by the City, and 109-27, Condition of City Approval of Final Plat—Financial Guarantees, are hereby repealed. Section 109-28, Development Agreements, is renumbered accordingly to 109-26.”

SECTION 2. Severability Clause

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

SECTION 3. Repealer

All other ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

SECTION 4. Effective Date

This Ordinance shall become effective 30 days following the date of adoption.

SECTION 5: Publication

The City Council directs the City Clerk to publish a summary of this ordinance in compliance with Public Act 182 of 1991, as amended, and Section 6.5 of the Berkley City Charter.

Introduced on the First Reading at the Regular City Council Meeting on _____ .

Adopted on the Second Reading at the Regular City Council Meeting on _____ .

Bridget Dean, Mayor

Attest:

Victoria E. Mitchell, City Clerk



MEMORANDUM

To: Mayor Dean and City Council
From: Crystal VanVleck
Date: May 18, 2026
Subject: Resolution approving the Conveyance of Property To and From the Berkley School District.

Madam Mayor and Members of City Council,

Background

- The City owned property in Assessors Replat of Meadow Farms Subdivision that it desired to convey to the Berkley School District for school purposes.
- Beginning in 1954 and continuing through 1975, the City conveyed various portions of the property around and including what is now Anderson Middle School to the School District. However, it was recently discovered that there are no documented conveyances from the City to the School District for two specific areas of land on which Anderson Middle School and its related facilities have been constructed. Additionally, there is no documented conveyance from the School District to the City for a portion of land on which the City has constructed facilities.
- Over the past fifty years, the City and School District have been operating under assumptions of ownership that do not match legal documentation. Specifically, a portion of property (represented in Exhibit B) for which we have been unable to locate documented conveyances from the City to the School District, and a portion of property (represented in Exhibit C) for which we have been unable to locate a documented conveyance from the School District to the City.

Summary

To resolve the discrepancy and align the property ownership with the clear intent of both the City and the School District, we worked with legal counsel and our engineering firm, Spalding DeDecker, to accurately define the property boundaries. The resolution provides a detailed explanation of the background, the intent of the parties, and the solution to correct the ownership discrepancies. Attached as Exhibits D and E are proposed conveyance documents to and from the School District. Specifically, a Quit

Claim deed (Exhibit D) for the property that needs to be conveyed to the City upon receipt of a fully executed Quit Claim Deed (Exhibit E) from the School District for property that needs to be conveyed to the City.

Recommendation

Motion to (approve/postpone/deny) a resolution of the City Council of The City of Berkley, Michigan, approving the Conveyance of Property to and from the Berkley School District.

A RESOLUTION
OF THE CITY COUNCIL OF THE CITY OF BERKLEY, MICHIGAN
APPROVING THE CONVEYANCE OF PROPERTY TO AND FROM THE
BERKLEY SCHOOL DISTRICT

- WHEREAS:** Prior to 1954, the City owned property in Assessors Replat of Meadow Farms Subdivision that it desired to convey to the Berkley School District for school purposes; and
- WHEREAS:** Beginning in 1954 and continuing through 1975, the City conveyed various portions of the property to the School District; and
- WHEREAS:** The first documented conveyance was in 1954, which conveyed Lots 1-6, Lots 138-142, the westerly 40 feet of Lots 143 and 144, the westerly 40 feet of the northerly 65.5 feet of Lot 45, part of Tax Parcel Id 25-18-402-005 and part of Tax Parcel Id 25-18-402-006; and
- WHEREAS:** The next documented conveyance was in 1959, which conveyed a part of Tax Parcel Id 25-18-402-006; and
- WHEREAS:** The last documented conveyance from the City to the School District occurred in 1975, after a vote of the electorate, by Warranty Deed, dated February 24, 1975, which conveyed Lots 188-194, the westerly 80 feet of Lots 195 and 201, the vacated 60 feet of Griffith Ave. between those lots, and Lots 133-135, and the westerly 30 feet of vacated Gardner Ave. adjacent thereto. All three prior documented conveyances will be hereinafter collectively referred to as the “Previously Conveyed Property” (see **Exhibit A** for a depiction of this area); and
- WHEREAS:** Neither the City nor the School District are able to locate a record of conveyance from the City to the School District of an interest in various properties and portions of properties surrounding and embedded within the Previously Conveyed Property. These areas include the remaining portions of Lots 142-145; Lots 146-149, the remaining portions of Lots 195-199, and the property to the east of Lot 142, along with minor lot adjustments to account for actual use, as more particularly described in attached **Exhibit B** (the “Omitted Property”); and
- WHEREAS:** Additionally, neither the City nor the School District are able to locate a record of conveyance from the School District to the City of an interest in the southerly portion of Lot 201 and portion of vacated Griffith Ave. of the Previously Conveyed Property, as more particularly described in the attached **Exhibit C**; and

- WHEREAS:** In 1956, the School District constructed and established Anderson Middle School and its related facilities on both the Previously Conveyed Property and on the Omitted Property as one contiguous parcel, presumably believing all the property was owned by the School District; and
- WHEREAS:** The City did not object to the construction of Anderson Middle School and its related facilities on both the Previously Conveyed Property and on the Omitted Property, presumably because it too believed all the property was owned by the School District; and
- WHEREAS:** Well over 35 years ago, the City constructed facilities on the southerly portion of Lot 201 and portion of vacated Griffith Ave. of the Previously Conveyed Property, presumably believing the property was owned by the City; and
- WHEREAS:** The School District did not object to the City's use of the southerly portion of Lot 201 and the portion of vacated Griffith Ave. of the Previously Conveyed Property, presumably because it too believed all the property was owned by the City; and
- WHEREAS:** The lack of any record of conveyance by the City to the School District of the Omitted Property—upon which, again, Anderson Middle School and its related facilities was partially constructed—, as well the lack of any record of conveyance by the School District to the City of the portion of the of the southerly portion of Lot 201 and the portion of vacated Griffith Ave. of the Previously Conveyed Property—upon which the City constructed facilities —has recently come to the attention of the City and the School District; and
- WHEREAS:** Due to the location of the Omitted Property in relation to the Previously Conveyed Property and the intended purpose of the conveyances, it is possible that the Omitted Property was conveyed by the City to the School District but not properly documented or that the conveyance documents for the Previously Conveyed Property contained errors that resulted in the Omitted Property simply not being included in the descriptions despite an intention to do so; and
- WHEREAS:** Despite significant efforts, neither the City nor the School District have located any documented conveyances from the City to the School District for the Omitted Property or from the School District to the City for the southerly portion of Lot 201 and the portion of vacated Griffith Ave. of the Previously Conveyed Property; and
- WHEREAS:** The City and the School District have operated for over 50 years under the belief that the Omitted Property had been previously conveyed by the City to the School District, as confirmed by the current configuration of Anderson Middle School and its related facilities being constructed in their current configuration that does not allow or contemplate any continuing use by the City; and

- WHEREAS:** The City and the School District desire to correct the ownership of the Omitted Property to reflect the clear intent of the City and the School District that the School District owns the property on which Anderson Middle School and its related facilities currently sits; and
- WHEREAS:** Similarly, the City and the School District desire to correct the ownership of the southerly portion of Lot 201 and the portion of vacated Griffith Ave. of the Previously Conveyed Property to reflect the clear intent of the City and the School District that the City owns the property on which it has installed facilities; and
- WHEREAS:** City Council desires to convey the Omitted Property to the School District to correct the ownership of the Omitted Property, consistent with the intent of the City and the occupancy by the School District for over 50 years; and
- WHEREAS:** City Council desires to accept the conveyance of the southerly portion of Lot 201 and the portion of vacated Griffith Ave. of the Previously Conveyed Property from the School District; and
- WHEREAS:** The Home Rule Cities Act, MCL 117.5, authorizes City Council to convey property without a vote of the electorate provided the property is not a park required by the master plan, and the City's Master Plan does not identify the Omitted Property as a City park in the Future Land Use Map; and
- WHEREAS:** The City Charter Sec. 5.5 and Sec. 4.7(a) authorize City Council to convey property without a vote of the electorate provided the property to be conveyed is not a City park, playground or cemetery, and the Omitted Property is not a City park, playground or cemetery; and
- WHEREAS:** The City Charter, Sec. 4.7(a) further authorizes City Council to sell property without a vote of the electorate provided the value of said property does not exceed \$5.00 per capita according to the last preceding United States census; and the City Council is not selling the property as the conveyance is only correcting the ownership of the Omitted Property to reflect the intent of the City and the School District; and
- WHEREAS:** Because this conveyance is only correcting the ownership of the Omitted Property to reflect the intent of the City and the School District, City Code Sec. 2-139 does not apply.

NOW THEREFORE BE IT RESOLVED:

SECTION 1: The Berkley City Council hereby approves the Quit Claim Deed in the form attached hereto as **Exhibit D** and authorizes the City Manager to execute same, upon receipt of a fully executed Quit Claim Deed from the School District to the City for the southerly portion of Lot 201 and the portion of vacated Griffith Ave. of the Previously Conveyed Property in the form attached hereto as **Exhibit E**.

Introduced and Passed at a regular City Council Meeting on _____.

Bridget Dean, Mayor

Attest:

Victoria Mitchell, City Clerk

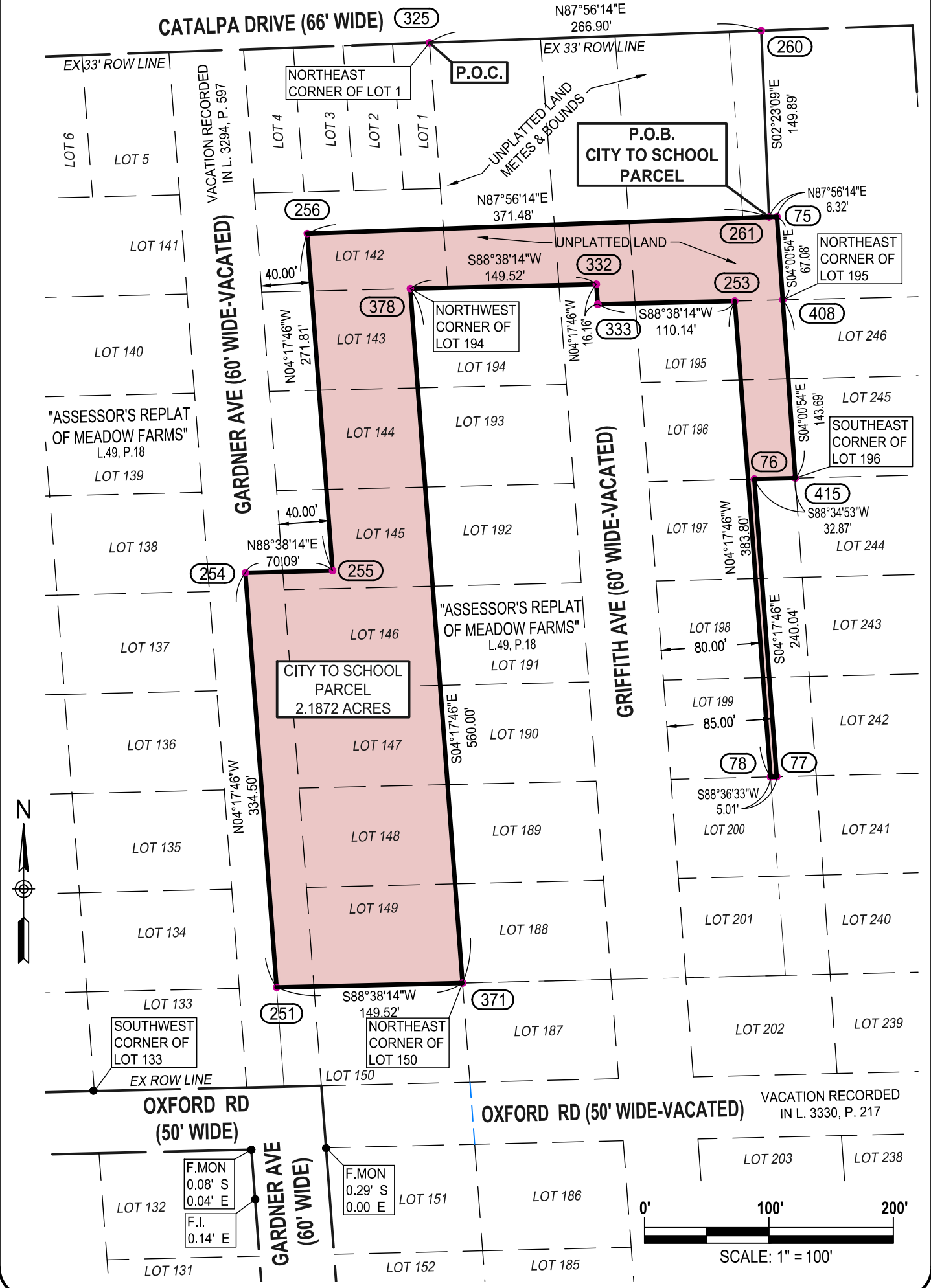
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EXHIBIT B
CITY TO SCHOOL PARCEL



SPALDING DeDECKER
Engineers | Surveyors

905 South Blvd. East
Rochester Hills, MI 48307

Phone: (248) 844-5400
Fax: (248) 844-5440

www.sda-eng.com

DRAWN: S.BROWN	DATE: 05-06-26
CHECKED: K.SIROIS	DATE: 05-06-26
MANAGER: M.DeDECKER	SCALE: 1" = 100'
JOB No. BK26001	SHEET: 1 OF 2
SECTION 18 TOWN 01 NORTH RANGE 11 EAST	
CITY OF BERKLEY OAKLAND COUNTY, MI	

EXHIBIT B

CITY TO SCHOOL PARCEL

PROPOSED CITY TO SCHOOL DESCRIPTION

UNPLATTED LAND LOCATED IN AND BEING A PART OF THE WEST HALF OF THE SOUTHEAST 1/4 OF SECTION 18, TOWNSHIP 1 NORTH, RANGE 11 EAST, CITY OF BERKLEY, OAKLAND COUNTY, MICHIGAN; ALSO PLATTED LAND BEING A PART OF "ASSESSOR'S REPLAT OF MEADOW FARMS" BEING A SUBDIVISION OF PART OF THE WEST 1/2 OF THE SOUTHEAST 1/4 OF SECTION 18, TOWNSHIP 1 NORTH, RANGE 11 EAST, CITY OF BERKLEY, OAKLAND COUNTY, MICHIGAN AS RECORDED IN LIBER 49, PAGE 18 OAKLAND COUNTY PLAT RECORDS; SAID PLATTED LANDS BEING FURTHER DESCRIBED AS FOLLOWS:

LOTS 146 THROUGH 149 BOTH INCLUSIVE ALONG WITH THE EASTERN HALF OF VACATED GARDNER AVENUE ADJACENT THERETO; ALSO, LOT 145 EXCEPT THE WEST 40 FEET OF THE NORTH 65.50 FEET THEREOF ALONG WITH THE EASTERN HALF OF VACATED GARDNER AVENUE ADJACENT THERETO; ALSO LOTS 143 AND 144 EXCEPT THE WEST 40.00 FEET THEREOF; ALSO PART OF LOT 142; ALSO LOT 195 EXCEPT THE WESTERLY EIGHTY FEET (80') THEREOF; ALSO LOT 196 EXCEPT THE WESTERLY EIGHTY FEET (80') THEREOF; ALSO THE EASTERLY FIVE FEET (5') OF THE WESTERLY EIGHTY-FIVE FEET (85') OF LOTS 197 THROUGH 199 BOTH INCLUSIVE; ALL OF THE ABOVE DESCRIBED LOTS AND VACATED STREETS BEING A PART OF SAID "ASSESSOR'S REPLAT OF MEADOW FARMS"; ALL OF THE ABOVE DESCRIBED PLATTED AND UNPLATTED LANDS BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF LOT 1 OF "ASSESSOR'S REPLAT OF MEADOW FARMS" BEING A SUBDIVISION OF PART OF THE WEST 1/2 OF THE SOUTHEAST 1/4 OF SECTION 18, TOWNSHIP 1 NORTH, RANGE 11 EAST, CITY OF BERKLEY, OAKLAND COUNTY, MICHIGAN THENCE N87°56'14"E 266.90 FEET ALONG THE SOUTHERLY THIRTY-THREE FOOT (33') RIGHT OF WAY LINE OF CATALPA DRIVE (66 FEET WIDE); THENCE S02°23'09"E 149.89 FEET TO THE POINT OF BEGINNING; THENCE N87°56'14"E 6.32 FEET; THENCE S04°00'54"E 67.08 FEET TO THE NORTHEAST CORNER OF LOT 195 OF SAID "ASSESSOR'S REPLAT OF MEADOW FARMS"; THENCE CONTINUING S04°00'54"E 143.69 FEET ALONG THE EASTERLY LINE OF LOTS 195 AND 196 OF SAID "ASSESSOR'S REPLAT OF MEADOW FARMS" TO THE SOUTHEAST CORNER OF SAID LOT 196 THENCE S88°34'53"W 32.87 FEET ALONG THE SOUTHERLY LINE OF SAID LOT 196; THENCE S04°17'46"E 240.04 FEET ALONG A LINE THAT IS EIGHTY-FIVE FEET (85') EAST OF AND PARALLEL TO THE EASTERLY LINE OF VACATED GRIFFITH AVENUE (60' WIDE); THENCE S88°36'33"W 5.01 FEET ALONG THE SOUTHERLY LINE OF LOT 199 OF SAID "ASSESSOR'S REPLAT OF MEADOW FARMS"; THENCE N04°17'46"W 383.80 FEET ALONG A LINE THAT IS EIGHTY FEET (80') EAST OF AND PARALLEL TO THE EASTERLY LINE OF VACATED GRIFFITH AVENUE (60' WIDE) TO THE NORTH LINE OF LOT 195 OF SAID "ASSESSOR'S REPLAT OF MEADOW FARMS"; THENCE S88°38'14"W 110.14 FEET ALONG SAID NORTH LINE OF LOT 195 AND THE EXTENSION THEREOF TO THE CENTERLINE OF VACATED GRIFFITH AVENUE (60 FEET WIDE); THENCE N04°17'46"W 16.16 FEET ALONG THE CENTERLINE OF SAID VACATED GRIFFITH AVENUE; THENCE S88°38'14 W 149.52 FEET ALONG THE NORTH LINE OF LOT 194 OF "ASSESSOR'S REPLAT OF MEADOW FARMS" AND THE EXTENSION THEREOF TO NORTHWEST CORNER OF SAID LOT 194; THENCE S04°17'46"E 560.00 FEET ALONG THE EASTERLY LINE OF LOTS 143 THROUGH 149 OF SAID "ASSESSOR'S REPLAT OF MEADOW FARMS" TO THE NORTHEAST CORNER OF LOT 150 OF SAID "ASSESSOR'S REPLAT OF MEADOW FARMS"; THENCE S 88°38'14"W 149.52 FEET ALONG THE NORTHERLY LINE OF SAID LOT 150 AND THE EXTENSION THEREOF TO THE CENTERLINE OF VACATED GARDNER AVENUE (60 FEET WIDE); THENCE N04°17'46"W 334.50 FEET ALONG THE CENTERLINE OF SAID VACATED GARDNER AVENUE; THENCE N88°38'14"E 70.09 FEET; THENCE N04°17'46"W 271.81 FEET ALONG A LINE THAT IS FORTY FEET (40') EAST OF AND PARALLEL TO THE EASTERLY LINE OF VACATED GARDNER AVENUE (60' WIDE); THENCE N87°56'14"E 371.48 FEET TO THE POINT OF BEGINNING.

CONTAINING 2.1872 ACRES OF LAND, SUBJECT TO EASEMENTS OF RECORD OR OTHERWISE.

NOTES:

- 1. BASIS OF BEARINGS IS MICHIGAN STATE PLANE GRID.
- 2. ALL DISTANCES ARE "GROUND" DISTANCES.
- 3. TO CONVERT THE STATE PLANE BEARINGS TO PLAT BEARINGS ROTATE EACH BEARING +02°37'46."

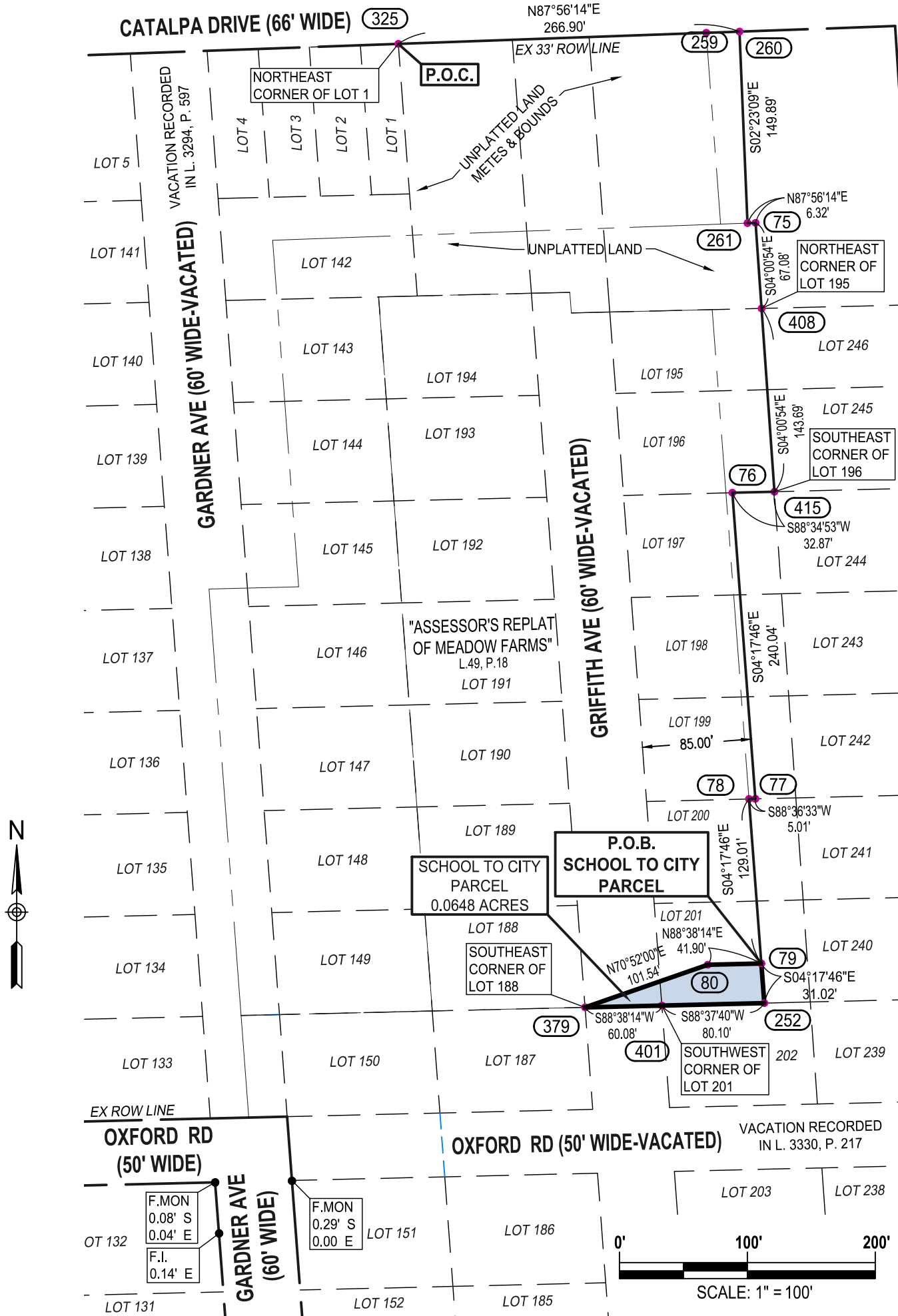


905 South Blvd. East
Rochester Hills, MI 48307
Phone: (248) 844-5400
Fax: (248) 844-5440
www.sda-eng.com

DRAWN: S.BROWN	DATE: 05-06-26
CHECKED: K.SIROIS	DATE: 05-06-26
MANAGER: M.DeDECKER	SCALE: N/A
JOB No. BK26001	SHEET: 2 OF 2
SECTION 18 TOWN 01 NORTH RANGE 11 EAST	
CITY OF BERKLEY OAKLAND COUNTY, MI	

Plotted: May 6, 2026, 2:30 PM by user: 510 - Saved: 5/5/2026 by user: 510
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EXHIBIT C
SCHOOL TO CITY PARCEL





SPALDING DeDECKER
Engineers | Surveyors
905 South Blvd. East
Rochester Hills, MI 48307
Phone: (248) 844-5400
Fax: (248) 844-5440
www.sda-eng.com

DRAWN: S.BROWN	DATE: 05-06-26
CHECKED: K.SIROIS	DATE: 05-06-26
MANAGER: M.DeDECKER	SCALE: 1" = 100'
JOB No. BK26001	SHEET: 1 OF 2
SECTION 18 TOWN 01 NORTH RANGE 11 EAST	
CITY OF BERKLEY OAKLAND COUNTY, MI	

EXHIBIT C
SCHOOL TO CITY PARCEL

PROPOSED SCHOOL TO CITY DESCRIPTION

LAND BEING A PART OF "ASSESSOR'S REPLAT OF MEADOW FARMS" BEING A SUBDIVISION OF PART OF THE WEST 1/2 OF THE SOUTHEAST 1/4 OF SECTION 18, TOWNSHIP 1 NORTH, RANGE 11 EAST, CITY OF BERKLEY, OAKLAND COUNTY, MICHIGAN AS RECORDED IN LIBER 49, PAGE 18 OAKLAND COUNTY PLAT RECORDS; SAID PLATTED LANDS BEING DESCRIBED AS FOLLOWS:

PART OF LOT 201 AND PART OF THE VACATED GRIFFITH AVENUE (60 FEET WIDE) ADJACENT TO LOT 201 OF SAID "ASSESSOR'S REPLAT OF MEADOW FARMS"; ALL OF THE ABOVE LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF LOT 1 OF "ASSESSOR'S REPLAT OF MEADOW FARMS" BEING A SUBDIVISION OF PART OF THE WEST 1/2 OF THE SOUTHEAST 1/4 OF SECTION 18, TOWNSHIP 1 NORTH, RANGE 11 EAST, CITY OF BERKLEY, OAKLAND COUNTY, MICHIGAN THENCE N87°56'14"E 266.90 FEET ALONG THE SOUTHERLY THIRTY-THREE FOOT (33') RIGHT OF WAY LINE OF CATALPA DRIVE (66 FEET WIDE); THENCE S02°23'09"E 149.89 FEET; THENCE N87°56'14"E 6.32 FEET; THENCE S04°00'54"E 67.08 FEET TO THE NORTHEAST CORNER OF LOT 195 OF SAID "ASSESSOR'S REPLAT OF MEADOW FARMS"; THENCE CONTINUING S04°00'54"E 143.69 FEET ALONG THE EASTERLY LINE OF LOTS 195 AND 196 OF SAID "ASSESSOR'S REPLAT OF MEADOW FARMS" TO THE SOUTHEAST CORNER OF SAID LOT 196 THENCE S88°34'53"W 32.87 FEET ALONG THE SOUTHERLY LINE OF SAID LOT 196; THENCE S04°17'46"E 240.04 FEET ALONG A LINE THAT IS EIGHTY-FIVE FEET (85') EAST OF AND PARALLEL TO THE EASTERLY LINE OF VACATED GRIFFITH AVENUE (60' WIDE); THENCE S88°36'33"W 5.01 FEET ALONG THE SOUTHERLY LINE OF LOT 199 OF SAID "ASSESSOR'S REPLAT OF MEADOW FARMS"; THENCE S04°17'46"E 129.01 FEET ALONG A LINE THAT IS EIGHTY FEET (80') EAST OF AND PARALLEL TO THE EASTERLY LINE OF VACATED GRIFFITH AVENUE (60' WIDE) TO THE POINT OF BEGINNING; THENCE CONTINUING S04°17'46"E 31.02 FEET ALONG A LINE THAT IS EIGHTY FEET (80') EAST OF AND PARALLEL TO THE EASTERLY LINE OF VACATED GRIFFITH AVENUE TO A POINT ON THE SOUTHERLY LINE OF LOT 201 OF "ASSESSOR'S REPLAT OF MEADOW FARMS"; THENCE S88°37'40"W 80.10 FEET TO THE SOUTHWEST CORNER OF SAID LOT 201; THENCE S88°38'14"W 60.08 FEET TO THE SOUTHEAST CORNER OF LOT 188 OF SAID "ASSESSOR'S REPLAT OF MEADOW FARMS; THENCE N70°52'00"E 101.54 FEET; THENCE N88°38'14"E 41.90 FEET TO THE POINT OF BEGINNING.

CONTAINING 0.0648 ACRES OF LAND, SUBJECT TO EASEMENTS OF RECORD OR OTHERWISE.

NOTES:

- 1. BASIS OF BEARINGS IS MICHIGAN STATE PLANE GRID.
- 2. ALL DISTANCES ARE "GROUND" DISTANCES.
- 3. TO CONVERT THE STATE PLANE BEARINGS TO PLAT BEARINGS ROTATE EACH BEARING +02°37'46."



SPALDING DeDECKER
Engineers | Surveyors

905 South Blvd. East
Rochester Hills, MI 48307
www.sda-eng.com

Phone: (248) 844-5400
Fax: (248) 844-5440

DRAWN: S.BROWN	DATE: 05-06-26
CHECKED: K.SIROIS	DATE: 05-06-26
MANAGER: M.DeDECKER	SCALE: N/A
JOB No. BK26001	SHEET: 2 OF 2
SECTION 18 TOWN 01 NORTH RANGE 11 EAST	
CITY OF BERKLEY	OAKLAND COUNTY, MI

Exhibit D to Resolution

QUIT CLAIM DEED

The CITY OF BERKLEY (the “Grantor”), a Michigan municipal corporation, whose address is 3338 Coolidge Highway, Berkley, Michigan 48072, quit claims to the BERKLEY SCHOOL DISTRICT (the “Grantee”), a Michigan general powers school district, whose address is 14501 Talbot, Oak Park, Michigan 48237, the following described premises situated in the City of Berkley, Oakland County, Michigan, described as:

See **Exhibit 1** (the “Property”),

together with all tenements, hereditaments, appurtenances and improvements thereunto belonging or in any way appertaining for the sum of One (\$1.00) Dollar paid to the Grantor, the receipt and sufficiency of which is hereby acknowledged.

The Grantor grants to the Grantee the right to make 0 divisions under section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967, as amended. This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand the day and year first above written.

GRANTOR:
CITY OF BERKLEY

By: _____
Bridget Dean
Its: Mayor

STATE OF MICHIGAN)
 _____)SS.
COUNTY OF OAKLAND)

On this ____ day of _____, 2026, before me, the undersigned Notary Public in and for said County, personally appeared Bridget Dean, Mayor of the City of Berkley, to me known to be the same person who executed the within instrument on behalf of City of Berkley, and who acknowledges the same to be the free act and deed of City of Berkley.

Notary Public
County of _____, MI
Acting in _____, County
My Commission expires: _____

This Instrument Drafted By:

Dana L. Abrahams, Esq.
CLARK HILL, PLC
220 Park Street, Suite 200
Birmingham, MI 48009

When Recorded Return to:

Victoria Mitchell, City Clerk
CITY OF BERKLEY
3338 Coolidge Highway
Berkley, Michigan 48072

Recording Fee: _____

Transfer Tax: ***Exempt pursuant to MCLA 207.505(a) and (h)(i) and 207.526(a) and (h)(i)***

EXHIBIT 1
LEGAL DESCRIPTION OF THE PROPERTY
(ATTACHED)

Exhibit E to Resolution

QUIT CLAIM DEED

The BERKLEY SCHOOL DISTRICT (the “Grantor”), a Michigan general powers school district, whose address is 14501 Talbot, Oak Park, Michigan 48237, quit claims to the CITY OF BERKLEY (the “Grantee”), a Michigan municipal corporation, whose address is 3338 Coolidge Highway, Berkley, Michigan, the following described premises situated in the City of Berkley, Oakland County, Michigan, described as:

See **Exhibit 1** (the “Property”),

together with all tenements, hereditaments, appurtenances and improvements thereunto belonging or in any way appertaining for the sum of One (\$1.00) Dollar paid to the Grantor, the receipt and sufficiency of which is hereby acknowledged.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand the day and year first above written.

GRANTOR:
BERKLEY SCHOOL DISTRICT

By: _____
Scott Francis

Its: Superintendent

STATE OF MICHIGAN)
)SS.
COUNTY OF OAKLAND)

On this ____ day of _____, 2026, before me, the undersigned Notary Public in and for said County, personally appeared Scott Francis, Superintendent of the Berkley School District, to me known to be the same person who executed the within instrument on behalf of Berkley School District, and who acknowledges the same to be the free act and deed of Berkley School District.

Notary Public
County of _____, MI
Acting in _____, County
My Commission expires: _____

This Instrument Drafted By:

Dana L. Abrahams, Esq.
CLARK HILL, PLC
220 Park Street, Suite 200
Birmingham, MI 48009

When Recorded Return to:

Victoria Mitchell, City Clerk
CITY OF BERKLEY
3338 Coolidge Highway
Berkley, Michigan 48072

Recording Fee: _____

Transfer Tax: *Exempt pursuant to MCLA 207.505(a) and (h)(i) and 207.526(a) and (h)(i)*

EXHIBIT 1
LEGAL DESCRIPTION OF THE PROPERTY
(ATTACHED)