# Agenda
# City Commission Regular Meeting
# Monday, December 15, 2025 - 7:30 PM
# 151 Martin Street, Birmingham, MI
# City Commission Room 205

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**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Clinton Baller, Mayor

**2. ROLL CALL**

Alexandria Bingham, City Clerk

**3. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATION OF OATHS, INTRODUCTION OF GUESTS AND ANNOUNCEMENTS.**

**ANNOUNCEMENTS**

**APPOINTMENTS**

A. Board of Review
   1. Kathleen Devereaux
   2. Jill Stress

To appoint _____ as a regular member to the Board of Review to serve a three-year term to expire December 31, 2028.

To appoint _____ as a regular member to the Board of Review to serve a three-year term to expire December 31, 2028.

B. Resolution to confirm the City Manager's appointment of Assistant Fire Chief Matt Bartalino as Fire Chief, and direct the Clerk to administer the oath of office to Chief Bartalino.

**4. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA**

**5. CONSENT AGENDA**

All items listed on the consent agenda are considered to be routine and will be enacted by one motion and approved by a roll call vote. There will be no separate discussion of the items unless a Commissioner or citizen so requests, in which event the item will be removed from the general order of business and considered under the last item of new business.

A. Resolution to approve the City Commission workshop meeting minutes of December 1, 2025.

B. Resolution to approve the City Commission regular meeting minutes of December 1, 2025.

C. Resolution to approve the warrant list, including Automated Clearing House payments, dated December 3, 2025, in the amount of $660,342.20.

D. Resolution to approve the warrant list, including Automated Clearing House and EFT payments, dated December 10, 2025, in the amount of $2,082,512.90.

E. Resolution to approve a 1 year agreement with the Michigan Department of Transportation (MDOT) for Governmental Agencies as written on MDOT Form 2207B (05/21), and authorizing the following titles to apply to MDOT for the necessary Annual Permit, and other Individual Permits for work within the State Highway Right-of-Way on behalf of the City of Birmingham; Director of Public Services, Parks and Recreation Manager, Public Services Manager, Parks and Forestry Foreman and Assistant Foreman, Streets Sewer and Water Foreman, Assistant Director of Engineering and City Engineer. In addition, to authorize the City Clerk to sign the certification of the Performance Resolution For Governmental Agencies form required for the Annual Permit on behalf of the City.

F. Resolution to amend the 2025 Schedule of Fees, Charges, Bonds and Insurance, under the Parking Department, to include the addition of a parking fee for private use of metered public parking space(s) equal to the established hourly meter rate for any authorized use of a metered public parking space(s) for private construction projects.

G. Resolution to approve the administrative services agreement between the City and the Birmingham Shopping District (BSD), the term of which commences on July 1, 2025 and shall terminate on June 30, 2028 in the amount not to exceed $30,929.00. Furthermore, each year on the anniversary date of execution, there will be an increase of three percent (3%) of the total charges due from the BSD to the City. In addition, to authorize the Mayor and City Clerk to sign the agreement on behalf of the City. Funding for this project has been budgeted in account #235.0-720.000-813.0000.

H. Resolution to amend resolution #01-26-24 to modify the permanent Wayfinding and Branding Committee to introduce staggered terms and revise the appointment process for members of the Committee.

I. Resolution to accept the resignation of Z. Rosie Koul from the Multi-Modal Transportation Board, to thank her for her service, and to direct the City Clerk to begin the process of filling the vacancy.

J. Resolution to accept the resignation of Steve Sweeney from the Parks and Recreation Board, to thank him for his service, and to direct the City Clerk to begin the process of filling the vacancy.

## 6. CITY MANAGER'S REPORT

The City Manager's Report regularly occurs on the second City Commission meeting of the month. Additionally, reports from prior months can be viewed on the City'.

A. December 2025 City Manager's Report

## 7. UNFINISHED BUSINESS

## 8. NEW BUSINESS

A. Public Hearing - 36977 Woodward - InvestWise - Special Land Use Permit, Final Site Plan & Design Review

1. Resolution to adopt the findings of the Planning Board and approve the Special Land Use Permit and Final Site Plan & Design Review application for 36977 Woodward Ave – InvestWise Financial – to permit construction of a 3 (three) story commercial office building with an interior floor area over 4,000 sq. ft.

B. Fiscal Year 2024-2025 Audit Presentation

C. Resolution to approve BCT Design Group's Schematic Designs for the Peabody, Pierce, Park, and N. Old Woodward Parking Garages and authorize City staff and BCT to incorporate the approved concepts into the ongoing comprehensive repair project, including integration into future bid packages.

D. Resolution to approve the Birmingham Museum 2026-2028 Strategic Plan.

E. Commission Items for Future Discussion. A motion is required to bring up the item for future discussion at the next reasonable agenda, no discussion on the topic will happen tonight.

F. Commission discussion on items from a prior meeting.

G. Resolution to meet in closed session pursuant to MCL § 15.268, Sec.8(1)(e) of the Open Meetings Act to discuss pending litigation entitled The Community House Association, Birmingham, Michigan, Oakland County Circuit/Business Court Case No.: 2025-219218 CB Honorable Michael Warren, and to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained pursuant to the Open Meetings Act, MCL § 15.268 Closed sessions; permissible purposes, Sec. 8(1)(d).

**(A roll call vote is required and the vote must be approved by a 2/3 majority of the commission. The commission will adjourn to closed session after all other business has been addressed in open session and reconvene to open session, after the closed session, for purposes of taking formal action resulting from the closed session and for purposes of adjourning the meeting.)**

**9. REMOVED FROM CONSENT AGENDA**

**10. COMMUNICATIONS**

**11. REPORTS**

A. Commissioner Reports

1. Notice of Intention to Appoint to the Multi-Modal Transportation Board

2. Notice of Intention to Appoint to the Parks and Recreation Board

B. Commissioner Comments

C. Advisory Boards, Committees, Commissions' Report

D. Legislation

E. City Staff

F. Information Only

**12. ADJOURN**

City boards and committees meet in person, and most have a virtual option available to the public. Members of the public may attend the City Commission meeting in person at Birmingham City Hall or attend virtually.

**Link to Access Virtual Meeting: https://zoom.us/j/655079760**

**Telephone Meeting Access:** 877 853 5247 US Toll-free
**Meeting ID Code: 655 079 760**

City Hall is open to the public during regular business hours, Monday through Friday from 8 a.m. – 5 p.m. The Police Department lobby entrance on the east side of City Hall on Pierce Street operates as the after-hours public entrance.

Individuals requiring assistance to enter the building should request aid via the intercom system at the parking lot entrance gate on Henrietta Street.

Persons who require mobility, visual, hearing, or other assistance for effective participation in this public meeting should contact the City Clerk's Office at (248) 530-1880, or (248) 644-3405 (TDD) at least one day before the meeting to request help.

Las personas con incapacidad que requieren algún tipo de ayuda para la participación en esta sesión pública deben ponerse en contacto con la oficina del escribano de la ciudad en el número (248) 530-1800 o al (248) 644-3405 (para las personas con incapacidad auditiva) por lo menos un dia antes de la reunión para solicitar ayuda a la movilidad, visual, auditiva, o de otras asistencias. (Title VI of the Civil Rights Act of 1964)

# NOTICE OF INTENTION TO APPOINT TO THE BOARD OF REVIEW

At the regular meeting of Monday, December 15, 2025, the Birmingham City Commission intends to appoint the following positions to the Board of Review:

- Two regular members to serve three-year terms to expire December 31, 2028
- One alternate member to serve a three-year term to expire December 31, 2028

Interested citizens may submit an application available at the City Clerk's office or online at www.bhamgov.org/boardopportunities. Applications must be submitted to the City Clerk's office on or before noon on Wednesday, December 10, 2025. These documents will appear in the public agenda for the regular meeting at which time the City Commission may make nominations and vote on appointments.

Duties

The Board of Review, consisting of two panels of three local citizens who must be property owners and electors, is appointed by the City Commission for three-year terms. Although a general knowledge of the City is very helpful, more important are good judgment and the ability to listen carefully to all sides of an issue before making a decision. Approximately three weeks in March are scheduled for taxpayers to protest their assessments and one day each in July and December for correcting clerical errors and mutual mistakes of fact. Two training sessions in February are also required.

Board members are paid $110 per diem.

Applicant(s) Presented for City Commission Consideration:

| **Applicant Name** | **Criteria/Qualifications**<br><br>Members must be property owners and registered electors of the City of Birmingham. |
|---|---|
| Kathleen Devereaux | 46-year resident and current board member, who has served the board for ten years, seeking reappointment. |
| Jill Stress | 10-year resident and current board member with a MBA from MSU seeking reappointment. |

SUGGESTED COMMISSION ACTION:

To appoint _____ as a regular member to the Board of Reivew to serve a three-year term to expire December 31, 2028.

To appoint _____ as a regular member to the Board of Reivew to serve a three-year term to expire December 31, 2028.

*NOTE: All members of boards and commissions are subject to the provisions of City of Birmingham City Code Chapter 2, Article IX, Ethics and the filing of the Affidavit and Disclosure Statement.*

A.

BIRMINGHAM
A WALKABLE CITY

**Mya Brown <mbrown@bhamgov.org>**

# FromClerksOffice- APPLICATION FOR CITY BOARD OR COMMITTEE [#101]

1 message

**'Wufoo' via Clerks Office** <ClerksOffice@bhamgov.org> Sat, Nov 29, 2025 at 3:15 PM
Reply-To: no-reply@wufoo.com
To: clerksOffice@bhamgov.org

| | |
|---|---|
| **Board/Committee of Interest** | Board of Review |
| **Specific Category/Vacancy on Board (see below)** | Property owner in Birmingham/Regular member renewing to serve a term to expire December 31, 2028 |
| **Name** | Kathleen Devereaux |
| **Residential Address** | 1019 Rivenoak<br>Birmingham, MI 48009<br>United States |
| **Business Address** | 1019 Rivenoak<br>Birmingham, MI 48009<br>United States |
| **Phone Number** * | (248) 840-5310 |
| **Email**<br>**By providing your email to the City, you agree to receive news and notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.** | kddevereaux@wowway.com |
| **Length of Residence** | 46 years |
| **Occupation** | Writer |
| **Reason for Interest: Explain how your background and skills will enhance the board to which you have applied.** | Having served for almost ten years on this board I now have a certain level of experience and perspective that helps me to weigh the matters that come before us.<br>I am enthusiastic about helping to fulfill the purpose of the Board of Review, which is to make sure that property taxes are levied fairly and with due process. |
| **List your related employment experience** | Former attorney whose practice included real estate matters and civil, criminal and administrative appeals. |
| **List your related community activities** | Attend City meetings, contribute comments, provide detailed input when asked on various surveys such as those from the Historic District Commission, Aging in Place Committee, Birmingham Shopping District, etc. Supporter of the Birmingham Community House, Member of NEXT. |
| **List your related educational experience** | BA in English and French, Mundelein College/Loyola University, Chicago<br>JD University of Detroit Mercy<br>Mandatory and voluntary training for Board of Review members |

| | |
|---|---|
| To the best of your knowledge, do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the City of Birmingham from which you or they derive direct compensation or financial benefit? If yes, please explain. | No |
| Do you currently have a relative serving on the board/committee to which you have applied? | No |
| Are you an elector (registered voter) in the City of Birmingham? * | Yes |

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**Mya Brown <mbrown@bhamgov.org>**

# FromClerksOffice- APPLICATION FOR CITY BOARD OR COMMITTEE [#102]

1 message

**'Wufoo' via Clerks Office** <ClerksOffice@bhamgov.org> Tue, Dec 9, 2025 at 11:26 AM
Reply-To: no-reply@wufoo.com
To: clerksOffice@bhamgov.org

| | |
|---|---|
| **Board/Committee of Interest** | Board of Review |
| **Specific Category/Vacancy on Board (see below)** | Board Member (reappointment) |
| **Name** | Jill Stress |
| **Residential Address** | 784 Westchester Way<br>Birmingham, MI 48009<br>United States |
| **Business Address** | 38505 Woodward Avenue Suite 200<br>Bloomfield Hills, MI 48304<br>United States |
| **Phone Number** * | (586) 246-6700 |
| **Email**<br>**By providing your email to the City, you agree to receive news and notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.** | jill.stress@yahoo.com |
| **Length of Residence** | 10 years |
| **Occupation** | Chief Human Resources Officer |
| **Reason for Interest: Explain how your background and skills will enhance the board to which you have applied.** | HR professionals are well-versed in interpreting complex policies and regulations, which is crucial for a Board of Review that deals with property tax appeals and compliance with state/local laws. I can ensure decisions align with legal and ethical standards. In my prior experience on this Board, we often interact with residents who may be frustrated or confused about assessments. HR experience in conflict resolution and empathetic communication helps maintain professionalism and fairness. |
| **List your related employment experience** | Chief Human Resources Officer at TriMas Corporation. I've held Human Resources roles in increasing responsibilities for 25 years. |
| **List your related community activities** | Active member at Birmingham Country Club, Holy Name Church and at Birmingham Covington School where my daughter currently attends. |
| **List your related educational experience** | Bachelor of Science from Michigan State University, and a Master of Business Administration from Walsh College |
| **To the best of your knowledge, do you or a member of your immediate family have any direct financial or business relationships** | No |

| | |
|---|---|
| with any supplier, service provider or contractor of the City of Birmingham from which you or they derive direct compensation or financial benefit? If yes, please explain. | |
| Do you currently have a relative serving on the board/committee to which you have applied? | No |
| Are you an elector (registered voter) in the City of Birmingham? * | Yes |

# BOARD OF REVIEW

City Charter – Chapter III, Section 14
Terms: Three Years
Members: Members must be property owners and electors of the City of Birmingham
Appointed by the City Commission

The Board of Review hear appeals from property owners regarding their assessments. Approximately three weeks in March are scheduled for taxpayers to protest their assessments and one day each in July and December for correcting clerical errors and mutual mistakes of fact. Two training sessions in February are also required.

| Last Name<br>Home Address | First Name | Home<br>Business<br>E-Mail | Appointed | Term Expires |
|---|---|---|---|---|
| **Devereaux**<br>1019 Rivenoak | **Kathleen** | (248) 840-5310<br>*kddevereaux@wowway.com* | 2/22/2016<br>Regular Member | 12/31/2025 |
| **Di Placido**<br>726 Lakeside Dr. | **Guy** | (248) 644-1708 | 1/10/1994<br>Regular Member | 12/31/2026 |
| **Killelea**<br>1608 Washington | **Michael** | (832) 368-6005<br>*killelea@comcast.net* | 12/16/2024<br>Regular Member | 12/31/2027 |
| **Neville**<br>117 Villa Road | **Philip** | (248) 467-9518<br>*PNEVILLE1@GMAIL.COM* | 3/10/2025<br>Alternate | 12/31/2026 |
| **Pennock**<br>700 Larchela Drive | **Rich** | (248) 631-6445<br>*rich_pennock@att.net* | 3/18/2024<br>Regular Member | 12/31/2026 |

| Last Name<br>Home Address | First Name | Home<br>Business<br>E-Mail | Appointed | Term Expires |
|---|---|---|---|---|
| **Stress**<br>784 Westchester Way | **Jill** | (586) 246-6700<br>*jill.stress@yahoo.com* | 2/13/2017 | 12/31/2025 |
| **Vacated** | **11/17/2025** | | Alternate | 12/31/2028 |
| **Watkinson**<br>1142 Maryland | **William** | (248) 219-5392<br>*wwatk3000@comcast.net* | 7/28/2025<br>Regular | 12/31/2027 |

# Board of Review ATTENDANCE RECORD

**Name of Board:** **Board of Review** **Year:** **2025**
**Members Required for Quorum:** **2**

| MEMBER NAME | 3/4 | 3/10 | 3/11 | 3/12 | 3/17 | 7/22 | 12/9 | | | SPEC MTG | SPEC MTG | Total Mtgs. Att. | Total Absent | Percent Attended Available |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **REGULAR MEMBERS** | | | | | | | | | | | | | | |
| Kathleen Devereaux | P | P | P | P | P | A | | | | | | 5 | 1 | 83% |
| Guy DiPlacido | P | P | P | P | P | P | | | | | | 6 | 0 | 100% |
| Aditya Oberoi | P | P | P | P | P | A | | | | | | 5 | 1 | 83% |
| Jill Stress | P | P | A | P | P | P | | | | | | 5 | 1 | 83% |
| Rich Pennock | A | A | A | A | A | A | | | | | | 0 | 6 | 0% |
| Michael Killelea | P | P | P | P | P | P | | | | | | 6 | 0 | 100% |
| | | | | | | | | | | | | 0 | 0 | #DIV/0! |
| | | | | | | | | | | | | 0 | 0 | #DIV/0! |
| | | | | | | | | | | | | 0 | 0 | #DIV/0! |
| **ALTERNATES** | | | | | | | | | | | | | | |
| Philip Neville | NA | NA | NA | NA | NA | P | | | | | | 1 | 0 | 100% |
| William Watkinson | NA | NA | NA | NA | NA | NA | | | | | | 0 | 0 | #DIV/0! |
| | | | | | | | | | | | | 0 | 0 | #DIV/0! |
| | | | | | | | | | | | | 0 | 0 | #DIV/0! |
| Present or Available | **5** | **5** | **4** | **5** | **5** | **4** | 0 | 0 | 0 | 0 | 0 | | | |

**KEY:**
**A = Member absent**
**P = Member present or available**
**CP = Member available, but meeting canceled for lack of quorum**
**CA = Member not available and meeting was canceled for lack of quorum**
**NA = Member not appointed at that time**
**NM = No meeting scheduled that month**
**CM = Meeting canceled for lack of business items**

Sec. 2-196. - Board of review.

(a) *Appointment; term.* The city commission shall appoint a board of review for the city. Members of the board of review shall be property tax payers and electors in the city and shall serve for terms of three years. Each member of the board of review shall qualify by taking the constitutional oath of office within ten days after appointment. Each member shall attend at least one state board of review update educational seminar annually, prior to the organizational meeting provided for in subsection (d)(1). The city commission may fill any vacancy that occurs in the membership of the board of review. Except as otherwise provided in this division, the duties and responsibilities of the board of review shall be carried out by the entire membership and a majority of the membership constitutes a quorum for such purposes. A spouse, mother, father, sister, brother, son, or daughter, including an adopted child, of the assessor is not eligible to serve as a regular or alternate member or to fill any vacancy.

(b) *Number of boards and members.* The city commission may appoint three or six property taxpayers and electors of the city, who shall constitute a board of review for the city. If six members are appointed, the membership of the board of review shall be divided into board of review committees consisting of three members each for the purposes of hearing and deciding issues protested by taxpayers. Two of the three members of a board of review committee constitute a quorum for the transaction of the business of the committee. All meetings of the members of the board of review and committees shall be held during the same hours of the day and at the same location. A majority of the entire board of review membership shall indorse the assessment roll.

(c) *Alternate members.* The city commission may appoint not more than two alternate members for the same term as the regular members of the board of review. Each alternate member shall be a property taxpayer and elector of the city. Alternate members shall qualify by taking the constitutional oath of office within ten days after appointment. Each alternate member shall attend at least one state board of review update educational seminar annually, prior to the organizational meeting provided for in subsection (d)(1) below. The city commission may fill any vacancy that occurs in the alternate membership of the board of review. A member of the city commission is not eligible to serve as an alternate member or to fill any vacancy. An alternate member may be called to perform the duties of a regular member of the board of review in the absence of a regular member. An alternate member may also be called to perform the duties of a regular member of the board of review for the purpose of reaching a decision on issues protested in which a regular member has abstained for reasons of conflict of interest.

(d) *Meetings.*

(1) *Organizational meeting.* The board of review shall hold an organizational meeting on the Tuesday following the first Monday in March of each year.

(2) *Starting and subsequent meetings.* The board of review starting date shall be the second Monday in March. This meeting shall not start earlier than 9:00 a.m. and not later than 3:00 p.m., and shall last for not less than six hours. The board of review shall also meet for not less than six hours during the remainder of that week. Persons or agents who have properly appeared to file a protest before the board of review at a scheduled meeting or at a scheduled appointment as required in this division shall be afforded an opportunity to be heard by the board of review. The board of review shall hold at least three hours of its required sessions for review of assessment rolls after 6:00 p.m. during the week of the second Monday in March.

(3) *Final meeting.* The board of review shall schedule a final meeting after the board of review makes a change in the assessed value or tentative taxable value of property or adds property to the assessment roll.

(4) *July and December meetings.* The board of review shall hold a special meeting during the week of the third Monday in July and during the week of the second Monday in December of the tax year at issue. The board of review shall address and take actions on only those matters permitted by statute for these meetings.

(Ord. No. 1981, 1-26-09)

Sec. 2-197. - Completion of review.

The city assessment roll and the final review thereof shall be completed not later than the first Monday in April of each year.

(Ord. No. 1981, 1-26-09)

Sec. 2-198. - Protests to board of review.

(a) Protests to the board of review may be made in person in accordance with this section. Additionally, the board of review shall permit both resident and nonresident taxpayers to protest to the board of review in writing, without the necessity of a personal appearance by the taxpayer or the taxpayer's representative, provided such written protest is received on or before the last date and time indicated on the assessment notice, or such later date as the board of review may specify.

(b) The board of review shall accept appointments from taxpayers or their representatives to appear and protest in person from the date assessment change notices are sent by the city, through the last date and time listed on the assessment notice of the tax year at issue, or such later date as the board of review may specify.

(c)

Before hearing or considering a protest, whether made in person or in writing, by a person or representative other than the taxpayer of record, an original letter of authority, signed and dated by the taxpayer of record, shall be submitted authorizing such person or representative to protest to the board of review on the taxpayer's behalf. This requirement shall be stated on the city's assessment change notices. Faxed or emailed appeals or letters of authority shall not be accepted.

(d) All protests to the board of review shall be made in compliance with state law.

(e) Each person who makes a request, protest or application to the board of review for the correction of the assessed value or tentative taxable value of the person's property shall be notified in writing of the board of review's action on the request, protest, or application, of the state equalized valuation or tentative taxable value of the property, and of information regarding the right to further appeal to the tax tribunal including, but not limited to, a statement of the right to appeal to the tax tribunal, the address of the tax tribunal, and the final date for filing an appeal with the tax tribunal. Said notice shall be sent not later than the first Monday in June.

(Ord. No. 1981, 1-26-09)

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# MEMORANDUM

City Manager's Office

**DATE:** December 5, 2025

**TO:** City Commission

**FROM:** Jana L. Ecker, City Manager

**SUBJECT:** Appointment of Fire Chief

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Assistant Chief Matt Bartalino was officially designated as Interim Fire Chief on July 17, 2025.

Interim Chief Matt Bartalino has served the Birmingham Fire Department for 22 years. Prior to being designated as Interim Chief, he served for six years as Assistant Fire Chief. Prior to that time, Interim Chief Matt Bartalino served almost a year as a Captain, and as a Lieutenant for four years prior to his stint as Captain.

Interim Chief Matt Bartalino holds his Bachelor's Degree in Public Administration, and has been accepted into a Masters of Public Administration program at Columbia Southern University starting in 2026. In addition, Interim Chief Matt Bartalino holds his Professional Emergency Management Certification through the State of Michigan and is a graduate of the Eastern Michigan University Fire Staff and Command School.

Over the past several months, Interim Chief Bartalino has conducted himself professionally under pressure in a variety of situations. During his time as Interim Chief, Matt has worked to make positive changes in the operation of the department, including hiring and providing orientation for our second female firefighter, coordinating the funding and replacement of the self-contained breathing apparatus, working with the City Manager's Office to identify causes and solutions to address overtime spending, and he has worked diligently to improve employee morale. Interim Chief Bartalino has been and continues to be a positive and stabilizing presence within the Fire Department.

The City Charter provides that the position of Fire Chief is appointed by the City Manager, with the advice and consent of the City Commission.

I am pleased to appoint Interim Chief Matt Bartalino to the position of Fire Chief.

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution to confirm the City Manager's appointment of Assistant Fire Chief Matt Bartalino as Fire Chief, and direct the Clerk to administer the oath of office to Chief Bartalino.

# Birmingham City Commission Workshop Minutes
**December 1, 2025**
**City Commission Room 205, 151 Martin Street**
**6:30 PM**

## 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

## 2. ROLL CALL

City Clerk Bingham called the roll.

| | |
|---|---|
| Present: | Mayor Baller, Mayor Pro Tem Long, Commissioners Long, Host, Kozlowski, Kolb |
| Absent: | Commissioner Haig |
| Staff: | City Manager Ecker; Assistant City Manager Clemence, Assistant City Manager Fairbairn, City Attorney Gaudenzi, City Attorney Kucharek |

## 3. PRESENTATION & DISCUSSION

A. Historic Preservation Master Plan Introduction - Nick Dupuis, Planning Director

Planning Director Dupuis presented the item. Staff answered informational questions from the Commission.

Commissioners raised the following points in the course of discussion:

- This Historic Preservation Master Plan (Plan) focuses on the practical steps the City can take to preserve historic homes. It also intends to educate the community on what it means to have a home historically designated, or to have a home recognized as historic in some other way.
- Concerns about costs tend to fuel many of the concerns and misconceptions about historic preservation. Addressing these concerns through financial incentives and/or education wherever possible could increase historic preservation and designation within the community.
- There is a state tax incentive program for historically designated homes.
- Creating a financial incentive program for the maintenance of historic homes could be worthwhile. While the City would be unable to use public funds towards private resources, there may be organizations that could financially assist historic homeowners.
- The Heritage Home program should be prioritized early on as an approachable way to increase public awareness of historic preservation.
- The community is interested in historic preservation and in reducing home teardowns.
- Planning staff was commended for its work on the Plan, and the HDC has expressed its support for the Plan.
- The cost of a demolition permit must be tied to the cost of the staff time required to process the permit.
- The City has worked to preserve homes built by the architect Wallace Frost. It is likely that other recognized architects undertook work in Birmingham as well, and the City should surface and include those homes in its historic preservation efforts.

- Irving Tobocman is one such architect who built homes in Birmingham.
- The City must explore the impacts of demolition delays in other municipalities. Since a demolition delay could increase the costs of certain new homes, it would be important to understand whether demolition delays have the intended effect of increasing opportunities for historic preservation.
- It should be determined whether demolition delays would apply only to homes recognized and/or designated, any home over a certain age, or all homes in general.
- While anyone can recommend that a home be considered for historic designation, the City has only ever engaged in voluntary historic designation.
- Demolition delays could raise concerns around diminishing someone's property values.
- The Commission expressed no support for the involuntary historic designation of private homes.
- Requiring non-contributing resources within historic districts to be reviewed could contribute to delays and increased costs for homeowners.
- The Plan carefully balances incentives and disincentives as ways of promoting historic preservation.
- The Plan is also in dialogue with the 2040 Plan. It will be necessary to pay attention to the details of implementing both.
- It should be clarified whether goals Pro-7 and Pro-9 are regulatory or non-regulatory. If they are both regulatory, there may be other concerns.
- In order to enable all involved parties to have clear expectations, any adopted standards and policies should be applied with consistency.
- These efforts may increase affordability in Birmingham.
- Using the word 'quaint' as a descriptor for Birmingham was questioned.
- Action items should be described as incurring some cost if their implementation requires either staff time or City resources.

## 4. PUBLIC COMMENT

## 5. ADJOURN

The Commission adjourned the workshop at 7:27 p.m.

Alexandria Bingham, City Clerk

Laura Eichenhorn, City Transcriptionist

# Birmingham City Commission Minutes
**December 1, 2025**
**City Commission Room 205, 151 Martin Street**
**7:30 PM**

## 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
Clinton Baller, Mayor, opened the meeting with the Pledge of Allegiance.

## 2. ROLL CALL
City Clerk Bingham called the roll.

Present: Mayor Clinton Baller
Mayor Pro Tem Anthony Long
Commissioner Brad Host
Commissioner Kevin Kozlowski
Commissioner William Kolb
Commissioner Therese Longe

Absent: Commissioner Andrew Haig

Staff: City Manager Ecker; Finance Director Chavez, Assistant City Manager Clemence, City Engineer Coatta, Planning Director Dupuis, Assistant City Manager Fairbairn, City Attorney Gaudenzi, Police Chief Grewe, City Attorney Kucharek

## 3. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATION OF OATHS, INTRODUCTION OF GUESTS AND ANNOUNCEMENTS.

**ANNOUNCEMENTS**

**APPOINTMENTS**

**12-336-25 Appointment to the Design Review Board**

Steve Sweeney was interviewed for the appointment.

**MOTION:** Motion by Anthony Long:
To appoint Steve Sweeney as an alternate member to the Design Review Board to serve the remainder of a three-year term to expire September 25, 2028.

VOICE VOTE
Ayes: Therese Longe, Clinton Baller, Anthony Long, Brad Host, Kevin Kozlowski, William

Kolb
Nays: None
Recused: None

**12-337-25 Appointment to the Environmental Sustainability Committee**

Celeste Herpel was interviewed for the appointment.

**MOTION:** Motion by Brad Host:
To appoint Celeste Herpel as an alternate member to the Environmental Sustainability Committee to serve the remainder of a two-year term to expire February 1, 2027.

VOICE VOTE
Ayes: Therese Longe, Clinton Baller, Anthony Long, Brad Host, Kevin Kozlowski, William Kolb
Nays: None
Recused: None

**12-338-25 Appointment to the Birmingham Triangle District Corridor Improvement Authority**

Tim Baldwin was interviewed for the appointment.

**MOTION:** Motion by Brad Host:
To appoint Tim Baldwin as a regular member, a resident, to the Birmingham Triangle District Corridor Improvement Authority to serve a three-year term to expire December 15, 2028.

VOICE VOTE
Ayes: Therese Longe, Clinton Baller, Anthony Long, Brad Host, Kevin Kozlowski, William Kolb
Nays: None
Recused: None

Birmingham Police Staff Introductions

PC Grewe welcomed Police Officer Spencer Buchman and Police Officer Kayla Whelchel, and recognized the promotions of Sergeant Christopher Bukoski and Lieutenant David Buttigieg.

**4. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA**

**5. CONSENT AGENDA**

**12-339-25 Consent Agenda**

**MOTION:** Motion by Anthony Long, seconded by Kolb:
To move the consent agenda, including Items A through G on today's agenda.

ROLL CALL VOTE

Ayes: Therese Longe, Clinton Baller, Anthony Long, Brad Host, Kevin Kozlowski, William Kolb
Nays: None
Recused: None

A. Resolution to approve the City Commission regular meeting minutes of November 10, 2025.

B. Resolution to approve the City Commission regular meeting minutes of November 17, 2025.

C. Resolution to approve the warrant list, including Automated Clearing House payments, dated November 19, 2025, in the amount of $882,483.08.

D. Resolution to approve the warrant list, including Automated Clearing House payments, dated November 26, 2025, in the amount of $1,946,043.59.

E. Resolution to approve a second addendum to the original agreement between the City of Birmingham and RAM Construction Services, Inc. for the 2024 Chester St. Parking Structure Repair Project. The amount will be a deduct from the original contract amount at the technician's hourly rate of $262.26; to authorize the Mayor and City Clerk to sign the addendum on behalf of the City.

F. Resolution to accept the resignation of Susan Shacket from the Housing Board of Appeals, to thank her for her service and to direct the City Clerk to begin the process of filling the vacancy.

G. Resolution to accept the resignation of Jessica Newman from the Environmental Sustainability Committee, to thank her for her service and to direct the City Clerk to begin the process of filling the vacancy.

## 6. CITY MANAGER'S REPORT

None.

## 7. UNFINISHED BUSINESS

None.

## 8. NEW BUSINESS

### 12-340-25 48th District Court 2026 Budget

FD Chavez introduced the item. Patrick Dunn, 48th District Court Administrator, presented the item and answered informational questions from the Commission.

Commissioners raised the following points during discussion:

- There are costs for the services that the Court provides to Birmingham.
- The 48th District Court (the Court) offers services that Birmingham is statutorily required to provide.
- Provision of these services is similar to the provision of Police and Fire Department services. The City does not expect its Police or Fire Departments to break even.
- Courts are not businesses where the goal is to break even or make a profit.
- Courts in Michigan are limited in terms of the fees they are allowed to charge.
- As the Court continues participating in discussions about alternate trial court funding mechanisms, the Court should let Birmingham know when letters of support would be helpful.

**MOTION:** Motion by Therese Longe, seconded by Anthony Long:
To approve the 48th District Court's 2026 budget as submitted.

Commissioners made the following comments on the motion:

- During his tenure, former City Manager Tom Markus had expressed concerns about the costs of operating the Court.

ROLL CALL VOTE
Ayes: Therese Longe, Clinton Baller, Anthony Long, Kevin Kozlowski, William Kolb
Nays: Brad Host
Recused: None

### 12-341-25 Trench Maintenance Ordinance and Fee Revision

CE Coatta presented the item. Staff answered informational questions from the Commission.

Commissioners raised the following points during discussion:

- Contractors who have caused damage to a road have the opportunity to perform the road repairs themselves, as long as the repairs meet the City's standards. If the contractors avail themselves of this opportunity, the contractors would receive a return of their bond funds from the City once the repairs are complete.

- It is likely that in many circumstances contractors would be able to perform their own road repairs for a cost that is less than the bond amount. This offers an incentive for the contractors to perform the work themselves.
- The City must be strict about the road repair standards for contractors.
- Allowing contractors to fix their own damage to the roads would allow repairs to be completed more quickly.
- Some roads have many cut-ins from newer home construction that have not been adequately repaired. In order to have uniformly high quality road repairs, it might be appropriate for Birmingham to have one contractor that does all road repairs. Since they would likely be doing many repairs a year, it is possible that Birmingham could still benefit from economies of scale in that case.
- Three models were being discussed: the present, first model has the City doing the repairs as part of its annual road projects, the second model was proposed by staff to allow contractors to perform their own repairs, and the third model would be to have one contractor who performs all of the repairs in the City on an ad hoc basis.
- It has been frustrating for some residents that the City will invest in road improvements, only to find those same roads damaged by new home construction soon after.
- Model three has implementation challenges because road repairs are a more involved and costly process than some other contractor services that are available on a more ad hoc basis.
- Staff could offer a report to the Commission in a year on whether this proposed ordinance change had the intended effects.
- Staff's recommendation, or model two, still addresses the concerns about adequate time for soil compaction that the 2019 amendment of these processes sought in part to address.
- It is important to relieve the Engineering Department of this kind of administrative work when possible.

**MOTION:** Motion by Therese Longe, seconded by Anthony Long:
To adopt an ordinance to amend Part II of City Code, Chapter 98, Streets, Sidewalks and Other Public Places, Article 02, Streets, Section 28, to require contractors to install the final concrete or asphalt pavement and to authorize the City to collect a trench maintenance bond to ensure completion.

and

To adopt a resolution to amend the Schedule of Fees, Charges, Bond, Insurance, effective January 1, 2026, to update the Engineering Department's Right-of-Way Permit requirements by replacing the Trench Maintenance Fee with a Trench Maintenance Bond.

Commissioners raised the following points during discussion of the motion:

- This ordinance would require that at least three inches of asphalt be placed on a cape seal road repair, which is an improvement over the present ordinance.

ROLL CALL VOTE
Ayes: Therese Longe, Clinton Baller, Anthony Long, Brad Host, Kevin Kozlowski, William Kolb
Nays: None
Recused: None

**Commission Items for Future Discussion.**

**12-342-25 Bond for Public Right-of-Way**

**MOTION:** Motion by Brad Host, seconded by William Kolb:
To look at the Building Department's bond for the public right-of-way.

Commissioners made the following comments on the motion:

- $5,000 is not an adequate amount for this bond.

VOICE VOTE
Ayes: Clinton Baller, Brad Host, William Kolb
Nays: Therese Longe, Anthony Long, Kevin Kozlowski
Recused: None

Motion fails.

**Commission discussion on items from a prior meeting.**

Using AI to Generate Minutes

CM Ecker and CA Kucharek presented the item.

Commissioners raised the following points during discussion:

- This memorandum focuses on whether to integrate 'artificial intelligence' ('AI') into the production of the City's meeting minutes. It does not address whether to use 'AI' for other City functions.
- The minutes seem to be very bad and very subjective.
- The City's minutes should be comprehensive, and minutes generated by 'AI' seem to be comprehensive.
- Alternatively, the minutes seem neither bad nor subjective.
- Registered professional parliamentarian Coco Siewert spoke to the Commission in both 2020 and 2024. As part of those presentations, Ms. Siewert noted that minutes are not transcripts, should reflect actions, should not transcribe what was said, and are purposefully truncated versions of meetings.
- The City's minutes are correctly done, and meet all standards appropriately. Accordingly,

there would be some opposition to any effort to make the City's minutes more transcript-like or to capture public comment in more detail.

- A recent, external, national expert's presentation on the use of 'AI' in the legal practice reflected many of the concerns that were raised regarding using 'AI' in the production of the minutes.
- When a member of the public speaks, it is positive that the minutes note the topic(s) raised.
- The minutes provide useful information on the timing of a discussion in a meeting. The meetings are recorded audiovisually and these recordings are available for review.
- Any minutes generated by 'AI' would have to be reviewed by a person.
- Minutes are always proposed in draft form at the next meeting. Any member of the board or of the public with concerns about subjectivity can pull the minutes for further review or potential amendment.

Commissioner Host motioned 'to take this to stage three', and the motion died for lack of a second.

**12-343-25 Closed Session Pursuant to MCL § 15.268, Sec.8(1)(e) of the Open Meetings Act**

**MOTION:** Motion by Long, seconded by Host:
To meet in closed session pursuant to MCL § 15.268, Sec.8(1)(e) of the Open Meetings Act to discuss pending litigation entitled The City of Birmingham v The Community House Association, Birmingham, Michigan, Oakland County Circuit Court Case No.: 2025-219218CZ, before the Honorable Martha D. Anderson.

ROLL CALL VOTE
Ayes: Therese Longe, Clinton Baller, Anthony Long, Brad Host, Kevin Kozlowski, William Kolb
Nays: None
Recused: None

The Commission entered into closed session at 8:46 p.m., and returned from closed session at 9:38 p.m.

Upon return from closed session, the Mayor read the following statement:

> "At our last meeting on November 17th, we indicated that the commission believes the Community House is a public trust, that the land and building were donated to serve the community, and that the city intends to use each and every available means to see that it remains a community asset. Since then, the city has made several filings in Oakland County Circuit Court that aim to halt the sale of the Community House. Among those is a notice of lis pendens, which is a legal document filed with the recorder of deeds that tells all potential buyers that a lawsuit has been filed concerning the property. At this time,

we're awaiting word from the court on our other pleadings. Thanks."

**9. REMOVED FROM CONSENT AGENDA**

**10. COMMUNICATIONS**

A. Communication regarding the Early Childhood Center

Commissioner Baller noted he received emails regarding this topic, which were provided to City staff.

**11. REPORTS**

A. Commissioner Reports
   - i. Notice of intention to appoint to the Housing Board of Appeals
   - ii. Notice of intention to appoint to the Public Arts Board
   - iii. Notice of intention to appoint to the Stormwater Utility Appeals Board
   - iv. Notice of intention to appoint to the Board of Review
   - v. Notice of intention to appoint to the Environmental Sustainability Committee

B. Commissioner Comments

MPT Long noted he and Commissioner Longe attended the ribbon cutting ceremony for RH, which he described as well done and an honor to take part in.

Commissioner Longe recalled and honored the service of former Commissioner Tom McDaniel, who recently passed, and whose obituary has been published.

Commissioner Host recalled and honored the service of Robert Appleford, who also recently passed.

The Mayor noted that he and ACM Clemence toured senior centers in Bloomfield Township and Rochester in anticipation of future discussions regarding Next.

C. Advisory Boards, Committees, Commissions' Report
D. Legislation
E. City Staff

**12. ADJOURN**

The Commission motioned to adjourn at 9:39 p.m.

Alexandria Bingham, City Clerk

Laura Eichenhorn, City Transcriptionist

# City of Birmingham
# Warrant List Dated 12/03/2025

| Check Number | Early Release | Vendor # | Vendor | Amount |
|---|---|---|---|---|
| PAPER CHECK | | | | |
| 306791 | * | 005430 | 21ST CENTURY MEDIA- MICHIGAN | 376.50 |
| 306792 | * | 005430 | 21ST CENTURY MEDIA- MICHIGAN | 399.50 |
| 306793 | * | 005430 | 21ST CENTURY MEDIA- MICHIGAN | 675.50 |
| 306794 | * | 009346 | ACCUFORM PRINTING & GRAPHICS, INC | 648.00 |
| 306795 | * | 006759 | AT&T | 437.32 |
| 306796 | * | 006759 | AT&T | 210.88 |
| 306797 | * | 006759 | AT&T | 437.32 |
| 306798 | * | 006759 | AT&T | 940.99 |
| 306799 | | 009213 | BAYSCAN TECHNOLOGIES | 964.40 |
| 306800 | * | 000524 | BIRMINGHAM LOCKSMITH INC | 178.00 |
| 306801 | * | 007359 | BRADY INDUSTRIES | 236.33 |
| 306802 | * | 005717 | BSB COMMUNICATIONS, INC. | 8,856.16 |
| 306803 | * | 009078 | CANON SOLUTIONS AMERICA INC | 88.97 |
| 306804 | * | 003904 | CAPITAL ONE BANK | 14,476.65 |
| 306806 | | 008243 | CHARTER TOWNSHIP OF BLOOMFIELD | 1,694.40 |
| 306807 | * | 000627 | CONSUMERS ENERGY | 6,108.54 |
| 306808 | | 008512 | COOL THREADS EMBROIDERY | 764.98 |
| 306809 | * | TAXMISC | COTALITY | 53,807.20 |
| 306810 | * | 009145 | CREATIVE COLLABORATIONS | 3,800.00 |
| 306811 | | BDREFUND | CTV3 ENTERPRISES | 200.00 |
| 306812 | | 003923 | CUMMINS SALES AND SERVICE | 20,781.08 |
| 306813 | | 000233 | DEAN SELLERS | 1,334.82 |
| 306814 | | 008777 | DESIGN INDUSTRY, LLC | 4,688.00 |
| 306815 | * | 000179 | DTE ENERGY | 190.53 |
| 306816 | * | 000179 | DTE ENERGY | 1,804.59 |
| 306817 | * | 000179 | DTE ENERGY | 54.03 |
| 306818 | * | 000179 | DTE ENERGY | 230.13 |
| 306819 | * | 000179 | DTE ENERGY | 6,196.26 |
| 306820 | * | 000179 | DTE ENERGY | 1,832.69 |
| 306821 | * | 000179 | DTE ENERGY | 4,430.70 |
| 306822 | * | 000179 | DTE ENERGY | 2,582.51 |
| 306823 | * | 000179 | DTE ENERGY | 18.03 |
| 306824 | * | 000179 | DTE ENERGY | 1,574.31 |
| 306825 | * | 000179 | DTE ENERGY | 35.71 |
| 306826 | * | 000179 | DTE ENERGY | 18.78 |
| 306827 | * | 000179 | DTE ENERGY | 21.35 |
| 306828 | * | 000179 | DTE ENERGY | 19.93 |
| 306829 | * | 000179 | DTE ENERGY | 185.97 |
| 306830 | * | 000179 | DTE ENERGY | 177.36 |
| 306831 | * | 000179 | DTE ENERGY | 21.17 |
| 306832 | * | 000179 | DTE ENERGY | 194.00 |
| 306833 | | 000179 | DTE ENERGY | 28.08 |

# City of Birmingham
# Warrant List Dated 12/03/2025

| Check Number | Early Release | Vendor # | Vendor | Amount |
|---|---|---|---|---|
| 306834 | * | 000179 | DTE ENERGY | 30.79 |
| 306835 | * | 006090 | DYNAMIC SYSTEMS, INC. | 24,783.00 |
| 306836 | | 008164 | GARY EISELE | 76.30 |
| 306837 | | 004615 | ENGLISH GARDENS | 2,994.26 |
| 306838 | | 001495 | ETNA SUPPLY | 4,620.00 |
| 306839 | * | 000936 | FEDEX | 29.26 |
| 306840 | * | 007366 | FIRST ADVANTAGE OCCUPATIONAL CORP | 28.37 |
| 306841 | | BDREFUND | FOUNDATION SYSTEMS OF MICHIGAN INC. | 200.00 |
| 306842 | * | 004604 | GORDON FOOD | 89.93 |
| 306843 | * | 008007 | GREAT LAKES WATER AUTHORITY | 8,999.10 |
| 306844 | * | 001956 | HOME DEPOT CREDIT SERVICES | 216.38 |
| 306845 | | 000340 | INDUSTRIAL BROOM SERVICE, LLC | 836.00 |
| 306846 | | BDREFUND | LINDSAY, KELLIE | 300.00 |
| 306847 | | 007910 | MACALLISTER RENTALS | 175.00 |
| 306848 | * | 004855 | MAMC | 800.00 |
| 306849 | * | 009546 | MASTERS TELECOM | 64.36 |
| 306850 | * | 000369 | MCMI | 1,581.25 |
| 306851 | * | 009200 | MICHAEL MORRISON | 1,350.00 |
| 306852 | * | 006459 | MICHIGAN SHOOTING CENTERS INC | 990.00 |
| 306853 | | 000230 | MIKE SAVOIE CHEVROLET INC | 552.66 |
| 306854 | | 001169 | MJ AWARDS | 240.00 |
| 306855 | | 001387 | MML LIABILITY AND PROPERTY POOL | 63,085.86 |
| 306855 | * | 001387 | MML LIABILITY AND PROPERTY POOL | 6,218.60 |
| 306856 | * | 007665 | NATIONWIDE POWER SOLUTIONS INC. | 3,108.77 |
| 306857 | * | 001686 | OAKLAND CO CLERKS ASSOC | 90.00 |
| 306858 | | 002853 | OAKLAND COMMUNITY COLLEGE | 575.00 |
| 306859 | * | 006602 | OAKLAND COUNTY TREASURER'S ASSN. | 40.00 |
| 306860 | * | 006602 | OAKLAND COUNTY TREASURER'S ASSN. | 70.00 |
| 306861 | * | 008657 | OCBOA | 715.00 |
| 306862 | * | 004370 | OCCUPATIONAL HEALTH CENTERS OF MI | 987.00 |
| 306863 | * | 009478 | ODP BUSINESS SOLUTIONS, LLC | 439.57 |
| 306864 | | 009612 | PLAYAWAY PRODUCTS LLC | 757.68 |
| 306865 | * | 008342 | RAIN MASTER CONTROL SYSTEMS | 38.85 |
| 306866 | * | MISC | REBECCA LADEMAN | 35.73 |
| 306867 | | BDREFUND | ROMA CEMENT CO INC | 100.00 |
| 306868 | * | 002806 | SAM'S CLUB/SYNCHRONY BANK | 174.34 |
| 306869 | * | 009009 | SIGNATURE CLEANING LLC | 4,937.99 |
| 306870 | | 000260 | SPARTAN DISTRIBUTORS INC | 2,235.56 |
| 306871 | * | 009274 | STATE OF MICHIGAN- DETROIT | 69.72 |
| 306872 | * | 009274 | STATE OF MICHIGAN- DETROIT | 56.68 |
| 306873 | * | 009274 | STATE OF MICHIGAN- DETROIT | 90.58 |
| 306874 | | 008697 | T-MOBILE USA, INC | 265.00 |
| 306875 | * | 009608 | THE ROSSOW GROUP | 3,500.00 |

# City of Birmingham
# Warrant List Dated 12/03/2025

| Check Number | Early Release | Vendor # | Vendor | Amount |
|---|---|---|---|---|
| 306876 | * | 009552 | TRAFFIC & SAFETY CONTROL SYSTEMS | 9,690.00 |
| 306877 | * | 001279 | US FIGURE SKATING ASSOC. | 171.00 |
| 306878 | * | 000158 | VERIZON WIRELESS | 149.85 |
| 306879 | * | 000158 | VERIZON WIRELESS | 98.54 |
| 306880 | | MISC | VORTEX OPTICS | 134.99 |
| 306881 | * | 004497 | WATERFORD REGIONAL FIRE DEPT. | 175.00 |
| 306882 | | 009976 | WEBLINX, INC. | 405.00 |
| 306883 | | BDREFUND | ZAMORA CONSTRUCTION LLC | 100.00 |
| | | | SUBTOTAL PAPER CHECK | $289,194.64 |
| ACH TRANSACTION | | | | |
| 14726 | | 000902 | CENGAGE LEARNING INC | 16.24 |
| 14727 | | 000605 | CINTAS CORPORATION | 199.44 |
| 14728 | | 009926 | CITY OF BIRMINGHAM #262 | 21,912.45 |
| 14729 | | 002668 | CONTRACTORS CLOTHING CO | 427.50 |
| 14730 | | 001367 | CONTRACTORS CONNECTION INC | 792.00 |
| 14731 | | 003801 | JANA ECKER | 524.00 |
| 14732 | | 006689 | F.D.M. CONTRACTING INC. | 117,629.73 |
| 14733 | * | 007807 | G2 CONSULTING GROUP LLC | 4,331.50 |
| 14734 | | 000948 | HYDROCORP | 11,393.00 |
| 14735 | | 009249 | JCC CREATIVE LLC | 650.00 |
| 14736 | * | 003458 | JOE'S AUTO PARTS, INC. | 2,180.88 |
| 14737 | | 009900 | KRAMER MANAGEMENT GROUP, INC. | 876.00 |
| 14738 | * | 005550 | LEE & ASSOCIATES CO., INC. | 1,490.55 |
| 14739 | | 009663 | MACQUEEN EQUIPMENT, LLC | 259.11 |
| 14740 | | 001417 | MAJIK GRAPHICS INC | 480.00 |
| 14741 | | 002013 | MIDWEST TAPE | 1,106.47 |
| 14742 | * | 009706 | NORTHSTAR MAT SERVICE | 444.82 |
| 14743 | | 001864 | NOWAK & FRAUS ENGINEERS | 21,290.00 |
| 14744 | | 008866 | PRECISION CONCRETE CUTTING INC | 175,659.90 |
| 14745 | * | 005344 | RESERVE ACCOUNT | 8,000.00 |
| 14746 | * | 007897 | JEFFREY SCAIFE | 980.00 |
| 14747 | * | 003785 | SIGNS-N-DESIGNS INC | 200.00 |
| 14748 | * | 002037 | TOTAL ARMORED CAR SERVICE, INC. | 303.97 |
| | | | SUBTOTAL ACH TRANSACTION | $371,147.56 |

# City of Birmingham
# Warrant List Dated 12/03/2025

| Check Number | Early Release | Vendor # | Vendor | Amount |
|---|---|---|---|---|
| | | | GRAND TOTAL | $660,342.20 |

All bills, invoices and other evidences of claim have been audited and approved for payment.

Mary Chavez
Finance Director/ Treasurer

*-Indicates checks released in advance and prior to commission approval in order to avoid penalty or to meet contractual agreement/obligation.

# City of Birmingham
# Warrant List Dated 12/10/2025

| Check Number | Early Release | Vendor # | Vendor | Amount |
|---|---|---|---|---|
| PAPER CHECK | | | | |
| 306884 | * | 005430 | 21ST CENTURY MEDIA- MICHIGAN | 500.00 |
| 306885 | | 000109 | 39TH DISTRICT COURT | 500.00 |
| 306886 | * | 000855 | 48TH DISTRICT COURT | 300.00 |
| 306887 | * | 010109 | AL'S ASPHALT PAVING CO. | 153,414.98 |
| 306888 | | BDREFUND | ANTHONY BRANHAM | 100.00 |
| 306889 | | 001394 | APCO INTERNATIONAL INC | 108.00 |
| 306890 | * | 008977 | APPLICANTPRO HOLDINGS, LLC | 3,059.00 |
| 306891 | | 009202 | AQUARIUM DESIGN INC | 276.00 |
| 306892 | | 005590 | AXON ENTERPRISE, INC. | 163,714.90 |
| 306893 | | BDREFUND | BEDIENT CONSTRUCTION | 127.50 |
| 306894 | | 006782 | BIBLIOTHECA, LLC | 930.00 |
| 306895 | * | 010150 | BILLY JOE HOWARTH | 1,370.42 |
| 306896 | * | 010150 | BILLY JOE HOWARTH | 1,370.41 |
| 306897 | | BDREFUND | BLUE LINE BUILDING CO | 500.00 |
| 306898 | * | 008374 | BLUMZ | 770.00 |
| 306899 | | BDREFUND | BOJI GROUP | 1,000.00 |
| 306900 | | 003526 | BOUND TREE MEDICAL, LLC | 615.97 |
| 306901 | * | 007359 | BRADY INDUSTRIES | 311.21 |
| 306902 | | BDREFUND | C & L WARD BROS CO | 500.00 |
| 306903 | * | MISC | CAMERON CALISTA | 18.00 |
| 306904 | | 007732 | CAPITAL TIRE, INC. | 704.00 |
| 306905 | * | 000571 | CAR TRUCKING INC | 225.35 |
| 306906 | * | 000444 | CDW GOVERNMENT INC | 638.84 |
| 306907 | | BDREFUND | CEDAR RESTORATION INC | 100.00 |
| 306908 | | 009167 | COL'S FAMILY RESTAURANT | 36.00 |
| 306909 | * | 006520 | BS&A SOFTWARE, INC | 2,392.00 |
| 306909 | * | 001367 | CONTRACTORS CONNECTION INC | 179.40 |
| 306910 | * | 000627 | CONSUMERS ENERGY | 1,604.00 |
| 306911 | | 008512 | COOL THREADS EMBROIDERY | 231.99 |
| 306912 | | BDREFUND | DIMAMBRO CONSTRUCTION LLC | 100.00 |
| 306913 | * | 000179 | DTE ENERGY | 239.61 |
| 306914 | * | 000179 | DTE ENERGY | 21.62 |
| 306915 | * | 000179 | DTE ENERGY | 64.66 |
| 306916 | * | 007505 | EAGLE LANDSCAPING & SUPPLY | 261.00 |
| 306917 | | BDREFUND | EGRESS SOLUTIONS INC | 200.00 |
| 306918 | | 010008 | ELIZABETH C. CHIAPELLI, PLLC | 384.00 |
| 306919 | | 008338 | ELM USA, INC. | 207.45 |
| 306920 | * | 004615 | ENGLISH GARDENS | 5,977.30 |
| 306921 | * | 009690 | FAIRYTALE ENTERAINMENT PARTYS INC | 555.00 |
| 306922 | | 001223 | FAST SIGNS | 1,275.00 |
| 306923 | * | 000936 | FEDEX | 44.15 |
| 306924 | | 010152 | PHOENIX SAFETY OUTFITTERS | 21,594.00 |

# City of Birmingham
# Warrant List Dated 12/10/2025

| Check Number | Early Release | Vendor # | Vendor | Amount |
|---|---|---|---|---|
| 306925 | | 006654 | FLEETPRIDE INC | 305.99 |
| 306926 | | 007212 | FOSTER BLUE WATER OIL | 1,228.56 |
| 306927 | | 010086 | FOSTER, SWIFT, COLLINS & SMITH PC | 6,923.20 |
| 306928 | | BDREFUND | FOUNDATION SYSTEMS OF MICHIGAN INC. | 300.00 |
| 306929 | | 010073 | FRESCO COMMERICAL CLEANING | 720.00 |
| 306930 | | BDREFUND | GALAXY SIGN & HOISTING CO | 300.00 |
| 306931 | * | 004703 | GROSSE POINTE NEWS | 595.00 |
| 306932 | * | 001956 | HOME DEPOT CREDIT SERVICES | 661.36 |
| 306933 | * | 009259 | IHEART MEDIA | 5,520.02 |
| 306934 | * | 009551 | INTERMEDIA. NET INC | 775.83 |
| 306935 | | 000342 | INTERSTATE BATTERIES OF SE MICH | 148.02 |
| 306936 | * | 008457 | ITALIA CONSTRUCTION INC | 110,332.50 |
| 306937 | * | 009946 | JORDAN ZUPPKE LAW | 512.00 |
| 306938 | | 010007 | KFD TRAINING & CONSULTATION LLC | 1,785.00 |
| 306939 | | 000353 | KNAPHEIDE TRUCK EQUIPMENT | 110.50 |
| 306940 | * | 009451 | LIFESTYLE PUBLICATIONS LLC | 1,250.00 |
| 306941 | | 009766 | LUNGHAMER FORD OF OWOSSO, LLC | 36,358.00 |
| 306942 | | 007910 | MACALLISTER RENTALS | 2,161.00 |
| 306943 | | 010003 | MANOOGIAN LAW PLLC | 928.00 |
| 306944 | | BDREFUND | MATT CONSTRUCTION | 100.00 |
| 306945 | | 009351 | MERRITT CIESLAK DESIGN PLC | 16,053.53 |
| 306946 | | BDREFUND | MGE CARPENTRY INC | 100.00 |
| 306947 | | 009085 | MGSE SECURITY LLC | 200.00 |
| 306948 | | BDREFUND | MICHAEL FRALEY | 500.00 |
| 306949 | * | 009828 | MICHIGAN ART GUIDE | 200.00 |
| 306950 | * | 009621 | MICHIGAN DEPARTMENT OF AGRICULTURE | 75.00 |
| 306951 | | 004687 | MICHIGAN DEPT. OF TRANSPORATION | 71,297.95 |
| 306952 | | 010121 | MID-AMERICAN GUNITE, INC | 19,796.50 |
| 306953 | | 000230 | MIKE SAVOIE CHEVROLET INC | 772.06 |
| 306954 | * | 007744 | MOHAMED F. CHAMMAA | 73.50 |
| 306955 | | MISC | MORGAN KOSCIUK | 12.88 |
| 306956 | | BDREFUND | MURPHY, PATRICK R | 100.00 |
| 306957 | * | 010108 | NICELY DONE IMPROVEMENTS | 3,895.00 |
| 306958 | * | 004827 | NICK'S MAINTENANCE SERVICE | 10,700.00 |
| 306959 | | BDREFUND | OAKES ROOFING SIDING & WINDOWS INC | 100.00 |
| 306960 | | 004370 | OCCUPATIONAL HEALTH CENTERS OF MI | 798.00 |
| 306961 | * | 009132 | OUTFRONT MEDIA INC | 1,599.66 |
| 306962 | | BDREFUND | PECK CONTRACTING LLC | 100.00 |
| 306963 | | BDREFUND | PELLA WINDOWS & DOORS, INC. | 700.00 |
| 306964 | | BDREFUND | POLICICCHIO BUILDING INC. | 2,000.00 |
| 306965 | * | 010051 | PRODIO LLC | 4,500.00 |
| 306966 | | BDREFUND | PROMARK BUILDING | 500.00 |
| 306967 | * | 010158 | QUALITY CAPS INC | 3,375.00 |

# City of Birmingham
# Warrant List Dated 12/10/2025

| Check Number | Early Release | Vendor # | Vendor | Amount |
|---|---|---|---|---|
| 306968 | * | 010164 | RANDY TACIA | 747.50 |
| 306969 | | BDREFUND | Rapid Roofing | 300.00 |
| 306970 | | BDREFUND | RENEWAL BY ANDERSEN | 200.00 |
| 306971 | | BDREFUND | ROMA CEMENT CO INC | 100.00 |
| 306972 | * | 010055 | RUSSELL LANDSCAPING INC | 35,090.00 |
| 306973 | * | 002806 | SAM'S CLUB/SYNCHRONY BANK | 491.54 |
| 306974 | | BDREFUND | SAS SERVICES INC | 100.00 |
| 306975 | * | 008073 | SITEONE LANDSCAPE SUPPLY, INC | 257.52 |
| 306976 | | BDREFUND | SMOLYANOV HOME IMPROVMENT | 477.00 |
| 306977 | | 000260 | SPARTAN DISTRIBUTORS INC | 2,282.58 |
| 306978 | | 010137 | SPECKIN FORENSICS, LLC | 800.00 |
| 306979 | | 010144 | BONDY LAW, PLLC | 762.50 |
| 306980 | * | 009964 | STAGE2 DATA INC. | 554.40 |
| 306981 | * | 009274 | STATE OF MICHIGAN- DETROIT | 134.32 |
| 306982 | | 009819 | SUCCESS 911, LLC | 1,475.00 |
| 306983 | * | 008985 | DANIEL SUTTKUS | 1,150.00 |
| 306984 | * | 008985 | DANIEL SUTTKUS | 1,150.00 |
| 306985 | | 007408 | T-MOBILE | 831.00 |
| 306986 | * | 001076 | TAYLOR FREEZER OF MICH INC | 325.00 |
| 306987 | | BDREFUND | TEMPLETON BUILDING COMPANY | 500.00 |
| 306988 | * | 004058 | TOP HAT & TAILS CARRIAGE CO INC | 6,125.00 |
| 306989 | | BDREFUND | TREN HUNDLEY | 100.00 |
| 306990 | * | 004379 | TURNER SANITATION, INC | 1,193.18 |
| 306991 | | BDREFUND | VALENTI CONSTRUCTION LLC | 100.00 |
| 306992 | * | 000158 | VERIZON WIRELESS | 1,026.82 |
| 306993 | * | 000158 | VERIZON WIRELESS | 295.62 |
| 306994 | * | 000158 | VERIZON WIRELESS | 49.27 |
| 306995 | * | 000158 | VERIZON WIRELESS | 1,173.74 |
| 306996 | | BDREFUND | WALLSIDE INC | 1,500.00 |
| 306997 | | BDREFUND | WILLIAMS, TODD L | 200.00 |
| 306998 | * | 009460 | BRANDON WYNN | 920.59 |
| | | | SUBTOTAL PAPER CHECK | $735,398.40 |
| EFT TRANSFER | | | | |
| " " | | 009627 | BLUE CROSS BLUE SHIELD OF MICHIGAN | 72,148.40 |
| " " | | 009636 | HEALTHEQUITY, INC | 3,425.54 |
| | | | SUBTOTAL EFT TRANSFER | $75,573.94 |
| ACH TRANSACTION | | | | |
| 14749 | * | 007897 | JEFFREY SCAIFE | 980.00 |
| 14753 | * | 002284 | ABEL ELECTRONICS INC | 950.00 |
| 14754 | | 000394 | AERO FILTER INC | 190.00 |
| 14755 | | 003708 | AIRGAS USA, LLC | 518.12 |
| 14756 | * | 001797 | ALLEGRA MARKETING, PRINT, MAIL | 463.22 |

# City of Birmingham
# Warrant List Dated 12/10/2025

| Check Number | Early Release | Vendor # | Vendor | Amount |
|---|---|---|---|---|
| 14757 | * | 001357 | ART/DESIGN GROUP LTD | 262.50 |
| 14758 | * | 009358 | BEASLEY MEDIA GROUP, LLC | 3,000.00 |
| 14759 | | 010117 | BHIP VIGILANTE, LLC | 98.63 |
| 14760 | | 006683 | BIRMINGHAM LAWN MAINTENANCE, INC | 29,638.00 |
| 14760 | * | 006683 | BIRMINGHAM LAWN MAINTENANCE, INC | 898.00 |
| 14761 | | 008840 | BIRMINGHAM PUBLIC SCHOOLS-TAXES | 18,231.41 |
| 14762 | * | 003282 | LISA MARIE BRADLEY | 346.64 |
| 14763 | * | 008983 | BRENNA SANDLES | 481.00 |
| 14764 | | 008545 | JAIMI BROOK | 55.54 |
| 14765 | | 000902 | CENGAGE LEARNING INC | 775.12 |
| 14766 | * | 007835 | SARAH CHUNG | 932.50 |
| 14767 | | 000605 | CINTAS CORPORATION | 224.18 |
| 14768 | | 000605 | CINTAS CORPORATION | 60.83 |
| 14769 | * | 000605 | CINTAS CORPORATION | 198.36 |
| 14770 | * | 010165 | CITY OF BIRMINGHAM #272 | 122,304.00 |
| 14771 | * | 009195 | CROWN CASTLE FIBER LLC | 6,968.21 |
| 14772 | * | 009181 | DELTA TEMP SERVICES INC | 15,812.64 |
| 14773 | * | 000565 | DORNBOS SIGN & SAFETY INC | 755.16 |
| 14774 | * | 006528 | DOWNTOWN PUBLICATIONS INC | 700.00 |
| 14775 | * | 007538 | EGANIX, INC. | 960.00 |
| 14776 | * | 009851 | EMINENT EXCAVATING LLC | 583,234.50 |
| 14777 | * | 009998 | EMME KRAMER | 297.00 |
| 14778 | | 009916 | FASTFIELD, INC. | 100.74 |
| 14779 | * | 007314 | FLEIS AND VANDENBRINK ENG. INC | 4,030.00 |
| 14780 | * | 009387 | FRAIBERG & PERNIE PLLC | 5,422.55 |
| 14781 | | 010153 | FRAIBERG, MATTHEW | 1,536.00 |
| 14782 | * | 007807 | G2 CONSULTING GROUP LLC | 14,590.00 |
| 14783 | * | 000243 | GRAINGER | 73.38 |
| 14784 | * | 010120 | GREAT LAKES ELECTRIC SUPPLY CO | 1,453.52 |
| 14785 | * | 001672 | HAYES PRECISION INC | 115.00 |
| 14786 | | 000331 | HUBBELL ROTH & CLARK INC | 66,048.13 |
| 14786 | * | 000331 | HUBBELL ROTH & CLARK INC | 1,147.98 |
| 14787 | * | 003824 | THOMAS I. HUGHES | 785.60 |
| 14788 | | 009910 | IDI | 142.00 |
| 14789 | | 000261 | J.H. HART URBAN FORESTRY | 31,815.90 |
| 14790 | * | 009482 | JAMIL KIM | 1,120.00 |
| 14791 | * | 009249 | JCC CREATIVE LLC | 250.00 |
| 14792 | * | 009559 | JENETTE MAITZ | 1,869.38 |
| 14793 | * | 003458 | JOE'S AUTO PARTS, INC. | 659.30 |
| 14794 | * | 009392 | LAMB LEGAL CONSULTING SERVICES | 384.00 |
| 14795 | * | 009385 | LAW OFFICE OF MICHAEL J. DICK | 2,152.24 |
| 14796 | * | 005550 | LEE & ASSOCIATES CO., INC. | 903.00 |
| 14797 | | 009663 | MACQUEEN EQUIPMENT, LLC | 1,279.30 |

# City of Birmingham
# Warrant List Dated 12/10/2025

| Check Number | Early Release | Vendor # | Vendor | Amount |
|---|---|---|---|---|
| 14798 | * | 009573 | MICHIGAN ECON DEVELOPMENT CORP. | 18,701.00 |
| 14799 | | 002013 | MIDWEST TAPE | 473.30 |
| 14800 | | 009596 | WP COMPANY LLC | 2,205.00 |
| 14801 | * | 007755 | NETWORK SERVICES COMPANY | 727.38 |
| 14802 | * | 008843 | OAKLAND COUNTY TREASURER- TAX PYMNT | 27,822.79 |
| 14803 | * | 003554 | RKA PETROLEUM | 5,809.62 |
| 14804 | * | 001181 | ROSE PEST SOLUTIONS | 139.00 |
| 14805 | * | 009603 | SERV-ICE REFRIGERATION, INC | 768.72 |
| 14806 | | 000254 | SOCRRA | 91,020.00 |
| 14807 | * | 001097 | SOCWA | 172,814.47 |
| 14808 | | 005787 | SOUTHEASTERN EQUIPMENT CO. INC | 1,000.01 |
| 14809 | | 009625 | STANTEC CONSULTING SERVICES | 19,143.43 |
| 14810 | * | 009266 | US SIGNAL COMPANY LLC | 5,702.26 |
| | | | SUBTOTAL ACH TRANSACTION | $1,271,540.56 |
| | | | GRAND TOTAL | $2,082,512.90 |

All bills, invoices and other evidences of claim have been audited and approved for payment.

Mary Chavez
Finance Director/ Treasurer

*-Indicates checks released in advance and prior to commission approval in order to avoid penalty or to meet contractual agreement/obligation.

# MEMORANDUM

Engineering Department

**DATE:** December 15, 2025

**TO:** Jana Ecker, City Manager

**FROM:** Melissa Coatta, City Engineer

**SUBJECT:** Michigan Department of Transportation (MDOT) Annual Permit

---

INTRODUCTION:
MDOT requires that a certified resolution be provided to designate the authorized representatives who will obtain permits annually for our community. This MDOT Annual Permit will be valid from January 1, 2026, through December 31, 2026.

BACKGROUND:
MDOT requires that the City of Birmingham annually provide a certified Performance Resolution for Governmental Agencies to issue the City an Annual Application and Permit for Miscellaneous Operations within the State Highway Right-of-Way and an Individual Permit for Use of the State Highway Right-of-Way.

The MDOT Annual Permit allows City personnel or designated contractors to work in the MDOT right-of-way along Woodward Avenue (M-1) for routine maintenance on the City's utilities, sidewalks, road intersections, or other features. For work covered under the MDOT Annual Permit, the City is only required to submit an advance notice on the MDOT's Permit Gateway.

MDOT also requires the City to obtain individual permits for specific City construction projects that impact the MDOT right-of-way along Woodward Avenue (M-1). This not only includes direct construction activities but also the placement of temporary construction or detour signs for projects that may be located outside the MDOT right-of-way. For individual permits, the City is required to apply with plans of the proposed work, which are then reviewed by MDOT staff before issuing the permit.

The attached Performance Resolution for Governmental Agencies defines the terms of the annual permit and individual permits, including insurance requirements, and also designates the individuals who will be authorized to apply for permits on behalf of the City.

LEGAL REVIEW:
The City Attorney has reviewed the Performance Resolution and has no concerns or objections.

FISCAL IMPACT:

There are no fiscal impacts for MDOT's Annual Permit.

SUSTAINABILITY:
N/A

DESIGN CONSIDERATIONS:
Any work in MDOT's Right of Way needs to meet MDOT requirements.

PUBLIC COMMUNICATIONS:
No public communication is necessary for the MDOT Annual Permit.

SUMMARY:
MDOT requires the City to adopt the Performance Resolution for Governmental Agencies to apply for the City's annual permit, as well as any individual permits that are needed throughout the year for working in MDOT's right-of-way along Woodward Avenue (M-1). It is recommended that representatives from the Engineering Department and the Department of Public Services be authorized to act on behalf of the City for matters related to the MDOT permits.

ATTACHMENTS:
1. MDOT Performance Resolution for Governmental Agencies, Form 2207B

SUGGESTED COMMISSION ACTION:
Make a motion adopting a resolution to approve a 1 year agreement with the Michigan Department of Transportation (MDOT) for Governmental Agencies as written on MDOT Form 2207B (05/21), and authorizing the following titles to apply to MDOT for the necessary Annual Permit, and other Individual Permits for work within the State Highway Right-of-Way on behalf of the City of Birmingham; Director of Public Services, Parks and Recreation Manager, Public Services Manager, Parks and Forestry Foreman and Assistant Foreman, Streets Sewer and Water Foreman, Assistant Director of Engineering and City Engineer. In addition, to authorize the City Clerk to sign the certification of the Performance Resolution For Governmental Agencies form required for the Annual Permit on behalf of the City.

Clear Form

Michigan Department
of Transportation
2207B (05/21)



# PERFORMANCE RESOLUTION FOR MUNICIPALITIES

*This Performance Resolution (Resolution) is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an "Individual Permit for Use of State Highway Right of Way", and/or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".*

RESOLVED WHEREAS, the City of Birmingham
*(County, City, Village, Township, etc.)*
hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.

2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.

3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.

4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.

7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.

8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title and/or Name:

Director of Public Services, Parks and Recreation Manager, Public Services Manager,

Parks and Forestry Foreman and Assistant Foreman, Streets Sewer and Water Foreman,

Assistant Director of Engineering and City Engineer

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the City of Commission
*(Name of Board, etc.)*

of the City of Birmingham of Oakland
*(Name of MUNICIPALITY)* *(County)*

at a Regular meeting held on the 15 day

of December A.D. 2025.

*Signed*

*Title*

*Print Signed Name*

# MEMORANDUM

City Manager's Office

**DATE:** December 15, 2025

**TO:** Jana Ecker, City Manager

**FROM:** Mark Clemence, Assistant City Manager

**SUBJECT:** Private Use of Metered Public Parking Spaces - Private Construction Projects

---

INTRODUCTION:

The City Commission annually reviews and adopts the Schedule of Fees, Charges, Bonds and Insurance. This includes the amount of any bond required to be posted, amount of insurance required to be carried, or fees to obtain any license to engage in the operation, conduct or carrying on of any trade, profession, business or privilege for which a license or permit is required by the provisions of the Birmingham City Code.

All fees are subject to change from time to time as recommended by City staff and as determined by resolution of the City Commission. The Manager's Office recommends the addition of a parking fee for private use of metered public parking spaces equal to the established hourly meter rate for any authorized use of a metered public parking space for construction projects.

BACKGROUND:

The City has approximately 1,194 metered public parking spaces. From time to time, private entities approach the police department and request meter bags be placed over the parking meter head to allow private vehicles to utilize the public parking to allow work vehicles access to the adjoining properties for a variety of private tasks (furniture delivery, maintenance, minor repairs, short term constructions projects, etc.). Under the City's Schedule of Fees, Parking Department, the charge is $18.00 per day for all metered spaces. These parking meter bags are issued at the discretion of the police department and are usually of a short duration of time. The police department has agreed to issue parking meter bags on private projects of thirty days (30) or less.

The City Commission recently discussed the issue of the extended use of metered public parking spaces by private entities for construction projects (11-10-25 CC Meeting). The consensus of the City Commission was that all private use of metered public parking spaces should be subject to the applicable parking fee for the metered space being utilized. For example, a construction project on a particular site that utilizes metered public spaces as part of their long term private construction build would be responsible for paying the applicable parking rate for those metered parking spaces for the entire length of the project. All private

construction and/or any longer term private project (defined as 30 days or longer or one requiring a construction/staging agreement) must include the cost of the use of any metered public parking as part of their construction/staging agreement with the City's Engineering Department. All fees collected would be assigned to the Parking Department. Working in conjunction, the Engineering Department would determine the cost of the meter and the length of time of use. This information would be conveyed to the Parking Department. The Parking Department would then convey this information to the Finance Department to be invoiced to the commercial entity using the metered spaces on a monthly basis.

The department heads for all of the above listed departments, Manager's Office, Finance, Engineering, Building and Parking all met and agreed that this would be the best process moving forward. In the City's fee schedule, these fees would appear under the Parking Department, Subsection Parking Meters, Section Construction Project Metered Spaces:

| | |
|---|---|
| Daily $1.50 per hour rate meter x 12 hours | $18.00 |
| Daily $1.00 per hour rate meter x 12 hours | $12.00 |

LEGAL REVIEW:
The City Attorney has reviewed the proposal and has no objections.

FISCAL IMPACT:
Currently, long term private construction projects have been using metered public parking spaces at no cost. Enacting this fee schedule change would ensure that the City receives the proper financial compensation due for the metered public parking spaces that are no longer available for public use as a result of a private construction project. All fees collected would be assigned to the Parking Department.

SUSTAINABILITY:
None.

DESIGN CONSIDERATIONS:
None.

PUBLIC COMMUNICATIONS:
None.

SUMMARY:
The Manager's Office is requesting an amendment to the 2025 Fee Schedule to reflect the addition of a parking fee for private use of metered public parking space(s) equal to the established hourly meter rate for any authorized use of a metered public parking space(s) for private purposes. Enacting this fee schedule change would ensure that the City receives the proper financial compensation due for the metered public parking spaces that are no longer available for public use as a result of a private construction project. All fees collected would be assigned to the Parking Department.

ATTACHMENTS:

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution to amend the 2025 Schedule of Fees, Charges, Bonds and Insurance, under the Parking Department, to include the addition of a parking fee for private use of metered public parking space(s) equal to the established hourly meter rate for any authorized use of a metered public parking space(s) for private construction projects.

# MEMORANDUM

City Manager's Office

**DATE:** December 15, 2025

**TO:** Jana Ecker, City Manager

**FROM:** Mark Clemence, Assistant City Manager

**SUBJECT:** City of Birmingham Contracted Services Agreement with the Birmingham Shopping District

---

INTRODUCTION:

The Birmingham Shopping District (BSD) was established in September of 1992, functioning under a twelve-member board, which first met in January 1993. The BSD is a component unit of the City. A component unit is defined as a legally separate organization for which the elected officials of the primary government, in this case, the City, are financially accountable. In addition, a component unit can be another organization for which the nature and significance of its relationship with the primary government (City) is such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. For comparison purposes, the Baldwin Public Library is a component unit of the City.

The Birmingham Shopping District was created to promote economic activity within the City's principal shopping district by conducting market research, public relations campaigns, promotions and special events. Revenue is provided through a single special assessment district (SAD) levied against the properties divided into three districts.

All full-time employees of the BSD are eligible to participate in the City's retirement and insurance programs. All employee expenses related to the BSD incurred by the City are reimbursed to the City by the BSD. However, what has not been accounted for previously are the administrative services provided to the BSD by the following City departments:

1. Human Resources
2. Payroll
3. Treasury
4. Finance

BACKGROUND:

A recent City review of the Baldwin Public Library (Library) uncovered that the formal contract between the City and the Library for the City's administrative services had not been updated since 2009. This situation is currently being addressed by the City and the Library to update the contracted services agreement to reflect current costs. Former Finance Director Gerber and

Current Finance Director Chavez revised the formula used to determine the administrative services costs incurred by the City for the Library and the BSD based upon their respective number of employees as a percentage of the total expense allocation of all City employees respective to the City department providing the service, revenue allocation and audit expense allocation. The City employed 430 employees in FY 2023-2024. The BSD accounted for eight (8) of those employees (full time and part time employees included).
The BSD expense allocation by Department Summary is as follows:

1. Human Resources - 8 BSD employees/430 City

   BSD allocation - 2.0%

   HR actual expenditures FY 2023- 2024 $398,265

   Total Expense $7,965

2. Payroll - 8 BSD employees/430 City

   BSD allocation - 2.0%

   Finance actual expenditures FY 2023-2024 $111,792

   Total Expense $2,236

3. Treasury - SAD ($1,499,229)/City revenue ($112,808,970)

   BSD allocation - 1.5%

   Treasury actual expenditures FY 2023-2024 $750,425

   Total Expense $11,256

4. Finance - City AUDIT expense allocation

   BSD allocation - 1.0%

   Finance actual expenditures FY 2023-2024 $947,132

   Total Expense $9,471

TOTAL: $30,929

BSD Director Erika Bassett presented the administrative services contract to the BSD Board on May 1, 2025. The BSD Board approved the contract between the City and the BSD for the City to provide the BSD with the necessary City administrative services for their operation.

LEGAL REVIEW:
The City Attorney has drafted a contract (see Attachment A) for consideration by the BSD Board that is reflective of the costs incurred by the City to provide the administrative services to the BSD. If you or the BSD Board have any questions, City Attorney Kucharek will address them.

FISCAL IMPACT:

Based upon the formula used by the Finance Department, using up-to-date financial costs, the City shall request $30,929 from the BSD in order to reimburse administrative costs incurred by the City to provide services in the FY 2025-2026 budget. The term of this Agreement shall be three years commencing on July 1, 2025 and shall terminate on June 30, 2028. Each year on the anniversary date of commencement, there will be an increase of three percent (3%) of the total charges due from the BSD to the City.

SUSTAINABILITY:
None.

DESIGN CONSIDERATIONS:
None.

PUBLIC COMMUNICATIONS:
None.

SUMMARY:
The BSD is a component unit of the City. Since its inception in late 1992, the City has been providing administrative services to the BSD. No formal written contract was established that addressed the relationship between the City and the BSD detailing this relationship.

The Library, another component unit of the City, also did not have a formal written contract in place that detailed how administrative services were to be addressed between the City and the Library. In 2009, the City and the library entered into a written agreement detailing how these services would be addressed. The agreement has expired and the City and the Library are currently working together on an updated contracted services agreement with a revised billing formula and up to date costs reflective of those incurred by the City to provide services.

The City and the BSD will enter into a written contracted services agreement similar in form and substance of the Library's previously expired agreement using an updated billing formula and up to date costs to provide the administrative services required for the BSD. In exchange, the BSD agrees to annually reimburse the City its administrative costs associated with the services received. Based on data determined by the City's Finance Department, the current cost to provide the administrative services to the BSD is $30,929.

The BSD Board formally passed the administrative services contract with the City at their May 1, 2025 board meeting.

ATTACHMENTS:
1. BSD Contract for Admin Services

SUGGESTED COMMISSION ACTION:
Make a motion adopting a resolution to approve the administrative services agreement between the City and the Birmingham Shopping District (BSD), the term of which commences on July 1, 2025 and shall terminate on June 30, 2028 in the amount not to exceed $30,929.00. Furthermore, each year on the anniversary date of execution, there will be an increase of three percent (3%) of the total charges due from the BSD to the City. In addition, to authorize the

Mayor and City Clerk to sign the agreement on behalf of the City. Funding for this project has been budgeted in account #235.0-720.000-813.0000.

**CITY OF BIRMINGHAM**
**CONTRACTED SERVICES AGREEMENT**
**WITH THE BIRMINGHAM SHOPPING DISTRICT**

**THIS AGREEMENT,** made and entered into this 15th day of December, 2025, by and between the **CITY OF BIRMINGHAM,** a Michigan Municipal Corporation located at 151 Martin Street, Birmingham, Michigan, (hereinafter referred to as the "City"), and the **BIRMINGHAM SHOPPING DISTRICT**, located at 151 Martin Street, Birmingham, MI, 48009, (hereinafter referred to as the "BSD").

**WITTNESTH:**

**WHEREAS,** the BSD operates to promote and market downtown Birmingham and revenue is generated by a single special assessment district broken down into two sub-districts (District 1 and District 1A) in the City of Birmingham's downtown; and

**WHEREAS,** the City, pursuant to City of Birmingham Ordinance Chapter 82, Article IV, Division 1, Section 76 - Establishment of Principal District, Section 77 - Financing, Section 78 - Special Assessments, is responsible for establishing a principal district, its financing and the ability to levy special assessments; and

**WHEREAS,** the City, pursuant to City of Birmingham Ordinance Chapter 82, Article IV, Division 2, Sections 91 - Creation of Shopping District Board, Section 92 - Composition, Appointment, Section 93 - Terms, Section 94 - Organization and Compensation, Section 95 - Meetings and Quorum, Section 96 - Records and Budget, Section 97 - Goals and Powers, has provided the BSD with administrative services in addition to those set forth in the City ordinance in the past; and

**WHEREAS,** the BSD is a component unit of the City; and

**WHEREAS,** the administrative services provided to the BSD by the City have been provided, but not formally agreed upon or in writing; and

**WHEREAS,** the BSD and the City believe that it is in their respective best interests to create an agreement setting forth the administrative services provided by the City to the BSD and the costs to be reimbursed by the BSD to the City for those services.

**NOW, THEREFORE,** for and in consideration of the mutual undertakings of the parties hereto, all as hereinafter set forth, it is agreed by and between the parties as follows:

1. While this Agreement remains in effect, the City shall continue to provide the following services to the BSD:

   a) Human Resources
   b) Payroll
   c) Treasury

d) Finance

2. In exchange for the City furnishing these services to the BSD, the BSD agrees to annually reimburse the City its administrative charges pursuant to the following by January 15th of each subsequent year the services were rendered:

a) **HUMAN RESOURCES**

| | | |
|---|---|---|
| BSD allocation | 2% | |
| HR actual expenditures FY 2023-2024 | | $398,265 |
| Total Expense | | $7,965 |

b) **PAYROLL**

| | | |
|---|---|---|
| BSD allocation | 2% | |
| Finance actual expenditures FY 2023-2024 | | $111,792 |
| Total Expense | | $2,236 |

c) **TREASURY**

| | | |
|---|---|---|
| BSD allocation | 1.5% | |
| Treasury actual expenditures FY2023-2024 | | $750,425 |
| Total Expense | | $11,256 |

d) **FINANCE**

| | | |
|---|---|---|
| BSD allocation | 1% | |
| Finance actual expenditures FY-2023-2024 | | $947,132 |
| Total Expense | | $9,471 |

**TOTAL** **$30,929**

Any costs or fees incurred by the City on behalf of the BSD not specifically covered or provided for in this Agreement will be billed on an actual cost reimbursement basis to the BSD.

3. The term of this Agreement shall be three years commencing on July 1, 2025 and shall terminate on June 30, 2028. Each year on the anniversary date of execution, there will be an increase of three percent (3%) of the total charges due from the BSD to the City.

4. The BSD and the City acknowledge that certain confidential and/or proprietary information may become involved pursuant to this Agreement. The BSD and the City recognize that the unauthorized exposure of such confidential or proprietary information could irreparably damage the other. Therefore, the BSD and the City agree that in exchanging information with

each other, they each may specify which items of information should be deemed "confidential." The BSD and the City shall be responsible for clearly identifying and segregating any confidential information submitted to the other by clearly printing or stamping "CONFIDENTIAL INFORMATION" on the information so submitted. The BSD and the City agree to use reasonable care to safeguard the confidential and proprietary information and to prevent the unauthorized use or disclosure thereof. The BSD and the City shall inform their respective employees of the confidential or proprietary nature of such information and shall limit access thereto to employees rendering services pursuant to this Agreement. The BSD and the City further agree to use such confidential or proprietary information only for the purposes set forth in this Agreement.

5. This Agreement shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan.

6. If any provision of this Agreement is declared invalid, illegal or unenforceable, such provision shall be severed from this Agreement and all other provisions shall remain in full force and effect.

7. This Agreement shall be binding upon the successors and assigns of the parties hereto, but no such assignment shall be made by the BSD or the City without the prior written consent of the other party. Any attempt at assignment without prior written consent shall be void and of no effect.

8. The BSD and the City agree that neither of them nor their subcontractors will discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight or marital status. The BSD and the City shall inform the other of all claims or suits asserted against them that may arise out of this Agreement. The BSD and the City shall provide each other with periodic status reports concerning all such claims or suits at intervals agreed to by each of them.

9. The BSD and any entity or person for whom the BSD is legally liable, agrees to be responsible for any liability, all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against the BSD or the City, its appointed officials, employees, volunteers or others working on behalf of the BSD, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, caused by or resulting from the BSD's own acts or omissions of its appointed officials, employees, volunteers or others working on behalf of the BSD.

The BSD and the City carry liability insurance to protect them in the event of a claim or loss. Property and Liability insurance is for coverage that exceeds the deductible for claims and legal expenses. The City shall not be responsible for the deductible resulting from claims involving the BSD. The BSD shall not be responsible for the deductible resulting from claims involving the City. The parties agree and understand that they are responsible for paying their own deductibles in the event of a loss.

10. If either party fails to perform its obligations hereunder, the aggrieved party may take any and all remedial actions provided by the general specifications or otherwise permitted by law.

11. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled either by commencement of a suit in Oakland County Circuit Court, the 48th District Court or by arbitration. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used, or three arbitrators in the event any party's claim exceeds $1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator's and administrative fees of arbitration. Such arbitration shall qualify as statutory arbitration pursuant to MCL §600.5001 et. seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in the Oakland County Circuit Court or the 48th District Court.

12. Notices shall be given to:

a) City of Birmingham
151 Martin Street
P.O. Box 3001
Birmingham, MI 48012-3001

Attention: Jana Ecker, City Manager

With copies to:

Mary M. Kucharek, City Attorney
Beier Howlett, P.C.
3001 W. Big Beaver Road, Ste. 600
Troy, MI 48084

b) Birmingham Shopping District
151 Martin Street
Birmingham, MI 48009
Attention: Erika Bassett, BSD Director

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the day and year first above written.

WITNESS:

_____

_____

_____

**CITY OF BIRMINGHAM**

By: _____
Clinton Baller, Mayor

By: _____
Alexandria Bingham, City Clerk

**BIRMINGHAM SHOPPING DISTRICT**

By: _____
Erika Bassett, BSD Director

APPROVAL (Sec 2-289 City Code)

_____
Jana Ecker, City Manager
(as to substance)

_____
Mary Chavez, Finance Director
(as to Financial Obligation)

_____
Mary M. Kucharek, City Attorney
(as to form)

# MEMORANDUM

Planning Department

**DATE:** December 15, 2025

**TO:** Jana Ecker, City Manager

**FROM:** Nick Dupuis, Planning Director

**SUBJECT:** Amendment to Wayfinding and Branding Committee

---

INTRODUCTION:

The City of Birmingham's Wayfinding and Branding Committee (the "WBC") was created in 2024 after existing as an ad-hoc committee for about a year. The WBC was created by resolution, and was designed to continue the role of the ad-hoc committee to oversee the implementation of the Wayfinding and Gateway Signage Plan and act as a sort of "clearing house" for all wayfinding and branding projects that come up.

When the WBC was created, it was designed with all 9 members of the Wayfinding and Branding Committee being appointed for a term of two (2) years. Thus, all 9 members are scheduled for reappointment in January 2026. It is typical of Birmingham boards/commissions/committees to have staggered terms to ensure continuity and ease of management. At this time, the original, non-staggered term issue can be considered an oversight, and could use an update.

In addition, the original permanent WBC was created with members being appointed by the City Commission. Due to the highly unique makeup of the WBC, which contains six positions for Birmingham City Staff and three members of existing boards/commissions of the City, the Planning Department is recommending that the City Commission consider shifting appointment responsibilities to the City Manager with concurrence of the City Commission. This shift aligns with the goals of the City Commission (Efficient and Effective Services) and is consistent with the City Manager form of government.

BACKGROUND:

On December 18, 2023 (Agenda – Minutes), the City Commission moved to adopt the concepts contained within the Citywide Wayfinding and Signage Plan for the City of Birmingham. The Plan was created to provide guidance to Birmingham personnel and outside consultants involved in specifying, fabricating, and installing signs for the City. It is designed to guide the use of the Birmingham design standard, to assure that it is correctly and consistently applied.

On January 22, 2024 (Agenda – Minutes), the City Commission adopted a resolution creating the Wayfinding and Branding Committee. The WBC consisted of 9 members with specific

qualifications, skills and institutional knowledge.

LEGAL REVIEW:
The City Attorney has reviewed this request and has no objections as to form and content.

FISCAL IMPACT:
There are no direct fiscal impacts for this agenda item. City Staff participation in the WBC will incur labor costs. However, WBC meetings are held during business hours and are worked into daily routines.

SUSTAINABILITY:
There are no direct sustainability impacts for this agenda item.

DESIGN CONSIDERATIONS:
Include a comment regarding design considerations.

PUBLIC COMMUNICATIONS:
No formal public communications are required for this agenda item.

SUMMARY:
The Planning Department requests that the City Commission consider amending resolution #01-26-24 to modify the permanent Wayfinding and Branding Committee to introduce staggered terms and revise the appointment process for members of the Committee.

ATTACHMENTS:
1. Wayfinding & Branding Comittee Resolution 12-15-25

SUGGESTED COMMISSION ACTION:
Make a motion adopting a resolution to amend resolution #01-26-24 to modify the permanent Wayfinding and Branding Committee to introduce staggered terms and revise the appointment process for members of the Committee.

**RESOLUTION**
**ESTABLISHMENT OF THE WAYFINDING & BRANDING COMMITTEE**

WHEREAS, Wayfinding and branding is an important component of a successful destination and can provide continuity and added character as well as a heightened sense of place;

WHEREAS, The City of Birmingham desires to provide a consistent and intuitive wayfinding system to promote activity, economic development, safety and walkability;

WHEREAS, The City of Birmingham adopted a new City Logo in 2022 and has focused on utilizing the new logo strategically in an overall branding scheme;

WHEREAS, Concepts within the 2023 Citywide Wayfinding and Signage Master Plan were adopted by the City Commission on December 18, 2023;

NOW, THEREFORE, BE IT RESOLVED, The City Commission hereby establishes the Wayfinding and Branding Committee to continue the implementation of the Citywide Wayfinding and Signage Plan and act as a clearing house for any other major wayfinding and branding projects in the City.

BE IT FURTHER RESOLVED, The Wayfinding and Branding Committee shall consist of 9 members possessing unique qualifications and skills, and institutional knowledge and the members shall include City staff and/or representatives from other existing boards/commissions within the City of Birmingham;

BE IT FURTHER RESOLVED, The Wayfinding and Branding Committee shall be appointed by the City Manager with the concurrence of the City Commission. Members of the Wayfinding and Branding Committee shall be appointed for a term of three (3) years; except that three members of the first Committee shall be appointed for a term of one (1) year, three members for a term of two (2) years, and three members for a term of three (3) years.

BE IT FURTHER RESOLVED, Members of the Wayfinding and Branding Committee can be removed for cause determined at a public hearing at any time by the City Commission. Vacancies occurring shall be filled for the duration of the unexpired term by the City Commission;

BE IT FURTHER RESOLVED, Meetings of the Wayfinding and Branding Committee will be project-based, and the Wayfinding and Branding Committee will be directed to meet by the City Manager on an as-needed basis;

BE IT FURTHER RESOLVED, The City Commission shall endeavor to provide funding when possible to support the implementation of the Citywide Wayfinding and Signage Master Plan;

BE IT FURTHER RESOLVED, The City of Birmingham is committed to providing its residents, visitors and business community with a safe and easily navigable urban environment.

I, Alexandria Bingham, City Clerk of the City of Birmingham, Michigan, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Birmingham City Commission at its regular meeting held on December 15, 2025.

_____

**Alexandria Bingham**
**City Clerk**

**RESOLUTION (REDLINED)**
**ESTABLISHMENT OF THE WAYFINDING & BRANDING COMMITTEE**

WHEREAS, Wayfinding and branding is an important component of a successful destination and can provide continuity and added character as well as a heightened sense of place;

WHEREAS, The City of Birmingham desires to provide a consistent and intuitive wayfinding system to promote activity, economic development, safety and walkability;

WHEREAS, The City of Birmingham adopted a new City Logo in 2022 and has focused on utilizing the new logo strategically in an overall branding scheme;

WHEREAS, Concepts within the 2023 Citywide Wayfinding and Signage Master Plan were adopted by the City Commission on December 18, 2023;

NOW, THEREFORE, BE IT RESOLVED, The City Commission hereby establishes the Wayfinding and Branding Committee to continue the implementation of the Citywide Wayfinding and Signage Plan and act as a clearing house for any other major wayfinding and branding projects in the City.

BE IT FURTHER RESOLVED, The Wayfinding and Branding Committee shall consist of 9 members possessing unique qualifications and skills, and institutional knowledge and the members shall include City staff and/or representatives from other existing boards/commissions within the City of Birmingham;

~~BE IT FURTHER RESOLVED, The City Commission shall appoint members of the Wayfinding and Branding Committee for a term of two (2) years;~~

**BE IT FURTHER RESOLVED, The Wayfinding and Branding Committee shall be appointed by the City Manager with the concurrence of the City Commission. Members of the Wayfinding and Branding Committee shall be appointed for a term of three (3) years; except that three members of the first Committee shall be appointed for a term of one (1) year, three members for a term of two (2) years, and three members for a term of three (3) years.**

BE IT FURTHER RESOLVED, Members of the Wayfinding and Branding Committee can be removed for cause determined at a public hearing at any time by the City Commission. Vacancies occurring shall be filled for the unexpired term by the City Commission;

BE IT FURTHER RESOLVED, Meetings of the Wayfinding and Branding Committee will be project-based, and the Wayfinding and Branding Committee will be directed to meet by the City Manager on an as-needed basis;

BE IT FURTHER RESOLVED, The City Commission shall endeavor to provide funding when possible to support the implementation of the Citywide Wayfinding and Signage Master Plan;

BE IT FURTHER RESOLVED, The City of Birmingham is committed to providing its residents, visitors and business community with a safe and easily navigable urban environment.

I, Alexandria Bingham, City Clerk of the City of Birmingham, Michigan, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Birmingham City Commission at its regular meeting held on ~~January 22, 2024~~ **December 15, 2025**.

_____
**Alexandria Bingham**
**City Clerk**

# MEMORANDUM

City Clerk's Office

**DATE:** December 15, 2025

**TO:** Jana Ecker, City Manager

**FROM:** Mya Brown, Deputy City Clerk

**SUBJECT:** Multi-Modal Transportation Board Member Resignation

---

INTRODUCTION/BACKGROUND:
Multi-Modal Transportation Board member Z. Rosie Koul has submitted her resignation from the board effective December 2, 2025.

LEGAL REVIEW:
None.

FISCAL IMPACT:
None.

SUSTAINABILITY:
None.

PUBLIC COMMUNICATIONS:
The City Clerk's office will publish a notice of intention to appoint to this position, post the vacancy on the "board and committee opportunities" portion of the City's website and include it in the City's digital news vehicles as publication schedules permit.

SUMMARY:
The City Commission is being asked to accept the resignation of Z. Rosie Koul from the Multi-Modal Transportation Board, to thank her for her service, and to direct the City Clerk to begin the process of filling the vacancy.

ATTACHMENTS:
1. Z. Rosie Koul Resignation Letter

SUGGESTED COMMISSION ACTION:
To make a motion to accept the resignation of Z. Rosie Koul from the Multi-Modal Transportation Board, to thank her for her service, and to direct the City Clerk to begin the process of filling the vacancy.

BIRMINGHAM
A WALKABLE CITY

**Mya Brown <mbrown@bhamgov.org>**

# Board Position | The Community House & City Advisory Board

1 message

**Z. Rosie Koul** <zrosiekoul@att.net> Tue, Dec 2, 2025 at 1:04 PM
To: "city-commission@bhamgov.org" <city-commission@bhamgov.org>, "clerksoffice@bhamgov.org" <clerksoffice@bhamgov.org>
Cc: Nicholas Dupuis <ndupuis@bhamgov.org>, Leah Blizinski <lblizinski@bhamgov.org>, Gordon Davies <gordonhdavies@yahoo.com>, Josh Dobrowitsky <joshd247@gmail.com>, Mark Doolittle <mark.j.doolittle@gmail.com>, Thomas Peard <thomaspeard@yahoo.com>, Patrick Hillberg <patrick_hillberg@hotmail.com>, Laura Engelland <ljengelland@gmail.com>

City Clerk: Please include communication in next City Commission Agenda Packet

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**Dear Commissioners,**

As an eighteen-year resident of downtown Birmingham, I have been honored to serve on the Multi-Modal Transportation Board (MMTB) and to represent Birmingham citizens in discussions regarding transportation planning, design standards, and multi-modal execution. Throughout my service, I have consistently advocated for responsible evaluation, globally recognized design standards, transparent communication, and the avoidance of ad-hoc changes that undermine proper planning.

In parallel, I joined the Board of Directors of The Community House Association (TCHA) during its revitalization and committed to helping re-establish the *21st Century Leaders* program for middle-school youth. This required a significant personal investment of my time, professional credibility, and resources—undertaken at considerable personal cost—to support a century-old institution that has long served Birmingham residents without reliance on tax dollars.

However, with the recent filing of *The City of Birmingham v The Community House Association, Birmingham, Michigan, Oakland County Circuit Court Case No. 2025-219218 CZ Honorable Martha D. Anderson*, a direct conflict of interest has arisen. Because I also serve on the TCHA Board, it would be neither ethical nor transparent for me to continue in this role while litigation involving both entities proceeds. **After careful consideration, and to remain neutral and available as a citizen, I am resigning from this position, effective immediately, in parallel with my resignation from the TCHA Board.**

During my time on the MMTB, I have worked to ensure that Birmingham citizens understand the impacts of transportation planning and design, emphasizing clear evaluation, data-driven decisions, and responsible long-term planning. I have consistently advocated for inclusion of community perspectives, careful assessment of proposed changes, and adherence to recognized standards. I have also spoken publicly on the importance of avoiding ad-hoc decision-making in Commission meetings.

I have spoken publicly about the City's responsibility to support nonprofit organizations equitably and the importance of these institutions—including the Library, Next, YMCA, and TCHA—working collaboratively rather than in competition. I raised concern that the City's extended marketing of a new Birmingham Community Center, without acknowledgment of the historic and tax-independent Community House, caused significant harm during a period when clarity and public awareness were essential.

I hope that TCHA and the City reach an amicable resolution that prioritizes essential services for Birmingham residents, preserves Birmingham's history and the intentions of its founders, establishes a clear and financially sustainable vision, and demonstrates a cooperative partnership as originally designed in 1923.

Thank you for the opportunity to serve this community I care deeply about.

**Respectfully,**

Z. Rosie Koul
662 Purdy St.
Birmingham, MI 48009

--
You received this message because you are subscribed to the Google Groups "City Commission" group.
To unsubscribe from this group and stop receiving emails from it, send an email to city-commission+unsubscribe@bhamgov.org.
To view this discussion visit https://groups.google.com/a/bhamgov.org/d/msgid/city-commission/1909412077.786762.1764698695192%40mail.yahoo.com.

# MEMORANDUM

City Clerk's Office

**DATE:** December 15, 2025

**TO:** Jana Ecker, City Manager

**FROM:** Mya Brown, Deputy City Clerk

**SUBJECT:** Parks and Recreation Board Member Resignation

---

INTRODUCTION/BACKGROUND:
Parks and Recreation Board member Steve Sweeney has submitted his resignation from the board effective December 2, 2025.

LEGAL REVIEW:
None.

FISCAL IMPACT:
None.

SUSTAINABILITY:
None.

PUBLIC COMMUNICATIONS:
The City Clerk's office will publish a notice of intention to appoint to this position, post the vacancy on the "board and committee opportunities" portion of the City's website and include it in the City's digital news vehicles as publication schedules permit.

SUMMARY:
The City Commission is being asked to accept the resignation of Steve Sweeney from the Parks and Recreation board, to thank him for his service, and to direct the City Clerk to begin the process of filling the vacancy.

ATTACHMENTS:
1. Steve Sweeney Resignation Letter

SUGGESTED COMMISSION ACTION:
Make a motion to accept the resignation of Steve Sweeney from the Parks and Recreation board, to thank him for his service, and to direct the City Clerk to begin the process of filling the vacancy.

BIRMINGHAM
A WALKABLE CITY

**Mya Brown <mbrown@bhamgov.org>**

# Fwd: Resignation - Parks Board

1 message

**Alex Bingham** <abingham@bhamgov.org> Wed, Dec 3, 2025 at 9:08 AM
To: Mya Brown <mbrown@bhamgov.org>

**Alexandria D. Bingham, MPA, CMC, MiPMC**
*City Clerk*
**City of Birmingham**
**151 Martin Street**
**Birmingham, MI 48009**
(248) 530-1802 Office Direct
(248) 530-1080 Fax
***Important Note to Residents***
Let's connect! Join the Citywide Email System to receive important City updates and critical information specific to your neighborhood at www.bhamgov.org/citywideemail.

---------- Forwarded message ---------
From: **Steve Sweeney** <stevesweeney22@yahoo.com>
Date: Tue, Dec 2, 2025 at 5:42 PM
Subject: Resignation - Parks Board
To: Alex Bingham <abingham@bhamgov.org>

Hi Alex,

Please use this as my official resignation from the parks and recreation board as I have accepted another position on the Design Review Board per the City Commission meeting yesterday.

Thank you,

-Steve Sweeney
160 Larchlea Dr
Birmingham, MI 48009

Sent from Yahoo Mail for iPhone

BIRMINGHAM
A WALKABLE CITY

**December 2025 City Manager's Report**

## Baldwin Public Library

### Library Board

The Library Board will meet on Monday, December 15 at 7:30 p.m. for its regular meeting. Plante Moran will present its audit report to the Library Board during the meeting. At the November Library Board meeting, Danielle Rumple was elected Board President, Karen Rock was elected Board Vice President, and Wendy Friedman was elected Board Secretary. The Board welcomed Pam Graham as its newest member.

### Library Tours

If you would like to learn even more about the library, join Director Rebekah Craft for a Behind the Scenes Tour. You'll visit staff areas, learn how items are added to the collection, and hear about new programs and services. The next tour will meet in the library's lobby on Thursday, January 8 at 4 p.m.

**Idea Lab: The Grand Tour**
Have you always wondered what the Idea Lab is all about, but were afraid to ask? On Wednesday, January 7 at 7 p.m., Jeff will take you on a tour of the Idea Lab, including a quick demo of our exciting equipment. Registration required.

**Battle of the Books**
Kickoff for the 2025 Battle of the Books was on Monday, December 8. Fourth- and fifth-grade students who attend a Birmingham Public School will form teams with an adult coach, read from a selected list of books, and then participate in a contest where they will compete with other teams by answering questions based on the books. The books are now available on the specially designated Battle shelf in the Youth Room, and students are welcome to check them out anytime. Full details can be found at baldwinlib.org/battle. Team registration will open Monday, January 12, 2026. The Battle will be held at Groves High School on Saturday, March 14, 2026.

**Winter Reading Challenge**
The 2025-26 Winter Reading Challenge kicked off on December 1, and runs through January 31, 2026. Readers of all ages are encouraged to sign up and track their progress at baldwinlib.beanstack.org. Everyone who completes the challenge will be entered into a prize drawing; one winner per age group will be chosen. This year participants will be striving to complete reading and activity "bingos."

**Upcoming events of interest**

**DIY Junk Journaling: Grades 7-12**

*Wednesday, December 17, from 7-8 p.m.*

Back by popular demand! Enjoy the unique art of junk journaling. Supplies are included when you register, but feel free to bring your own stickers, photos, washi tape, art or other paper items for more personalized pages.

**Adaptive Adventures Story Time: All Ages**

*Tuesday, January 6, from 6:15 p.m. - 6:45 p.m.*

Join us in an adaptive story time experience for youth of all abilities, including those who have difficulty in large groups and who have sensory integration challenges. Please visit baldwinlib.org/storytime for complete details.

**The Edmund Fitzgerald Investigations**

*Monday, January 12 from 7-8 p.m.*

The mighty Fitz vanished into the Lake Superior waves during a storm in 1975. Shipwreck historian Ric Mixter, one of the few people to visit the wreck personally, has spent over 20 years researching the Edmund Fitzgerald. Tonight he joins us to share his insight into just what might have happened to the ship and crew "when the gales of November came early." Registration required.

Learn more about these events and other programs coming to Baldwin at www.baldwinlib.org/calendar.

## Birmingham Museum

### Celebrating Birmingham History: It's Everywhere!

The museum is excited to **launch its 2026 initiative to celebrate America's 250th** and bring a little history to Citywide activities all year long. **A new exhibit at the Allen House** will explore Birmingham in the overall context of America's history, including one family's military service from the Revolutionary War to the 20th century, a woman's perspective on current events over seven decades, and how our own Birmingham Eccentric newspaper chronicled everyday lives of Birmingham's people over its long history.

- When out and about, **the Birmingham community can experience a local history twist at public events throughout the year.** Whether it's the new Peter Cotton Trail event, the Celebrate Birmingham parade, Movie Night at Booth Park, the Farmers Market, special 2026 "Star Spangled" Greenwood Cemetery tours, or old time baseball at Kenning Park, Birmingham's history will be everywhere! For more events and special activities, check out our 2026 events calendar at bhamgov.org/250years.

- **A special focus of the Birmingham Museum in 2026 will be to connect our Indigenous basket collection to Michigan's living tribal traditions**. Our visitors have been asking for more exhibits relating to Indigenous culture, and we have an answer for America's 250th! The museum will be offering a major year-long exhibition of its collection of Great Lakes tribal basket arts in collaboration with the **Leelanau Historical Society** and **Michigan State University.** This exhibit will offer a rare opportunity to experience these cultural traditions in the intimate setting of our museum. This creative collaboration with tribal artists and Michigan basket experts will help us bring our Indigenous past and present together in an authentic way for the benefit of our community.

- In 1926, the Birmingham Eccentric published a cookbook of local recipes called "The Birmingham Cookbook." It's been 100 years, and as part of our 250th activities**, the museum will be collecting favorite family recipes during 2026 to create a modern edition, "The Birmingham Family Memories Cookbook."** Whether it's a favorite "go-to" modern casserole for busy families, or a cherished recipe handed down from your Grandma, take a moment to send them in, and we'll include them in the cookbook along with some selected historic recipes from the original. Join the fun! Submit through a form on Engage Birmingham at engage.bhamgov.org/birmingham-recipes or download and print the Family Memories Recipe Form on our website at bhamgov.org/250years.

- We're also going to deliver a little Birmingham history to your home every month. Beginning in January**, our monthly Around Town e-newsletter articles will feature stories about twelve truly special people who changed Birmingham.**

- **Stay tuned for more events and updates through the year**, and contact the Birmingham Museum at (248) 530-1928 to find out more!

## Birmingham Shopping District

### Holiday Events and Promotions:

It is a busy holiday season in Downtown Birmingham, full of local shopping, dining and a robust calendar of events! The annual Winter Markt and Tree Lighting Event drew thousands from near and far to Downtown Birmingham to enjoy free entertainment and activities, European-style food, shop among more than 70 vendors and artisans, and more. The holiday-themed fun continues through the end of December, and we invite all to join us on the following dates:

- **December 20:** Free hot chocolate and churros, 10 a.m. – 2 p.m. Visit the tent at the corner of Maple Road and Old Woodward Avenue.
- **Weekends in December and on December 24:** Santa House & Horse-drawn Carriage Rides in Shain Park. Hours vary.

Plus, save the date for our very first event in 2026 – the BRRmingham Blast! Bundle up and head downtown on Saturday, January 24 for free zip line rides, food trucks and other activities. For more information, visit our calendar of events.

**Holiday Marketing:**
Our robust holiday media plan is on track to deliver over 4 million impressions this holiday season. The plan leverages our strategic partnerships and a variety of media tactics. Some notable projects include:

- A collaboration with Birmingham City Lifestyle Magazine to create a multi-spread Holiday Gift Guide featuring over 20 BSD businesses.
- A collaboration with local influencers to promote Birmingham as a destination to shop, dine and enjoy holiday activities.
- Partnership with HOUR Media on a Digital Gift Guide and social media campaign, featuring over 50 BSD businesses.
- Live features and in-studio appearances on WXYZ and WDIV, promoting holiday shopping, Winter Markt and more.
- Partnerships with local publications on articles and advertisements.

## Building Department

### Board of Zoning Appeals
Due to a lack of quorum, the three cases on the November 18, 2025 agenda were heard at the Board of Zoning Appeals regular meeting in December.

1. 1061 Forest: The property owner requested variances on the minimum rear and side yard dimensions to construct an addition to the existing home. The variances were approved 4/2 (one board member recused himself).

2. 925 Larchlea: The property owner requested a variance from the combined total side yard setback to construct an addition to the existing home. The variance was approved 7/0.

3. 36977 Woodward: The property owner requested variances on the minimum amount of storefront that is built within 5 feet of the front lot line and for the total height of the building. The first variance was approved, and the second variance was denied 7/0.

### Online Permit Applications
In November we processed 270 permits online, bringing this year's total permits processed electronically to 3,660.

**Monthly Report**
The Building Department's monthly report shows the previous month's permit activity, along with charts showing the building permit activity trend over the past year.

## City Clerk's Office

### Elections 2026 - Save the Date

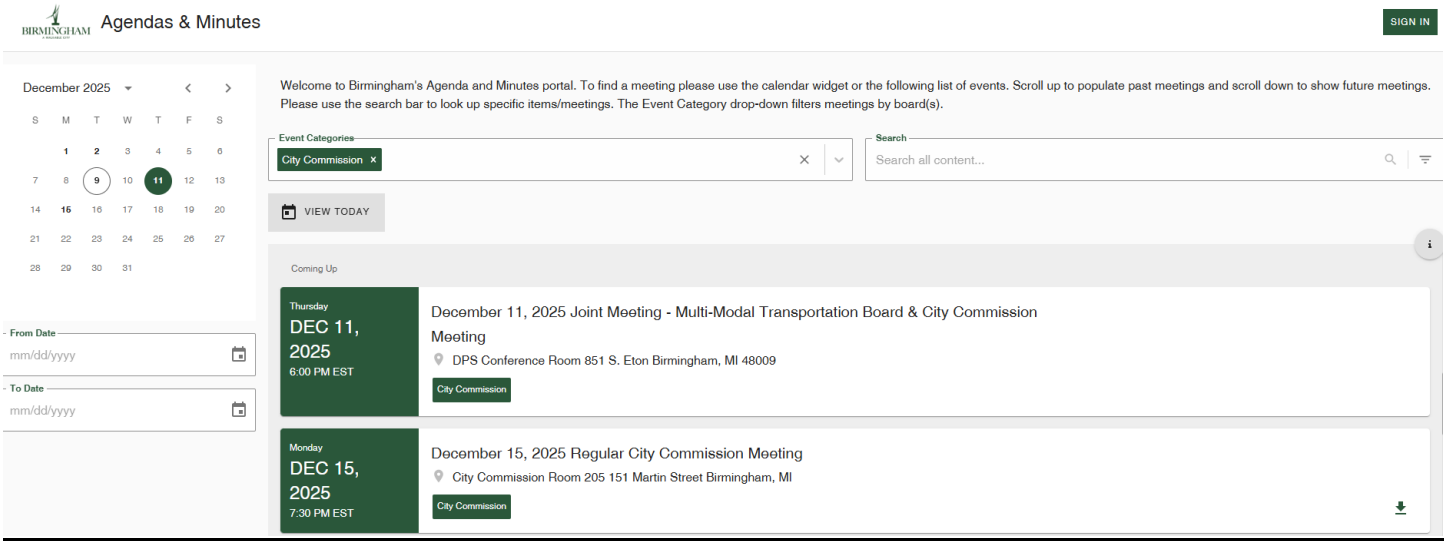
- May 5, 2025 - Potential election date if there are any State or local ballot initiatives
- **August 4, 2026 - State Primary - Gubernatorial**
- **November 3, 2026 - State General - Gubernatorial**

## Agenda and Management Software - Coming in 2026

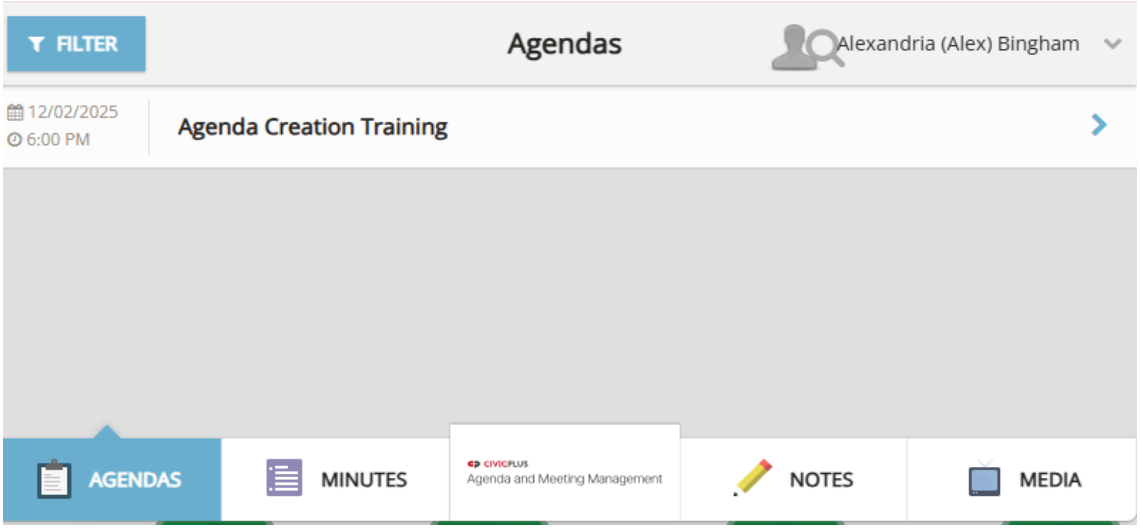
The City Clerk's Office in collaboration with City staff evaluated a variety of meeting management software in 2025 with many goals in mind. Top priorities achieved by meeting management software are listed below:

- enhance the accessibility of packets
- make information easier to find and more searchable for the public, board members and staff
- make digital packets and digital note taking easier to support sustainability and paperless initiatives
- Support collaboration in packet/agenda item creation for all City staff and departments working with City boards and commissions

Below is a snapshot of what the public portal looks like. Coming soon in 2026, there will be links on the City's website for each board page where all agendas, packets and minutes will be housed going forward.




In 2026 the City Clerk's Office and staff liaisons will assist all board members with obtaining their individual board portal login credentials where board members can store their agenda packets and notes digitally.




## Greenwood Cemetery & the Greenwood Cemetery Advisory Board (GCAB)

The next meeting for the GCAB is scheduled for February 6, 2026. View Greenwood Cemetery Advisory Board agendas and minutes at bhamgov.org/GCAB.

Also note that for those visiting the cemetery and placing decorations for loved ones, it is important to be aware of the Greenwood Cemetery Operational Procedures, Conditions & Regulations, specifically sections II, III, and V.

## Board of Ethics

Stay tuned for announcements regarding the next scheduled Board of Ethics meeting. At this time there are no opinion requests or complaints to be processed. View Ethics Board agendas and minutes at bhamgov.org/ethics.

## Board Appointments

The City of Birmingham is looking for dedicated individuals who want to give back to their community by serving on one of our many boards or committees that make recommendations which shape the City's future. Serving on a board or commission is a great way to get involved in your community, meet new people and make a positive impact. Visit bhamgov.org/boardopportunities to view all available openings and apply at bhamgov.org/boardapplication.

## City Manager's Office

### Water Treatment and Distribution Systems Professional Development

The City is proud to announce a number of its employees recently completed continuing education courses and received specialized certifications for water treatment and distribution systems. Congratulations to Melissa Coatta, Scott Zielinski and Tedd Tice!

## Communications

### AI-Enabled Chatbot Soft Launch

Following extensive testing and fine-tuning, ACM Fairbairn and the communications team are pleased to announce Polimorphic's AI-enabled chatbot is now live on the City's website for a soft-launch period in December, prior to the official launch in January. Polimorphic is a provider of AI workflow and constituent relationship management solutions for local governments. Visitors to the City's website may now input questions in their natural language and receive concise, relevant responses for City services and information. This initiative further

leverages technology to better serve our residents. The implementation is expected to reduce call volume and provide instant access to information for all community members, regardless of language proficiency. During the soft-launch period, the communications team will review the community's questions and answers provided by the bot. Once final adjustments have been made, the City will issue a press release and other communications to publicize the chatbot in January.

**January Around Town e-newsletter**
The communications team is working on the January edition of the Around Town e-newsletter, which will include information about Christmas tree collection, winter sports, the City's Long Range Planning meeting, new businesses and more. Follow this link to view the December edition.

**2026 City Calendar**
The 2026 City Calendar is hot off the press and arriving now in mailboxes! This edition features our patriotic logo and special "Then and Now" images to highlight our local history as we prepare to celebrate America's 250 years.

**2026 Meetings & Events Calendar**
All 2026 City meetings and events have been entered into the City's digital calendar at bhamgov.org/calendar.

**Receive updates from Birmingham**
Receive the latest news from Birmingham by signing up to receive our newsletter and alerts at bhamgov.org/enews. Subscribers receive important information specific to their neighborhood, emergency alerts and our newsletter featuring upcoming events, meetings, City projects, developments and more. Also follow us on Facebook and Instagram @BhamGov, and visit bhamgov.org/communications to view all City communication tools.

**Birmingham City Commission - Upcoming Agenda Items**

| Meeting | Topic | Dates Addressed | Status |
|---|---|---|---|
| 11/10/25 | Workshop for mayor selection process before first November meeting. | 11/10/25 | In progress |
| 7/28/25 | Infrastructure Master Plan/Unimproved Roads | 7/28/25 | In progress |
| 5/5/25 | Tree-related resident communication | 7/14/25<br>5/5/25 | Upcoming workshop |
| 4/7/25 | Unimproved Roads | 5/5/25<br>4/7/25<br>3/10/25 | In progress |
| 8/13/24 | Speed mitigation – Arlington/Shirley | 8/28/24 | In progress |
| 5/8/23 | Woodward noise | 6/5/23<br>5/8/23 | In progress |

**Engineering Department**

City Construction Projects:

The following projects have punchlist items that will be completed soon:
- Arlington, Shirley and Brandon Project
- 2024-2025 Concrete Repair Program
- 2023-2024 and 2024-2025 Cape Seal Program
- Oakland and Haynes Project
- N. Adams Resurfacing Project
- Bird Ave. Phase 1A Project (Pierce Street to Grant Street)
- Willits/Bates/Chester Project
- Traffic Signal Mast Arm Project
- Maple Road Patching Program

Wimbleton Phase 1 Project (Woodward Ave to Oxford Street):
Work is occurring on Wimbleton Drive for the sewer and water main installation. Access is being maintained for local residents only via Oxford, Abbey and Woodward Avenue. The sewer and water main installation (including leads) should be complete by December 20, weather permitting. As paving material plants have closed due to weather conditions, the contractor will install a pulverized asphalt material roadway for the wintertime. They will return in March or April, weather permitting, to complete the roadway.

2025 Concrete and Sidewalk Repair Program:
The contractor completed work for this season and will be back in the spring to complete the project.

Lead Service Replacement Program
Last year the City mailed notices to property owners with lead water services, galvanized pipes previously connected to lead materials, or unknown water service materials per EGLE's requirements. The City issued letters

again in November 2025 per EGLE's yearly notice requirements. For more information about these letters or to sign up for lead service replacement at no cost, contact the Engineering Department at (248) 530-1840.

Consumers Energy Project

Consumers Energy has two projects underway to replace the gas main in the west part of the City. Consumers Energy has notified impacted residents. If you have questions about these projects, contact Consumers Energy:

- General construction – Gas Construction Operations: 517-768-3640
- Relight pilot lights after gas service interruption: 1-800-477-5050
- Landscaping, grass, road, and sidewalks: 1-844-660-3477

## Fire Department

### Appointment of Fire Chief

City Manager Jana Ecker has appointed Interim Chief Matt Bartalino to the position of Fire Chief. Bartalino has served the Birmingham Fire Department for 22 years. Prior to being designated as Interim Chief on July 17, 2025, he served for six years as Assistant Fire Chief. Prior to that time, he served almost a year as a Captain, and as a Lieutenant for four years prior to his stint as Captain. Please join us in congratulating Chief Bartalino.

### Bottomless Toy Chest Connection

The Birmingham Fire Department is collecting new, unwrapped toys for The Bottomless Toy Chest through Dec. 22 at the City's two fire stations, Baldwin Public Library and Birmingham City Hall. The Bottomless Toy Chest is a 501(c)(3) non-profit organization devoted to delivering toys to hospitalized pediatric oncology patients.

Donated toys can be placed – unwrapped – in Bottomless Toy Chest collection boxes in these Birmingham locations:

- Fire Station 1, 572 S. Adams Road (between Hazel and Bowers streets)
- Fire Station 2, 1600 W. Maple Road (between Fairfax and Chesterfield streets)
- Baldwin Public Library, 300 W. Merrill Street
- Birmingham City Hall, 151 Martin Street

## Human Resources

### New Hires

The City of Birmingham extends warm congratulations to our newly hired employees as of December 10, 2025. Their skills, expertise and enthusiasm are a valuable addition to our team. We welcome them to the City of Birmingham!

| Department | Name | | Position | Type |
|---|---|---|---|---|
| Planning | Lauren | Milia | Planning Intern | Intern |
| Parking | Lakota | Leslie | Parking Facilities Maintenance | Full-Time |
| Police | Jason | Simpson | Parking Enforcement | Part-Time, AFSCME |
| Museum | Charlotte | Capuano | Museum Assistant | Part-Time |
| Parking | Michael | Elanges | Admin Assistant | Part-Time |

| Promotion | | | | |
|---|---|---|---|---|
| Fire | Matthew | Bartalino | Fire Chief | Full-Time |

### December Hiring Anniversaries

The City of Birmingham celebrated the hiring anniversaries of several employees. We extend our heartfelt appreciation for their exceptional service and unwavering dedication. Their contributions are deeply valued and recognized.

| Years Of Service | Employee | | Department | Position |
|---|---|---|---|---|
| 1 | Cameron | Calista | DPS | Parks & Forestry Operator |
| 1 | Marvin | Reed | DPS | Streets, Sewer, Water Operator |
| 2 | Kevin | Druzinski | Police | Parking Enforcement |
| 2 | Anne | Jay | Parking | Parking Operations Manager |

| | | | | |
|---|---|---|---|---|
| 2 | Adam | Redmond | Library | Assistant Dept. Head |
| 3 | Marc | Schwartz | Fire | Firefighter Paramedic |
| 3 | Emma | Moskovitz | Library | Library Page |
| 3 | Jennifer | Rohrer Walbert | Library | Reference Assistant |
| 4 | Leah | Blizinski | Planning | City Planner |
| 5 | Bryan | Grulke | DPS | Streets, Sewer, Water Operator |
| 6 | Christopher | Bukoski | Police | Police Sergeant |
| 6 | Nicholas | Krumm | Police | Police Officer |
| 6 | Scott | Zielinski | DPS | Director Of Public Services |
| 10 | Nicholas | Slanda | Fire | Firefighter Paramedic |
| 11 | Jeffrey | Rushing | DPS | Streets, Sewer, Water Specialist |
| 11 | Mary | Macmillan | Library | Library Assistant |
| 15 | Leslie | Pielack | Museum | Museum Director |

**December Hiring Status**

The City is seeking candidates for the following positions. Below is the current status of each opening. To apply or for more information, visit bhamgov.org/jobs.

| Department | Position | Type | Status |
|---|---|---|---|
| Finance | Assistant Finance Director | Full Time | Reviewing Applicants |
| Treasury | Part Time Clerical Support | Part Time (AFSCME) | Accepting Applications until 12/26/2025 |
| DPS | Part Time Admin Assistant | Part Time | Accepting Applications until 12/27/2025 |
| Building | Electrical Inspector | Full Time (AFSCME) | Accepting Applications until 12/31/2025 |

| | | | |
|---|---|---|---|
| Building | Plans Examiner | Full Time (AFSCME) | Accepting Applications until 12/31/2025 |
| Building | Plumbing and Mechanical Inspector | Full Time (AFSCME) | Open Until Filled |
| Police | Police Officer | Full Time (BPOA) | Open Until Filled |
| Police | Parking Enforcement Assistant | Full Time (AFSCME) | Reviewing internal candidates |
| Engineering | Assistant City Engineer | Full Time | Reviewing Applicants |
| Fire Department | Assistant Fire Chief | Full Time | Reviewing Applicants |

## Planning Department

### Planning Board (PB)

*Zoning Ordinance Update Project*

On November 12, 2025 (Video), the Planning Board interviewed four consultants for consideration with the intention of selecting one firm to recommend to the City Commission. After careful consideration, the Planning Board opted to postpone selection of a consultant until December 10, 2025.

On December 10, 2025 (Video), the Planning Board moved to recommend that the City Commission select Houseal Lavigne for the purposes of performing a comprehensive Zoning Ordinance Update for the City in accordance with the specifications contained within Houseal Lavigne's response to the City's Request for Proposals. Ultimately, the Planning Board was most impressed with their high quality graphics and analyses, experienced and versatile project team, and their national experience. This recommendation, along with all of the associated information from the selection process, is expected to be brought to the City Commission in January 2026.

The Zoning Ordinance Update project is expected to be discussed at the following upcoming meetings of the Planning Board:

- January 14, 2026
- February 11, 2026
- March 11, 2026

*Regular Business*

The Planning Board has wrapped up its remaining meetings in 2025, and is preparing to move into 2026 with two site plans on the schedule and a busy agenda of Zoning Ordinance work.

A tentative Planning Board list of scheduled items is provided below:

1. 325 S. Eton – District Lofts Phase 3 – (1/28/26)
    - *Request for Final Site Plan & Design Review for new 3-story mixed use building.*
2. 600 N. Old Woodward – Old World Pizzeria – (1/28/26)

- *Request for Special Land Use Permit, Final Site Plan & Design Review for new Food and Drink Establishment in O2 Zoning District.*

**Historic District Commission (HDC) & Design Review Board (DRB)**

The Historic District Commission is currently reviewing any and all public comments received regarding the Historic Preservation Master Plan and will integrate them as they see fit. The HDC intends to meet in early January to make a recommendation on the Plan to the City Commission.

Tentative scheduled item:

Historic Preservation Master Plan – Study Session (1/7/26)

- The HDC and City staff are developing an organized, holistic, and long-range approach Historic Preservation Master Plan to help guide preservation efforts into the future.

**Environmental Sustainability Committee (ESC)**

The ESC's next meeting is scheduled for December 15, 2025. The ESC will be fielding comments from the Advisory Parking Committee on the sustainability fee concept, and will use them to finalize recommendations toward ordinance language to support the sustainability congestion fee. The Planning and Engineering Departments are also working together to present a more refined version of the new proposed code language to address stormwater on single-family properties during redevelopment.

**Police Department**

**Traffic Safety Campaign**

The Birmingham Police Department continues its commitment to improving roadway safety, reducing crashes, and encouraging compliance with traffic laws. Through targeted enforcement and safety campaigns, we work to enhance safety for all modes of travel in our community.

Each year, the department applies to participate in the Oakland County Traffic Grant through the National Traffic Safety Organization (NTSO), funded by the Michigan Office of Highway Safety Planning (OHSP). For the current fiscal grant cycle (October–September), Birmingham was awarded **$31,397** to deploy additional officers during mandatory and elective traffic enforcement periods.

Since the start of this grant year in October, officers have already completed **167 hours** of extra traffic enforcement outside of their normal shifts.

**Grant Enforcement Results So Far**

- **364** traffic stops conducted
- **287** tickets issued
- **77** verbal warnings
- **4** arrests

These efforts reflect our ongoing dedication to making Birmingham's roadways safer for everyone. Thank you for doing your part to drive safely and responsibly.

## Parking Systems Update

### BCT Design Group Update

BCT Design Group will return to the City Commission to present design concepts for the remaining four municipal garages. At the August 11, 2025 City Commission meeting, the firm presented the final schematic designs for the Chester Garage. The approved elements from the Chester Garage will serve as the design foundation for the Peabody, Pierce, North Old Woodward, and Park garages. BCT Design Group is seeking Commission approval of the final designs so that these elements can be integrated into the comprehensive repair program. Upon approval, repair work will proceed with the Peabody Garage scheduled as the next facility in the sequence.

### Parking Reports

Download the monthly parking report to view the following data: total citations issued, average weekly maximum capacity, meter revenue by amount and percentage, monthly passes compared to garage capacity, and monthly permits sold.

## Potential Future Workshop Topics

Potential upcoming workshop topics include: City Hall improvements, Unimproved Roads, City Trees

# MEMORANDUM

Planning Department

**DATE:** December 15, 2025

**TO:** Jana Ecker, City Manager

**FROM:** Nick Dupuis, Planning Director

**SUBJECT:** Public Hearing for 36977 Woodward Ave – InvestWise Financial – Special Land Use Permit and Final Site Plan & Design Review

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INTRODUCTION:

The applicant has submitted an application for Special Land Use Permit and Final Site Plan & Design Review for the construction of a 3 (three) story commercial office building with an interior floor area over 4,000 sq. ft. per tenant. The proposed building is in the TZ-3 (Transitional) Zoning District. The subject site is a vacant lot located at 36977 Woodward Ave (applicant refers to the lot as 36999 Woodward), on the corner of Quarton Road and Woodward Ave. The proposed development consists of one parcel. The subject property is adjacent to the recently completed development for 36877 Woodward Ave, Gasow Veterinary Hospital.

BACKGROUND:

On September 10, 2025 (Agenda - Minutes), the applicant appeared before the Planning Board for Preliminary Site Plan (PSP) Review. There were a number of minor issues to address regarding the TZ3 Transition Zone requirements; however, the applicant felt that Final Site Plan could address each one. The Planning Board motioned to approve the PSP with the following conditions:

1. Modify the site plan so that at least 75% of the street frontage consists of building façade located within 0–5 feet of the front lot line, or obtain a variance of 21.28 feet from the Board of Zoning Appeals;
2. Lower the overall building height to no more than 42 feet, in accordance with ordinance requirements;
3. Modify the site plan to include a main entrance on at least one street front, or obtain a variance from the Board of Zoning Appeals;
4. Comply with all recommendations contained in this report to the full extent and level of detail contained in this report; and
5. Comply with the requests of all City Departments.

On October 22, 2025 (Agenda - Minutes), the Planning Board moved to adopt the findings of the Planning Department in the report dated October 22, 2025, related to the approval criteria outlined in Article 7, Sections 7.27 and 7.36 of the Zoning Ordinance and recommend that the

City Commission approve the Special Land Use Permit and Final Site Plan & Design Review application for 36977 Woodward Ave – InvestWise Financial – with the following conditions:

1. Modify the site plan so that at least 75% of the street frontage consists of building façade located within 0–5 feet of the front lot line, or obtain a variance of 21.28 feet from the Board of Zoning Appeals;
2. Lower the overall building height to no more than 42 feet, in accordance with ordinance requirements, or obtain a variance of 3 feet from the Board of Zoning Appeals;
3. Provide 2 (two) bike racks to service the building;
4. The Planning Board grants a waiver for non-cutoff light fixtures pursuant to Article 4, Section 4.21, D.1 of the Zoning Ordinance; and
5. Comply with the requests of all City Departments.

On December 9, 2025 (Agenda – Video), the applicant appeared before the Board of Zoning Appeals to request approval of two variances identified in the conditions set by the Planning Board. The requested variances were as follows:

A. Chapter 126, Article 2, Section 2.46.2 of the Zoning Ordinance requires that the building façade shall be built to within 5.00 feet of the front lot line for a minimum of 75.00% of the street frontage length. The proposed building façade occupies 96.10 feet or 61.40% of the street frontage. Therefore, a variance of 13.60% or 21.28 feet is requested.
B. Chapter 126, Article 2, Section 4.46.4 of the Zoning Ordinance requires that the maximum building height be no more than 42.00 feet and/or 4 stories. The proposed third (3rd) story greenhouse structure reaches to 45.00 feet. Therefore, a variance of 3.00 feet is requested.

In regards to request A, the Board of Zoning Appeals granted the variance of 21.28 feet related to the building façade street frontage. However, the Board denied request B regarding the 3.00-foot variance for building height.

The applicant has submitted revised site plans to comply with the maximum height requirement of 42 feet, therefore the applicant has satisfied all of the conditions for approval of the Planning Board.

LEGAL REVIEW:
The City Attorney has reviewed this request and has no objections as to form and content.

FISCAL IMPACT:
There are no fiscal impacts related to the Special Land Use Permit and Final Site Plan & Design Review request submitted.

SUSTAINABILITY:
Several environmental considerations remain relevant for this site, given its history as a former gas station. The applicant has submitted the initial environmental assessment report, the

restrictive covenant, and the underground storage tank closure report for review. They have also indicated their intent to comply with all environmental requirements established by the State. This includes, but is not limited to, the installation of a vapor barrier and any additional mitigation measures as directed.

DESIGN CONSIDERATIONS:
There are no additional design review comments. The complete Design Review is attached in the Planning Board report below.

PUBLIC COMMUNICATIONS:
As required for Special Land Use Permit Reviews, a legal ad was placed in a newspaper of local circulation to advertise the public hearing at the Planning Board on October 22, 2025. In addition, postcards were sent out to property owners and occupants within 300 feet of the subject site. Similar notices were also provided in advance of this public hearing at the City Commission on December 15, 2025.

SUMMARY:
The Planning Department requests that the City Commission consider approval of the Special Land Use Permit and Final Site Plan & Design Review application for 36977 Woodward Ave – InvestWise Financial – to permit construction of a 3 (three) story commercial office building with an interior floor area over 4,000 sq. ft., in accordance with Article 2, Section 2.45.

ATTACHMENTS:
1. InvestWise Financial Special Land Use Permit Resolution 2025
2. InvestWise Financial Special Land Use Permit Contract
3. InvesWise Site & Design Plans
4. InvestWise Planning Board Report 10/22/25

SUGGESTED COMMISSION ACTION:
Make a motion adopting a resolution to adopt the findings of the Planning Board and approve the Special Land Use Permit and Final Site Plan & Design Review application for 36977 Woodward Ave – InvestWise Financial – to permit construction of a 3 (three) story commercial office building with an interior floor area over 4,000 sq. ft.

**InvestWise Financial**
**36977 Woodward Ave**
**Special Land Use Permit 2025**

WHEREAS, A Special Land Use Permit and Final Site Plan & Design Review application was filed in October 2025 for approval to allow construction of a 3 (three) story commercial office building with an interior floor area over 4,000 sq. ft. per tenant.

WHEREAS, The land for which the Special Land Use Permit is sought is located on the west side of Woodward Ave, south of Quarton Rd.;

WHEREAS, The land is zoned TZ3 (Transition Zoning), which permits commercial uses with interior floor areas over 4,000 sq. ft. per tenant with a Special Land Use Permit;

WHEREAS, Article 7, section 7.34 of Chapter 126, Zoning requires a Special Land Use Permit to be considered and acted upon by the Birmingham City Commission, after receiving recommendations on the site plan and design from the Planning Board for the proposed Special Land Use;

WHEREAS, The Birmingham Planning Bard on October 22, 2025 reviewed the application for Special Land Use Permit and Final Site Plan & Design Review and moved to adopt the findings of the Planning Department in the report dated October 22, 2025, related to the approval criteria outlined in Article 7, Sections 7.27 and 7.36 of the Zoning Ordinance and recommend that the City Commission approve the Special Land Use Permit and Final Site Plan & Design Review application for 36977 Woodward Ave – InvestWise Financial – with the following conditions:

1. Modify the site plan so that at least 75% of the street frontage consists of building façade located within 0–5 feet of the front lot line, or obtain a variance of 21.675 feet from the Board of Zoning Appeals;
2. Lower the overall building height to no more than 42 feet, in accordance with ordinance requirements, or obtain a variance of 3 feet from the Board of Zoning Appeals;
3. Provide 2 (two) bike racks to service the building;
4. The Planning Board grants a waiver for non-cutoff light fixtures pursuant to Article 4, Section 4.21, D.1 of the Zoning Ordinance; and
5. Comply with the requests of all City Departments.

WHEREAS, The Birmingham Zoning Board of Appeals APPROVED the requested variances regarding percentage of building frontage and DID NOT APPROVE the variance regarding the overall building height.

WHEREAS, The Birmingham City Commission has conducted a public hearing on January 12, 2026 and has reviewed the Special Land Use Permit and Final Site Plan & Design Review application and the standards for such review as set forth in Article 7, Sections 7.27 and 7.36 of Chapter 126, Zoning, of the City Code.

NOW, THEREFORE, BE IT RESOLVED, The Birmingham City Commission adopts the

findings of the Planning Board and finds the standards imposed in Article 7, Sections 7.27 and 7.36 of the Zoning Ordinance and other applicable standards in the City Code have been met, subject to the conditions below, and that InvestWise Financial's application for a Special Land Use Permit and Final Site Plan & Design Review at 36977 Woodward Ave. is hereby approved.

BE IT FURTHER RESOLVED, That the City Commission determines that to ensure continued compliance with Code standards and to protect public health, safety, and welfare, this Special Land Use Permit is granted subject to the following conditions:

1. InvestWise Financial shall abide by all provisions of the Birmingham City Code.
2. InvestWise Financial shall comply with the approved site and design plans and any amendments thereto.
3. The variances granted by the Board of Zoning Appeals is/are tied to the approved site plans. Any change made to the approved site plans may nullify the variance that was/were granted and require InvestWise Financial to pursue new variances.
4. The Special Land Use Permit may be canceled by the City Commission upon finding after proper notice and a hearing that the continued use is not in the public interest.

BE IT FURTHER RESOLVED, That failure to comply with any of the above conditions shall result in termination of the Special Land Use Permit.

BE IT FURTHER RESOLVED, Except as herein specifically provided, InvestWise Financial and its heirs, successors, and assigns shall be bound by all ordinances of the City of Birmingham in effect at the time of the issuance of this permit, and as they may be subsequently amended. Failure of InvestWise Financial to comply with all the ordinances of the City may result in the Commission revoking this Special Land Use Permit.

BE IT FURTHER RESOLVED that InvestWise Financial is recommended for approval for construction of a 3 (three) story commercial office building with an interior floor area over 4,000 sq. ft. per tenant at 36977 Woodward, above all others, subject to final inspection.

I, Alexandria Bingham, City Clerk of the City of Birmingham, Michigan, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Birmingham City Commission at its regular meeting held on December 15, 2025.

_____

**Alexandria Bingham**
**City Clerk**

# CONTRACT FOR A SPECIAL LAND USE PERMIT
# 36977 WOODWARD AVE – INVESTWISE

This Contract is entered into this 10 day of December, 2025 by and between **THURMPIRE, LLC**, whose address is 3883 Telegraph Road, Suite 204, Bloomfield Hills, MI 48302 (hereinafter referred to as "InvestWise"), and the **CITY OF BIRMINGHAM**, a Michigan Municipal Corporation, whose address is 151 Martin Street, Birmingham, Michigan 48009 ("City").

## RECITALS:

**WHEREAS**, A Special Land Use Permit and Final Site Plan & Design Review application was filed in October 2025 for approval to allow construction of a 3 (three) story commerical office building with an interior floor area over 4,000 sq. ft. per tenant.

**WHEREAS**, The land for which the Special Land Use Permit is sought is located on the west side of Woodward Ave, south of Quarton Rd.;

**WHEREAS**, The land is zoned TZ3 (Transition Zoning), which permits commerical uses with interior floor areas over 4,000 sq. ft. per tenant with a Special Land Use Permit;

**WHEREAS**, Article 7, section 7.34 of Chapter 126, Zoning requires a Special Land Use Permit to be considered and acted upon by the Birmingham City Commission, after receiving recommendations on the site plan and design from the Planning Board for the proposed Special Land Use;

**WHEREAS**, The Birmingham Planning Bard on October 22, 2025 reviewed the application for Special Land Use Permit and Final Site Plan & Design Review and moved to adopt the findings of the Planning Department in the report dated October 22, 2025, related to the approval criteria outlined in Article 7, Sections 7.27 and 7.36 of the Zoning Ordinance and recommend that the City Commission approve the Special Land Use Permit and Final Site Plan & Design Review application for 36977 Woodward Ave – InvestWise – with the following conditions:

1. Modify the site plan so that at least 75% of the street frontage consists of building façade located within 0–5 feet of the front lot line, or obtain a variance of 21.28 feet from the Board of Zoning Appeals;
2. Lower the overall building height to no more than 42 feet, in accordance with ordinance requirements, or obtain a variance of 3 feet from the Board of Zoning Appeals;
3. Provide 2 (two) bike racks to service the building;
4. The Planning Board grants a waiver for non-cutoff light fixtures pursuant to Article 4, Section 4.21, D.1 of the Zoning Ordinance; and
5. Comply with the requests of all City Departments.

**WHEREAS**, The Birmingham Zoning Board of Appeals APPROVED the requested variances regarding percentage of building frontage and DID NOT APPROVE the variance regarding the overall building height.

**WHEREAS**, The Birmingham City Commission has conducted a public hearing on

December 15, 2025 and has reviewed the Special Land Use Permit and Final Site Plan & Design Review application and the standards for such review as set forth in Article 7, Sections 7.27 and 7.36 of Chapter 126, Zoning, of the City Code.

**NOW, THEREFORE**, the parties agree as follows:

1. InvestWise acknowledges that no modifications to the site plan, floor plan, elevations or operation of the establishment may be made unless approved by the City Commission through a Special Land Use Permit as required in the Zoning Ordinance. Modifications requiring City Commission approval include, but are not limited to, name changes, ownership changes, major remodeling, etc. Administrative approval for minor building changes or site improvements may be permitted as determined by the City Planner and/or the Planning Board.

2. InvestWise agrees that it shall adhere to all Federal, State and Local ordinances currently in effect or as subsequently amended or enacted.

3. InvestWise agrees that its failure to follow any of the provisions herein may be grounds for the Birmingham City Commission to revoke the Special Land Use Permit, which would prohibit InvestWise from operating the establishment. InvestWise agrees that in addition to the City of Birmingham's right to seek revocation of the Special Land Use Permit, the City retains any and all rights to enforce this Contract that may be available to it in law or in equity. InvestWise further agrees that it shall reimburse the City all of its costs and actual attorney fees incurred by the City in seeking revocation of the Special Land Use Permit, as well as enforcing such other rights as may be available at law and/or in equity.

4. To the fullest extent permitted by law, InvestWise and any entity or person for whom InvestWise is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City, its elected and appointed officials, employees and volunteers and others working on behalf of the City against any and all claims, demands, suits, or loss, including all costs connected therewith, including all costs and actual attorney fees, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers or others working on behalf of the City, by reason of personal injury, including bodily injury, death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with InvestWise's operation of an establishment at the Property. InvestWise is not liable if the act or omission is the City's.

5. In the event InvestWise fails to reimburse the City the costs and/or attorney fees as required herein, or any part thereof, then said amount could be transferred to the tax roll in accordance with Section 1-14 of the Birmingham City Code as acknowledged by the Property Owner.

6. Any disputes arising under this Contract shall be settled either by commencement of a suit in Oakland County Circuit Court or by compulsory arbitration, at the election of the City. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used, or three arbitrators in the event any party's claim exceeds $1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator's and administrative fees of arbitration. Such arbitration shall qualify

as statutory arbitration pursuant to MCL §600.5001 et seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in a federal or state court with jurisdiction over Oakland County, Michigan.

7. This contract shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan.

8. If any provision of this contract is declared invalid, illegal or unenforceable, such provision shall be severed from this contract and all other provisions shall remain in full force and effect.

9. The City determines that to ensure continued compliance with Code standards and to protect public health, safety, and welfare, this Special Land Use Permit is granted subject to the following conditions:

1. InvestWise shall abide by all provisions of the Birmingham City Code.
2. InvestWise shall comply with the approved site and design plans and any amendments thereto.
3. The variances granted by the Board of Zoning Appeals is/are tied to the approved site plans. Any change made to the approved site plans may nullify the variances that was/were granted and require InvestWise to pursue new variances.
4. The Special Land Use Permit may be canceled by the City Commission upon finding after proper notice and a hearing that the continued use is not in the public interest.

10. Failure to comply with any of the above conditions may result in termination of the Special Land Use Permit after InvestWise has been given notice and a hearing.

11. Except as herein specifically provided, InvestWise and its heirs, successors, and assigns shall be bound by all ordinances of the City of Birmingham in effect at the time of the issuance of this permit, and as they may be subsequently amended. Failure of InvestWise to comply with all the ordinances of the City may result in the Commission revoking this Special Land Use Permit, after notice and a hearing.

12. InvestWise is recommended for the approval for construction of a 3 (three) story commerical office building with an interior floor area over 4,000 sq. ft. per tenant at 36977 Woodward, above all others, subject to final inspection.

13. This Contract shall be binding upon and apply and inure to the benefit of the parties hereto and their respective successors or assigns. The covenants, conditions, and the agreements herein contained are hereby declared binding on the City and InvestWise. It is further agreed that there shall be no change, modification, or alteration hereof, except in writing, signed by all of the parties hereto. Neither party shall assign any of the rights under this

contract without prior approval, in writing, of the other. Any attempt at assignment without prior written consent shall be void and of no effect.

*(This space intentionally left blank)*

**IN WITNESS WHEREOF**, the parties hereby have executed this Contract as of the date set forth above.

**THURMPIRE, LLC (InvestWise)**

By: _____

Its: Owner, Dean Thurman

Date: 12-10-2025

STATE OF MICHIGAN )
) ss:
COUNTY OF OAKLAND )

On this 10th day of December 2025, before me personally appeared Dean Thurman who acknowledged that with authority on behalf **THURMPIRE, LLC (InvestWise)** to do so signed this Agreement.

Stacy Pach
Notary Public
Oakland County, Michigan
Acting in Oakland County, Michigan
My commission expires: 04/02/2029

STACY PACH
Notary Public - State of Michigan
County of Oakland
My Commission Expires Apr 2, 2029
Acting in the County of Oakland

**CITY OF BIRMINGHAM**

By: _____
Clinton Baller, Mayor

By: _____
Alexandria D. Bingham, City Clerk

APPROVED:

_____
Jana L. Ecker, City Manager
(Approved as to substance)

_____
Nicholas J. Dupuis, Planning Director
(Approved as to substance)

Mary M. Kucharek
Mary M. Kucharek, City Attorney
(Approved as to form)

# InvestWise Financial

## New Office Building
## 36999 Woodward Ave.
## Birmingham, MI 48009

### General Scope of Work

1. New construction of a 3 story office-use building.
2. General site improvements

### Owner

Thurmpire LLC
(Dean Thurman)
4421 Parnell Drive
Clarkston, MI 48346
P.586.929.900 E.thurmand@aol.com

### Architect

Krieger Klatt Architects
(Jeff Klatt, R.A.)
400 E. Lincoln Ave., Suite. A
Royal Oak, MI 48067
P.248.414.9270

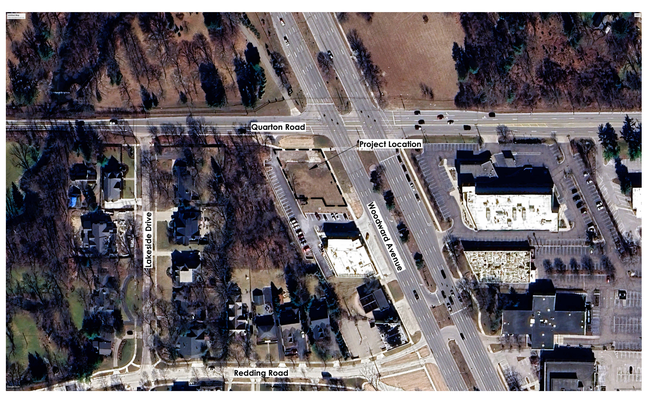
### Civil Engineer

Stonefield
(Mitchell Harvey)
555 S. Old Woodward Avenue, Suite 12L
Birmingham, MI 48009
P.248.247.1115

### SHEET INDEX

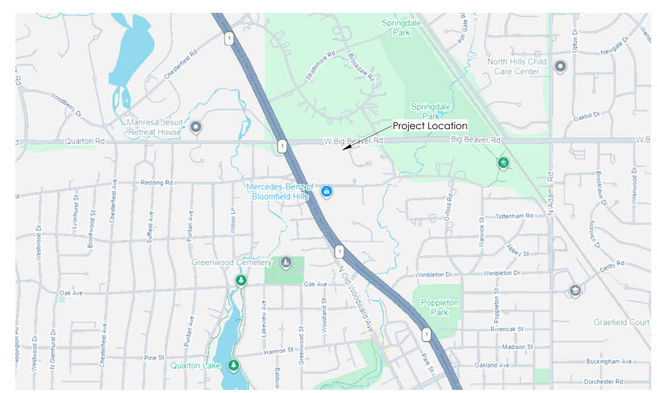
| SHEET NO. | SHEET NAME | 2025-08-15 PRE. SPA | 2025-10-06 SPA | 2025-10-13 BZA | 2025-10-17 SPA RESUB. | 2025-11-18 BZA RESUB. | 2025-12-09 Revisions |
|---|---|---|---|---|---|---|---|
| G.001 | Cover Sheet | * | * | * | * | * | * |
| G.002 | Existing Conditions | * | * | * | * | * | * |
| - | Topographic Survey | * | * | * | * | * | * |
| C-1 | Cover Sheet | * | * | * | * | * | * |
| C-2 | Site Plan | * | * | * | * | * | * |
| C-3 | Grading & Stormwater Management Plan | * | * | | * | | |
| C-4 | Lighting Plan | * | * | | * | | |
| C-5 | Landscaping Plan & Details | * | * | | * | | |
| C-6 | Landscaping Plan & Details | * | * | | * | | |
| C-7 | Construction Details | * | * | | * | | |
| C-8 | Construction Details | * | * | | * | | |
| A.000 | Dumpster Enclosure | | | | * | | |
| A.100 | Floor Plans | * | * | * | * | * | * |
| A.101 | Floor Plans - Canopy Encroachment | | | | | | * |
| A.104 | Roof Plan | | | | | * | * |
| A.200 | Rendered Exterior Elevations | * | * | * | * | * | * |
| A.201 | Rendered Exterior Elevations | * | * | * | * | * | * |
| A.202 | Exterior Elevations | | | * | | * | * |
| A.203 | Exterior Elevations | | | * | | * | * |
| A.300 | Building Section | | | * | | * | * |
| A.301 | Building Section - Tower | | | * | | * | * |
| A.302 | Exterior Renderings | * | * | * | * | * | * |
| A.303 | Exterior Renderings | * | * | * | * | * | * |
| A.304 | Aerial Rendering | * | * | * | * | * | * |

View of front facade from intersection of Woodward Avenue & Quarton Road




North

**Aerial Map**
Scale: Not to Scale




North

**Location Map**
Scale: Not to Scale


Krieger Klatt Architects
400 E. Lincoln Ave., Ste. A | Royal Oak, MI 48067
P: 248.414.9270 F: 248.414.9275
www.kriegerklatt.com


Client:
Thurmpire LLC
4421 Parnell Drive,
Clarkston, MI 48346

Project:
InvestWise Financial Office
36999 Woodward Avenue
Birmingham, MI 48009

PRELIMINARY NOT FOR CONSTRUCTION

| Issued | Description | By |
|---|---|---|
| 2025-08-15 | SPA - Preliminary | JP |
| 2025-10-06 | SPA - Final | JP |
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| 2025-10-17 | SPA - Resubmittal (Revisions) | JP |
| 2025-11-18 | BZA - Resubmittal (Revisions) | JP |
| 2025-12-09 | BZA - Revised Drawings | JP |
| 2025-12-11 | CC - Revised Drawings | JP |

Seal:

Note:
Do not scale drawings. Use calculated dimensions only. Verify existing conditions in field.

North Arrow:

Sheet Title:
Cover Sheet

Project Number:
25-092

Sheet Number:
G.001

Existing Site Conditions Aerial View To Northwest

Existing Site Conditions Aerial View To North Along Woodward

Existing Site Conditions Aerial View

Existing Site Conditions Aerial View To Northwest


Krieger Klatt Architects
400 E. Lincoln Ave., Ste. A | Royal Oak, MI 48067
P: 248.414.9270 F: 248.414.9275
www.kriegerklatt.com


PRELIMINARY NOT FOR CONSTRUCTION

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Seal:

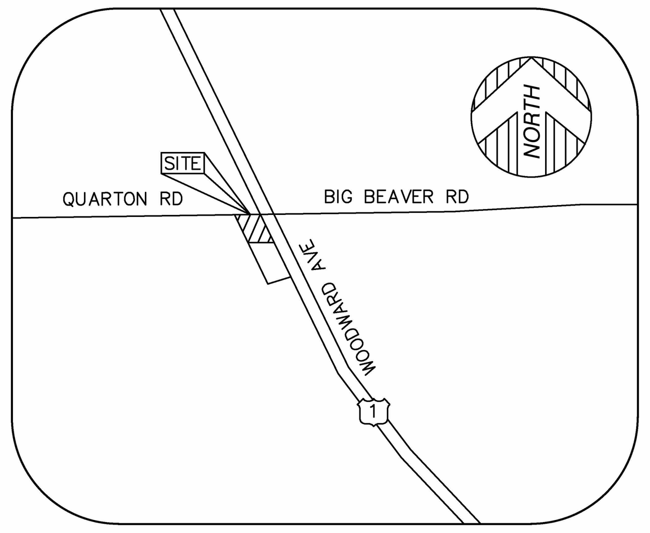
Note:
Do not scale drawings. Use calculated dimensions only. Verify existing conditions in field.

North Arrow:

Sheet Title:
Existing Conditions

Project Number:
25-092

Sheet Number:
G.002




## VICINITY MAP
(NOT TO SCALE)

## PARKING
NO MARKED PARKING ON SITE.

## PARCEL AREA
15,847± SQUARE FEET = 0.36± ACRES

## BENCHMARK
SITE BENCHMARK #1 (CITY BM #23)
BRASS DISC IN CONCRETE WALK,
SW CORNER OF WOODWARD AND QUARTON.
ELEVATION = 767.40' (CITY DATUM)

SITE BENCHMARK #2
MAG NAIL IN E. FACE OF UTILITY POLE,
SW CORNER OF SITE.
ELEVATION = 769.94' (CITY DATUM)

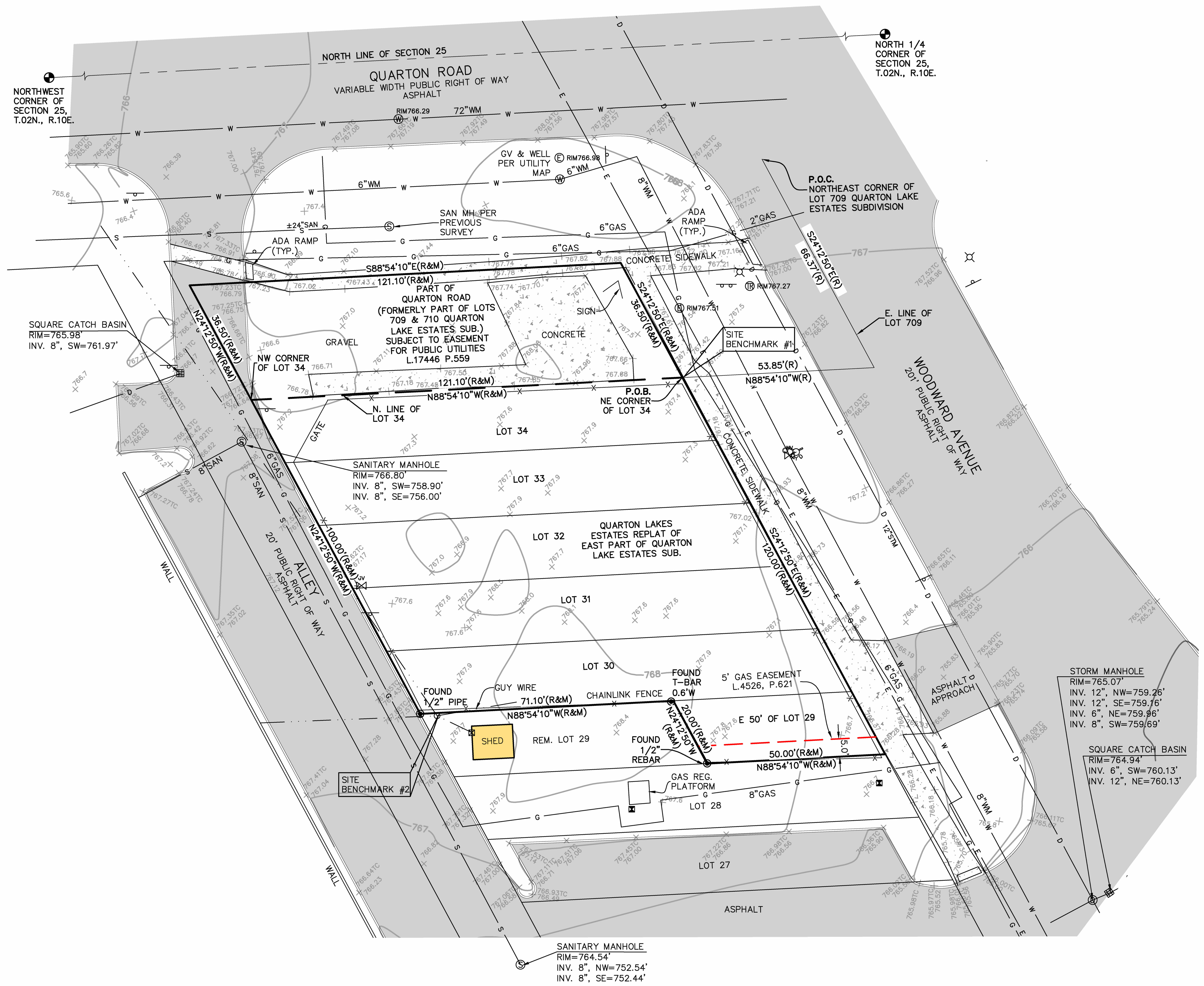
## BASIS OF BEARING
SOUTH 24°12'50" EAST, BEING THE WESTERLY RIGHT OF WAY LINE OF WOODWARD, AS PLATTED.

## SURVEYOR'S NOTE
THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING PLANS AND DRAWINGS PROVIDED BY VARIOUS UTILITY COMPANIES AND/OR MUNICIPAL AGENCIES. UNDERGROUND UTILITIES WHICH ARE LOCATED ON PRIVATE PROPERTY ARE TYPICALLY NOT NOT SHOWN ON PLANS PROVIDED BY THE UTILITY COMPANIES. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES OTHER THAN THE STRUCTURE INVENTORY SHOWN HEREON.

## LEGEND
| | |
|---|---|
| ◉ | FOUND MONUMENT (AS NOTED) |
| ◕ | FOUND SECTION CORNER (AS NOTED) |
| (R&M) | RECORD AND MEASURED DIMENSION |
| (R) | RECORD DIMENSION |
| (M) | MEASURED DIMENSION |
| ×0.00 | GROUND ELEVATION |
| Ⓔ | ELECTRIC MANHOLE |
| ⊠ | ELECTRIC METER |
| | ELECTRIC RISER |
| ○ | UTILITY POLE |
| | GAS LINE MARKER |
| Ⓖ | GAS MANHOLE |
| GV | GAS VALVE |
| | LIGHT POLE WITH STREET LAMP |
| | TRAFFIC SIGNAL |
| Ⓣ | TRAFFIC SIGNAL MANHOLE |
| | SQUARE CATCH BASIN |
| Ⓢ | SANITARY MANHOLE |
| | FIRE HYDRANT |
| | WATER VALVE |
| Ⓦ | WATER GATE MANHOLE |
| | SINGLE POST SIGN |
| | DOUBLE POST SIGN |
| | PARCEL BOUNDARY LINE |
| | PLATTED LOT LINE |
| | SECTION LINE |
| | EASEMENT (AS NOTED) |
| | CONCRETE CURB |
| | EDGE OF CONCRETE (CONC.) |
| | EDGE OF ASPHALT (ASPH.) |
| —x— | FENCE (AS NOTED) |
| | WALL (AS NOTED) |
| | OVERHEAD UTILITY LINE |
| — E — | ELECTRIC LINE |
| — G — | GAS LINE |
| — S — | SANITARY LINE |
| — D — | STORM LINE |
| — W — | WATER LINE |
| | MINOR CONTOUR LINE |
| | MAJOR CONTOUR LINE |
| | BUILDING AREA |
| | ASPHALT |
| | CONCRETE |

PRIOR TO CONSTRUCTION ALL LOCATIONS AND DEPTHS OF EXITING UTILITIES SHALL BE VERIFIED IN THE FIELD. CALL MISS DIG 3 WORKING DAYS PRIOR TO CONSTRUCTION.

Know what's below. 811 before you dig.




GRAPHIC SCALE
( IN FEET )
1 inch = 20 ft.

## PROPERTY DESCRIPTION
LAND IN THE CITY OF BIRMINGHAM, OAKLAND COUNTY, MI, DESCRIBED AS FOLLOWS:

THE EAST 50 FEET OF LOT 29 AND ALL OF LOTS 30, 31, 32, 33 AND 34 OF QUARTON LAKE ESTATES REPLAT OF EAST PART OF QUARTON LAKE ESTATES SUBDIVISION, ACCORDING TO THE PLAT THEREOF RECORDED IN LIBER 38 OF PLATS, PAGES 24 AND 24A, OAKLAND COUNTY RECORDS.

ALSO:
THE FOLLOWING PORTION OF QUARTON ROAD ABUTTING ABOVE PARCEL WHICH WAS ABANDONED BY THE BOARD OF COUNTY ROAD COMMISSIONERS BY RESOLUTION RECORDED IN LIBER 17446, PAGE 559, OAKLAND COUNTY RECORDS: PART OF QUARTON ROAD WHICH WAS FORMERLY PART OF LOTS 709 AND 710 OF QUARTON LAKE ESTATES SUBDIVISION, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 14 OF PLATS, PAGES 6, 6A AND 6B, OAKLAND COUNTY RECORDS, BEING MORE PARTICULARLY DESCRIBED AS: COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 709; THENCE SOUTH 24 DEGREES 12 MINUTES 50 SECONDS EAST 66.37 FEET ALONG THE EAST LINE OF SAID LOT 709; THENCE NORTH 88 DEGREES 54 MINUTES 10 SECONDS WEST 53.85 FEET (RECORDED AS 54.30 FEET) TO THE NORTHEAST CORNER OF LOT 34 AND THE POINT OF BEGINNING, SAID LOT 34 BEING LOCATED WITHIN QUARTON LAKE ESTATES COMPANY REPLAT OF THE EAST PART OF QUARTON LAKE SUBDIVISION, AS RECORDED IN LIBER 38 OF PLATS, PAGES 24 AND 24A, OAKLAND COUNTY RECORDS; THENCE CONTINUING NORTH 88 DEGREES 54 MINUTES 10 SECONDS WEST 121.10 FEET ALONG THE NORTH LINE OF SAID LOT 34 TO THE NORTHWEST CORNER THEREOF; THENCE NORTH 24 DEGREES 12 MINUTES 50 SECONDS WEST 36.50 FEET ALONG THE NORTHERLY PROLONGATION OF THE WEST LINE OF SAID LOT 34; THENCE SOUTH 88 DEGREES 54 MINUTES 10 SECONDS EAST 121.10 FEET ALONG A LINE 60.00 FEET SOUTH OF, MEASURED AT RIGHT ANGLES TO AND PARALLEL WITH, THE NORTH LINE OF SECTION 25, TOWN 2 NORTH, RANGE 10 EAST, CITY OF BIRMINGHAM, OAKLAND COUNTY, MICHIGAN; THENCE SOUTH 24 DEGREES 12 MINUTES 50 SECONDS EAST 36.50 FEET ALONG THE NORTHERLY PROLONGATION OF THE EAST LINE OF SAID LOT 34 TO THE POINT OF BEGINNING.

## TITLE REPORT NOTE
ONLY THOSE EXCEPTIONS CONTAINED WITHIN THE FIRST AMERICAN TITLE INSURANCE COMPANY COMMITMENT NO. NCS-1262856-MICH, DATED MAY 13, 2025, AND RELISTED BELOW WERE CONSIDERED FOR THIS SURVEY. NO OTHER RECORDS RESEARCH WAS PERFORMED BY THE CERTIFYING SURVEYOR.

7. BUILDING AND USE RESTRICTIONS AND OTHER TERMS COVENANTS AND CONDITIONS, BUT DELETING ANY COVENANT, CONDITION OR RESTRICTION INDICATING A PREFERENCE, LIMITATION OR DISCRIMINATION BASED ON RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS OR NATIONAL ORIGIN TO THE EXTENT SUCH COVENANTS, CONDITIONS OR RESTRICTIONS VIOLATE 42 USC 3604 (C), DISCLOSED BY INSTRUMENT RECORDED IN LIBER 590, PAGE 376, LIBER 719, PAGE 281 AND LIBER 1173, PAGE 40, LIBER 2409, PAGE 372. (AFFECTS ALL LOTS, SEE DOCUMENT FOR TERMS AND CONDITIONS)

8. THE TERMS, PROVISIONS AND EASEMENT(S) CONTAINED IN THE DOCUMENT ENTITLED EASEMENT AND RIGHT OF WAY RECORDED AS LIBER 4526, PAGE 621. (AS SHOWN)

9. THE TERMS AND PROVISIONS CONTAINED IN THE DOCUMENT ENTITLED RESOLUTION FOR ABANDONMENT RECORDED AS LIBER 17446, PAGE 559. (PORTION OF VACATED QUARTON ROAD SUBJECT TO EASEMENT FOR PUBLIC UTILITIES, SEE DOCUMENT FOR ADDITIONAL TERMS AND CONDITIONS)

10. THE TERMS AND PROVISIONS CONTAINED IN THE DOCUMENT ENTITLED CORRECTIVE ACTION NOTICE TO REGISTER OF DEEDS RECORDED AS LIBER 35369, PAGE 396. (AFFECTS ALL LOTS, SEE DOCUMENT FOR TERMS AND CONDITIONS)

11. NOTICE OF THE VIOLATION OR ENFORCEMENT OF A LAW, ORDINANCE, PERMIT, OR GOVERNMENTAL REGULATION RELATING TO ENVIRONMENTAL PROTECTION AS DISCLOSED BY THE FOLLOWING DOCUMENT ENTITLED CORRECTIVE ACTION NOTICE TO REGISTER OF DEEDS, RECORDED AS LIBER 35369, PAGE 396 OF OFFICIAL RECORDS. (AFFECTS ALL LOTS, SEE DOCUMENT FOR TERMS AND CONDITIONS)

12. THE TERMS AND PROVISIONS CONTAINED IN THE DOCUMENT ENTITLED DECLARATION OF RESTRICTIVE COVENANT FOR A RESTRICTED NONRESIDENTIAL CORRECTIVE ACTION RECORDED JUNE 22, 2018 AS LIBER 51931, PAGE 39. (AFFECTS ALL LOTS, SEE DOCUMENT FOR TERMS AND CONDITIONS)

13. NOTICE OF THE VIOLATION OR ENFORCEMENT OF A LAW, ORDINANCE, PERMIT, OR GOVERNMENTAL REGULATION RELATING TO ENVIRONMENTAL PROTECTION AS DISCLOSED BY THE FOLLOWING DOCUMENT ENTITLED DECLARATION OF RESTRICTIVE COVENANT FOR A RESTRICTED NONRESIDENTIAL CORRECTIVE ACTION, RECORDED JUNE 22, 2018 AS LIBER 51931, PAGE 39 OF OFFICIAL RECORDS. (AFFECTS ALL LOTS, SEE DOCUMENT FOR TERMS AND CONDITIONS)

## SURVEYOR'S CERTIFICATION
TO INVESTMENT FINANCIAL LLC; AND FIRST AMERICAN TITLE INSURANCE COMPANY NATIONAL COMMERCIAL SERVICES:

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 2, 4, 5 7A, 8, AND 9 OF TABLE A, THEREOF. THE FIELD WORK WAS COMPLETED ON 07/08/25.

DATE OF PLAT OR MAP: 07/09/25

DRAFT


ANTHONY T. SYCKO, JR., P.S.
PROFESSIONAL SURVEYOR
MICHIGAN LICENSE NO. 47976
22556 GRATIOT AVE., EASTPOINTE, MI 48021
TSycko@kemtec-survey.com



KEM-TEC
A GROUP OF COMPANIES
PROFESSIONAL ENGINEERING, SURVEYING & ENVIRONMENTAL SERVICES
Eastpointe (800) 295.7222 Detroit (313) 758.0677 Ann Arbor (734) 994.0888 Grand Blanc (888) 694.0001
www.kemtecgroupofcompanies.com


# ALTA / NSPS LAND TITLE SURVEY
PREPARED FOR: INVESTMENT FINANCIAL LLC
36977 WOODWARD AVENUE, BIRMINGHAM, MICHIGAN
PART OF SECTION 25,
TOWN 2 NORTH, RANGE 10 EAST

| REVISION | DATE | BY | DESCRIPTION |
|---|---|---|---|
| 1 | 07/14/25 | ATS | REVISED TITLE WORK NOTE |

| | |
|---|---|
| DRAWN BY: | RDM 07/08/25 |
| CHECKED BY: | ATS 07/09/25 |
| DATE: | JULY 09, 2025 |
| SCALE: | 1" = 20' |
| PROJECT NO: | 25-01192 |

1
1 OF 1 SHEETS

# SITE DEVELOPMENT PLANS

FOR

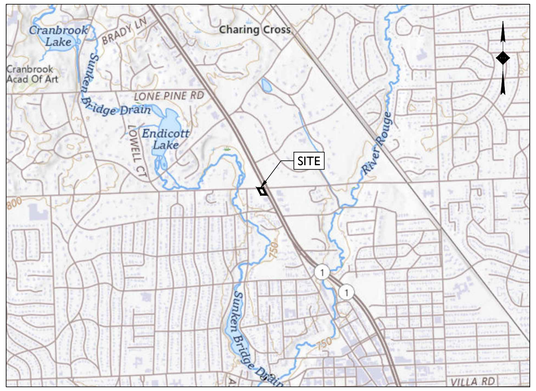
# 36977 WOODWARD AVE.

## PROPOSED OFFICE SPACE

PARCEL ID: 1925101006
36977 WOODWARD AVENUE
CITY OF BIRMINGHAM, OAKLAND COUNTY, MI 48009


**APPLICANT**

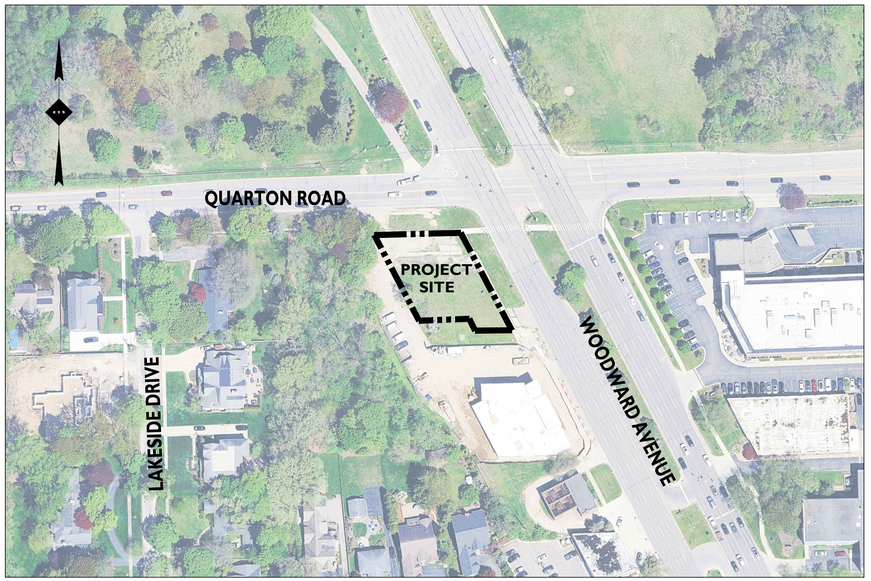
THURMPIRE LLC
4421 PARNELL DRIVE, CLARKSTON, MI 48346
MUNICIPALITY, STATE ZIP
586-9299004
THURMAND@AOL.COM


SOURCE: USGS ONLINE MAPS

**LOCATION MAP**

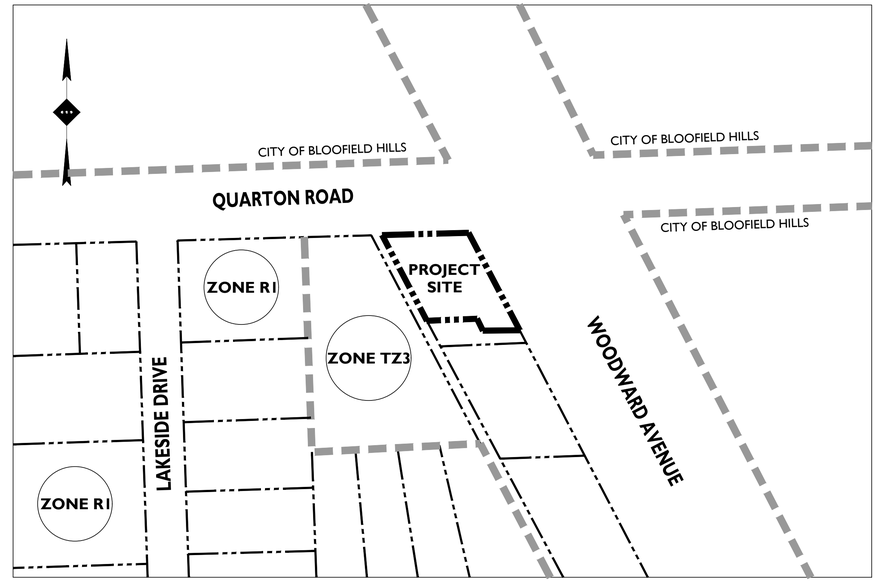
SCALE: 1" = 2,000'±




SOURCE: GOOGLE EARTH PRO

**AERIAL MAP**

SCALE: 1" = 100'±




SOURCE: CITY OF BIRMINGHAM ZONING MAP & OAKLAND COUNTY GIS MAP

**ZONING MAP**

SCALE: 1" = 100'±

PLANS PREPARED BY:


STONEFIELD engineering & design

Birmingham, MI · New York, NY · Salem, MA
Princeton, NJ · Tampa, FL · Rutherford, NJ
www.stonefieldeng.com

555 S. Old Woodward Avenue, Suite 12L, Birmingham, MI 48009
Phone 248.247.1115


811 Know what's **below** **Call** before you dig.

### PLAN REFERENCE MATERIALS:

1. THIS PLAN SET REFERENCES THE FOLLOWING DOCUMENTS INCLUDING, BUT NOT LIMITED TO:
   - SURVEY PREPARED BY KEM-TEC & ASSOCIATES INC. DATED 07/08/2025
   - ARCHITECTURAL PLANS PREPARED BY KRIEGER KLATT ARCHITECTS
   - GEOTECHNICAL REPORT
   - AERIAL MAP OBTAINED FROM GOOGLE EARTH PRO
   - LOCATION MAP OBTAINED FROM USGS ONLINE MAPS
2. ALL REFERENCE MATERIAL LISTED ABOVE SHALL BE CONSIDERED A PART OF THIS PLAN SET AND ALL INFORMATION CONTAINED WITHIN THESE MATERIALS SHALL BE UTILIZED IN CONJUNCTION WITH THIS PLAN SET. THE CONTRACTOR IS RESPONSIBLE TO OBTAIN A COPY OF EACH REFERENCE AND REVIEW IT THOROUGHLY PRIOR TO THE START OF CONSTRUCTION.

**SHEET INDEX**


| DRAWING TITLE | SHEET # |
|---|---|
| COVER SHEET | C-1 |
| SITE PLAN | C-2 |
| GRADING & STORMWATER MANAGEMENT PLAN | C-3 |
| LIGHTING PLAN | C-4 |
| LANDSCAPING PLAN & DETAILS | C-5 & C-6 |
| CONSTRUCTION DETAILS | C-7 & C-8 |


**ADDITIONAL SHEET INDEX**


| DRAWING TITLE | SHEET # |
|---|---|
| ALTA / NSPS LAND TITLE SURVEY | SHEET 1 OF 1 |


| ISSUE | DATE | BY | DESCRIPTION |
|---|---|---|---|
| 2 | 10/17/2025 | YAF | REVISED PER SITE PLAN COMMENTS |
| 1 | 08/14/2025 | AEVF | SITE DEVELOPMENT PLANS |

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Phone 248.247.1115


SITE DEVELOPMENT PLANS
36977 WOODWARD AVE.
PROPOSED OFFICE BUILDING

PARCEL ID: 1925101006
36977 WOODWARD AVENUE
CITY OF BIRMINGHAM
OAKLAND COUNTY, MI 48009

STATE OF MICHIGAN
JONATHAN REED GOODBEY
ENGINEER
No. 69428
LICENSED
MICHIGAN LICENSED PROFESSIONAL ENGINEER

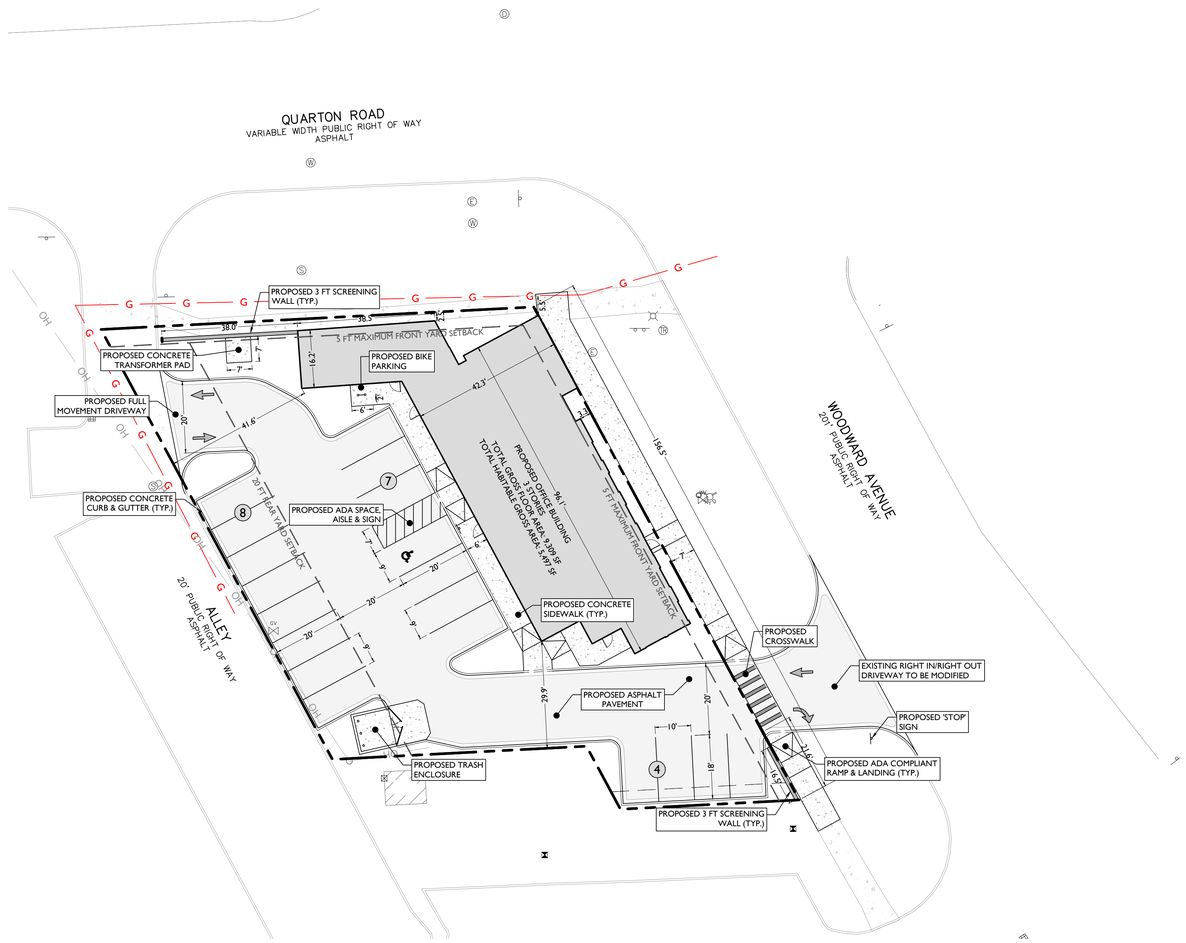
STONEFIELD engineering & design

SCALE: AS SHOWN | PROJECT ID: DET-240470

TITLE: COVER SHEET

DRAWING: C-1

V:\DET\2024\DET-240470 KRIEGER KLATT - 36977 WOODWARD AVENUE, BIRMINGHAM, MI\CADD\PLOT\DP\01-COVER.DWG




## LAND USE AND ZONING

**PARCEL ID: 1925101006**

**TRANSITION ZONE (TZ3) DISTRICT**

**PROPOSED USE**

OFFICE — PERMITTED USE

| ZONING REQUIREMENT | REQUIRED | PROPOSED |
|---|---|---|
| MAXIMUM BUILDING HEIGHT | 42 FT (4 STORIES) | 3 STORIES |
| MINIMUM BUILDING HEIGHT | 24 FT (2 STORIES) | 3 STORIES |
| MINIMUM FRONT YARD SETBACK | 0-5 FT(1) ; 75% (117.4 FT) | PROVIDED : 61.4% (96.1 FT)(V) |
| MINIMUM SIDE YARD SETBACK | 0 FT | 29.9 FT |
| MINIMUM REAR YARD SETBACK | 10 FT | 41.6 FT |
| BUILDING LOCATION | ADJ. TO INTERSECTION | PROVIDED |

(V) VARIANCE

(1) BUILDING FACADE SHALL BE BUILT TO WITHIN 5 FEET OF THE FRONT LOT LINE FOR A MINIMUM OF 75% OF THE STREET FRONTAGE LENGTH : (156.50 FT)(0.75) = 117.4 FT

## OFF-STREET PARKING REQUIREMENTS

| CODE SECTION | REQUIRED | PROPOSED |
|---|---|---|
| § 4.46. TABLE A | **OFFICE PARKING:**<br>1 SPACE FOR EACH 300 SF OF FLOOR AREA<br>5,606 SF (1 SPACE / 300 SF) = 19 SPACES | 19 SPACES |
| § 9.02 | **MINIMUM PARKING SPACE DIMENSIONS:**<br>180 SF | PROVIDED |
| § 4.53.A | **PARKING LOT FRONTAGE:**<br>NO MORE THAN 60 FT | 21.6 FT |
| § 4.53.B | **PARKING LOT SCREENING:**<br>3 FT WALL BETWEEN SIDEWALK | PROPOSED |

| SYMBOL | DESCRIPTION |
|---|---|
| | PROPERTY LINE |
| | SETBACK LINE |
| | PROPOSED CURB & GUTTER |
| | PROPOSED FLUSH CURB |
| | PROPOSED SIGNS / BOLLARDS |
| | PROPOSED BUILDING |
| | PROPOSED CONCRETE |
| | PROPOSED ASPHALT |
| | PROPOSED SCREENING WALL |
| | PROPOSED BUILDING DOORS |

**GENERAL NOTES**

1. THE CONTRACTOR SHALL VERIFY AND FAMILIARIZE THEMSELVES WITH THE EXISTING SITE CONDITIONS AND THE PROPOSED SCOPE OF WORK (INCLUDING DIMENSIONS, LAYOUT, ETC.) PRIOR TO INITIATING THE IMPROVEMENTS IDENTIFIED WITHIN THESE DOCUMENTS. SHOULD ANY DISCREPANCY BE FOUND BETWEEN THE EXISTING SITE CONDITIONS AND THE PROPOSED WORK THE CONTRACTOR SHALL NOTIFY STONEFIELD ENGINEERING & DESIGN, LLC. PRIOR TO THE START OF CONSTRUCTION.
2. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS AND ENSURE THAT ALL REQUIRED APPROVALS HAVE BEEN OBTAINED PRIOR TO THE START OF CONSTRUCTION. COPIES OF ALL REQUIRED PERMITS AND APPROVALS SHALL BE KEPT ON SITE AT ALL TIMES DURING CONSTRUCTION.
3. ALL CONTRACTORS WILL, TO THE FULLEST EXTENT PERMITTED BY LAW, INDEMNIFY AND HOLD HARMLESS STONEFIELD ENGINEERING & DESIGN, LLC. AND IT'S SUB-CONSULTANTS FROM AND AGAINST ANY DAMAGES AND LIABILITIES INCLUDING ATTORNEY'S FEES ARISING OUT OF CLAIMS BY EMPLOYEES OF THE CONTRACTOR IN ADDITION TO CLAIMS CONNECTED TO THE PROJECT AS A RESULT OF NOT CARRYING THE PROPER INSURANCE FOR WORKERS COMPENSATION, LIABILITY INSURANCE, AND LIMITS OF COMMERCIAL GENERAL LIABILITY INSURANCE.
4. THE CONTRACTOR SHALL NOT DEVIATE FROM THE PROPOSED IMPROVEMENTS IDENTIFIED WITHIN THIS PLAN SET UNLESS APPROVAL IS PROVIDED IN WRITING BY STONEFIELD ENGINEERING & DESIGN, LLC.
5. THE CONTRACTOR IS RESPONSIBLE TO DETERMINE THE MEANS AND METHODS OF CONSTRUCTION.
6. THE CONTRACTOR SHALL NOT PERFORM ANY WORK OR CAUSE DISTURBANCE ON A PRIVATE PROPERTY NOT CONTROLLED BY THE PERSON OR ENTITY WHO HAS AUTHORIZED THE WORK WITHOUT PRIOR WRITTEN CONSENT FROM THE OWNER OF THE PRIVATE PROPERTY.
7. THE CONTRACTOR IS RESPONSIBLE TO RESTORE ANY DAMAGED OR UNDERMINED STRUCTURE OR SITE FEATURE THAT IS IDENTIFIED TO REMAIN ON THE PLAN SET. ALL REPAIRS SHALL USE NEW MATERIALS TO RESTORE THE FEATURE TO ITS EXISTING CONDITION AT THE CONTRACTORS EXPENSE.
8. CONTRACTOR IS RESPONSIBLE TO PROVIDE THE APPROPRIATE SHOP DRAWINGS, PRODUCT DATA, AND OTHER REQUIRED SUBMITTALS FOR REVIEW. STONEFIELD ENGINEERING & DESIGN, LLC. WILL REVIEW THE SUBMITTALS IN ACCORDANCE WITH THE DESIGN INTENT AS REFLECTED WITHIN THE PLAN SET.
9. THE CONTRACTOR IS RESPONSIBLE FOR TRAFFIC CONTROL IN ACCORDANCE WITH MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITION.
10. THE CONTRACTOR IS REQUIRED TO PERFORM ALL WORK IN THE PUBLIC RIGHT-OF-WAY IN ACCORDANCE WITH THE APPROPRIATE GOVERNING AUTHORITY AND SHALL BE RESPONSIBLE FOR THE PROCUREMENT OF STREET OPENING PERMITS.
11. THE CONTRACTOR IS REQUIRED TO RETAIN AN OSHA CERTIFIED SAFETY INSPECTOR TO BE PRESENT ON SITE AT ALL TIMES DURING CONSTRUCTION & DEMOLITION ACTIVITIES.
12. SHOULD AN EMPLOYEE OF STONEFIELD ENGINEERING & DESIGN, LLC. BE PRESENT ON SITE AT ANY TIME DURING CONSTRUCTION, IT DOES NOT RELIEVE THE CONTRACTOR OF ANY OF THE RESPONSIBILITIES AND REQUIREMENTS LISTED IN THE NOTES WITHIN THIS PLAN SET.

20' 0' 20' 40'

GRAPHIC SCALE IN FEET
1" = 20'

| ISSUE | DATE | BY | DESCRIPTION |
|---|---|---|---|
| 2 | 10/17/2025 | YAF | REVISED PER SITE PLAN COMMENTS |
| 1 | 08/14/2025 | AE/VF | SITE DEVELOPMENT PLANS |

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Princeton, NJ · Tampa, FL · Rutherford, NJ
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Phone 248.247.1115


**SITE DEVELOPMENT PLANS**

# 36977 WOODWARD AVE.

## PROPOSED OFFICE BUILDING

PARCEL ID: 1925101006
36977 WOODWARD AVENUE
CITY OF BIRMINGHAM
OAKLAND COUNTY, MI 48009

STATE OF MICHIGAN
JONATHAN REED COONSEY
ENGINEER
No. 69428
MICHIGAN LICENSE NO. 4101069428
LICENSED PROFESSIONAL ENGINEER

**STONEFIELD** engineering & design

SCALE: 1" = 20' | PROJECT ID: DET-240470

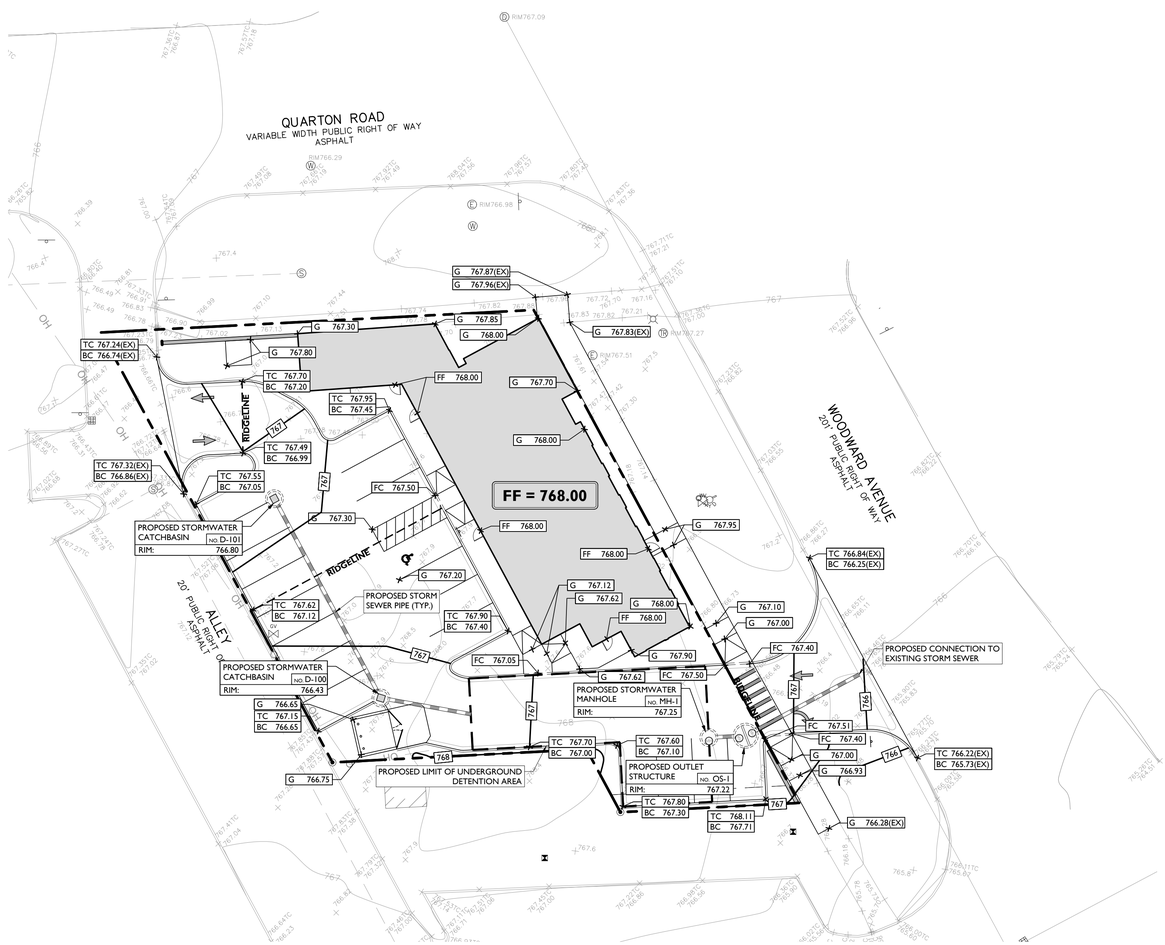
TITLE:

**SITE PLAN**

DRAWING:

**C-2**

H:\DET\2024\DET-240470 SINGER PLATT - 36977 WOODWARD AVENUE, BIRMINGHAM, MI\CADD\PLOT\DP-01-SITE.DWG




V:\DET\2024\DET-240470-RIEDIGER-SLATT - 36977 WOODWARD AVENUE, BIRMINGHAM, MI\CADD\PLOT\DP\D-03-GRAD.DWG

## SYMBOL / DESCRIPTION

| SYMBOL | DESCRIPTION |
|---|---|
| | PROPERTY LINE |
| 100 | PROPOSED GRADING CONTOUR |
| RIDGELINE | PROPOSED GRADING RIDGELINE |
| G 100.00 | PROPOSED GRADE SPOT SHOT |
| TC 100.50 / BC 100.00 | PROPOSED TOP OF CURB / BOTTOM OF CURB SPOT SHOT |
| FC 100.00 | PROPOSED FLUSH CURB SPOT SHOT |
| | PROPOSED STORMWATER STRUCTURE |
| | PROPOSED STORMWATER PIPING |
| | PROPOSED UNDERGROUND OUTLET STRUCTURE |

**GRADING NOTES**

1. ALL SOIL AND MATERIAL REMOVED FROM THE SITE SHALL BE DISPOSED OF IN ACCORDANCE WITH LOCAL, STATE, AND FEDERAL REQUIREMENTS. ANY GROUNDWATER DE-WATERING PRACTICES SHALL BE PERFORMED UNDER THE SUPERVISION OF A QUALIFIED PROFESSIONAL. THE CONTRACTOR IS REQUIRED TO OBTAIN ALL NECESSARY PERMITS FOR THE DISCHARGE OF DE-WATERED GROUNDWATER. ALL SOIL IMPORTED TO THE SITE SHALL BE CERTIFIED CLEAN FILL. CONTRACTOR SHALL MAINTAIN RECORDS OF ALL FILL MATERIALS BROUGHT TO THE SITE.
2. THE CONTRACTOR IS REQUIRED TO PROVIDE TEMPORARY AND/OR PERMANENT SHORING WHERE REQUIRED DURING EXCAVATION ACTIVITIES, INCLUDING BUT NOT LIMITED TO UTILITY TRENCHES, TO ENSURE THE STRUCTURAL INTEGRITY OF NEARBY STRUCTURES AND STABILITY OF THE SURROUNDING SOILS.
3. PROPOSED TOP OF CURB ELEVATIONS ARE GENERALLY 4 INCHES TO 7 INCHES ABOVE EXISTING GRADES UNLESS OTHERWISE NOTED. THE CONTRACTOR WILL SUPPLY ALL STAKEOUT CURB GRADE SHEETS TO STONEFIELD ENGINEERING & DESIGN, LLC. FOR REVIEW AND APPROVAL PRIOR TO POURING CURBS.
4. THE CONTRACTOR IS RESPONSIBLE TO SET ALL PROPOSED UTILITY COVERS AND RESET ALL EXISTING UTILITY COVERS WITHIN THE PROJECT LIMITS TO PROPOSED GRADE IN ACCORDANCE WITH ANY APPLICABLE MUNICIPAL, COUNTY, STATE AND/OR UTILITY AUTHORITY REGULATIONS.
5. MINIMUM SLOPE REQUIREMENTS TO PREVENT PONDING SHALL BE AS FOLLOWS:
   - CURB GUTTER: 0.50%
   - CONCRETE SURFACES: 1.00%
   - ASPHALT SURFACES: 1.00%
6. A MINIMUM SLOPE OF 1.00% SHALL BE PROVIDED AWAY FROM ALL BUILDINGS. THE CONTRACTOR SHALL ENSURE POSITIVE DRAINAGE FROM THE BUILDING IS ACHIEVED AND SHALL NOTIFY STONEFIELD ENGINEERING & DESIGN, LLC. IF THIS CONDITION CANNOT BE MET.
7. FOR PROJECTS WHERE BASEMENTS ARE PROPOSED, THE DEVELOPER IS RESPONSIBLE TO DETERMINE THE DEPTH TO GROUNDWATER AT THE LOCATION OF THE PROPOSED STRUCTURE. IF GROUNDWATER IS ENCOUNTERED WITHIN THE BASEMENT AREA, SPECIAL CONSTRUCTION METHODS SHALL BE UTILIZED AND REVIEWED/APPROVED BY THE CONSTRUCTION CODE OFFICIAL. IF SUMP PUMPS ARE UTILIZED, ALL DISCHARGES SHALL BE CONNECTED DIRECTLY TO THE PUBLIC STORM SEWER SYSTEM WITH APPROVAL FROM THE GOVERNING STORM SEWER SYSTEM AUTHORITY.

**ADA NOTES**

1. THE CONTRACTOR SHALL MAINTAIN A MAXIMUM 2.00% SLOPE IN ANY DIRECTION WITHIN THE ADA PARKING SPACES AND ACCESS AISLES.
2. THE CONTRACTOR SHALL PROVIDE COMPLIANT SIGNAGE AT ALL ADA PARKING AREAS IN ACCORDANCE WITH STATE GUIDELINES.
3. THE CONTRACTOR SHALL MAINTAIN A MAXIMUM 5.00% RUNNING SLOPE AND A MAXIMUM OF 2.00% CROSS SLOPE ALONG WALKWAYS WITHIN THE ACCESSIBLE PATH OF TRAVEL (SEE THE SITE PLAN FOR THE LOCATION OF THE ACCESSIBLE PATH). THE CONTRACTOR IS RESPONSIBLE TO ENSURE THE ACCESSIBLE PATH OF TRAVEL IS 36 INCHES WIDE OR GREATER UNLESS INDICATED OTHERWISE WITHIN THE PLAN SET.
4. THE CONTRACTOR SHALL MAINTAIN A MAXIMUM 2.00% SLOPE IN ANY DIRECTION AT ALL LANDINGS. LANDINGS INCLUDE, BUT ARE NOT LIMITED TO, THE TOP AND BOTTOM OF AN ACCESSIBLE RAMP, AT ACCESSIBLE BUILDING ENTRANCES, AT AN AREA IN FRONT OF A WALK-UP ATM, AND AT TURNING SPACES ALONG THE ACCESSIBLE PATH OF TRAVEL. THE LANDING AREA SHALL HAVE A MINIMUM CLEAR AREA OF 60 INCHES BY 60 INCHES UNLESS INDICATED OTHERWISE WITHIN THE PLAN SET.
5. THE CONTRACTOR SHALL MAINTAIN A MAXIMUM 8.33% RUNNING SLOPE AND A MAXIMUM 2.00% CROSS SLOPE ON ANY CURB RAMPS ALONG THE ACCESSIBLE PATH OF TRAVEL. WHERE PROVIDED, CURB RAMP FLARES SHALL NOT HAVE A SLOPE GREATER THAN 10.00% IF A LANDING AREA IS PROVIDED AT THE TOP OF THE RAMP. FOR ALTERATIONS, A CURB RAMP FLARES SHALL NOT HAVE A SLOPE GREATER THAN 8.33% IF A LANDING AREA IS NOT PROVIDED AT THE TOP OF THE RAMP. CURBS RAMPS SHALL NOT RISE MORE THAN 6 INCHES IN ELEVATION WITHOUT A HANDRAIL. THE CLEAR WIDTH OF A CURB RAMP SHALL BE NO LESS THAN 36 INCHES WIDE.
6. ACCESSIBLE RAMPS WITH A RISE GREATER THAN 6 INCHES SHALL CONTAIN COMPLIANT HANDRAILS ON BOTH SIDES OF THE RAMP AND SHALL NOT RISE MORE THAN 30" IN ELEVATION WITHOUT A LANDING AREA IN BETWEEN RAMP RUNS. LANDING AREAS SHALL ALSO BE PROVIDED AT THE TOP AND BOTTOM OF THE RAMP.
7. A SLIP RESISTANT SURFACE SHALL BE CONSTRUCTED ALONG THE ACCESSIBLE PATH AND WITHIN ADA PARKING AREAS.
8. THE CONTRACTOR SHALL ENSURE A MAXIMUM OF ¼ INCHES VERTICAL CHANGE IN LEVEL ALONG THE ACCESSIBLE PATH. WHERE A CHANGE IN LEVEL BETWEEN ¼ INCHES AND ½ INCHES EXISTS, CONTRACTOR SHALL ENSURE THAT THE TOP ¼ INCH CHANGE IN LEVEL IS BEVELED WITH A SLOPE NOT STEEPER THAN 1 UNIT VERTICAL AND 2 UNITS HORIZONTAL (2:1 SLOPE).
9. THE CONTRACTOR SHALL ENSURE THAT ANY OPENINGS (GAPS OR HORIZONTAL SEPARATION) ALONG THE ACCESSIBLE PATH SHALL NOT ALLOW PASSAGE OF A SPHERE GREATER THAN ½ INCH.

20' 0' 20' 40'
GRAPHIC SCALE IN FEET
1" = 20'

| ISSUE | DATE | BY | DESCRIPTION |
|---|---|---|---|
| 2 | 10/17/2025 | YAF | REVISED PER SITE PLAN COMMENTS |
| 1 | 08/14/2025 | AEVF | SITE DEVELOPMENT PLANS |

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Phone 248.247.1115


SITE DEVELOPMENT PLANS

# 36977 WOODWARD AVE.

## PROPOSED OFFICE BUILDING

PARCEL ID: 19251010006
36977 WOODWARD AVENUE
CITY OF BIRMINGHAM
OAKLAND COUNTY, MI 48009

STATE OF MICHIGAN
JONATHAN FRIED COOKSEY
ENGINEER
No. 61058420
MICHIGAN LICENSED PROFESSIONAL ENGINEER

STONEFIELD engineering & design

SCALE: 1" = 20' | PROJECT ID: DET-240470

TITLE: GRADING PLAN

DRAWING: C-3

## PROPOSED LUMINAIRE SCHEDULE

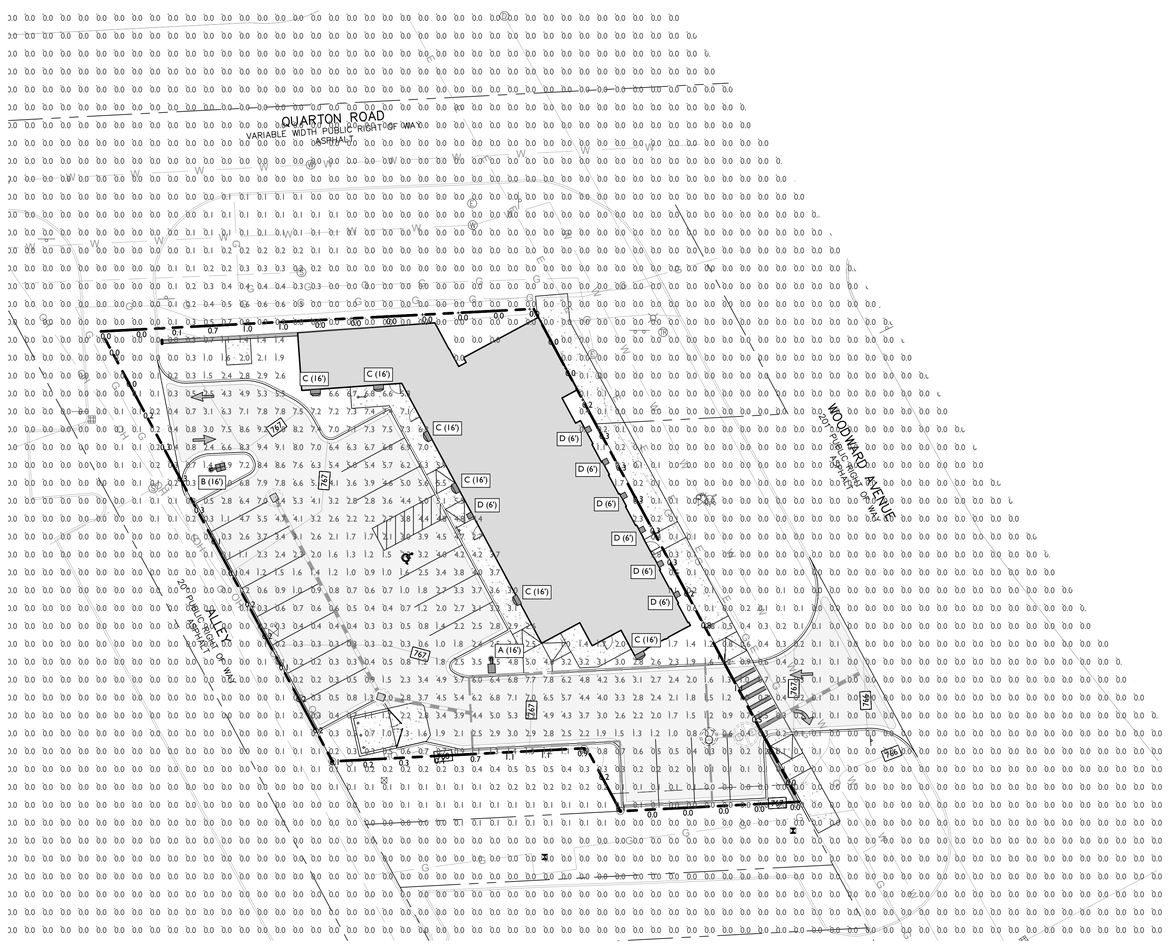
| SYMBOL | LABEL | QUANTITY | SECURITY LIGHTING | DISTRIBUTION | LLF | MANUFACTURER | IES FILE |
|---|---|---|---|---|---|---|---|
| | A | 1 | LSI - (MRM) MIRADA MEDIUM POLE FIXTURE WITH INTEGRAL LOUVER | 2 | 0.9 | LSI | MRM-LED-09L-SIL-2-30-70CRI-IL.ies |
| | B | 1 | LSI - (MRM) MIRADA MEDIUM POLE FIXTURE WITH INTEGRAL LOUVER | 4 | 0.9 | LSI | MRM-LED-18L-SIL-4-30-70CRI-IL.ies |
| | C | 6 | LSI - (XWS SIL) MIRADA SALL SILICONE WALL PACK | 2 | 0.9 | LSI | XWS-LED-05L-SIL-2-30-70CRI.ies |
| | D | 7 | ALVA - TEX ARCHITEXTURAL EXTERIOR WALL SCONCE | - | 0.9 | ALVA | ALVA_Tex+30+IES.IES |

## LIGHTING REQUIREMENTS

| CODE SECTION | REQUIRED | PROPOSED |
|---|---|---|
| § 4.21.E.1 | **PROPERTY LINE MAXIMUM:** | |
| | 0.6 FC ABUTTING SINGLE FAMILY RESIDENTIAL | N/A |
| | 1.5 FC ABUTTING ANY OTHER ZONE | 1.5 FC |
| § 4.21.F.1 | **MAXIMUM POLE HEIGHT:** | |
| | 13 FT WHEN ABUTTING RESIDENTIAL | N/A |
| | 16 FT WHEN ABUTTING RESIDENTIAL | 16 FC |
| § 4.21.F.2 | **PARKING CIRCULATION AREAS:** | |
| | 0.2 FC MINIMUM; 20:1 MAXIMUM TO MINIMUM RATIO | 18.8:1 |

(1) §4.21.F.6 - ALL LUMINARIES WILL BE FULL CUT-OFF OR CUT-OFF UNLESS DEEMED BENEFICIAL FOR AESTHETIC OR SAFETY PURPOSES

| SYMBOL | DESCRIPTION |
|---|---|
| A (XX') | PROPOSED LIGHTING FIXTURE (MOUNTING HEIGHT) |
| .XX | PROPOSED LIGHTING INTENSITY (FOOTCANDLES) |
| | PROPOSED AREA LIGHT |
| | PROPOSED BUILDING MOUNTED LIGHT |




GRAPHIC SCALE IN FEET
1" = 20'

**GENERAL LIGHTING NOTES**

1. THE LIGHTING LEVELS DEPICTED WITHIN THE PLAN SET ARE CALCULATED UTILIZING DATA OBTAINED FROM THE LISTED MANUFACTURER. ACTUAL ILLUMINATION LEVELS AND PERFORMANCE OF ANY PROPOSED LIGHTING FIXTURE MAY VARY DUE TO UNCONTROLLABLE VARIABLES SUCH ARE WEATHER, VOLTAGE SUPPLY, LAMP TOLERANCE, EQUIPMENT SERVICE LIFE AND OTHER VARIABLE FIELD CONDITIONS.
2. WHERE APPLICABLE, THE EXISTING LIGHT LEVELS DEPICTED WITHIN THE PLAN SET SHALL BE CONSIDERED APPROXIMATE. THE EXISTING LIGHT LEVELS ARE BASED ON FIELD OBSERVATIONS AND THE MANUFACTURER'S DATA OF THE ASSUMED OR MOST SIMILAR LIGHTING FIXTURE MODEL.
3. UNLESS NOTED ELSEWHERE WITHIN THIS PLAN SET, THE LIGHT LOSS FACTORS USED IN THE LIGHTING ANALYSIS ARE AS FOLLOWS:
   - LIGHT EMITTING DIODES (LED): 0.90
   - HIGH PRESSURE SODIUM: 0.72
   - METAL HALIDE: 0.72
4. THE CONTRACTOR SHALL NOTIFY STONEFIELD ENGINEERING & DESIGN, LLC. IN WRITING, PRIOR TO THE START OF CONSTRUCTION, OF ANY PROPOSED LIGHTING LOCATIONS THAT CONFLICT WITH EXISTING/ PROPOSED DRAINAGE, UTILITY, OR OTHER IMPROVEMENTS.
5. THE CONTRACTOR IS RESPONSIBLE TO PREPARE A WIRING PLAN AND PROVIDE ELECTRIC SERVICE TO ALL PROPOSED LIGHTING FIXTURES. THE CONTRACTOR IS REQUIRED TO PREPARE AN AS-BUILT PLAN OF WIRING AND PROVIDE COPIES TO THE OWNER AND STONEFIELD ENGINEERING & DESIGN, LLC.

**ATM LIGHTING NOTES:**

1. THE CONTRACTOR SHALL REPLACE LAMP COVERS, RE-LAMP AND RE-BALLAST EXISTING LIGHT FIXTURES AS INDICATED WITHIN THE PLAN SET. THE EXISTING FIXTURE HEIGHT SHALL BE MAINTAINED UNLESS INDICATED OTHERWISE. THE LIGHTING DESIGN IS SUBJECT TO CHANGE IF THE EXISTING LIGHT FIXTURES ARE NOT GREATER THAN OR EQUAL TO THE FOLLOWING WATTAGE:
   FIXTURE 'X' = MINIMUM X WATTS
2. PRIOR TO THE START OF CONSTRUCTION, THE CONTRACTOR SHALL NOTIFY STONEFIELD ENGINEERING & DESIGN, LLC. IN WRITING IF THE EXISTING LIGHT FIXTURES ARE NOT THE MINIMUM WATTAGE SPECIFIED WITHIN THE PLAN SET.
3. THE CONTRACTOR IS RESPONSIBLE TO CONFIRM THAT ANY EXISTING LIGHT POLES IDENTIFIED FOR REUSE WITH A PROPOSED LIGHT FIXTURE(S) SHALL BE IN ACCEPTABLE WORKING CONDITION AND HAVE THE CAPACITY TO SUPPORT THE PROPOSED LIGHT FIXTURE(S). ANY MOUNTING EQUIPMENT REQUIRED TO ATTACH THE PROPOSED LIGHTING FIXTURE TO THE EXISTING LIGHT POLE SHALL BE PROVIDED BY THE CONTRACTOR.
4. THE CONTRACTOR SHALL CONFIRM THAT THE LOCATION OF ANY PROPOSED BUILDING MOUNTED LIGHTING FIXTURE WILL NOT CONFLICT WITH ANY EXISTING OR PROPOSED STRUCTURAL ELEMENT (E.G. CANOPY SUPPORT BEAMS). THE CONTRACTOR SHALL NOTIFY STONEFIELD ENGINEERING & DESIGN, LLC. IN WRITING OF ANY FIXTURE CONFLICT PRIOR TO THE START OF CONSTRUCTION.
5. ALL EXISTING TREE LIMBS WITHIN THE 60 FOOT ATM RADIUS SHOWN IN THE PLAN SET SHALL BE TRIMMED TO A MINIMUM OF 6 FEET ABOVE GRADE. ALL SHRUBS WITHIN THE 60 FOOT ATM RADIUS SHALL BE TRIMMED TO A MINIMUM OF 36 INCHES ABOVE GRADE. ALL BRUSH SHALL BE REMOVED. THE CONTRACTOR SHALL CONSIDER ALL FUTURE GROWTH AND FULL BLOOM WHEN TRIMMING LANDSCAPING. EXISTING TREE LIMBS ADJACENT TO LIGHTING FIXTURES SHALL BE TRIMMED AS REQUIRED TO PREVENT LIGHT INTERFERENCE.
6. PRIOR TO BID, CONTRACTOR SHALL VERIFY EXISTING EXTERIOR LIGHTING CONDITIONS AFTER DUSK AND NOTIFY THE DEVELOPER/OWNER AND STONEFIELD ENGINEERING & DESIGN, LLC. OF DAMAGED OR INOPERABLE LIGHTS. THE CONTRACTOR SHALL REPAIR ALL INOPERABLE LIGHTS UNLESS OTHERWISE NOTED WITHIN THIS PLAN SET.
7. THE ILLUMINATION LEVELS DEPICTED WITHIN THE PLAN SET ARE BASED ON REGULATORY STATE STANDARDS FOR SAFETY LIGHTING AND ON CLIENT STANDARDS.
8. ALL LIGHTING FIXTURES, UNLESS OTHERWISE NOTED WITHIN THIS PLAN SET, HAVE THE PHOTOCELL OPTION ENABLED.
9. EXISTING LIGHTING FIXTURES CONTROLLED BY OUTSIDE ENTITIES (E.G. LANDLORD) HAVE BEEN EXCLUDED FROM THE LIGHTING ANALYSIS REFLECTED WITHIN THE PLAN SET. THE PROPOSED LIGHT LEVELS HAVE BEEN DESIGNED TO COMPLY WITH ALL APPLICABLE ATM AND SAFETY LIGHTING REQUIREMENTS INDEPENDENT OF ANY UNCONTROLLED LIGHT FIXTURES.

| ISSUE | DATE | BY | DESCRIPTION |
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Phone 248.247.1115


SITE DEVELOPMENT PLANS

# 36977 WOODWARD AVE.

## PROPOSED OFFICE BUILDING

PARCEL ID: 19251010106
36977 WOODWARD AVENUE
CITY OF BIRMINGHAM
OAKLAND COUNTY, MI 48009

STATE OF MICHIGAN — JONATHAN REED COOKSEY — ENGINEER — No. 6201058428 — MICHIGAN LICENSED PROFESSIONAL ENGINEER

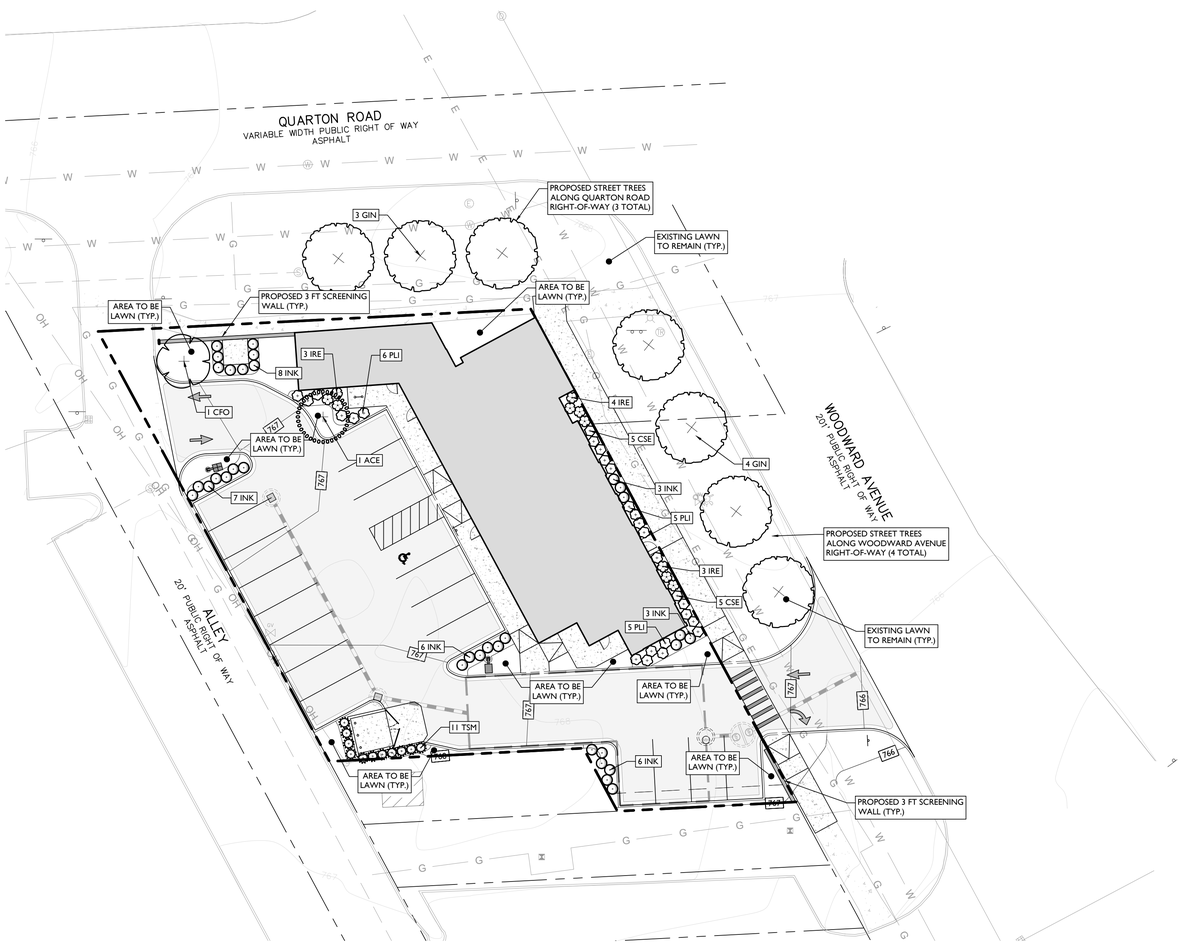
STONEFIELD engineering & design

SCALE: 1" = 20' | PROJECT ID: DET-240470

TITLE: LIGHTING PLAN

DRAWING: C-4

V:\DET\DET240470_36977B-WIDEGER-PLATT - 36977 WOODWARD AVENUE, BIRMINGHAM, MI\CAD\PLAN_OTHER\PHASE-II\LIGHT.DWG




INVASIVE SPECIES ADJACENT TO CONSTRUCTION SITE SHOULD BE MONITORED AND REMOVED IF NECESSARY

## PLANT SCHEDULE

| SYMBOL | CODE | QTY | BOTANICAL NAME | COMMON NAME | SIZE | CONTAINER | REMARKS |
|---|---|---|---|---|---|---|---|
| DECIDUOUS TREES(*) | | | | | | | |
| | GIN | 7 | GINKGO BILOBA 'PRINCETON SENTRY' | PRINCETON SENTRY MAIDENHAIR TREE | 3" - 3.5" CAL | B&B | NON-NATIVE |
| EVERGREEN TREES | | | | | | | |
| | TSM | 11 | THUJA OCCIDENTALIS 'SMARAGD' | EMERALD GREEN ARBORVITAE | 6' - 8' HT | B&B | NATIVE (VARIETY) |
| ORNAMENTAL TREES (SINGLE-STEM)(*) | | | | | | | |
| | ACE | 1 | AMELANCHIER CANADENSIS | CANADIAN SERVICEBERRY | 3" - 3.5" CAL | B&B | NATIVE |
| | CFO | 1 | CERCIS CANADENSIS 'FOREST PANSY' | FOREST PANSY EASTERN REDBUD | 3" - 3.5" CAL | B&B | NATIVE (VARIETY) |
| SHRUBS | | | | | | | |
| | CSE | 10 | CORNUS SERICEA 'FARROW' | ARCTIC FIRE RED TWIG DOGWOOD | 18" - 24" | POT | NATIVE (VARIETY) |
| | PLI | 16 | PHYSOCARPUS OPULIFOLIUS 'LITTLE DEVIL' | LITTLE DEVIL DWARF NINEBARK | 18" - 24" | POT | NATIVE (VARIETY) |
| EVERGREEN SHRUBS | | | | | | | |
| | INK | 33 | ILEX GLABRA 'COMPACTA' | COMPACT INKBERRY | 18" - 24" | POT | NATIVE (VARIETY) |
| | IRE | 10 | ILEX VERTICILLATA 'RED SPRITE' | RED SPRITE WINTERBERRY | 18" - 24" | POT | NATIVE (VARIETY) |

NOTE: IF ANY DISCREPANCIES OCCUR BETWEEN AMOUNTS SHOWN ON THE LANDSCAPE PLAN AND WITHIN THE PLANT LIST, THE PLAN SHALL DICTATE.
(*) TREE SPECIES SELECTED FROM APPENDIX C "SUGGESTED STREET TREE SPECIES"

## LANDSCAPING AND SCREENING REQUIREMENTS

| CODE SECTION | REQUIRED | PROPOSED |
|---|---|---|
| § 4.20.F.1. | PARKING LOT LANDSCAPING REQUIREMENTS | |
| | 5% OF THE PARKING LOT SHALL BE LANDSCAPED FOR PARKING LOTS GREATER THAN 7,500 SF | |
| | (7,665 SF) * (0.05) = 383 SF | 654 SF (8.5%) |
| | PLANTING ISLANDS REQUIRED FOR INTERIOR LANDSCAPING AREAS | COMPLIES |
| | MINIMUM AREA: 150 SF | COMPLIES |
| | MINIMUM WIDTH: 8 FT | COMPLIES |
| § 4.20.G. | RIGHT-OF-WAY LANDSCAPING REQUIREMENTS | |
| | 1 TREE FOR EVERY 40 LF OF FRONTAGE | |
| | QUARTON ROAD: 121 LF | |
| | (156.5 FT) * (1 TREE / 40 LF) = 4 TREES | 4 TREES |
| | WOODWARD AVENUE: 132 LF | |
| | (132 FT) * (1 TREE / 40 LF) = 3 TREES | 3 TREES |
| § 4.53.B. | SCREENING REQUIREMENTS | |
| | 3 FT SCREENWALL REQUIRED BETWEEN PARKING LOT AND RIGHT-OF-WAY | COMPLIES |

Know what's **below**
**Call** before you dig.

**IRRIGATION NOTE:**

IRRIGATION CONTRACTOR TO PROVIDE A DESIGN FOR AN IRRIGATION SYSTEM SEPARATING PLANTING BEDS FROM LAWN AREA, PRIOR TO CONSTRUCTION. DESIGN IS TO BE SUBMITTED TO THE PROJECT LANDSCAPE DESIGNER FOR REVIEW AND APPROVAL. WHERE POSSIBLE, DRIP IRRIGATION AND OTHER WATER CONSERVATION TECHNIQUES SUCH AS RAIN SENSORS SHALL BE IMPLEMENTED. CONTRACTOR TO VERIFY MAXIMUM ON SITE DYNAMIC WATER PRESSURE AVAILABLE MEASURED IN PSI. PRESSURE REDUCING DEVICES OR BOOSTER PUMPS SHALL BE PROVIDED TO MEET SYSTEM PRESSURE REQUIREMENTS. DESIGN TO SHOW ALL VALVES, PIPING, HEADS, BACKFLOW PREVENTION, METERS, CONTROLLERS, AND SLEEVES WITHIN HARDSCAPE AREAS.

**LANDSCAPING NOTES**

1. THE CONTRACTOR SHALL RESTORE ALL DISTURBED GRASS AND LANDSCAPED AREAS TO MATCH EXISTING CONDITIONS UNLESS INDICATED OTHERWISE WITHIN THE PLAN SET.
2. THE CONTRACTOR SHALL RESTORE ALL DISTURBED LAWN AREAS WITH A MINIMUM 4 INCH LAYER OF TOPSOIL AND SEED.
3. THE CONTRACTOR SHALL RESTORE MULCH AREAS WITH A MINIMUM 3 INCH LAYER OF MULCH .
4. THE MAXIMUM SLOPE ALLOWABLE IN LANDSCAPE RESTORATION AREAS SHALL BE 3 FEET HORIZONTAL TO 1 FOOT VERTICAL (3:1 SLOPE) UNLESS INDICATED OTHERWISE WITHIN THE PLAN SET.
5. THE CONTRACTOR IS REQUIRED TO LOCATE ALL SPRINKLER HEADS IN AREA OF LANDSCAPING DISTURBANCE PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL RELOCATE SPRINKLER HEADS AND LINES IN ACCORDANCE WITH OWNER'S DIRECTION WITHIN AREAS OF DISTURBANCE.
6. THE CONTRACTOR SHALL ENSURE THAT ALL DISTURBED LANDSCAPED AREAS ARE GRADED TO MEET FLUSH AT THE ELEVATION OF WALKWAYS AND TOP OF CURB ELEVATIONS EXCEPT UNLESS INDICATED OTHERWISE WITHIN THE PLAN SET. NO ABRUPT CHANGES IN GRADE ARE PERMITTED IN DISTURBED LANDSCAPING AREAS.

20' 0' 20' 40'
GRAPHIC SCALE IN FEET
1" = 20'

| ISSUE | DATE | BY | DESCRIPTION |
|---|---|---|---|
| 2 | 10/17/2025 | YAF | REVISED PER SITE PLAN COMMENTS |
| 1 | 08/14/2025 | AEVF | SITE DEVELOPMENT PLANS |

**NOT APPROVED FOR CONSTRUCTION**


**STONEFIELD** engineering & design
Birmingham, MI · New York, NY · Salem, MA
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www.stonefieldeng.com
555 S. Old Woodward Avenue, Suite 12L, Birmingham, MI 48009
Phone 248.247.1115


SITE DEVELOPMENT PLANS

# 36977 WOODWARD AVE.

## PROPOSED OFFICE BUILDING

PARCEL ID: 19-25-101-006
36977 WOODWARD AVENUE
CITY OF BIRMINGHAM
OAKLAND COUNTY, MI 48009

STATE OF MICHIGAN
JONATHAN FRED COOKSEY
ENGINEER
No. 69428
MICHIGAN LICENSE NO. 0101069428
LICENSED PROFESSIONAL ENGINEER

**STONEFIELD** engineering & design

SCALE: 1" = 20' | PROJECT ID: DET-240470

TITLE:

**LANDSCAPING PLAN**

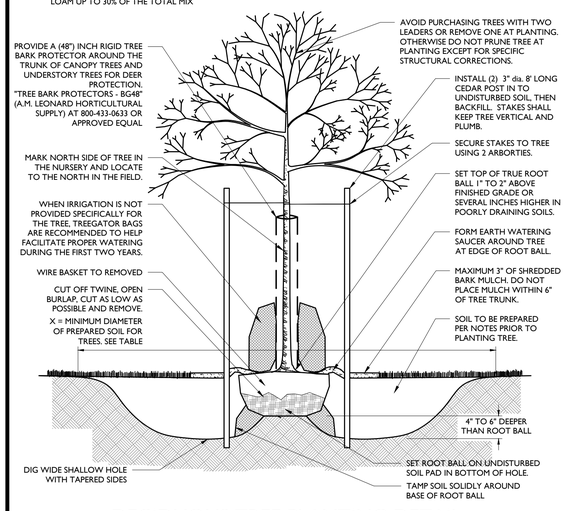
DRAWING:

**C-5**

V:\DET\240470\DET-240470\SHEETS\SITE PLAN\DET-240470-LP.DWG

NOTES:

1. FOR CONTAINER-GROWN TREES, USE FINGERS OR SMALL HAND TOOLS TO PULL THE ROOTS OUT OF THE OUTER LAYER OF POTTING SOIL; THEN CUT OR PULL APART ANY ROOTS CIRCLING THE PERIMETER OF THE CONTAINER.
2. THOROUGHLY SOAK THE TREE ROOT BALL AND ADJACENT PREPARED SOIL SEVERAL TIMES DURING THE FIRST MONTH AFTER PLANTING AND REGULARLY THROUGHOUT THE FOLLOWING TWO SUMMERS.
3. SOIL AMENDMENTS:
   - MODIFY HEAVY CLAY OR SILT SOILS (MORE THAN 40% CLAY OR SILT) BY ADDING COMPOSTED PINE BARK (UP TO 30% BY VOLUME) OR GYPSUM
   - MODIFY EXTREMELY SANDY SOILDS (MORE THAN 85% SAND) BY ADDING ORGANIC MATTER AND/OR DRY, SHREDDED CLAY LOAM UP TO 30% OF THE TOTAL MIX



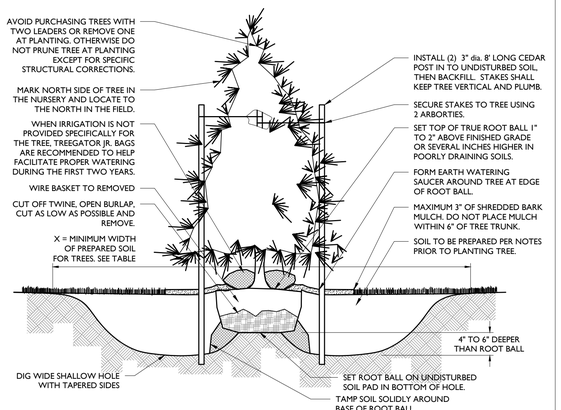

## DECIDUOUS TREE PLANTING DETAIL

NOT TO SCALE

1

NOTES:

1. FOR CONTAINER-GROWN TREES, USE FINGERS OR SMALL HAND TOOLS TO PULL THE ROOTS OUT OF THE OUTER LAYER OF POTTING SOIL; THEN CUT OR PULL APART ANY ROOTS CIRCLING THE PERIMETER OF THE CONTAINER.
2. THOROUGHLY SOAK THE TREE ROOT BALL AND ADJACENT PREPARED SOIL SEVERAL TIMES DURING THE FIRST MONTH AFTER PLANTING AND REGULARLY THROUGHOUT THE FOLLOWING TWO SUMMERS.
3. SOIL AMENDMENTS:
   - MODIFY HEAVY CLAY OR SILT SOILS (MORE THAN 40% CLAY OR SILT) BY ADDING COMPOSTED PINE BARK (UP TO 30% BY VOLUME) OR GYPSUM
   - MODIFY EXTREMELY SANDY SOILDS (MORE THAN 85% SAND) BY ADDING ORGANIC MATTER AND/OR DRY, SHREDDED CLAY LOAM UP TO 30% OF THE TOTAL MIX

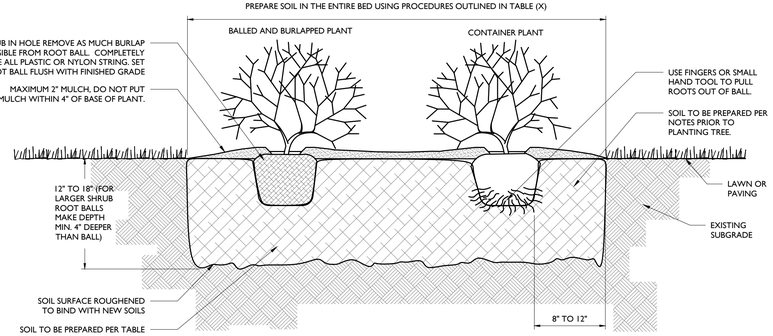



## CONIFEROUS TREE PLANTING DETAIL

NOT TO SCALE

2

PREPARE SOIL IN THE ENTIRE BED USING PROCEDURES OUTLINED IN TABLE (X)




NOTES:

1. FOR THE CONTAINER-GROWN SHRUBS, USE FINGERS OR SMALL HAND TOOL TO PULL THE ROOTS OUT OF THE OUTER LAYER OF POTTING SOIL; THEN CUT OR PULL APART ANY ROOTS CIRCLING THE PERIMETER OF THE CONTAINER.
2. THOROUGHLY SOAK THE SHRUB ROOT BALL AND ADJACENT PREPARED SOIL SEVERAL TIMES DURING THE FIRST MONTH AFTER PLANTING AND REGULARLY THROUGHOUT THE FOLLOWING TWO SUMMERS.
   - MODIFY HEAVY CLAY OR SILT SOILS (MORE THAN 40% CLAY OR SILT) BY ADDING COMPOSTED PINE BARK (UP TO 30% BY VOLUME) OR GYPSUM
   - MODIFY EXTREMELY SANDY SOILS (MORE THAN 85% SAND) BY ADDING ORGANIC MATTER AND/OR DRY, SHREDDED CLAY LOAM UP TO 30% OF THE TOTAL

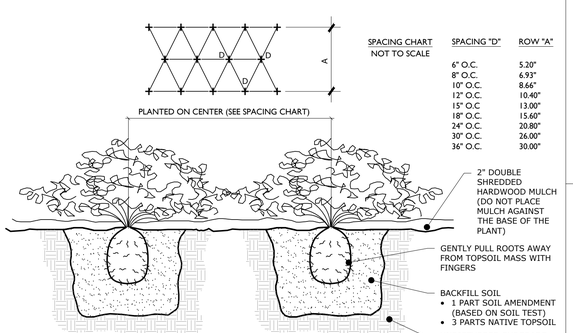
## DECIDUOUS AND EVERGREEN SHRUB PLANTING DETAIL

NOT TO SCALE

3

NOTES:

1. THOROUGHLY SOAK THE GROUND COVER ROOT BALL AND ADJACENT PREPARED SOIL SEVERAL TIMES DURING THE FIRST MONTH AFTER PLANTING AND REGULARLY THROUGHOUT THE FOLLOWING TWO SUMMERS.
2. SOIL AMENDMENTS:
   - MODIFY HEAVY CLAY OR SILT SOILDS (MORE THAN 40% CLAY OR SILT) BY ADDING COMPOSTED PINE BARK (UP TO 30% BY VOLUME) OR GYPSUM
   - MODIFY EXTREMELY SANDY SOILDS (MORE THAN 85% SAND) BY ADDING ORGANIC MATTER AND/OR DRY, SHREDDED CLAY LOAM UP TO 30% OF THE TOTAL MIX
3. ALL GROUND COVER AREAS SHALL BE TREATED WITH A PRE-EMERGENT PER MANUFACTURER'S SPECIFICATIONS



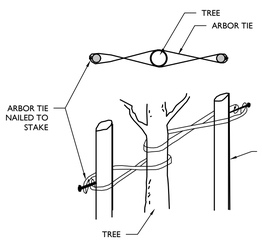

SPACING CHART
NOT TO SCALE

| SPACING "D" | ROW "A" |
|---|---|
| 6" O.C. | 5.20" |
| 8" O.C. | 6.93" |
| 10" O.C. | 8.66" |
| 12" O.C. | 10.40" |
| 15" O.C. | 13.00" |
| 18" O.C. | 15.60" |
| 24" O.C. | 20.80" |
| 30" O.C. | 26.00" |
| 36" O.C. | 30.00" |

## GROUND COVER/PERENNIAL/ANNUAL PLANTING DETAIL

NOT TO SCALE

4




INSTALLATION GUIDELINES:

1. LOOP TIE AROUND TREE AND NAIL TO CEDAR STAKE.
2. REMOVE ALL STAKING AND TIES AT END OF FIRST GROWING SEASON.
3. FOLD ENDS OF ARBORTIE BACK. SECURE TO STAKES WITH 1" GALVANIZED ROOFING NAIL OR USE A KNOT.
4. CONSULT LANDSCAPE ARCHITECT FOR STAKING OF TREES LARGER THAN 6".
5. SOURCES INCLUDE:
   GEMPLERS 1-800-332-6744 or GEMPLERS.COM
   CSP OUTDOORS 1-800-592-6940 or CSPOUTDOORS.COM

## ARBORTIE DETAIL

NOT TO SCALE

5

**GENERAL LANDSCAPING NOTES:**

1. THE LANDSCAPE CONTRACTOR SHALL FURNISH ALL MATERIALS AND PERFORM ALL WORK IN ACCORDANCE WITH THESE SPECIFICATIONS, APPROVED OR FINAL DRAWINGS, AND INSTRUCTIONS PROVIDED BY THE PROJECT LANDSCAPE DESIGNER, MUNICIPAL OFFICIALS, OR OWNER/OWNER'S REPRESENTATIVE. ALL WORK COMPLETED AND MATERIALS FURNISHED AND INSTALLED SHALL BE IN STRICT ACCORDANCE WITH THE INTENTION OF THE SPECIFICATIONS, DRAWINGS, AND INSTRUCTIONS AND EXECUTED WITH THE STANDARD LEVEL OF CARE FOR THE LANDSCAPE INDUSTRY.
2. WORK MUST BE CARRIED OUT ONLY DURING WEATHER CONDITIONS FAVORABLE TO LANDSCAPE CONSTRUCTION AND TO THE HEALTH AND WELFARE OF PLANTS. THE SUITABILITY OF SUCH WEATHER CONDITIONS SHALL BE DETERMINED BY THE PROJECT LANDSCAPE DESIGNER OR GOVERNING MUNICIPAL OFFICIAL.
3. IT IS THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR, BEFORE ORDERING OR PURCHASING MATERIALS, TO PROVIDE SAMPLES OF THOSE MATERIALS TO THE PROJECT LANDSCAPE DESIGNER OR GOVERNING MUNICIPAL OFFICIAL FOR APPROVAL, IF SO REQUESTED.
4. IF SAMPLES ARE REQUESTED, THE LANDSCAPE CONTRACTOR IS TO SUBMIT CERTIFICATION TAGS FROM TREES, SHRUBS AND SEED VERIFYING TYPE AND PURITY.
5. UNLESS OTHERWISE AUTHORIZED BY THE PROJECT LANDSCAPE DESIGNER OR GOVERNING MUNICIPAL OFFICIAL, THE LANDSCAPE CONTRACTOR SHALL PROVIDE NOTICE AT LEAST FORTY-EIGHT HOURS (48 HRS.) IN ADVANCE OF THE ANTICIPATED DELIVERY DATE OF ANY PLANT MATERIALS TO THE PROJECT SITE. A LEGIBLE COPY OF THE INVOICE, SHOWING VARIETIES AND SIZES OF MATERIALS INCLUDED FOR EACH SHIPMENT SHALL BE FURNISHED TO THE PROJECT LANDSCAPE DESIGNER, OR GOVERNING MUNICIPAL OFFICIAL.
6. THE PROJECT LANDSCAPE DESIGNER OR GOVERNING MUNICIPAL OFFICIAL RESERVES THE RIGHT TO INSPECT AND REJECT PLANTS AT ANY TIME AND AT ANY PLACE.

**PROTECTION OF EXISTING VEGETATION NOTES:**

1. BEFORE COMMENCING WORK, ALL EXISTING VEGETATION WHICH COULD BE IMPACTED AS A RESULT OF THE PROPOSED CONSTRUCTION ACTIVITIES MUST BE PROTECTED FROM DAMAGE BY THE INSTALLATION OF TREE PROTECTION FENCING. FENCING SHALL BE LOCATED AT THE DRIP-LINE OR LIMIT OF DISTURBANCE AS DEPICTED WITHIN THE APPROVED OR FINAL PLAN SET. ESTABLISHING THE TREE PROTECTION ZONE. FENCE INSTALLATION SHALL BE IN ACCORDANCE WITH THE PROVIDED "TREE PROTECTION FENCE DETAIL." NO WORK MAY BEGIN UNTIL THIS REQUIREMENT IS FULFILLED. THE FENCING SHALL BE INSPECTED REGULARLY BY THE LANDSCAPE CONTRACTOR AND MAINTAINED UNTIL ALL CONSTRUCTION ACTIVITIES HAVE BEEN COMPLETED.
2. IN ORDER TO AVOID DAMAGE TO ROOTS, BARK OR LOWER BRANCHES, NO VEHICLE, EQUIPMENT, DEBRIS, OR OTHER MATERIALS SHALL BE DRIVEN, PARKED OR PLACED WITHIN THE TREE PROTECTION ZONE. ALL ON-SITE CONTRACTORS SHALL USE ANY AND ALL PRECAUTIONARY MEASURES WHEN PERFORMING WORK AROUND TREES, WALKS, PAVEMENTS, UTILITIES, AND ANY OTHER FEATURES EITHER EXISTING OR PREVIOUSLY INSTALLED UNDER THIS CONTRACT.
3. IN RARE INSTANCES WHERE EXCAVATING, FILL, OR GRADING IS REQUIRED WITHIN THE DRIP-LINE OF TREES TO REMAIN, THE WORK SHALL BE PERFORMED AS FOLLOWS:
   - TRENCHING: WHEN TRENCHING OCCURS AROUND TREES TO REMAIN, THE TREE ROOTS SHALL NOT BE CUT, BUT THE TRENCH SHALL BE TUNNELED UNDER OR AROUND THE ROOTS BY CAREFUL HAND DIGGING AND WITHOUT INJURY TO THE ROOTS. NO ROOTS, LIMBS, OR WOODS ARE TO HAVE ANY PAINT OR MATERIAL APPLIED TO ANY SURFACE.
   - RAISING GRADES: WHEN THE GRADE AT AN EXISTING TREE IS BELOW THE NEW FINISHED GRADE, AND FILL NOT EXCEEDING 6 INCHES (6") IS REQUIRED, CLEAN, WASHED GRAVEL FROM ONE TO TWO INCHES (1" - 2") IN SIZE SHALL BE PLACED DIRECTLY AROUND THE TREE TRUNK. THE GRAVEL SHALL EXTEND OUT FROM THE TRUNK ON ALL SIDES A MINIMUM OF 18 INCHES (18") AND FINISH APPROXIMATELY TWO INCHES (2") ABOVE THE FINISH GRADE AT TREE. INSTALL GRAVEL BEFORE ANY EARTH FILL IS PLACED. NEW EARTH FILL SHALL NOT BE LEFT IN CONTACT WITH THE TRUNK OF ANY TREE REQUIRING FILL. WHERE EXCEEDING 6 INCHES (6") IS REQUIRED, A DRY LAID TREE WELL SHALL BE CONSTRUCTED. IF APPLICABLE, TREE WELL INSTALLATION SHALL BE IN ACCORDANCE WITH THE PROVIDED "TREE WELL DETAIL."
   - LOWERING GRADES: EXISTING TREES LOCATED IN AREAS WHERE THE NEW FINISHED GRADE IS TO BE LOWERED, SHALL HAVE RE-GRADING WORK DONE BY HAND TO THE INDICATED ELEVATION, NO GREATER THAN SIX INCHES (6"). ROOTS SHALL BE CUT CLEANLY THREE INCHES (3") BELOW FINISHED GRADE UNDER THE DIRECTION OF A LICENSED ARBORIST. WHERE CUT EXCEEDING 6 INCHES (6") IS REQUIRED, A DRY LAID RETAINING WALL SHALL BE CONSTRUCTED. IF APPLICABLE, THE RETAINING WALL INSTALLATION SHALL BE IN ACCORDANCE WITH THE PROVIDED "TREE RETAINING WALL DETAIL."

**SOIL PREPARATION AND MULCH NOTES:**

1. LANDSCAPE CONTRACTOR SHALL OBTAIN A SOIL TEST OF THE IN-SITU TOPSOIL BY A CERTIFIED SOIL LABORATORY PRIOR TO PLANTING. LANDSCAPE CONTRACTOR SHALL ALLOW FOR A TWO WEEK TURNAROUND TIME FROM SUBMITTAL OF SAMPLE TO NOTIFICATION OF RESULTS.
2. BASED ON SOIL TEST RESULTS, ADJUST THE RATES OF LIME AND FERTILIZER THAT SHALL BE MIXED INTO THE TOP SIX INCHES (6") OF TOPSOIL. THE LIME AND FERTILIZER RATES PROVIDED WITHIN THE "SEED SPECIFICATION" OR "SOD SPECIFICATION" IS APPROXIMATE AND FOR BIDDING PURPOSES ONLY. IF ADDITIONAL AMENDMENTS ARE NECESSARY, ADJUST THE TOPSOIL AS FOLLOWS:
   - MODIFY HEAVY CLAY OR SILT SOILS (MORE THAN 40% CLAY OR SILT) BY ADDING COMPOSTED PINE BARK (UP TO 30% BY VOLUME) OR GYPSUM.
   - MODIFY EXTREMELY SANDY SOILS (MORE THAN 85%) BY ADDING ORGANIC MATTER AND/OR DRY, SHREDDED CLAY LOAM UP TO 30% OF THE TOTAL MIX.
3. TOPSOIL SHALL BE FERTILE, FRIABLE, NATURAL TOPSOIL OF LOAMING CHARACTER, WITHOUT ADMIXTURE OF SUBSOIL MATERIAL OBTAINED FROM A WELL-DRAINED ARABLE SITE, FREE FROM ALL CLAY, LUMPS, COARSE SANDS, STONES, PLANTS, ROOTS, STICKS, AND OTHER FOREIGN MATERIAL GREATER THAN ONE INCH (1").
4. TOPSOIL SHALL HAVE A PH RANGE OF 5.0-7.0 AND SHALL NOT CONTAIN LESS THAN 6% ORGANIC MATTER BY WEIGHT.
5. OBTAIN TOPSOIL ONLY FROM LOCAL SOURCES OR FROM AREAS HAVING SIMILAR SOIL CHARACTERISTICS TO THAT FOUND AT THE PROJECT SITE.
6. CONTRACTOR SHALL PROVIDE A SIX INCH (6") DEEP LAYER OF TOPSOIL IN ALL PLANTING AREAS. TOPSOIL SHALL BE SPREAD OVER A PREPARED SURFACE IN A UNIFORM LAYER TO ACHIEVE THE DESIRED COMPACTED THICKNESS. THE SPREADING OF TOPSOIL SHALL NOT BE CONDUCTED UNDER MUDDY OR FROZEN SOIL CONDITIONS.
7. UNLESS OTHERWISE NOTED IN THE CONTRACT, THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR THE INSTALLATION OF TOPSOIL AND THE ESTABLISHMENT OF FINE-GRADING WITHIN THE DISTURBED AREA OF THE SITE.
8. LANDSCAPE CONTRACTOR SHALL VERIFY THAT THE SUB-GRADE ELEVATION MEETS THE FINISHED GRADE ELEVATION (LESS THE REQUIRED TOPSOIL), IN ACCORDANCE WITH THE APPROVED OR FINAL GRADING PLAN.
9. ALL LAWN AND PLANTING AREAS SHALL BE GRADED TO A SMOOTH, EVEN AND UNIFORM PLANE WITH NO ABRUPT CHANGE OF SURFACE AS DEPICTED WITHIN THE APPROVED OR FINAL CONSTRUCTION SET UNLESS OTHERWISE DIRECTED BY THE PROJECT LANDSCAPE DESIGNER OR MUNICIPAL OFFICIAL.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROPER SURFACE AND SUBSURFACE PLANT BED DRAINAGE PRIOR TO THE INSTALLATION OF PLANTINGS. IF POOR DRAINAGE CONDITIONS EXIST, CORRECTIVE ACTION SHALL BE TAKEN PRIOR TO INSTALLATION. ALL PLANTING AND LAWN AREAS SHALL BE GRADED AND MAINTAINED TO ALLOW A FREE FLOW OF SURFACE WATER.
11. DOUBLE SHREDDED HARDWOOD MULCH OR APPROVED EQUAL SHALL BE USED AS A THREE INCH (3") TOP DRESSING IN ALL SHRUB PLANTING BEDS AND AROUND ALL TREES PLANTED BY LANDSCAPE CONTRACTOR. GROUND COVER, PERENNIAL, AND ANNUAL PLANTING BEDS SHALL BE MULCHED WITH A TWO INCH (2") TOP DRESSING. SINGLE TREES OR SHRUBS SHALL BE MULCHED TO AVOID CONTACT WITH TRUNK OR PLANT STEM. MULCH SHALL BE OF SUFFICIENT CHARACTER AS NOT TO BE EASILY DISPLACED BY WIND OR WATER RUNOFF.
12. WHENEVER POSSIBLE, THE SOIL PREPARATION AREA SHALL BE CONNECTED FROM PLANTING TO PLANTING.
13. SOIL SHALL BE LOOSENED WITH A BACKHOE OR OTHER LARGE COARSE-TILING EQUIPMENT UNLESS THE SOIL IS FROZEN OR EXCESSIVELY WET. TILING THAT PRODUCES LARGE, COARSE CHUNKS OF SOIL IS PREFERABLE TO TILING THAT RESULTS IN FINE GRAINS UNIFORM IN TEXTURE. AFTER THE AREA IS LOOSENED IT SHALL NOT BE DRIVEN OVER BY ANY VEHICLE.
14. APPLY PRE-EMERGENT WEED CONTROL TO ALL PLANT BEDS PRIOR TO MULCHING. ENSURE COMPATIBILITY BETWEEN PRODUCT AND PLANT MATERIAL.
15. ALL PLANTING SOIL SHALL BE AMENDED WITH THE FOLLOWING:

MYCRO® TREE SAVER - A DRY GRANULAR MYCORRHIZAL FUNGI INOCULANT THAT IS MIXED IN THE BACKFILL WHEN PLANTING TREES AND SHRUBS. IT CONTAINS SPORES OF BOTH ECTOMYCORRHIZAL AND VA MYCORRHIZAL FUNGI (VAM), BENEFICIAL RHIZOSPHERE BACTERIA, TERRA-SORB SUPERABSORBENT HYDROGEL TO REDUCE WATER LEACHING, AND SELECTED ORGANIC MICROBIAL NUTRIENTS.

- DIRECTIONS FOR USE: USE 3-OZ PER EACH FOOT DIAMETER OF THE ROOT BALL, OR 3-OZ PER INCH CALIPER. MIX INTO THE BACKFILL WHEN TRANSPLANTING TREES AND SHRUBS. MIX PRODUCT IN A RING-SHAPED VOLUME OF SOIL AROUND THE UPPER PORTION OF THE ROOT BALL, EXTENDING FROM THE SOIL SURFACE TO A DEPTH OF ABOUT 8 INCHES, AND EXTENDING OUT FROM THE ROOT BALL ABOUT 8 INCHES INTO THE BACKFILL. APPLY WATER TO SOIL SATURATION.
- MYCORⓇ TREE SAVERⓇ IS EFFECTIVE FOR ALL TREE AND SHRUB SPECIES EXCEPT RHODODENDRONS, AZALEAS, AND MOUNTAIN LAUREL, WHICH REQUIRE ERICOID MYCORRHIZAE.
- SOIL PH: THE FUNGI IN THIS PRODUCT WERE CHOSEN BASED ON THEIR ABILITY TO SURVIVE AND COLONIZE PLANT ROOTS IN A PH RANGE OF 3 TO 9.
- FUNGICIDES: THE USE OF CERTAIN FUNGICIDES CAN HAVE A DETRIMENTAL EFFECT ON THE INOCULATION PROGRAM. SOIL APPLICATION OF ANY FUNGICIDE IS NOT RECOMMENDED FOR TWO WEEKS AFTER APPLICATION.
- OTHER PESTICIDES: HERBICIDES AND INSECTICIDES DO NOT NORMALLY INTERFERE WITH MYCORRHIZAL FUNGAL DEVELOPMENT, BUT MAY INHIBIT THE GROWTH OF SOME TREE AND SHRUB SPECIES IF NOT USED PROPERLY.

HEALTHY START MACRO TABS 12-8-8

- FERTILIZER TABLETS ARE PLACED IN THE UPPER 4 INCHES OF BACKFILL SOIL WHEN PLANTING TREES AND SHRUBS.
- TABLETS ARE FORMULATED FOR LONG-TERM RELEASE BY SLOW BIODEGRADATION, AND LAST UP TO 2 YEARS AFTER PLANTING. TABLETS CONTAIN 12-8-8 NPK FERTILIZER, AS WELL AS A MINIMUM OF SEVEN PERCENT (7%) HUMIC ACID BY WEIGHT, MICROBIAL NUTRIENTS DERIVED FROM SEA KELP, PROTEIN BYPRODUCTS, AND YUCCA SCHIDIGERA, AND A COMPLEMENT OF BENEFICIAL RHIZOSPHERE BACTERIA. THE STANDARD 21 GRAM TABLET IS SPECIFIED HERE. DIRECTIONS FOR USE: FOR PLANTING BALLED & BURLAPPED (B&B) TREES AND SHRUBS, MEASURE THE THICKNESS OF THE TRUNK, AND USE ABOUT 1 TABLET (21-G) PER HALF-INCH. PLACE THE TABLETS DIRECTLY NEXT TO THE ROOT BALL, EVENLY DISTRIBUTED AROUND ITS PERIMETER, AT A DEPTH OF ABOUT 4 INCHES.

**IRRIGATION DURING ESTABLISHMENT**

| SIZE AT PLANTING | IRRIGATION FOR VITALITY | IRRIGATION FOR SURVIVAL |
|---|---|---|
| < 2" CALIPER | DAILY FOR TWO WEEKS, EVERY OTHER DAY FOR TWO MONTHS, WEEKLY UNTIL ESTABLISHED | TWO TO THREE TIMES WEEKLY FOR TWO TO THREE MONTHS |
| 2"-4 CALIPER | DAILY FOR ONE MONTH, EVERY OTHER DAY FOR THREE MONTHS, WEEKLY UNTIL ESTABLISHED | TWO TO THREE TIMES WEEKLY FOR THREE TO FOUR MONTHS |
| 4 >" CALIPER | DAILY FOR SIX WEEKS, EVERY OTHER DAY FOR FIVE MONTHS, WEEKLY UNTIL ESTABLISHED | TWICE WEEKLY FOR FOUR TO FIVE MONTHS |

TABLE NOTES:

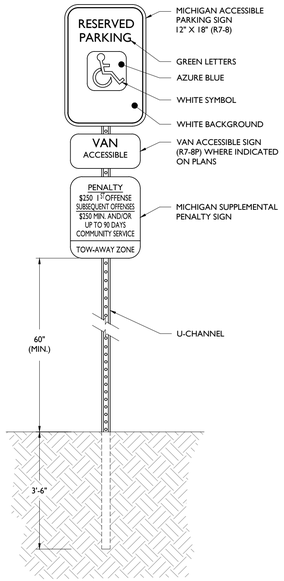
1. AT EACH IRRIGATION, APPLY TWO TO THREE GALLONS PER INCH TRUNK CALIPER TO THE ROOT BALL SURFACE. APPLY IT IN A MANNER SO ALL WATER SOAKS THE ENTIRE ROOT BALL. DO NOT WATER IF ROOT BALL IS WET/SATURATED ON THE IRRIGATION DAY.

2. WHEN IRRIGATING FOR VITALITY, DELETE DAILY IRRIGATION WHEN PLANTING IN WINTER OR WHEN PLANTING IN COOL CLIMATES. ESTABLISHMENT TAKES THREE TO FOUR MONTHS PER INCH TRUNK CALIPER. NEVER APPLY IRRIGATION IF THE SOIL IS SATURATED.

3. WHEN IRRIGATION FOR SURVIVAL, TREES TAKE MUCH LONGER TO ESTABLISH THAN REGULARLY IRRIGATED TREES. IRRIGATION MAY BE REQUIRED IN THE NORMAL HOT, DRY PORTIONS OF THE FOLLOWING YEAR.

**PLANT QUALITY AND HANDLING NOTES:**

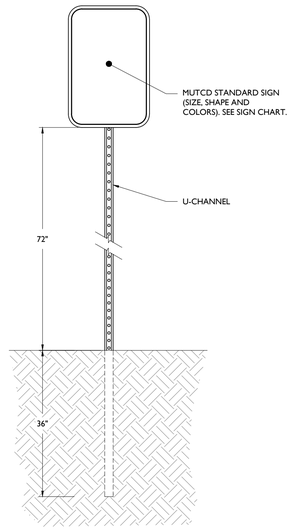
1. ALL PLANT MATERIAL SHALL CONFORM TO THE AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60.1-2004) OR LATEST REVISION AS PUBLISHED BY THE AMERICAN NURSERY AND LANDSCAPE ASSOCIATION.
2. IN ALL CASES, BOTANICAL NAMES LISTED WITHIN THE APPROVED OR FINAL PLANT LIST SHALL TAKE PRECEDENCE OVER COMMON NAMES.
3. ALL PLANTS SHALL BE OF SELECTED SPECIMEN QUALITY, EXCEPTIONALLY HEAVY, TIGHTLY KNIT, SO TRAINED OR FAVORED IN THEIR DEVELOPMENT AND APPEARANCE AS TO BE SUPERIOR IN FORM, NUMBER OF BRANCHES, COMPACTNESS AND SYMMETRY. ALL PLANTS SHALL HAVE A NORMAL HABIT OR SOUND, HEALTHY, VIGOROUS PLANTS WITH WELL DEVELOPED ROOT SYSTEM. PLANTS SHALL BE FREE OF DISEASE, INSECT PESTS, EGGS OR LARVAE.
4. PLANTS SHALL NOT BE PRUNED BEFORE DELIVERY. TREES WITH ABRASION OF THE BARK, SUNSCALDS, DISFIGURING KNOTS OR FRESH CUTS OF LIMBS OVER ONE AND ONE-FOURTH INCHES (1-1/4") WHICH HAVE NOT COMPLETELY CALLOUSED SHALL BE REJECTED.
5. ALL PLANTS SHALL BE TYPICAL OF THEIR SPECIES OR VARIETY AND SHALL HAVE A NORMAL HABIT OF GROWTH AND BE LEGIBLY TAGGED WITH THE PROPER NAME AND SIZE.
6. THE ROOT SYSTEM OF EACH PLANT SHALL BE WELL PROVIDED WITH FIBROUS ROOTS. ALL PARTS SHALL BE SOUND, HEALTHY, VIGOROUS, WELL-BRANCHED AND DENSELY FOLIATED WHEN IN LEAF.
7. ALL PLANTS DESIGNATED BALL AND BURLAP (B&B) MUST BE MOVED WITH THE ROOT SYSTEM AS SOLID UNITS WITH BALLS OF EARTH FIRMLY WRAPPED WITH BURLAP. THE DIAMETER AND DEPTH OF THE BALLS OF EARTH MUST BE SUFFICIENT TO ENCOMPASS THE FIBROUS ROOT FEEDING SYSTEMS NECESSARY FOR THE HEALTHY DEVELOPMENT OF THE PLANT. NO PLANT SHALL BE ACCEPTED WHEN THE BALL OF EARTH SURROUNDING ITS ROOTS HAS BEEN BADLY CRACKED OR BROKEN PREPARATORY TO OR DURING THE PROCESS OF PLANTING. THE BALLS SHALL REMAIN INTACT DURING ALL OPERATIONS. ALL PLANTS THAT CANNOT BE PLANTED AT ONCE MUST BE HEELED-IN BY SETTING IN THE GROUND AND COVERING THE BALLS WITH SOIL OR MULCH AND THEN WATERING. HEMP BURLAP AND TWINE IS PREFERABLE TO TREATED. IF TREATED BURLAP IS USED, ALL TWINE IS TO BE CUT FROM AROUND THE TRUNK AND ALL BURLAP IS TO BE REMOVED.
8. PLANTS TRANSPORTED TO THE PROJECT IN OPEN VEHICLES SHALL BE COVERED WITH TARPS OR OTHER SUITABLE COVERS SECURELY FASTENED TO THE BODY OF THE VEHICLE TO PREVENT INJURY TO THE PLANTS. CLOSED VEHICLES SHALL BE ADEQUATELY VENTILATED TO PREVENT OVERHEATING OF THE PLANTS. EVIDENCE OF INADEQUATE PROTECTION FOLLOWING DIGGING, CARELESSNESS WHILE IN TRANSIT, OR IMPROPER HANDLING OR STORAGE SHALL BE CAUSE FOR REJECTION OF PLANT MATERIAL. ALL PLANTS SHALL BE KEPT MOIST, FRESH, AND PROTECTED. SUCH PROTECTION SHALL ENCOMPASS THE ENTIRE PERIOD DURING WHICH THE PLANTS ARE IN TRANSIT, BEING HANDLED, OR ARE IN TEMPORARY STORAGE.
9. ALL PLANT MATERIAL SHALL BE INSTALLED IN ACCORDANCE WITH THE CORRESPONDING LANDSCAPE PLAN AND PLANTING DETAILS.
10. LANDSCAPE CONTRACTOR SHALL MAKE BEST EFFORT TO INSTALL PLANTINGS ON THE SAME DAY AS DELIVERY. IF PLANTS ARE NOT PLANTED IMMEDIATELY ON SITE, PROPER CARE SHALL BE TAKEN TO PLACE THE PLANTINGS IN PARTIAL SHADE WHEN POSSIBLE. THE ROOT BALL SHALL BE KEPT MOIST AT ALL TIME AND COVERED WITH MOISTENED MULCH OR ALGED WOODCHIPS. PROPER IRRIGATION SHALL BE SUPPLIED SO AS TO NOT ALLOW THE ROOT BALL TO DRY OUT. PLANTINGS SHALL BE UNTIED AND PROPER SPACING SHALL BE ALLOTTED FOR AIR CIRCULATION AND TO PREVENT DISEASE, WILTING, AND LEAF LOSS. PLANTS THAT REMAIN UNPLANTED FOR A PERIOD OF TIME GREATER THAN THREE (3) DAYS SHALL BE HEALED IN WITH TOPSOIL OR MULCH AND WATERED AS REQUIRED TO PRESERVE ROOT MOISTURE.
11. NO PLANT MATERIAL SHALL BE PLANTED IN MUDDY OR FROZEN SOIL.
12. PLANTS WITH INJURED ROOTS OR BRANCHES SHALL BE PRUNED PRIOR TO PLANTING UTILIZING CLEAN, SHARP TOOLS. ONLY DISEASED OR INJURED PLANTS SHALL BE REMOVED.
13. IF ROCK OR OTHER UNDERGROUND OBSTRUCTION IS ENCOUNTERED, THE LANDSCAPE DESIGNER RESERVES THE RIGHT TO RELOCATE OR ENLARGE PLANTING PITS OR DELETE PLANT MATERIAL FROM THE CONTRACT.
14. IF PLANTS ARE PROPOSED WITHIN SIGHT TRIANGLES, TREES SHALL BE LIMBED AND MAINTAINED TO A HEIGHT OF EIGHT FEET (8') ABOVE GRADE, AND SHRUBS, GROUND COVER, PERENNIALS, AND ANNUALS SHALL BE MAINTAINED TO A HEIGHT NOT TO EXCEED TWO FEET (2') ABOVE GRADE UNLESS OTHERWISE NOTED OR SPECIFIED BY THE GOVERNING MUNICIPALITY OR AGENCY.
15. INSTALLATION SHALL OCCUR DURING THE FOLLOWING SEASONS:
    PLANTS (MARCH




## ACCESSIBLE PARKING SIGN DETAIL

NOT TO SCALE

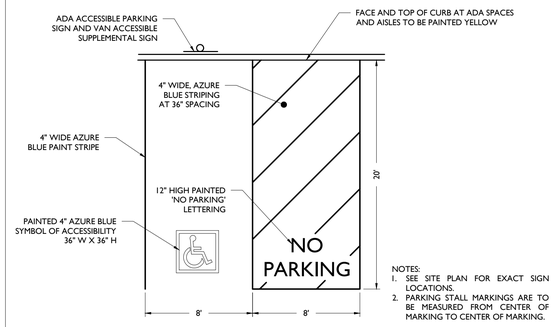
1




## SIGN POST DETAIL

NOT TO SCALE

2

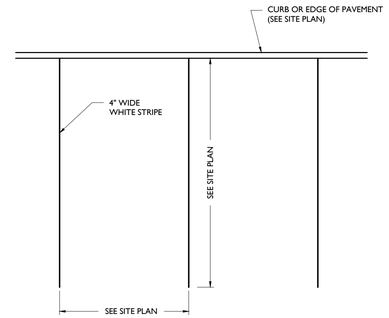



NOTES:
1. SEE SITE PLAN FOR EXACT SIGN LOCATIONS.
2. PARKING STALL MARKINGS ARE TO BE MEASURED FROM CENTER OF MARKING TO CENTER OF MARKING.

## ACCESSIBLE PARKING STALL MARKINGS

NOT TO SCALE

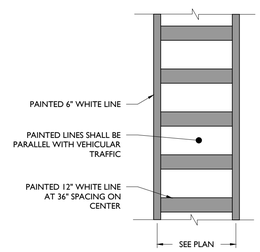
3




## PARKING STALL MARKINGS

NOT TO SCALE

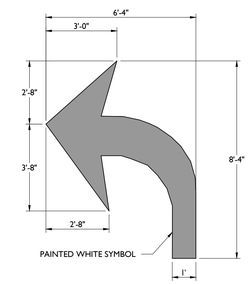
4




## CROSSWALK DETAIL

NOT TO SCALE

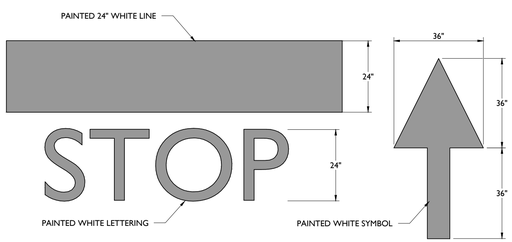
5




## TURN ARROW DETAIL

NOT TO SCALE

6

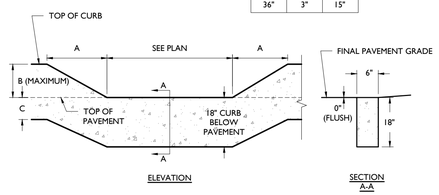



## STOP BAR & ARROW DETAILS

NOT TO SCALE

7

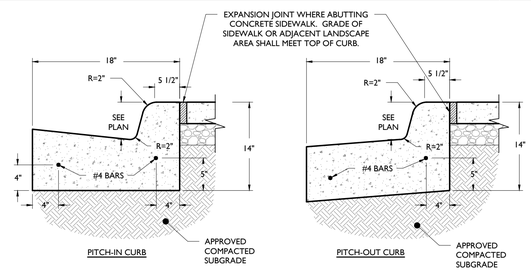
| FLUSH CURB DIMENSIONS | | |
|---|---|---|
| A | B | C |
| 72" | 6" | 12" |
| 60" | 5" | 13" |
| 48" | 4" | 14" |
| 36" | 3" | 15" |




## FLUSH CURB DETAIL

NOT TO SCALE

8

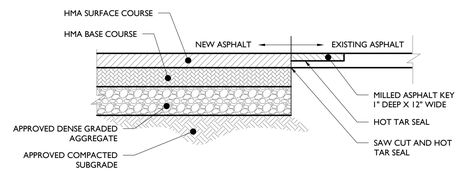



## CONCRETE CURB AND GUTTER DETAIL

NOT TO SCALE

NOTES:
1. CONCRETE SHALL BE 3500 PSI AT 28 DAYS, AIR-ENTRAINED.
2. TRANSVERSE EXPANSION JOINTS SHALL BE PROVIDED AT 20 FOOT INTERVALS WITH PRE-MOLDED, BITUMINOUS JOINT FILLER, RECESSED ½" FROM SURFACE.
3. HALF DEPTH CONTRACTION JOINTS SHALL BE PROVIDED AT 10 FOOT INTERVALS.
4. 14" CURB DEPTH SHALL BE MAINTAINED AT DEPRESSED OR FLUSH CURBED AREAS.

9

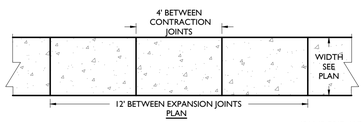


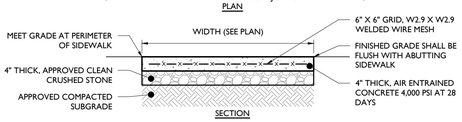

## FULL DEPTH ASPHALT PAVEMENT DETAIL

NOT TO SCALE

NOTE:
HMA MIX AND DENSE GRADED AGGREGATE SHALL CONFORM TO STATE DEPARTMENT OF TRANSPORTATION SPECIFICATIONS. LAYER THICKNESS TO BE CONFIRMED BY GEOTECHNICAL REPORT.

10



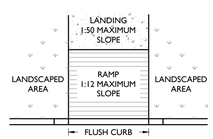




## REINFORCED CONCRETE WALKWAY DETAIL

NOT TO SCALE

NOTES:
1. MAXIMUM CROSS SLOPE SHALL BE ¼" PER FOOT.
2. ¼" EXPANSION JOINTS SHALL BE PROVIDED AT 12' INTERVALS WITH PRE-MOLDED, BITUMINOUS JOINT FILLER, RECESSED ½" FROM THE SURFACE.
3. 1" DEEP BY ¼" WIDE, TOOLED CONTRACTION JOINTS SHALL BE PROVIDED AT 4' INTERVALS.
4. EXPANSION JOINT SHALL BE PROVIDED WHERE ADJACENT TO A BUILDING.

11

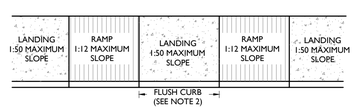



## CURB RAMP DETAIL

NOT TO SCALE

NOTES:
1. CROSS SLOPE ON RAMP SHALL NOT EXCEED 2%
2. A FLUSH CURB SHALL HAVE A MINIMUM WIDTH OF 36". SEE PLAN FOR EXACT WIDTH.
3. RAMP SHALL HAVE A MAXIMUM RISE OF 6" WITHOUT A HANDRAIL

12




## TRANSITION RAMP DETAIL

NOT TO SCALE

NOTES:
1. CROSS SLOPE ON RAMP SHALL NOT EXCEED 2%
2. A FLUSH CURB SHALL HAVE A MINIMUM WIDTH OF 36". SEE PLAN FOR EXACT WIDTH.
3. RAMP SHALL HAVE A MAXIMUM RISE OF 6" WITHOUT A HANDRAIL

13

| ISSUE | DATE | BY | DESCRIPTION |
|---|---|---|---|
| 2 | 10/17/2025 | VAF | REVISED PER SITE PLAN COMMENTS |
| 1 | 08/14/2025 | AEVF | SITE DEVELOPMENT PLANS |

NOT APPROVED FOR CONSTRUCTION


STONEFIELD engineering & design
Birmingham, MI · New York, NY · Salem, MA
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www.stonefieldeng.com
555 S. Old Woodward Avenue, Suite 12L, Birmingham, MI 48009
Phone 248.247.1115


SITE DEVELOPMENT PLANS

# 36977 WOODWARD AVE.

## PROPOSED OFFICE BUILDING

PARCEL ID: 19351010106
36977 WOODWARD AVENUE
CITY OF BIRMINGHAM
OAKLAND COUNTY, MI 48009

STATE OF MICHIGAN
JONATHAN REED COOMBSY
ENGINEER
No. 69428
MICHIGAN LICENSE NO. 69428
LICENSED PROFESSIONAL ENGINEER

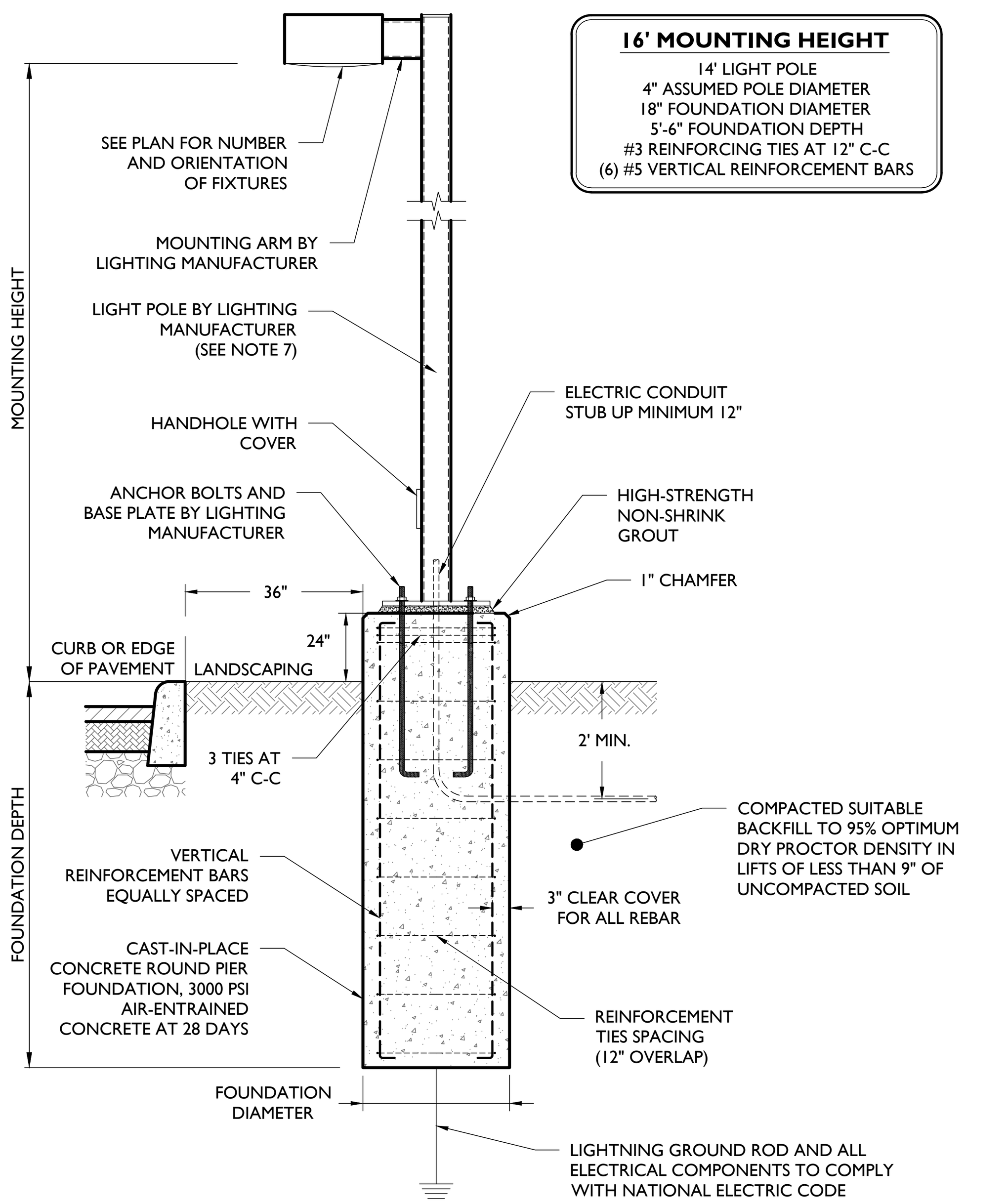
STONEFIELD engineering & design

SCALE: NTS | PROJECT ID: DET-240470

TITLE: CONSTRUCTION DETAILS

DRAWING: C-7

V:\DET2024\DET-240470 BIRGER PLATT - 36977 WOODWARD AVENUE, BIRMINGHAM, MI\CADD\PLOT\DP-07-08-DETL.DWG




## LIGHT POLE INSTALLATION DETAIL

NOT TO SCALE

NOTES:
1. MINIMUM SOIL BEARING PRESSURE OF 1500 PSF, SOIL FRICTION ANGLE OF 30 DEGREES, AND SOIL DRY UNIT WEIGHT OF 120 PCF SHALL BE CONFIRMED IN THE FIELD BY A QUALIFIED PROFESSIONAL.
2. CAST-IN-PLACE CONCRETE SHALL BE CONSOLIDATED USING VIBRATOR.
3. ALL REBAR TO BE NEW GRADE 60 STEEL.
4. PRE-CAST PIERS ACCEPTABLE UPON WRITTEN APPROVAL OF SHOP DRAWING BY ENGINEER.
5. CONCRETE TO BE INSTALLED A MINIMUM OF 7 DAYS PRIOR TO INSTALLING LIGHT POLE. POURED CONCRETE MIX REQUIRED TO OBTAIN 80% OF DESIGN STRENGTH PRIOR TO INSTALLING LIGHT POLE.
6. CONCRETE SHALL HAVE A MAXIMUM SLUMP OF 4" (WITHIN 1" TOLERANCE).
7. POLE SHALL BE RATED FOR 10 MPH HIGHER THAN MAXIMUM WIND SPEED 33FT ABOVE GROUND FOR THE AREA BASED ON ANSI/ASCE 7-93.
8. POUR TO BE TERMINATED AT A FORM.
9. WORK SHALL CONFORM TO ACI BEST PRACTICES FOR APPROPRIATE TEMPERATURE AND WEATHER CONDITIONS.
10. CONTRACTOR TO TEMPORARILY SUPPORT ADJACENT SOIL AND STRUCTURES DURING EXCAVATION IF REQUIRED.

1

Catalog # : ______ Project : ______ Type : ______
Prepared By : ______ Date : ______

# Mirada Medium (MRM)

Outdoor LED Area Light

IP66 IK08

| OVERVIEW | |
|---|---|
| Lumen Package | 7,000 - 55,000 |
| Wattage Range | 48 - 438 |
| Efficacy Range (LPW) | 115 - 162 |
| Weight lbs(kg) | 30 (13.6) |
| Control Options | IMSBT, ALB, ALS, 7-Pin, PCI |

QUICK LINKS

Ordering Guide | Performance | Photometrics | Dimensions

## FEATURES & SPECIFICATIONS

### Construction
- Rugged die-cast aluminum housing contains factory prewired driver and optical unit. Cast aluminum wiring access door located underneath.
- Designed to mount to square or round poles.
- Fixtures are finished with LSI's DuraGrip® polyester powder coat finishing process. The DuraGrip finish withstands extreme weather changes without cracking or peeling. Other standard LSI finishes available. Consult factory.
- Shipping weight: 37 lbs in carton.

### Optical System
- State-of-the-Art one piece silicone optic sheet delivers industry leading optical control with an integrated gasket to provide IP66 rated sealed optical chamber in 1 component.
- Proprietary silicone refractor optics provide exceptional coverage and uniformity in IES Types 2, 3, 4, 5W, FT, FTA, AM, and LC/RC.
- Silicone optical material does not yellow or crack with age and provides a typical light transmittance of 93-95%.
- Zero uplight.
- Available in 5000K, 4000K, 3500K, 3000K and 2700K color temperatures per ANS C78.377. Also Available in Phospho Converted Amber with Peak intensity at 610nm.
- 70 or 80CRI Minimum.
- Integral louver (IL) and integral half louver (IH) options available for enhanced backlight control.

### Electrical
- High-performance programmable driver features over-voltage, under-voltage, short-circuit and over temperature protection. Custom lumen and wattage packages available.
- 0-10V dimming (10% - 100%) standard.
- Standard Universal Voltage (120-277 Vac) Input 50/60 Hz or optional High Voltage (347-480 Vac).
- L80 Calculated Life: >100k Hours (See Lumen Maintenance chart)
- Total harmonic distortion: <20%
- Operating temperature: -40°C to +50°C (-40°F to +122°F). 42L and 48L lumen packages rated to +40°C. 55L lumen package rate to +35°C.
- Power factor: >.90
- Input power stays constant over life.
- Field replaceable 10kV surge protection device meets a minimum Category C Low operation (per ANSI/IEEE C62.41.2).
- High-efficacy LEDs mounted to metal-core circuit board to maximize heat dissipation
- Components are fully encased in potting material for moisture resistance. Driver complies with FCC standards. Driver and key electronic components can easily be accessed.

### Controls
- Optional integral passive infrared Bluetooth™ motion. Fixtures operate independently and can be commissioned via iOS or Android configuration app
- LSI's AirLink™ Blue wireless control system, with technology partner Silvair, incorporates Luminaire Level Lighting Controls (LLLC) and high-end trim.

### Installation
- Designed to mount to square or round poles.
- A single fastener secures the hinged door, underneath the housing and provides quick & easy access to the electrical compartment.
- Included terminal block accepts up to 12 ga. wire.
- Utilizes LSI's traditional 3" drill pattern B3 for easy fastening of LSI products.

### Warranty
- LSI LED Fixtures carry a 5-year warranty.

### Listings
- Listed to UL 1598 and UL 8750.
- Meets Buy American Act requirements.
- DarkSky approved with 3000K CCT or warmer color temperature selection and fixed mounting arms / non-adjustable brackets.
- Title 24 Compliant; see local ordinance for qualification information.
- RoHS compliant.
- Suitable for wet Locations.
- IP66 rated Luminaire per IEC 60598.
- 3G rated for ANSI C136.31 high vibration applications are qualified.
- DesignLights Consortium® (DLC) qualified product. Not all versions of this product may be DLC qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL to confirm which versions are qualified.
- Patented Silicone Optics (US Patent NO. 10,816,165 B2)
- IK08 rated luminiare per IEC 66262 mechanical impact code.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## Mirada Medium Outdoor LED Area Light

Type : ______

Have questions? Call us at (800) 436-7800

### ORDERING GUIDE

Back to Quick Links

TYPICAL ORDER EXAMPLE: MRM LED 36L SIL FTA UNV DIM 50 70CRI ALSCS04 BRZ IL

| Prefix | Light Source | Lumen Package | Lens | Distribution | Orientation[2] | Voltage |
|---|---|---|---|---|---|---|
| MRM - Mirada Medium Area Light | LED | 7L - 7,000 lms, 48W<br>9L - 9,000 lms, 62W<br>12L - 12,000 lms, 85W<br>18L - 18,000 lms, 135W<br>24L - 24,000 lms, 161W<br>30L - 30,000 lms, 213W<br>36L - 36,000 lms, 255W<br>42L - 42,000 lms, 314W<br>48L - 48,000 lms, 367W<br>55L - 55,000 lms, 438W<br>Custom Lumen Packages[1] | SIL - Silicone | 2 - Type 2<br>3 - Type 3<br>4 - Type 4<br>5W - Type 5 Wide<br>FT - Forward Throw<br>FTA - Forward Throw Automotive<br>AM - Automotive Merchandise<br>LC - Left Corner<br>RC - Right Corner | (blank) - standard<br>L- Optics rotated left 90°<br>R - Optics rotated right 90° | UNV - Universal Voltage (120-277V)<br>HV - High Voltage (347-480V) |

| Driver | Color Temp | Color Rendering | Finish | Options |
|---|---|---|---|---|
| DIM - 0-10V Dimming (0-10%) | 50 - 5,000 CCT<br>40 - 4,000 CCT<br>35 - 3,500 CCT (80 CRI only)<br>DarkySky Approved CCT's<br>30 - 3,000 CCT<br>27- 2,700 CCT (80 CRI only)<br>AMB - Phosphor Converted Amber[8] | 70CRI - 70 CRI<br>80CRI - 80 CRI | BLK - Black<br>BRZ - Dark Bronze<br>GMG - Gun Metal Gray<br>GPT - Graphite<br>MSV - Metallic Silver<br>PLP - Platinum Plus<br>SVG - Satin Verde Green<br>WHT - White | (Blank) - None<br>IH - Integral Half Louver (Moderate Spill Light Cutoff)[2]<br>IL - Integral Louver (Sharp Spill Light Cutoff)[2] |

**Controls (Choose One)**

(Blank) - None

Wireless Controls System
- ALSC - AirLink Synapse Control System[9]
- ALSCS02 - AirLink Synapse Control System with 12-20' Motion Sensor[9]
- ALSCS04 - AirLink Synapse Control System with 20-40' Motion Sensor[9]
- ALBMR1LR - AirLink Blue Long Range Wireless Motion & Photo Sensor Controller (8-24' mounting height)[3,9]
- ALBMR2LR - AirLink Blue Long Range Wireless Motion & Photo Sensor Controller (25-40' mounting height)[3,9]

Stand-Alone Controls
- EXT - 0-10v Dimming leads extended to housing exterior
- CR7P - 7 Pin Control Receptacle ANSI C136.41[4]
- IMSBT1L - Integral Bluetooth™ Motion and Photocell Sensor (8-24' MH)[3,9]
- IMSBT2L - Integral Bluetooth™ Motion and Photocell Sensor (25-40' MH)[3,9]

Button Type Photocells
- PCI120 - 120V
- PCI208-277 - 208 -277V
- PCI347 - 347V

Need more information? Click here for our glossary

Have additional questions? Call us at (800) 436-7800

### ACCESSORY ORDERING INFORMATION[5]

| CONTROLS ACCESSORIES Description | Order Number |
|---|---|
| PC120 Photocell for use with CR7P option (120V)[6] | 122514 |
| PC208-277 Photocell for use with CR7P option (208V, 240V, 277V)[6] | 122515 |
| Twist Lock Photocell (347V) for use with CR7P[6] | 122516 |
| Twist Lock Photocell (480V) for use with CR7P[6] | 1225180 |
| AirLink 5 Pin Twist Lock Controller (120-277V Only)[6] | 661409 |
| AirLink 7 Pin Twist Lock Controller (120-277V Only)[6] | 661410 |
| AirLink 7 Pin Twist Lock Controller (347-480V)[6] | 679948 |
| Shorting Cap for use with CR7P[6] | 149328 |

| FUSING OPTIONS[7] | |
|---|---|
| Single Fusing (120V) | See Fusing Accessory Guide |
| Single Fusing (277V) | |
| Double Fusing (208V, 240V) | |
| Double Fusing (480V) | |
| Double Fusing (347V) | |

| EXTERNAL SHIELDING OPTIONS | |
|---|---|
| 3" External Shield | See Shielding Guide |
| 6" External Shield | |

1. Custom lumen and wattage packages available, consult factory. Values are within industry standard tolerances but not DLC listed.
2. Not available with 5W distribution. IL not available with LC/RC distributions.
3. Motion sensors are field configurable via an app that can be downloaded from your smartphone's native app store. See controls section for more details.
4. Control device or shorting cap must be ordered separately. See Accessory Ordering Information.
5. Accessories are shipped separately and field installed.
6. Factory installed CR7P option required. See Options.
7. Fusing must be located in hand hole of pole. See Fusing Accessory Guide for compatibility.
8. Only available in 9L, 12L, 18L and 24L Lumen Packages. Consult factory for lead time and availability.
9. Not available with 55L Lumen Package when 347-480V is specified.


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## POLE FIXTURE 'A' & 'B' DETAILS

2

Catalog # : ______ Project : ______ Type : ______
Prepared By : ______ Date : ______

# Mirada Small Silicone (XWS SIL)

Outdoor Wall Sconce

IP65

| OVERVIEW | |
|---|---|
| Lumen Package (lm) | 1,000 - 8,000 |
| Wattage Range (W) | 10 - 61 |
| Efficacy Range (LPW) | 124 - 162 |
| Weight lbs (kg) | 10 (4.5) |
| Control Options | IMSBT, ALB, ALS, PCI |

QUICK LINKS

Ordering Guide | Performance | Photometrics | Dimensions

## FEATURES & SPECIFICATIONS

### Construction
- Rugged die-cast aluminum housing.
- Fixtures are finished with LSI's DuraGrip® polyester powder coat finishing process. The DuraGrip finish withstands extreme weather changes without cracking or peeling. Other standard LSI finishes available. Consult factory.
- Extended housing available with 1/2" threaded hubs for surface conduit and rated wire.
- Standard luminaire shipping weight: TBD lbs in carton.
- Max luminaire shipping weight: 12 lbs in carton (20 lbs w/EH option)

### Optical System
- State-of-the-Art one piece silicone optic provides industry leading optical control while also acting as an integrated gasket reducing system complexity and improving fixture reliability.
- Proprietary silicone refractor optics provide exceptional coverage and uniformity in distribution types 2, 3, 4, and FT.
- Silicone optical material does not yellow or crack with age and provides a typical light transmittance of 93%.
- Zero uplight.
- 5000K, 4000K, 3500K, 3000K, and 2700K color temperatures per ANSI C78.377. Also available in Phosphor Converted Amber with peak intensity at 610nm.
- 70 or 80CRI Minimum.

### Electrical
- High-performance programmable driver features over-voltage, under-voltage, short circuit and over temperature protection. Custom lumen and wattage packages available.
- 0-10V dimming (10% - 100%) standard.
- Standard Universal Voltage (120-277 VAC) Input 50/60 Hz or optional High Voltage (347-480 VAC).
- L80 Calculated Life: >100k Hours
- Total harmonic distortion (THD): <20%
- Operating temperature: -40°C to 40°C (-40°F to +104°F)
- Power factor (PF): >.90
- Input power stays constant over life.
- Optional 10kV surge protection device meets a minimum Category C Low operation (per ANSI/IEEE C62.41.2).
- High-efficacy LEDs mounted to metal-core circuit board to maximize heat dissipation
- Components are fully encased in potting material for moisture resistance. Driver complies with FCC standards. Driver and key electronic components can easily be accessed via hinged door.
- Optional integral emergency battery pack provides 90-minutes of constant power to the LED system, ensuring code compliance. A test switch/indicator button is installed on the housing for ease of maintenance. The fixture delivers 1500 lumens during emergency mode.

### Controls
- Integral passive infrared Bluetooth™ motion sensor options. Fixtures operate independently and can be commissioned via an iOS or Android configuration app. Updates and modifications to the control strategy are easily implemented via an intuitive app.
- AirLink™ Blue wireless control system with technology partner Silvair incorporates Luminaire Level Lighting Controls (LLLC) and high-end trim

### Installation
- Universal wall mounting plate easily mounts directly to 4" octagonal or square junction box.
- 2 fasteners secure the hinged door underneath the housing and provide quick & easy access to the electrical compartment for installing/servicing.
- Optional terminal block accepts up to 12 ga wire.

### Warranty
- LSI luminaires carry a 5-year limited warranty. Refer to https://www.lsicorp.com/resources/terms-conditions-warranty/ for more information.

### Listings
- Listed to UL 1598 and UL 8750.
- Meets Buy American Act requirements.
- DarkSky approved with 3000K or warmer color temperature selection and fixed mounting.
- Title 24 Compliant; see local ordinance for qualification information.
- Suitable for wet locations.
- IP65 rated luminaire per IEC 60598-1.
- 3G rated for ANSI C136.31 high vibration applications when pole mounted (using optional XPMA bracket) or wall mounted.
- IK08 rated luminaire per IEC 66262 mechanical impact code.
- DesignLights Consortium® (DLC) Premium qualified product. Not all versions of this product may be DLC Premium qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL to confirm which versions are qualified.


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## Mirada Small Silicone (XWS SIL)

Type : ______

Have questions? Call us at (800) 436-7800

### ORDERING GUIDE

Back to Quick Links

TYPICAL ORDER EXAMPLE: XWS LED 6L SIL FT UNV DIM 40 70CRI ALBMR1LR BLK CWBB

| Prefix | Light Source | Lumen Package | Lens | Distribution | Voltage | Driver |
|---|---|---|---|---|---|---|
| XWS - Mirada Small Wall Sconce | LED | 1L - 1,000 (10w) UNV Only<br>2L - 2,000 (15w)<br>3L - 3,000 (26w)<br>5L - 5,000 (39w)<br>6L - 6,000 (52w)<br>8L - 8,000 (63w)<br>Custom Lumen Packages[1] | SIL - Silicone | 2 - Type 2<br>3 - Type 3<br>4 - Type 4<br>FT - Forward Throw | UNV - Universal Voltage (120-277V)<br>HV - High Voltage (347-480V) | DIM - 0-10v Dimming (0-10%) |

| Color Temperature | Color Rendering | Controls | Finish | Options |
|---|---|---|---|---|
| 50 - 5,000 CCT<br>40 - 4,000 CCT<br>35 - 3,500 CCT (80 CRI only)<br>DarkSky Approved CCT's<br>30 - 3,000 CCT<br>27- 2,700 CCT (80 CRI only) | 70CRI - 70 CRI<br>80CRI - 80 CRI | Blank - None<br>Wireless Controls<br>ALBMR1LR - AirLink Blue Long Range Wireless Multi-Range Sensor Controller (8-15' MH)[2,3]<br>ALBMR2LR - AirLink Blue Long Range Wireless Multi-Range Sensor Controller (16 - 40' mounting height)[2,3]<br>Standalone Controls<br>EXT - 0-10v Dimming leads extended to housing exterior<br>IMSBT1L - Integral Bluetooth™ Motion Sensor 8-24' MH[2,3]<br>Button Type Photocells<br>PCI120 - 120V<br>PCI208-277 - 208 -277V<br>PCI347 - 347V | BLK - Black<br>BRZ - Dark Bronze<br>GMG - Gun Metal Gray<br>GPT - Graphite<br>MSV - Metallic Silver<br>PLP - Platinum Plus<br>SVG - Satin Verde Green<br>WHT - White | Blank - None<br>BB - 10w Battery Back-up (0°C)[4]<br>CWBB - 10w Cold Weather Battery Backup (-20°C)[4]<br>BB20 - 20W Battery Back-up (0°C)[4]<br>EH - Extended Housing[5]<br>SP1 - 10kV Surge Protection Device |

Need more information? Click here for our glossary

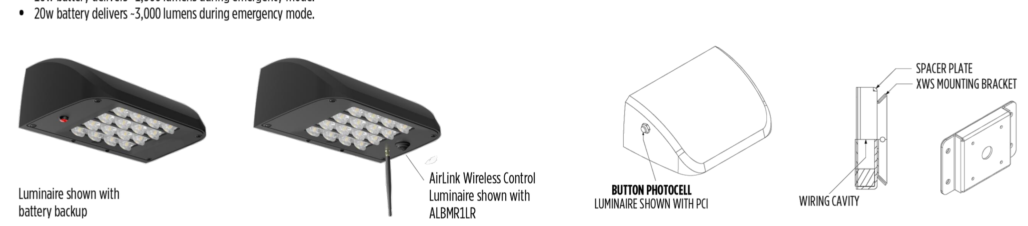
Have additional questions? Call us at (800) 436-7800

### ACCESSORY ORDERING INFORMATION*

| Part Number | Description |
|---|---|
| 758274CLR | XWS Extended Housing/Surface Conduit Wiring Box |
| 760159CLR | XWS Spacer Plate/Wiring Box |

*Accessories are shipped separately and field installed.

**Battery Backup**
- Emergency battery system provides 90-minutes of constant power to the LED system, ensuring code compliance.
- A test switch/indicator button is installed on the housing for ease of maintenance.
- 10w battery delivers ~1,500 lumens during emergency mode.
- 20w battery delivers ~3,000 lumens during emergency mode.




1. Custom lumen and wattage packages available, consult factory. Values are within industry standard tolerances but not DLC listed.
2. When high voltage (HV) is specified, IMSBT and ALBMRxLR control options are limited to 6L and 8L lumen packages.
3. Sensors are field configurable via a phone app that can be downloaded from your smartphone's native app store.
4. Universal Voltage Only (120-277V). 20W Battery Backup only available 1L - 6L.
5. For applications with surface conduit.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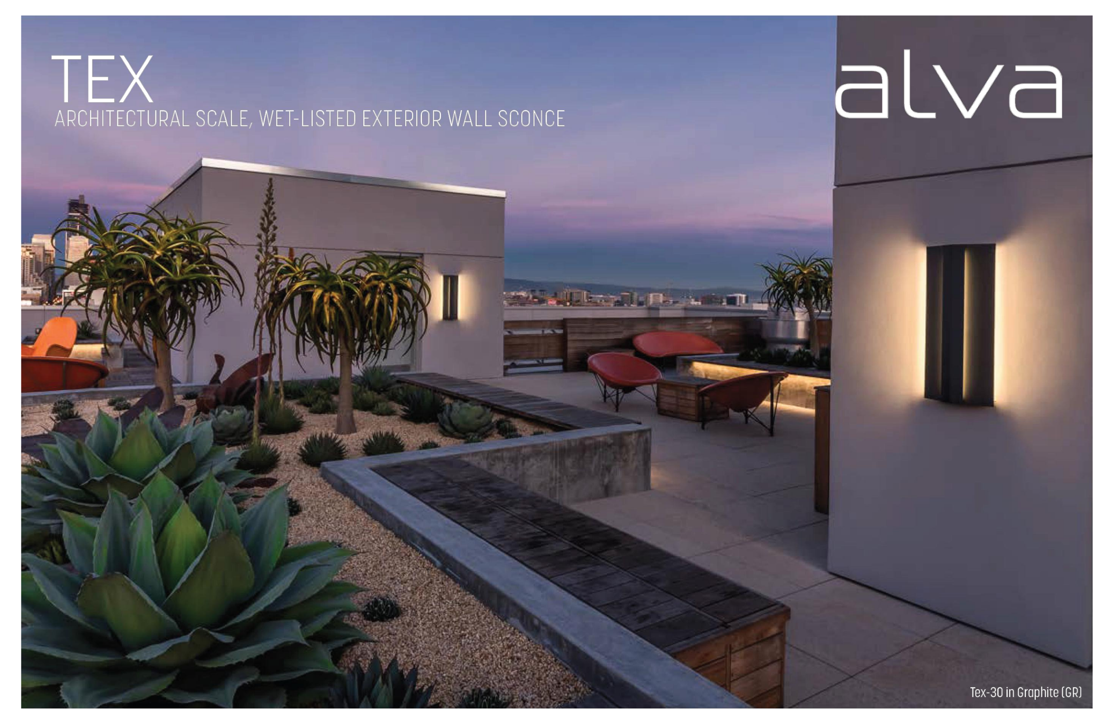
## WALL FIXTURE 'C' DETAILS

3

# TEX

ARCHITECTURAL SCALE, WET-LISTED EXTERIOR WALL SCONCE

alva



ADA COMPLIANT | TITLE 24 | 10YR WARRANTY | ETL

| | |
|---|---|
| APPLICATIONS | Direct/Indirect luminaire for exterior applications: flanking doors, lobby entrances, on columns, on building facades, and between windows. Suitable for marine environments. Materials specifically for use in corrosive and harsh environments. |
| SIZES | • 30" H x 12" W x 4" D, 15 lbs<br>• 45" H x 12" W x 4" D, 22 lbs<br>• 60" H x 12" W x 4" D, 32 lbs |
| MOUNTING | • J-Box 3.0 or 4.0 at center or end of fixture<br>• Steel mounting system with mounting plate and cover with rubber gaskets between the junction box and mounting plate<br>• Can be mounted vertically or horizontally |
| SPECIFICATIONS | • IP66 Rated May be Power Washed at High Pressure (100kPa at distance of 3m)<br>• 120-277V input<br>• Title 24 Compliant<br>• ADA Compliant<br>• 100,000+ hours rated life time<br>• 10 Year Limited Warranty (excludes shade) |
| LAMPING | • High efficiency, fully integrated proprietary LED module<br>• 80 CRI minimum, 85 CRI typical<br>• 3000K or 3500K standard<br>• (23W) 2300 LM for 30" light module<br>• (37W) 3700 LM for 60" light module<br>• 0-10V Dimming (100-10%) |
| CONSTRUCTION | Fixture shell (shade): Heavy gauge aluminum with industrial powder coat finish and high impact acrylic |

SPECIFICATIONS SUBJECT TO CHANGE

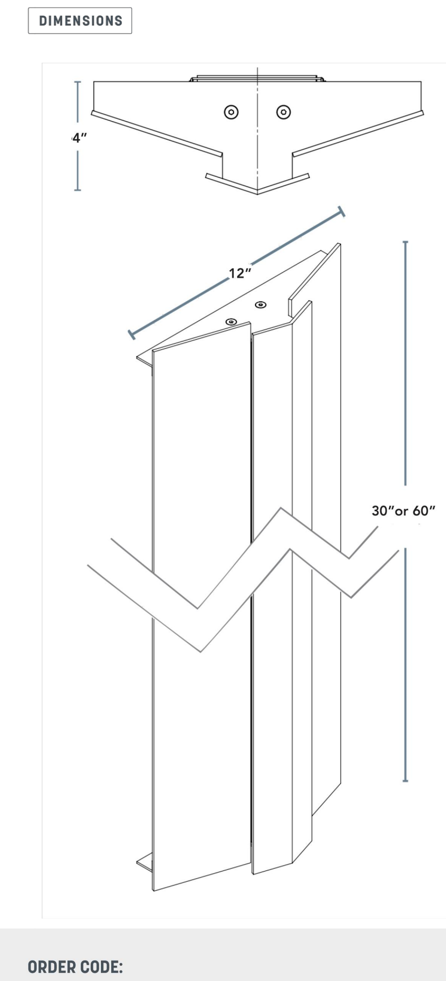
ALVALIGHT.COM // 510 993 0898

# TEX

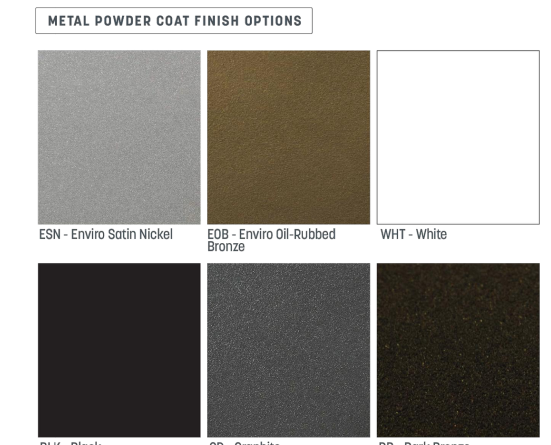
ARCHITECTURAL SCALE, WET-LISTED EXTERIOR WALL SCONCE

alva

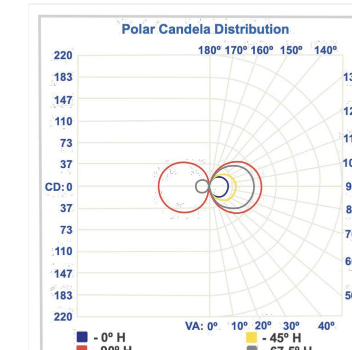
DIMENSIONS




METAL POWDER COAT FINISH OPTIONS




PHOTOMETRIC RESULTS




ORDER CODE:

| MODEL | LENGTH | METAL TRIM (POWDER COAT FINISH OPTIONS) | CCT |
|---|---|---|---|
| TEX | 30 30"<br>45 45"<br>60 60" | ESN Enviro Satin Nickel<br>EOB Enviro Oil-Rubbed Bronze<br>GR Graphite<br>DB Dark Bronze<br>WHT White<br>BLK Black | 3000 3000K<br>3500 3500K<br>4000 4000K |

ALVALIGHT.COM // 510 993 0898 — Updated 11 2022

## WALL FIXTURE 'D' DETAILS

4

| ISSUE | DATE | BY | DESCRIPTION |
|---|---|---|---|
| 2 | 10/17/2025 | VAF | REVISED PER SITE PLAN COMMENTS |
| 1 | 08/14/2025 | AE/VF | SITE DEVELOPMENT PLANS |

NOT APPROVED FOR CONSTRUCTION

STONEFIELD engineering & design
Birmingham, MI · New York, NY · Salem, MA
Princeton, NJ · Tampa, FL · Rutherford, NJ www.stonefieldeng.com
555 S. Old Woodward Avenue, Suite 12L, Birmingham, MI 48009
Phone 248.247.1115

SITE DEVELOPMENT PLANS

# 36977 WOODWARD AVE.

PROPOSED OFFICE BUILDING

PARCEL ID: 1925101006
36977 WOODWARD AVENUE
CITY OF BIRMINGHAM
OAKLAND COUNTY, MI 48009

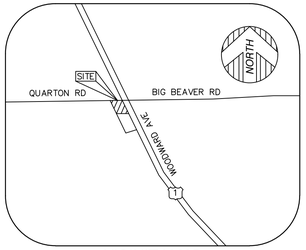
STONEFIELD engineering & design

SCALE: NTS | PROJECT ID: DET-240470

TITLE: CONSTRUCTION DETAILS

DRAWING: C-8

V:\DET\2024\DET-240470 KRIEGER KLATT - 36977 WOODWARD AVENUE, BIRMINGHAM, MI\CADD\PLOTS\DP-07-08-DETL.DWG




## VICINITY MAP
(NOT TO SCALE)

## PARKING
NO MARKED PARKING ON SITE.

## PARCEL AREA
15,847± SQUARE FEET = 0.36± ACRES

## BENCHMARK
SITE BENCHMARK #1 (CITY BM #23)
BRASS DISC IN CONCRETE WALK,
SW CORNER OF WOODWARD AND QUARTON.
ELEVATION = 767.40' (CITY DATUM)

SITE BENCHMARK #2
MAG NAIL IN E. FACE OF UTILITY POLE,
SW CORNER OF SITE.
ELEVATION = 769.94' (CITY DATUM)

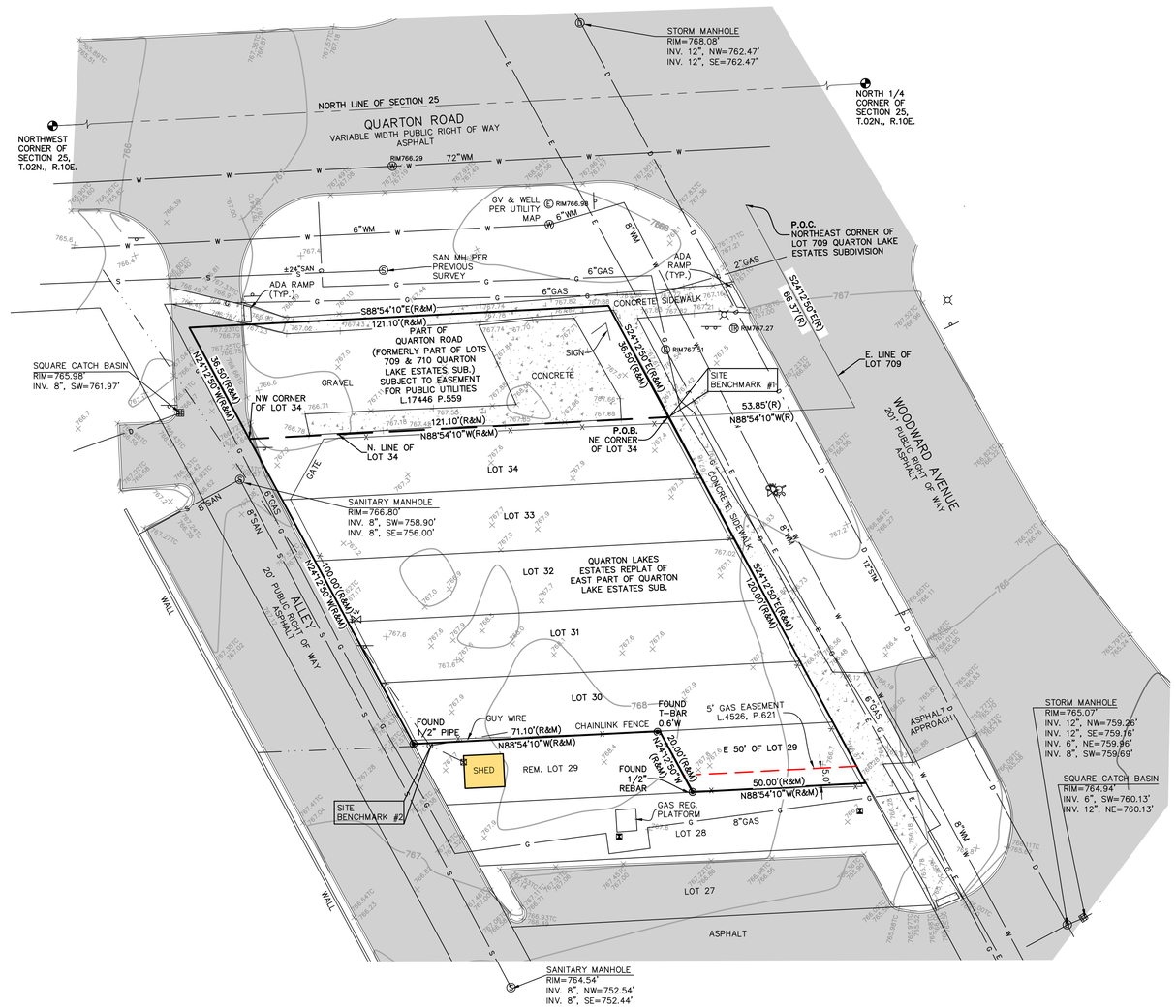
## BASIS OF BEARING
SOUTH 24°12'50" EAST, BEING THE WESTERLY RIGHT OF WAY LINE OF WOODWARD, AS PLATTED.

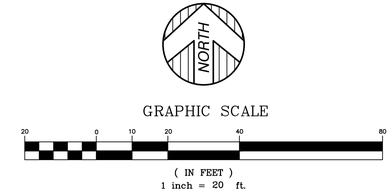
## SURVEYOR'S NOTE
THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING PLANS AND DRAWINGS PROVIDED BY VARIOUS UTILITY COMPANIES AND/OR MUNICIPAL AGENCIES. UNDERGROUND UTILITIES WHICH ARE LOCATED ON PRIVATE PROPERTY ARE TYPICALLY NOT NOT SHOWN ON PLANS PROVIDED BY THE UTILITY COMPANIES. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES OTHER THAN THE STRUCTURE INVENTORY SHOWN HEREON.

## LEGEND
- FOUND MONUMENT (AS NOTED)
- FOUND SECTION CORNER (AS NOTED)
- (R&M) RECORD AND MEASURED DIMENSION
- (R) RECORD DIMENSION
- (M) MEASURED DIMENSION
- 0.00 GROUND ELEVATION
- ELECTRIC MANHOLE
- ELECTRIC METER
- ELECTRIC RISER
- UTILITY POLE
- GAS LINE MARKER
- GAS MANHOLE
- GAS VALVE
- LIGHT POLE WITH STREET LAMP
- TRAFFIC SIGNAL
- TRAFFIC SIGNAL MANHOLE
- SQUARE CATCH BASIN
- SANITARY MANHOLE
- FIRE HYDRANT
- WATER VALVE
- WATER GATE MANHOLE
- SINGLE POST SIGN
- DOUBLE POST SIGN
- PARCEL BOUNDARY LINE
- PLATTED LOT LINE
- SECTION LINE
- EASEMENT (AS NOTED)
- CONCRETE CURB
- EDGE OF CONCRETE (CONC.)
- EDGE OF ASPHALT (ASPH.)
- FENCE (AS NOTED)
- WALL (AS NOTED)
- OVERHEAD UTILITY LINE
- E ELECTRIC LINE
- G GAS LINE
- S SANITARY LINE
- D STORM LINE
- W WATER LINE
- MINOR CONTOUR LINE
- MAJOR CONTOUR LINE
- BUILDING AREA
- ASPHALT
- CONCRETE

PRIOR TO CONSTRUCTION ALL LOCATIONS AND DEPTHS OF EXITING UTILITIES SHALL BE VERIFIED IN THE FIELD. CALL MISS DIG 3 WORKING DAYS PRIOR TO CONSTRUCTION.

811 Know what's below. 811 before you dig.




## PROPERTY DESCRIPTION
LAND IN THE CITY OF BIRMINGHAM, OAKLAND COUNTY, MI, DESCRIBED AS FOLLOWS:

THE EAST 50 FEET OF LOT 29 AND ALL OF LOTS 30, 31, 32, 33 AND 34 OF QUARTON LAKE ESTATES REPLAT OF EAST PART OF QUARTON LAKE ESTATES SUBDIVISION, ACCORDING TO THE PLAT THEREOF RECORDED IN LIBER 38 OF PLATS, PAGES 24 AND 24A, OAKLAND COUNTY RECORDS.

ALSO:
THE FOLLOWING PORTION OF QUARTON ROAD ABUTTING ABOVE PARCEL WHICH WAS ABANDONED BY THE BOARD OF COUNTY ROAD COMMISSIONERS BY RESOLUTION RECORDED IN LIBER 17446, PAGE 559, OAKLAND COUNTY RECORDS: PART OF QUARTON ROAD WHICH WAS FORMERLY PART OF LOTS 709 AND 710 OF QUARTON LAKE ESTATES SUBDIVISION, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 14 OF PLATS, PAGES 6, 6A AND 6B, OAKLAND COUNTY RECORDS, BEING MORE PARTICULARLY DESCRIBED AS: COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 709; THENCE SOUTH 24 DEGREES 12 MINUTES 50 SECONDS EAST 68.37 FEET ALONG THE EAST LINE OF SAID LOT 709; THENCE NORTH 88 DEGREES 54 MINUTES 10 SECONDS WEST 53.85 FEET (RECORDED AS 54.30 FEET) TO THE NORTHEAST CORNER OF LOT 34 AND THE POINT OF BEGINNING, SAID LOT 34 BEING LOCATED WITHIN QUARTON LAKE ESTATES COMPANY REPLAT OF THE EAST PART OF QUARTON LAKE SUBDIVISION, AS RECORDED IN LIBER 38 OF PLATS, PAGES 24 AND 24A, OAKLAND COUNTY RECORDS; THENCE CONTINUING NORTH 88 DEGREES 54 MINUTES 10 SECONDS WEST 121.10 FEET ALONG THE NORTH LINE OF SAID LOT 34 TO THE NORTHWEST CORNER THEREOF; THENCE NORTH 24 DEGREES 12 MINUTES 50 SECONDS WEST 36.50 FEET ALONG THE NORTHERLY PROLONGATION OF THE WEST LINE OF SAID LOT 34; THENCE SOUTH 88 DEGREES 54 MINUTES 10 SECONDS EAST 121.10 FEET ALONG A LINE 60.00 FEET SOUTH OF, MEASURED AT RIGHT ANGLES TO AND PARALLEL WITH, THE NORTH LINE OF SECTION 25, TOWN 2 NORTH, RANGE 10 EAST, CITY OF BIRMINGHAM, OAKLAND COUNTY, MICHIGAN; THENCE SOUTH 24 DEGREES 12 MINUTES 50 SECONDS EAST 36.50 FEET ALONG THE NORTHERLY PROLONGATION OF THE EAST LINE OF SAID LOT 34 TO THE POINT OF BEGINNING.

## TITLE REPORT NOTE
ONLY THOSE EXCEPTIONS CONTAINED WITHIN THE FIRST AMERICAN TITLE INSURANCE COMPANY COMMITMENT NO. NCS-1262856-MICH, DATED MAY 13, 2025, AND RELISTED BELOW WERE CONSIDERED FOR THIS SURVEY. NO OTHER RECORDS RESEARCH WAS PERFORMED BY THE CERTIFYING SURVEYOR.

7. BUILDING AND USE RESTRICTIONS AND OTHER TERMS COVENANTS AND CONDITIONS, BUT DELETING ANY COVENANT, CONDITION OR RESTRICTION INDICATING A PREFERENCE, LIMITATION OR DISCRIMINATION BASED ON RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS OR NATIONAL ORIGIN TO THE EXTENT SUCH COVENANTS, CONDITIONS OR RESTRICTIONS VIOLATE 42 USC 3604 (C), DISCLOSED BY INSTRUMENT RECORDED IN LIBER 590, PAGE 376, LIBER 719, PAGE 281 AND LIBER 1173, PAGE 40, LIBER 2409, PAGE 372. (AFFECTS ALL LOTS, SEE DOCUMENT FOR TERMS AND CONDITIONS)

8. THE TERMS, PROVISIONS AND EASEMENT(S) CONTAINED IN THE DOCUMENT ENTITLED EASEMENT AND RIGHT OF WAY RECORDED AS LIBER 4526, PAGE 621. (AS SHOWN)

9. THE TERMS AND PROVISIONS CONTAINED IN THE DOCUMENT ENTITLED RESOLUTION FOR ABANDONMENT RECORDED AS LIBER 17446, PAGE 559. (PORTION OF VACATED QUARTON ROAD SUBJECT TO EASEMENT FOR PUBLIC UTILITIES, SEE DOCUMENT FOR ADDITIONAL TERMS AND CONDITIONS)

10. THE TERMS AND PROVISIONS CONTAINED IN THE DOCUMENT ENTITLED CORRECTIVE ACTION NOTICE TO REGISTER OF DEEDS RECORDED AS LIBER 35369, PAGE 396. (AFFECTS ALL LOTS, SEE DOCUMENT FOR TERMS AND CONDITIONS)

11. NOTICE OF THE VIOLATION OR ENFORCEMENT OF A LAW, ORDINANCE, PERMIT, OR GOVERNMENTAL REGULATION RELATING TO ENVIRONMENTAL PROTECTION AS DISCLOSED BY THE FOLLOWING DOCUMENT ENTITLED CORRECTIVE ACTION NOTICE TO REGISTER OF DEEDS, RECORDED AS LIBER 35369, PAGE 396 OF OFFICIAL RECORDS. (AFFECTS ALL LOTS, SEE DOCUMENT FOR TERMS AND CONDITIONS)

12. THE TERMS AND PROVISIONS CONTAINED IN THE DOCUMENT ENTITLED DECLARATION OF RESTRICTIVE COVENANT FOR A RESTRICTED NONRESIDENTIAL CORRECTIVE ACTION RECORDED JUNE 22, 2018 AS LIBER 51931, PAGE 39. (AFFECTS ALL LOTS, SEE DOCUMENT FOR TERMS AND CONDITIONS)

13. NOTICE OF THE VIOLATION OR ENFORCEMENT OF A LAW, ORDINANCE, PERMIT, OR GOVERNMENTAL REGULATION RELATING TO ENVIRONMENTAL PROTECTION AS DISCLOSED BY THE FOLLOWING DOCUMENT ENTITLED DECLARATION OF RESTRICTIVE COVENANT FOR A RESTRICTED NONRESIDENTIAL CORRECTIVE ACTION, RECORDED JUNE 22, 2018 AS LIBER 51931, PAGE 39 OF OFFICIAL RECORDS. (AFFECTS ALL LOTS, SEE DOCUMENT FOR TERMS AND CONDITIONS)

## SURVEYOR'S CERTIFICATION
TO INVESTMENT FINANCIAL LLC; AND FIRST AMERICAN TITLE INSURANCE COMPANY NATIONAL COMMERCIAL SERVICES:

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 2, 4, 5 7A, 8, AND 9 OF TABLE A, THEREOF. THE FIELD WORK WAS COMPLETED ON 07/08/25.

DATE OF PLAT OR MAP: 07/09/25

DRAFT

ANTHONY T. SYCKO, JR., P.S.
PROFESSIONAL SURVEYOR
MICHIGAN LICENSE NO. 47976
22556 GRATIOT AVE., EASTPOINTE, MI 48021
TSycko@kemtec-survey.com

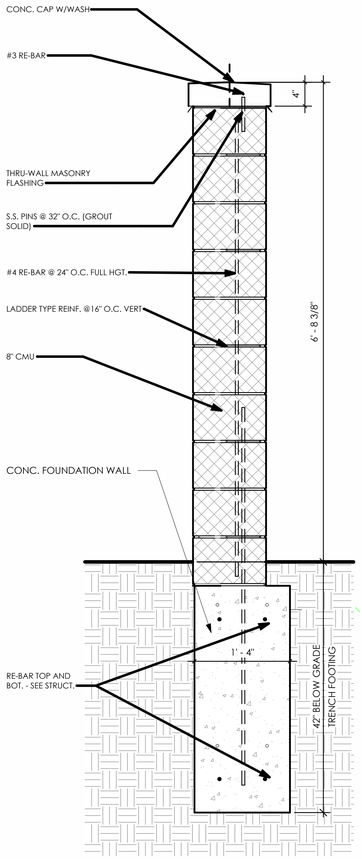
KEM-TEC
PROFESSIONAL ENGINEERING, SURVEYING & ENVIRONMENTAL SERVICES
A GROUP OF COMPANIES
Eastpointe (800) 266.7222
Ann Arbor (734) 994.0888
Detroit (313) 758.0677
Grand Blanc (888) 694.0001
www.kemtecgroupofcompanies.com

# ALTA / NSPS LAND TITLE SURVEY
PREPARED FOR: INVESTMENT FINANCIAL LLC
36977 WOODWARD AVENUE, BIRMINGHAM, MICHIGAN
PART OF SECTION 25,
TOWN 2 NORTH, RANGE 10 EAST

| REVISION | DATE | BY | REVISED TITLE WORK NOTE DESCRIPTION |
|---|---|---|---|
| 2 | 08/19/25 | ATS | REVISE STORM |
| 1 | 07/14/25 | ATS | |

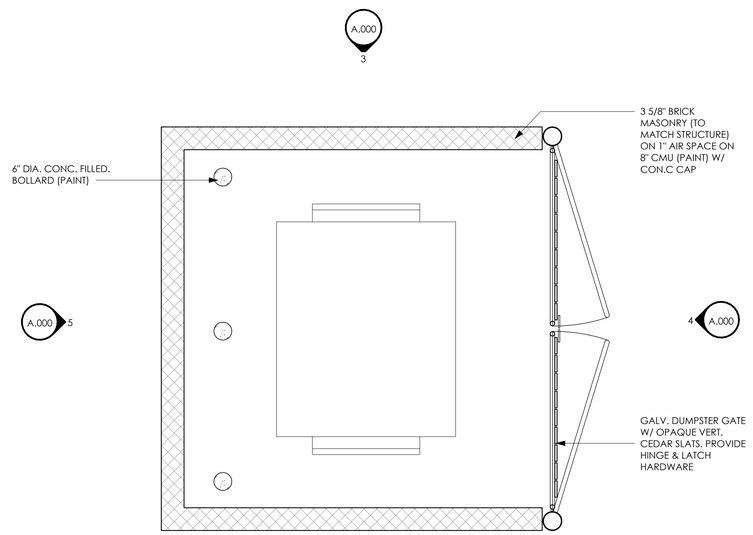
| | | |
|---|---|---|
| DRAWN BY: | RDM | 07/08/25 |
| CHECKED BY: | ATS | 07/09/25 |
| DATE: | JULY 09, 2025 | |
| PROJECT NO. | 25-0119 2 | SCALE: 1" = 20' |

1
1 OF 1 SHEETS



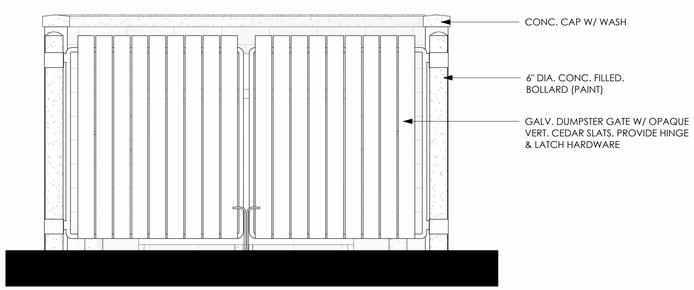

## Dumpster Enlcosure Section Detail

1" = 1'-0"



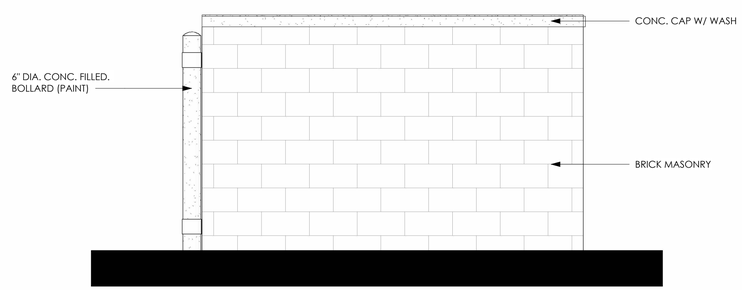

## Dumpster Enclosure Plan

1/2" = 1'-0"



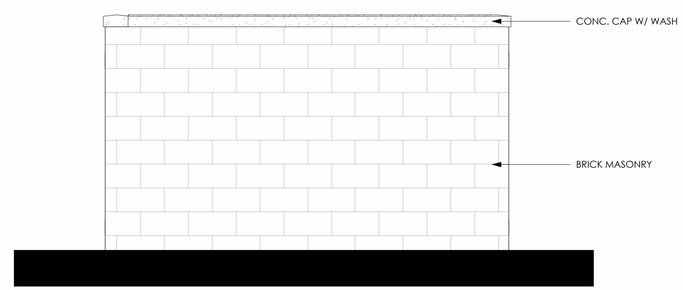

## Dumpster Elevation (Front Gate)

1/2" = 1'-0"




## Dumpster Elevation (Side Typ.)

1/2" = 1'-0"




## Dumpster Elevation (Rear)

1/2" = 1'-0"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400 E. Lincoln Ave., Ste. A | Royal Oak, MI 48067
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**www.kriegerklatt.com**


PRELIMINARY NOT FOR CONSTRUCTION

Client:

Thurmpire LLC
4421 Parnell Drive,
Clarkston, MI 48346

Project:

InvestWise Financial Office
36999 Woodward Avenue
Birmingham, MI 48009

| Issued | Description | By |
|---|---|---|
| 2025-10-17 | SPA - Resubmittal (Revisions) | JP |
| 2025-12-11 | CC - Revised Drawings | JP |

Seal:

Note:

Do not scale drawings. Use calculated dimensions only. Verify existing conditions in field.

North Arrow:

Sheet Title:

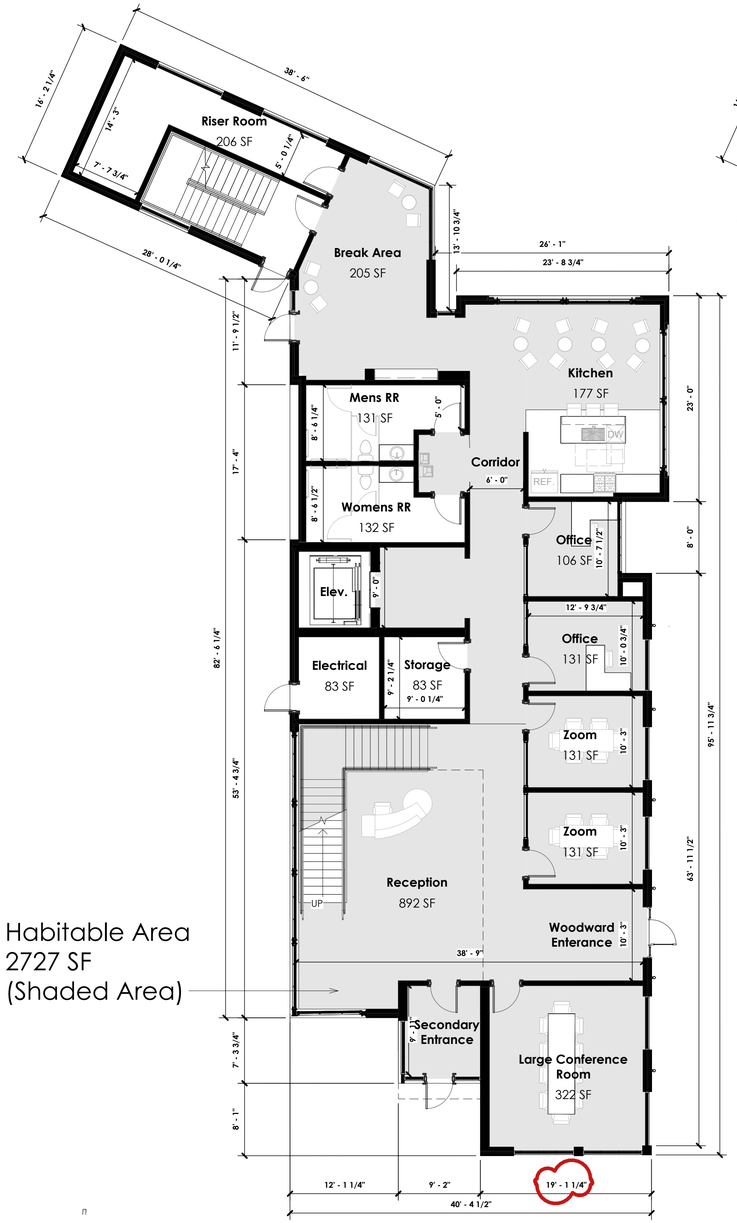
Dumpster Enclosure

Project Number:

25-092

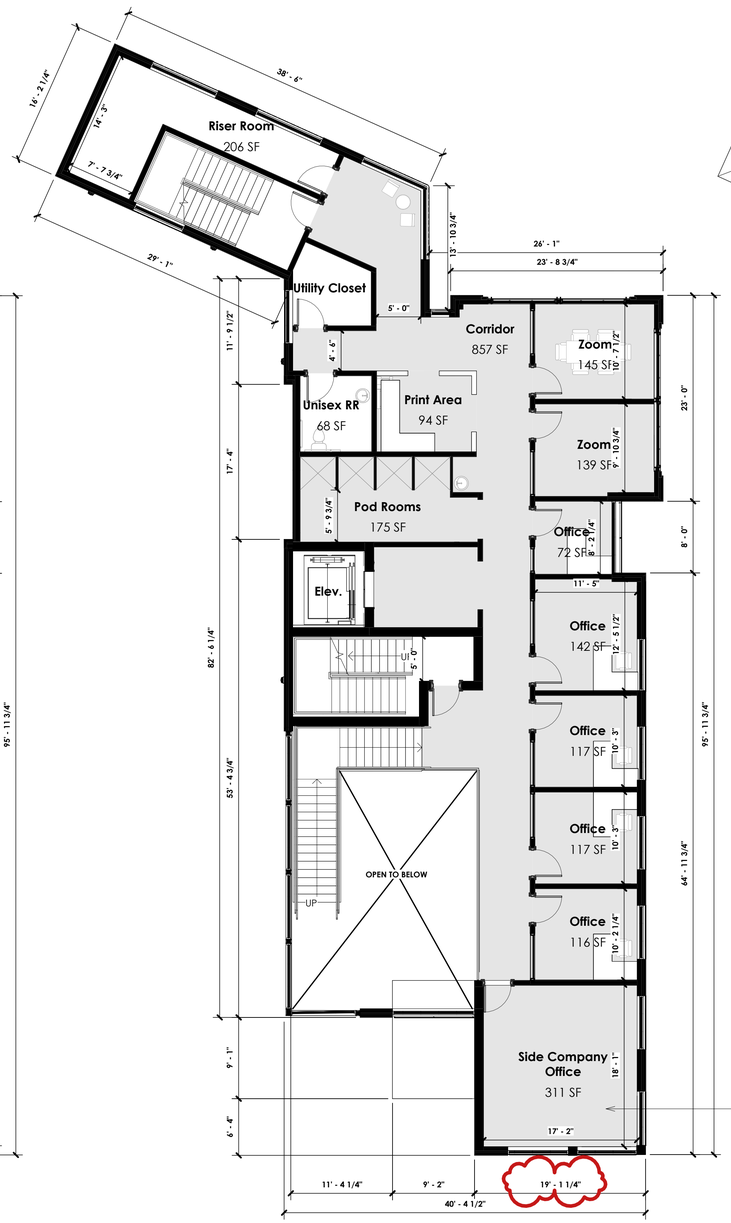
Sheet Number:

A.000



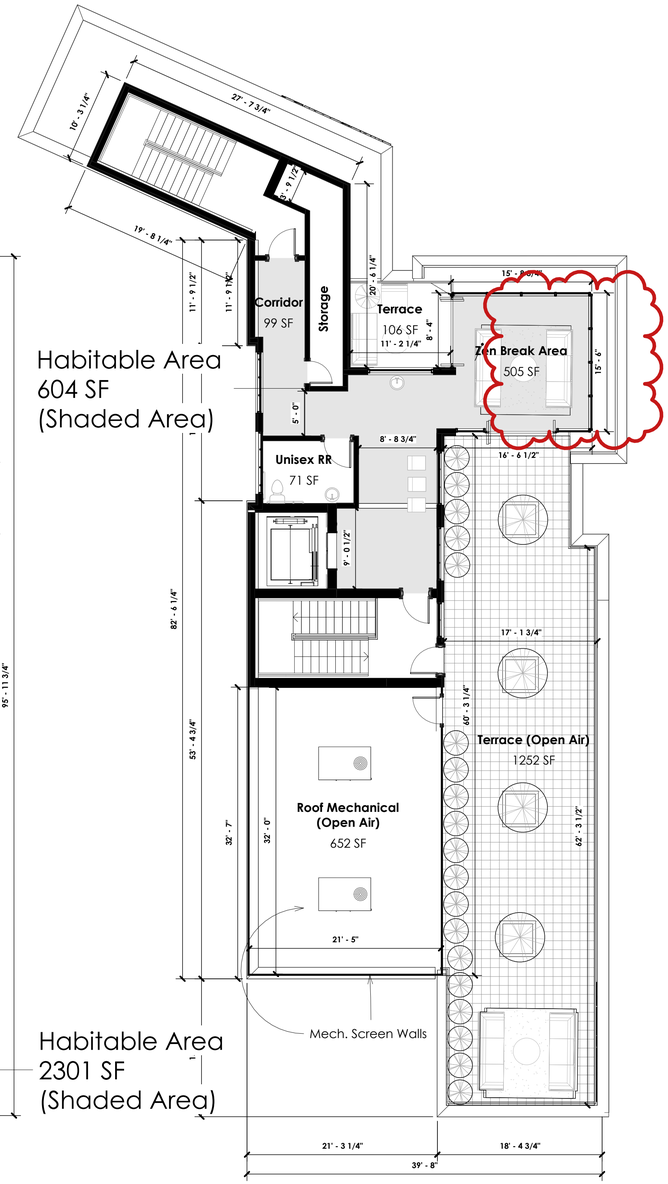

## First Floor Plan

1/8" = 1'-0"




## Second Floor Plan

1/8" = 1'-0"




## Partial Third Floor Plan w/ Open Air Rooftop Terrace

1/8" = 1'-0"

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Seal:

STATE OF MICHIGAN JEFFREY GERALD KLATT ARCHITECT 1301036199 LICENSED ARCHITECT

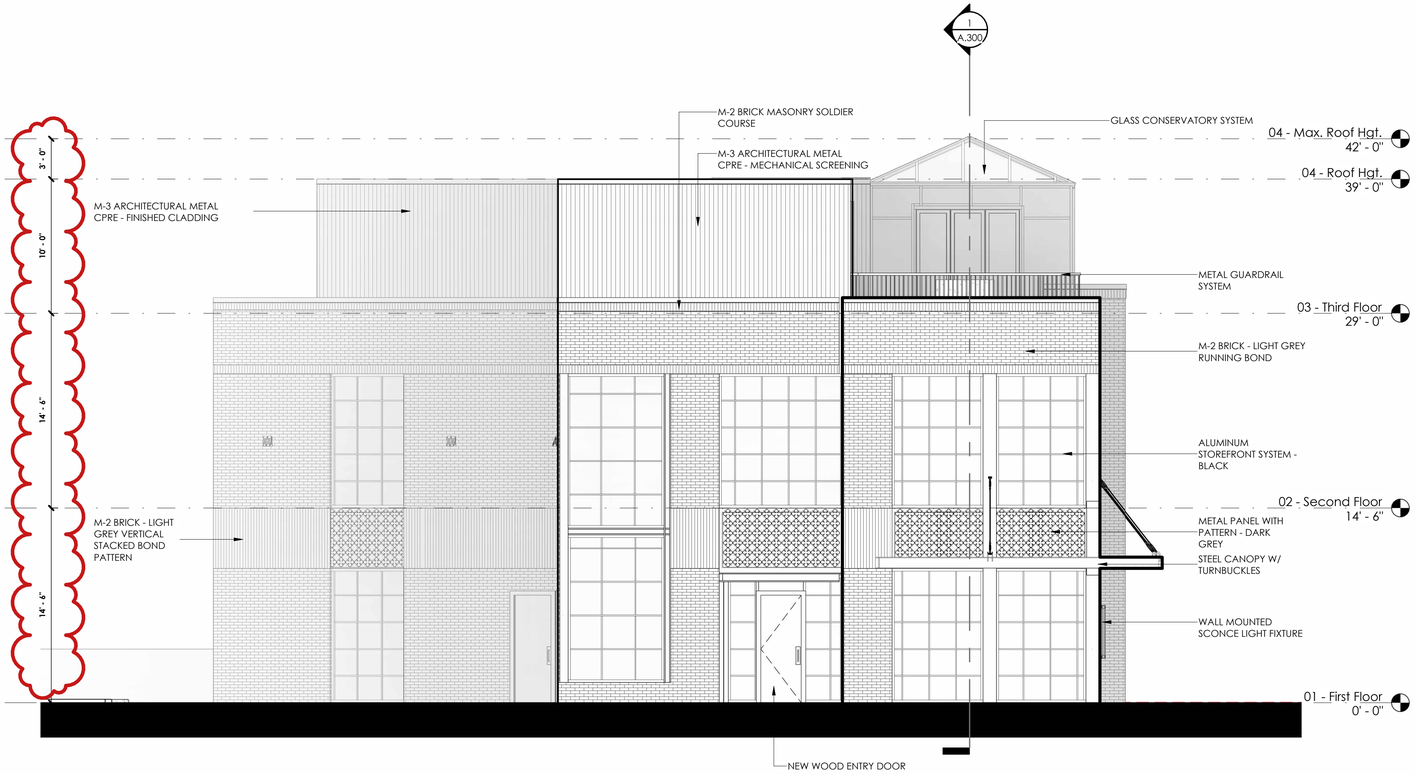
Note:
Do not scale drawings. Use calculated dimensions only. Verify existing conditions in field.

North Arrow:

Sheet Title:
Floor Plans

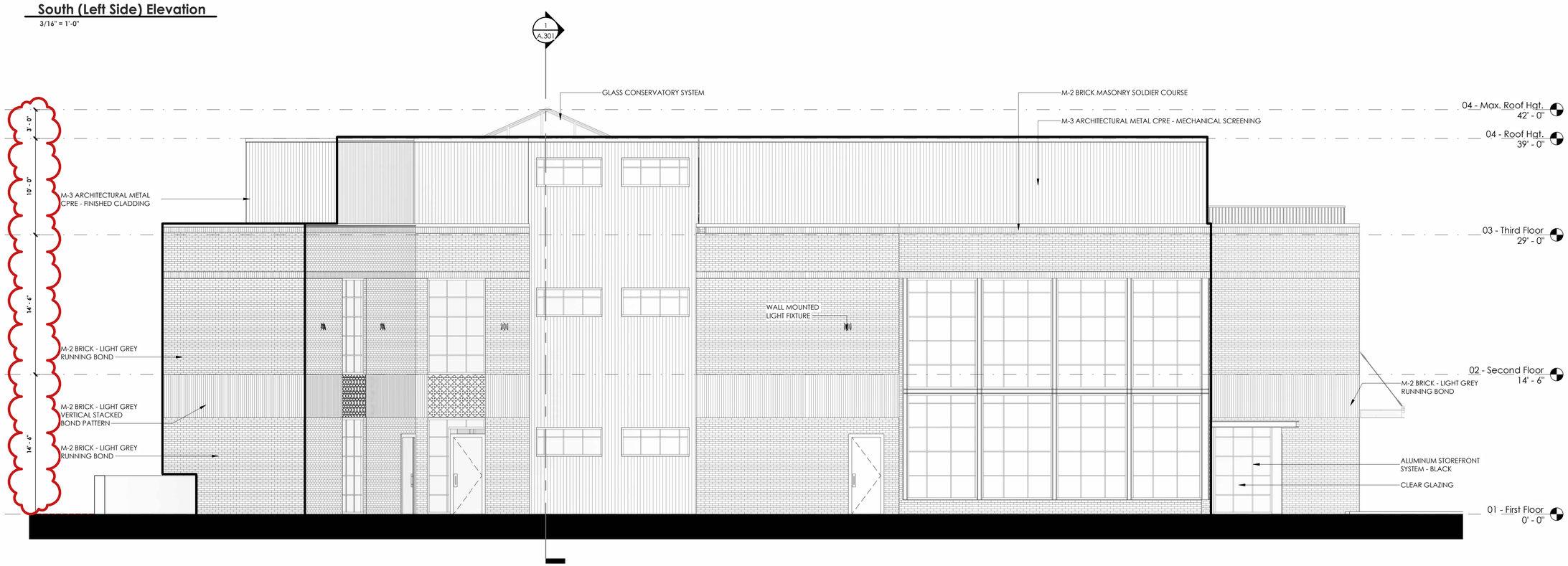
Project Number:
25-092

Sheet Number:
A.100



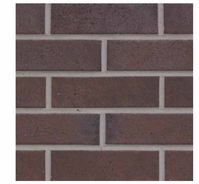

## South (Left Side) Elevation

3/16" = 1'-0"

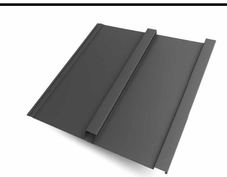



## West (Rear) Elevation

3/16" = 1'-0"



| | |
|---|---|
| M-1 | BRICKTECH LIGHT SMOKE BRICK<br>MAKE: TBD<br>MODEL: TBD<br>MATERIAL: BRICK<br>FINISH / COLOR: LIGHT SMOKE BRONZE |



| | |
|---|---|
| M-3 | PAC-CLAD BOARD & BATTEN WALL PANEL SYSTEM<br>MAKE: TBD<br>MODEL: TBD<br>MATERIAL: ALUMINUM WALL PANEL SYSTEM<br>FINISH / COLOR: WEATHERED ZINC |

| | |
|---|---|
| M-2 | BRICKTECH RIVERDALE BRICK<br>MAKE: TBD<br>MODEL: TBD<br>MATERIAL: BRICK<br>FINISH / COLOR: RIVERDALE |

*MATERIAL FINISHES / COLORS SUBJECT TO CHANGE

## GLAZ.+ MATERIAL CALC.

| ELEVATION | MATERIAL | REQUIRED | PROPOSED |
|---|---|---|---|
| EAST ELEVATION | BRICK | 60% MIN. * | 1,549 SQ.FT. = 36.2% |
| | METAL PANEL | | 1,098 SQ.FT. = 25.7% |
| | STONE | | 0 SQ.FT. = 0% |
| | GLAZING | 60% MIN. * | 1,630 SQ.FT. = 38.1% |
| NORTH ELEVATION | BRICK | 60% MIN. * | 884 SQ.FT. = 36.4% |
| | METAL PANEL | | 489 SQ.FT. = 20.2% |
| | STONE | | 0 SQ.FT. = 0% |
| | GLAZING | 60% MIN. * | 1,052 SQ.FT. = 43.4% |
| SOUTH ELEVATION | BRICK | 60% MIN. * | 1,209 SQ.FT. = 44.3% |
| | METAL PANEL | | 545 SQ.FT. = 20.0% |
| | STONE | | 0 SQ.FT. = 0% |
| | GLAZING | 60% MIN. * | 976 SQ.FT. = 35.7% |
| WEST ELEVATION | BRICK | 60% MIN. * | 1,458 SQ.FT. = 38.7% |
| | METAL PANEL | | 1,370 SQ.FT. = 36.4% |
| | STONE | | 0 SQ.FT. = 0% |
| | GLAZING | 60% MIN. * | 940 SQ.FT. = 24.9% |

* 60% MIN. TOTAL WALL INCLUDING BRICK, STONE & GLASS

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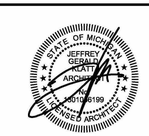


Note:
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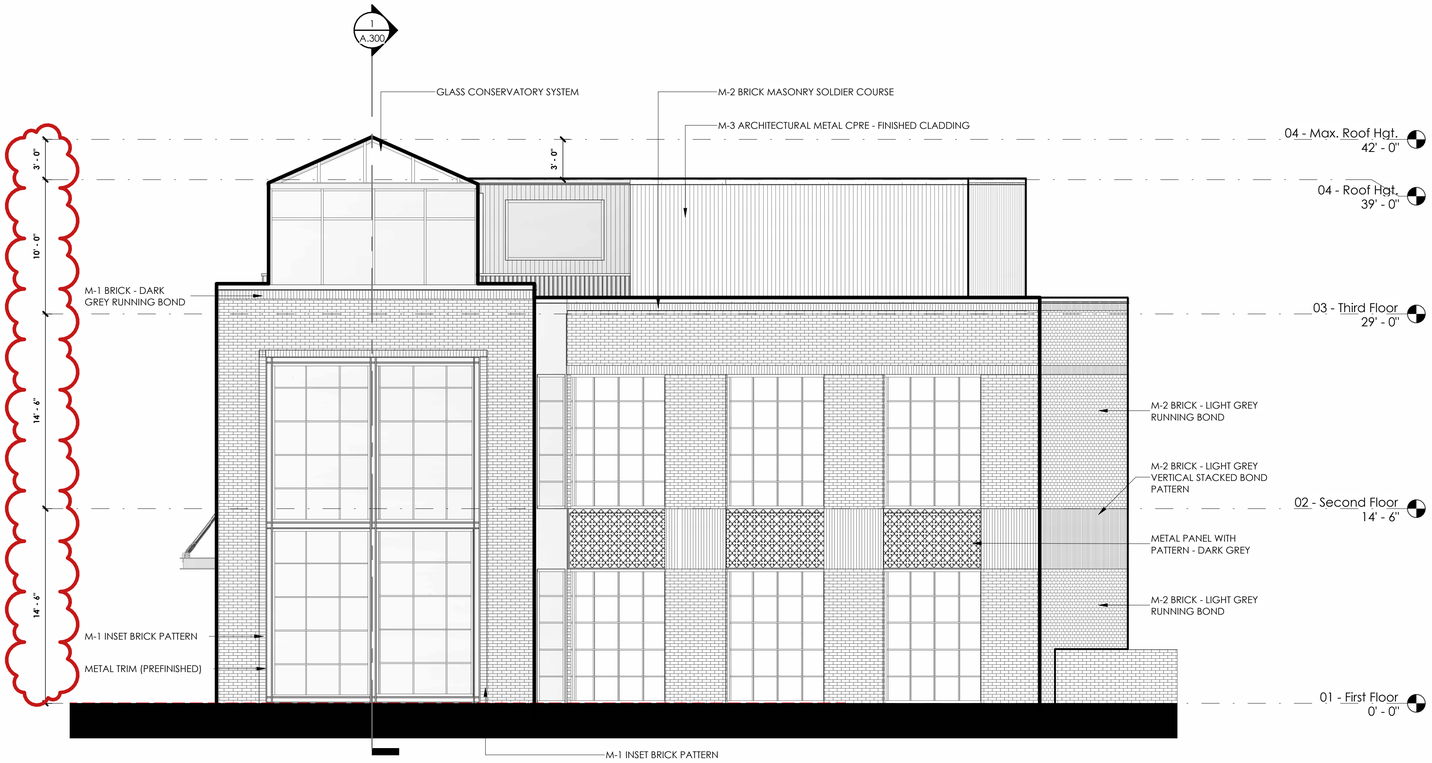
North Arrow:

Sheet Title:
Exterior Elevations

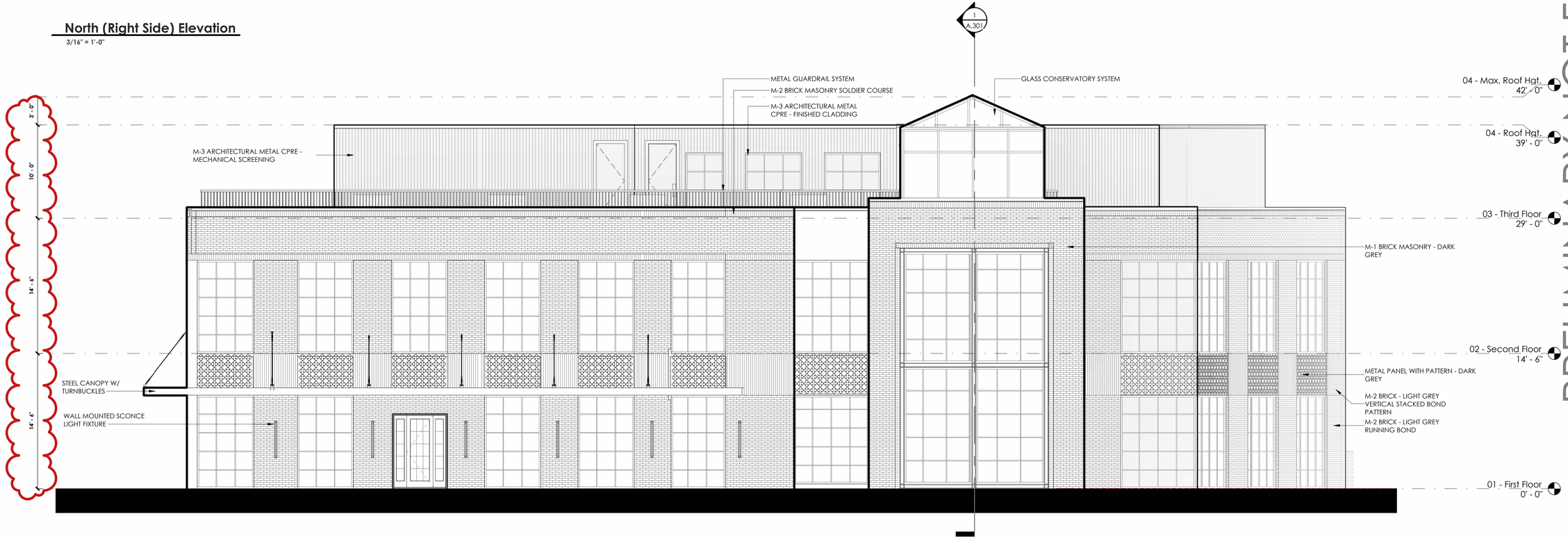
Project Number:
25-092

Sheet Number:
A.203



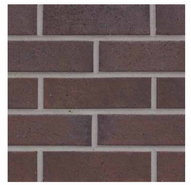

## North (Right Side) Elevation

3/16" = 1'-0"




## East (Front) Elevation

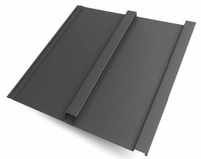
3/16" = 1'-0"



| | |
|---|---|
| M-1 | BRICKTECH LIGHT SMOKE BRICK<br>MAKE: TBD<br>MODEL: TBD<br>MATERIAL: BRICK<br>FINISH / COLOR: LIGHT SMOKE BRONZE |

| | |
|---|---|
| M-2 | BRICKTECH RIVERDALE BRICK<br>MAKE: TBD<br>MODEL: TBD<br>MATERIAL: BRICK<br>FINISH / COLOR: RIVERDALE |

*MATERIAL FINISHES / COLORS SUBJECT TO CHANGE



| | |
|---|---|
| M-3 | PAC-CLAD BOARD & BATTEN WALL PANEL SYSTEM<br>MAKE: TBD<br>MODEL: TBD<br>MATERIAL: ALUMINUM WALL PANEL SYSTEM<br>FINISH / COLOR: WEATHERED ZINC |

## GLAZ.+ MATERIAL CALC.

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Seal:

Note:

Do not scale drawings. Use calculated dimensions only. Verify existing conditions in field.

North Arrow:

Sheet Title:

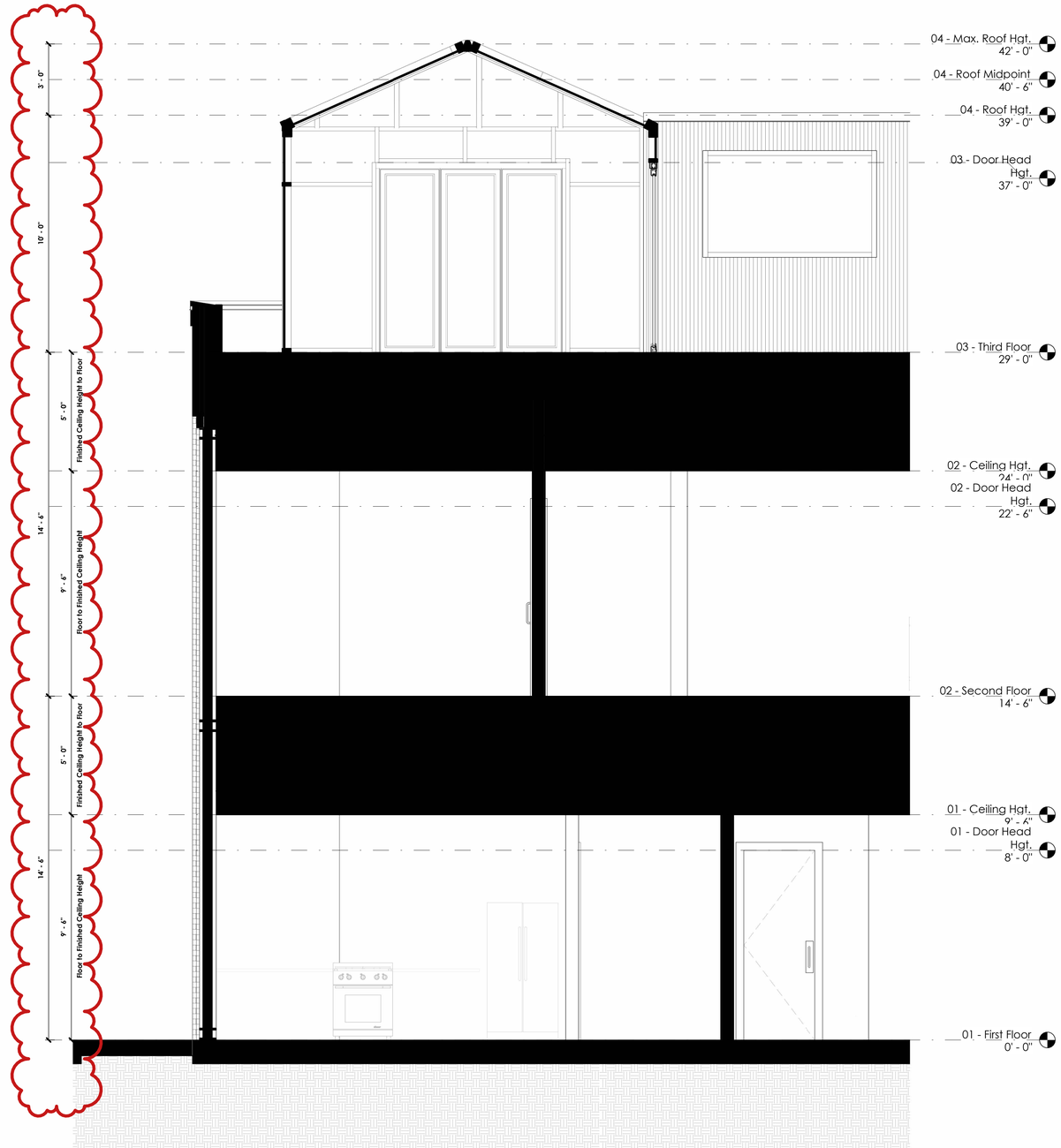
Exterior Elevations

Project Number:

25-092

Sheet Number:

A.202




**Building Section - Tower**

3/8" = 1'-0"


Krieger Klatt Architects

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## Seal:

STATE OF MICHIGAN
JEFFREY GERARD KLATT
ARCHITECT
LICENSED ARCHITECT

## Note:

Do not scale drawings. Use calculated dimensions only. Verify existing conditions in field.

## North Arrow:

## Sheet Title:

Building Section - Tower

## Project Number:

25-092

## Sheet Number:

A.301

View of East facade from Woodward Avenue

View of East facade from Woodward Avenue

View of Northeast facade from intersection of  Woodward Avenue and Quarton Road


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Seal:

Note:

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North Arrow:

Sheet Title:

Exterior Renderings

Project Number:

25-092

Sheet Number:

A.302

Aerial rendering of building in context to surrounding area

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**Seal:**

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**North Arrow:**

**Sheet Title:**
Aerial Rendering

**Project Number:**
25-092

**Sheet Number:**
A.304

# MEMORANDUM

Planning Department

**DATE:** October 22, 2025

**TO:** Planning Board Members

**FROM:** Summer Aldred-Arens, City Planner

**APPROVED:** Nicholas Dupuis, Planning Director

**SUBJECT:** 36977 Woodward Ave, InvestWise Financial – Special Land Use Permit, Final Site Plan & Design Review

---

**Introduction:**

The applicant has submitted an application for Special Land Use Permit and Final Site Plan & Design Review for the construction of a 3 (three) story office building in the TZ-3 (Transitional) Zoning District. The subject site is a vacant lot located at 36977 Woodward Ave (applicant refers to the lot as 36999 Woodward), on the corner of Quarton Road and Woodward Ave. The proposed development consists of one parcel. The subject property is adjacent to the recently completed development for 36877 Woodward Ave, Gasow Veterinary Hospital.

The submitted plans appear to indicate a potential easement along the northern portion of the site, which suggests that the boundaries of the property may differ from how they initially seem. It is the understanding of staff that the applicant has secured the appropriate easement rights for use of this northernmost section. However, the Planning Board may wish to request that the applicant provide further clarification regarding ownership.

On September 10, 2025 (Agenda), the applicant appeared before the Planning Board for Preliminary Site Plan (PSP) Review. There were a number of minor issue to address regarding the TZ3 Transition Zone requirements, however the applicant felt that each one could be addressed by Final Site Plan. The Planning Board motioned to approve the PSP with the following conditions:

1. Modify the site plan so that at least 75% of the street frontage consists of building façade located within 0–5 feet of the front lot line, or obtain a variance of 21.675 feet from the Board of Zoning Appeals;

2. Lower the overall building height to no more than 42 feet, in accordance with ordinance requirements;
3. Modify the site plan to include a main entrance on at least one street front, or obtain a variance from the Board of Zoning Appeals;
4. Comply with all recommendations contained in this report to the full extent and level of detail contained in this report; and
5. Comply with the requests of all City Departments.

The applicant has made modifications to the site plan to address concerns and requirements that were brought up during PSP review, particularly related to the main entrance request and other details outlined in the PSP report.

## 1.0 Land Use & Zoning

1.1 **Existing Land Use** – The existing land use is vacant.

1.2 **Zoning** – The subject site exists within the TZ-3 (Transitional Zone) Zoning District.

1.3 **Summary of Adjacent Land Use & Zoning** – The following chart summarizes existing land use and zoning classifications of the adjacent and/or nearby properties

| | North | South | East | West |
|---|---|---|---|---|
| **Existing Land Use** | Institutional | Office | Commercial | Residential |
| **Existing Zoning District** | (Bloomfield Twp) | TZ-3 | (Bloomfield Twp) | R1 (Single-Family Residential) |
| **Overlay Zoning District** | N/A | N/A | N/A | N/A |

## 2.0 Setback & Height Requirements

The attached zoning compliance summary analysis provides the required and proposed bulk, area, and placement regulations for the proposed project. The applicant appears to satisfy a majority the bulk, area and height requirements.

Article 2, Section 2.46.2 of the Zoning Ordinance requires the minimum front yard setback for the building façade to be built within 0-5 feet of the front setback requirement for a minimum of 75% of the street frontage length. The site plan indicates a building façade of 95.7 feet within 0-5 feet of the front lot line that is 156.5 feet in length, totaling 61.2% of frontage. **The applicant must modify the site plan to have 75% of the street frontage consist of building façade within 0-5 feet of the front lot line or obtain a variance of 21.675 feet from the Board of Zoning Appeals**

Article 2, Section 2.46.4 of the Zoning Ordinance pertaining to maximum building height requires it be no more than 42 feet or four (4) stories. Currently, the roof height of the building is 38 feet, with the glass conservancy roof height at 45 feet. **The applicant must reduce the overall height of the building to no more than 42 feet or obtain a variance of 3 feet from the Zoning Board of Appeals.**

Article 2, Section 3.83, B.2 of the Zoning Ordinance requires that all buildings have a main entrance on at least one (1) street front. The revised site plan indicates one (1) entry facing the parking lot and one (1) facing Woodward Ave. This revision satisfies the request to add a main entrance on Woodward Ave.

## 3.0 Screening & Landscaping

3.1 Dumpster Screening – The applicant is proposing one dumpster on the southwest corner of the site facing the parking lot. The site plan indicates a trash enclosure with a screen wall and gates. Article 4, Section 4.54 B.9 of the Zoning Ordinance requires a screenwall that shall be constructed of capped masonry with access gates constructed of high quality and durable materials rated for exterior use such as wood, wood composite, metal or other materials acceptable to the Planning Board. Dumpster screening is proposed to be the same brick material as the main building structure, with wooden gates facing into the parking lot. The dimensions and height of the screening appear to adequately screen the dumpster.

3.2 Parking Lot Screening – The applicant is proposing on-site parking for a total of 19 spaces. The applicant has proposed 3 ft. tall screenwalls for parking along Woodward Ave (16.5 ft. long) and Quarton Road (38 ft. long). The proposed building, along with proposed screenwalls appear to sufficiently screen parking from view.

3.3 Mechanical Equipment Screening – The site plan indicates two rooftop mechanical units that will be screened and that do not appear to exceed the building's maximum permitted height. The applicant is proposing to screen the units using aluminum wall panel system that does not appear to exceed the maximum allowed building height at 38 feet.

In terms of the ground-mounted mechanical units, an electrical transformer is proposed on the northern end of the project site and appears to be screened on the northern side by a 3 ft. screening wall, and on the east, south, and west by evergreens. **The Planning Board should discuss if this landscaping is sufficient screening for the mechanical unit.**

3.4 Landscaping – The site plan distinguishes between landscaping along the building frontage and landscaping within the parking lot areas. Along the building frontage, the landscape design incorporates deciduous street trees combined with evergreen and deciduous shrubs along the building. These plantings frame the pedestrian entry points, define the public edge of the site, and establish a consistent streetscape presence along Woodward Avenue.

Within the parking lot, landscaping is organized into planting beds and perimeter buffers to provide screening and separation from vehicular areas. Deciduous and ornamental trees, along with evergreen and deciduous shrubs are placed to break up hard surfaces and soften views from adjacent sidewalks and the alley. The layout appears to be designed so that both perimeter edges and interior circulation areas of the lot are supported by layered plantings that provide structure and screening.

The proposed parking lot exceeds 7,500 square feet in area, at 7,665 square feet, including parking spaces and drive aisles. The site plan includes landscaping elements along the perimeter of the lot, but not within the lot. On September 10, 2025, the Planning Board determined that the placement of the landscaping within the parking lot satisfied this section of the ordinance, but may wish to revisit this item upon review.

3.5 Streetscape Elements – The applicant has proposed six (6) street trees along the right-of-way. Article 4, Section 4.20, G requires at least 1 street tree for each 40 linear feet of frontage along a street. Details of the tree species will be provided during Final Site Plan review. A breakdown of the required and proposed street trees is provided below:

| Street | Linear Frontage (ft.) | Required | Provided |
|---|---|---|---|
| Quarton | 121.1 | 3 | 3 |
| Woodward | 156.5 | 4 | 4 |

Article 4, 7.73 G Street Standards – Bike Facilities requires 1 (one) bike rack for every 10 cars. The applicant is required to provide 19 parking spaces, therefore 2 (two) bike racks are required to service the proposed building. **While, 1 (one) bike rack appears to be proposed along the northern end of the parking lot, the applicant must provide a total of 2 (two) bike racks.**

## 4.0 Parking, Loading & Circulation

4.1 Parking – Article 4, Section 4.46 of the Zoning Ordinance requires the applicant to provide the following off-street parking for the uses proposed in the site plans submitted:

| Proposed Use | Requirements | Area | Spaces |
|---|---|---|---|
| Office | 1 per 300 sq. ft. | 5,606 sq. ft. | 19 |
| **Total Required** | - | - | **19** |
| On-Site | - | - | 19 |
| **Total Provided** | | | **19** |

The applicant is proposing a total of 19 parking spaces, including 1 ADA space. The proposed parking appears to meet the onsite requirements.

4.2 Loading – Not applicable.

4.3 Vehicle Circulation & Access – The site plans submitted indicate that the main vehicle access to the site will be through an approach on the east side of the site off of Woodward and through a drive aisle that connects to the public alley on the northwest of the site that leads to the interior parking area. The openings for ingress and egress measure at 20 feet. The interior drive aisle ranges from 20 feet to 30 feet wide.

4.4 Pedestrian Circulation & Access – The site plans submitted indicates existing sidewalks along the Woodward and Quarton sides of the building, with new proposed ADA compliant ramp, landing area and crosswalk off of the Woodward entrance. There appears to be new proposed six (6) foot sidewalks around the parking lot near the building. The interior parking lot sidewalk connects to the main lobby entrance for pedestrian access to the southeast corner of the building.

## 5.0 Lighting

Two 16-foot pole-mounted luminaires are proposed on site, both utilizing LED Mirada Medium fixtures with integral louvers to provide area lighting for the parking lot and circulation areas. Six LED wall pack fixtures are proposed along the building façade to enhance visibility and security at key access points. In addition, seven ALVA architectural exterior wall sconces are proposed, each providing dual-sided illumination, which appears to be a non-cut off light fixture.

Unless specifically permitted within this ordinance, all luminaries are required to be full cutoff or cutoff and positioned in a manner that does not unreasonably invade abutting or adjacent properties. Exception to cutoff luminaries can be made at the discretion of the Design Review Board under any of the following conditions:

1. The distribution of upward light is controlled by means of refractors or shielding to the effect that it be used solely for the purpose of decorative enhancement of the luminaire itself and does not expel undue ambient light into the nighttime environment.
2. The luminaire is neither obtrusive nor distracting, nor will it create a traffic hazard or otherwise adversely impact public safety, with appropriate methods used to eliminate undesirable glare and/or reflections.
3. The luminaire is consistent with the intent of the Master Plan, Urban Design Plan(s), Triangle district plan, Rail District plan and/or Downtown Birmingham 2016 Report, as applicable.
4. The scale, color, design or material of the luminaire will enhance the site on which it is located, as well as be compatible with the surrounding buildings or neighborhood.
5. Lighting designed for architectural enhancement of building features (i.e. architectural enhancement lighting). Appropriate methods shall be used to minimize reflection and glare.
6. The site lighting meets all requirements set forth in this ordinance including, but not limited to, light trespass and nuisance violations.

Based on the placement of the fixtures and the limited output, **the Planning Department suggests the granting of a waiver for non-cutoff light fixtures pursuant to Article 4, Section 4.21, D.1 of the Zoning Ordinance.**

In regards to the photometric plan, the parking and circulation areas are designed to maintain illumination levels between 0.2 and 4.0 foot-candles, resulting in a maximum-to-minimum ratio of 18.8:1. This complies with the ordinance requirements of a 0.2 minimum and does not exceed the 20:1 maximum-to-minimum threshold. Illumination levels along the property line do not exceed 1.5 foot-candles adjacent to non-residential zones, satisfying code requirements. Overall, the proposed lighting layout appears to provide adequate coverage for vehicular and pedestrian circulation while incorporating high-quality architectural fixtures that enhance the overall site design.

## 6.0 Departmental Reports

6.1 **Engineering Department –** The Engineering Department did not provide any additional comments at this time.

6.2 **Department of Public Services –** Forestry commented on October 17, 2025 that the landscaping concerns from the Preliminary Site Plan (PSP) have been resolved.

6.3 **Fire Department –** The Fire Department did not provide additional comments at this time.

6.4 **Police Department –** The Police Department did not provide additional comments at this time.

6.5 **Building Department –** See the attached Building Department comments dated October 17, 2025.

## 7.0 Design Review

<u>Façade Materials</u>
The following requirements come from Article 4, Section 4.83, B pertaining to the façade requirements for the TZ3 Zoning district: "Walls that face a public street, plaza, green or park shall include windows and architectural features customarily found on the front of a building, such as awnings, cornice work, edge detailing or decorative finish materials.

1. Blank walls longer than 20 feet are not permitted on any front façade. Blank walls longer than 30 feet are not permitted on any façade.
2. All buildings shall have a main entrance that is located on at least one (1) street front. Main entrances shall have design details that enhance the appearance and prominence of the entrance so that it is recognizable from the street and parking areas."

The applicant has submitted elevation drawings with material notes and specifications for the proposed building. The exterior will be a mix of brick, architectural metal cladding,

patterned metal panels, aluminum storefront glazing, and steel canopies with turnbuckles. The elevations also indicate future wall-mounted signage and a glass conservatory system.

Two colors of brick are proposed for the façade. The building will feature Bricktech Riverdale brick in a dark grey tone, complemented by Bricktech Light Smoke brick in a bronze-grey color. These bricks will be laid in running bond and vertical stacked bond patterns, with soldier course accents at key areas. The elevations also show the use of PAC-CLAD board and batten aluminum wall panels in a weathered zinc finish, and M-3 architectural metal cladding for additional detailing. Prefinished metal trim and metal guardrail systems will also be incorporated into the design.

The glazing includes both clear aluminum storefront systems in black and larger glass conservatory elements, providing transparency at entrances and along street-facing façades. The steel canopy structures, paired with lighting fixtures, add functional and architectural emphasis to entry points. All materials appear to be of high quality and provide architectural enhancements to the site.

Glazing

The first floor frontage along Woodward Avenue is proposed to have a glazing value of 71.5%, which satisfies the 70% minimum requirement. The northern elevation is proposed to have a glazing value of 36.4%, which satisfies the 30% minimum requirement. The southern and western elevations are proposed to have glazing values of 38.7% and 35.7% respectively, which both exceed the 30% minimum requirement. The Planning Division does not consider the secondary service doors on these elevations to be public entrances, and therefore the glazing standards applied focus only on the primary façades with pedestrian access.

On September 10, 2025, the applicant was directed to provide additional glazing on the western façade of the second floor to break up the blank wall longer than 30 feet in accordance with Article 4, Section 4.83 B, 1. The plans have been revised to include a change in architectural material and added windows to break up the expanse of blank walls.

Signage

No signage is submitted or approved as part of part of this review.

*(Intentionally left blank)*

## 8.0 Required Attachments

| | Submitted | Not Submitted | Not Required |
|---|---|---|---|
| Existing Conditions Plan | ☒ | ☐ | ☐ |
| Detailed and Scaled Site Plan | ☒ | ☐ | ☐ |
| Certified Land Survey | ☒ | ☐ | ☐ |
| Interior Floor Plans | ☒ | ☐ | ☐ |
| Landscape Plan | ☒ | ☐ | ☐ |
| Photometric Plan | ☒ | ☐ | ☐ |
| Colored Elevations | ☒ | ☐ | ☐ |
| Material Specification Sheets | ☒ | ☐ | ☐ |
| Material Samples | ☐ | ☐ | ☒ |
| Site & Aerial Photographs | ☒ | ☐ | ☐ |

## 9.0 Approval Criteria

In accordance with Article 7, section 7.27 of the Zoning Ordinance, the proposed plans for development must meet the following conditions

1. *The location, size and height of the building, walls and fences shall be such that there is adequate landscaped open space so as to provide light, air and access to the persons occupying the structure.*

    - The proposed development appears to indicate that there wil be adequate open space throughout the site as to provide light, air, and access to the persons occupying the structure

2. *The location, size and height of the building, walls and fences shall be such that there will be no interference with adequate light, air and access to adjacent lands and buildings.*

    - The proposed development appears to indicate that there wil be adequate open space throughout the site as to provide light, air, and access for the adjacent lands and buildings

3. *The location, size and height of the building, walls and fences shall be such that they will not hinder the reasonable development of adjoining property and not diminish the value thereof.*

    - The proposed building, including its location, size, and height, does not appear to hinder the reasonable development of adjoining properties nor diminish their value. The structure has been designed with sensitivity to its surroundings and reflects a high standard of architectural quality

4. *The site plan, and its relation to streets, driveways and sidewalks, shall be such as to not interfere with or be hazardous to vehicular and pedestrian traffic.*

- The site plan, including its relation to streets, driveways, and sidewalks, does not appear to interfere with or create hazards for vehicular or pedestrian traffic. The layout demonstrates a clear and functional circulation pattern, designed to support safe access and movement while maintaining a high standard of site design.

5. *The proposed development will be compatible with other uses and buildings in the neighborhood and will not be contrary to the spirit and purpose of this chapter*.

    - The proposed development appears to be compatible with the character of surrounding uses and buildings in the neighborhood. Its design and function seem to align with the intent of the zoning ordinance and are consistent with the spirit and purpose of this chapter, contributing positively to the overall quality and cohesiveness of the area.

6. *The location, shape and size of required landscaped open space is such as to provide adequate open space for the benefit of the inhabitants of the building and the surrounding neighborhood.*

    - The location, shape, and size of the required landscaped open space seem appropriate to the development and provide adequate amenity areas for both the building's occupants and the surrounding neighborhood. The design ensures usable and attractive open space that enhances livability while contributing to the overall character of the site.

In addition, Article 7, Section 7.36 requires applications for a Special Land Use Permit to meet the following criteria:

1. *The use is consistent with and will promote the intent and purpose of this Zoning Ordinance.*

    a. The proposed building is consistent with and will promote the intent and purpose of this Zoning Ordinance by encouraging a vibrant corridor and active streetscape.

2. *The use will be compatible with adjacent uses of land, the natural environment, and the capabilities of public services and facilities affected by the land use.*

    a. Generally, this use is compatible with adjacent uses of land and the natural environment of the area. This use will not affect the capabilities of public services and facilities.

3. The use is consistent with the public health, safety and welfare of the city.

    a. This use is consistent with the public health, safety and welfare of the city. Similar to the previous standard, office buildings have been long established in

Birmingham's downtown and other commercial areas in the City and are expected to continue.

4. *The use is in compliance with all other requirements of this Zoning Ordinance.*

    a. The building uses proposed appear to be compatible with the related zoning districts requirements.

5. *The use will not be injurious to the surrounding neighborhood.*

    a. The proposed use is not expected to be injurious to the surrounding neighborhood.

6. *The use is in compliance with state and federal statutes.*

    a. Top the best of our knowledge, the uses proposed are in compliance with state and federal statutes at this time.

## 10.0 Recommendation

Based on a review of the site plans submitted and the requirements outlined in Article 7, Section 7.27 of the Zoning Ordinance, the Planning Division recommends that the Planning Board **RECOMMEND APPROVAL** of the Special Land Use Permit and Final Site Plan & Design Review for 36799 Woodward Ave with the following conditions:

1. Modify the site plan so that at least 75% of the street frontage consists of building façade located within 0–5 feet of the front lot line, or obtain a variance of 21.675 feet from the Board of Zoning Appeals;
2. Lower the overall building height to no more than 42 feet, in accordance with ordinance requirements, or obtain a variance of 3 feet from the Board of Zoning Appeals;
3. Provide 2 (two) bike racks to service the building;
4. The Planning Board grants of a waiver for non-cutoff light fixtures pursuant to Article 4, Section 4.21, D.1 of the Zoning Ordinance; and
5. Comply with the requests of all City Departments.

*(Intentionally left blank)*

## 11.0 Sample Motion Language for Special Land Use Permit

Motion to adopt the findings of the Planning Department in the report dated October 22, 2025 related to the approval criteria outlined in Article 7, Section 7.36 of the Zoning Ordinance and **RECOMMEND APPROVAL** the Special Land Use Permit application for 36977 Woodward Ave – InvestWise Financial – subject to the following conditions:

1. Modify the site plan so that at least 75% of the street frontage consists of building façade located within 0–5 feet of the front lot line, or obtain a variance of 21.675 feet from the Board of Zoning Appeals;
2. Lower the overall building height to no more than 42 feet, in accordance with ordinance requirements, or obtain a variance of 3 feet from the Board of Zoning Appeals;
3. Provide 2 (two) bike racks to service the building;
4. The Planning Board grants of a waiver for non-cutoff light fixtures pursuant to Article 4, Section 4.21, D.1 of the Zoning Ordinance; and
5. Comply with the requests of all City Departments.
6. _____
7. _____

**OR**

Motion to recommend that the City Commission **DENY** the Special Land Use Permit application for 36977 Woodward Ave – InvestWise Financial – for the following reasons:

1. _____
2. _____
3. _____

**OR**

Motion to **POSTPONE** the Special Land Use Permit application for 36977 Woodward Ave – InvestWise Financial – pending receipt of the following:

1. _____
2. _____
3. _____

## 12.0 Sample Motion Language for Final Site Plan & Design Review

Motion to **APPROVE** the Final Site Plan & Design Review for 36799 Woodward Ave with the following conditions:

6. Modify the site plan so that at least 75% of the street frontage consists of building façade located within 0–5 feet of the front lot line, or obtain a variance of 21.675 feet from the Board of Zoning Appeals;

7. Lower the overall building height to no more than 42 feet, in accordance with ordinance requirements, or obtain a variance of 3 feet from the Board of Zoning Appeals;
8. Provide 2 (two) bike racks to service the building;
9. The Planning Board grants of a waiver for non-cutoff light fixtures pursuant to Article 4, Section 4.21, D.1 of the Zoning Ordinance; and
10. Comply with the requests of all City Departments.

**OR**

Motion to **POSTPONE** the Final Site Plan & Design Review for 36799 Woodward Ave pending receipt of the following:

1. _____
2. _____
3. _____

**OR**

Motion to **DENY** the Final Site Plan & Design Review for 36799 Woodward Ave for the following reasons:

1. _____
2. _____
3. _____

BIRMINGHAM
A WALKABLE CITY

# MEMORANDUM

Finance Department

**DATE:** December 4, 2025

**TO:** Jana L. Ecker, City Manager

**FROM:** Mary Chavez, Finance Director/Treasurer

**SUBJECT:** Fiscal Year 2024-2025 Audit Presentation

---

Timothy St. Andrew from Plante Moran will be present at the City Commission meeting on December 15, 2025, to give a presentation and answer any questions pertaining to the audit report.

The audit report and letter to the Commission was provided under separate cover. The audit report is available for inspection at the Clerk's Office as well as on the City's website.

Attached is their presentation.

# City of Birmingham Commission Presentation

## For Year Ended June 30, 2025

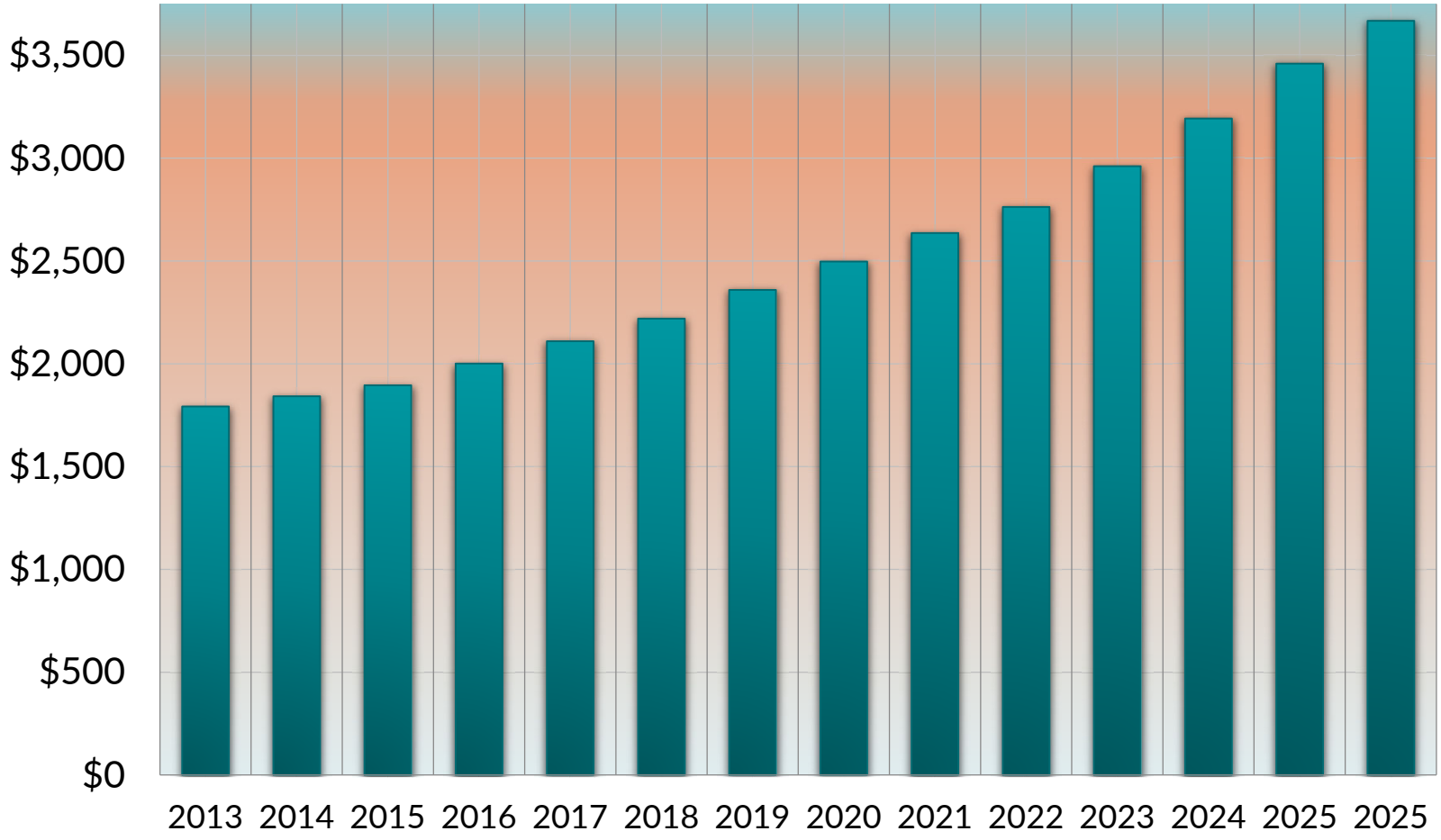
# City of Birmingham
## Agenda

- Executive Summary
- Financial Graphs
- Communication with Those Charged with Governance – End of Audit Letter
- Questions

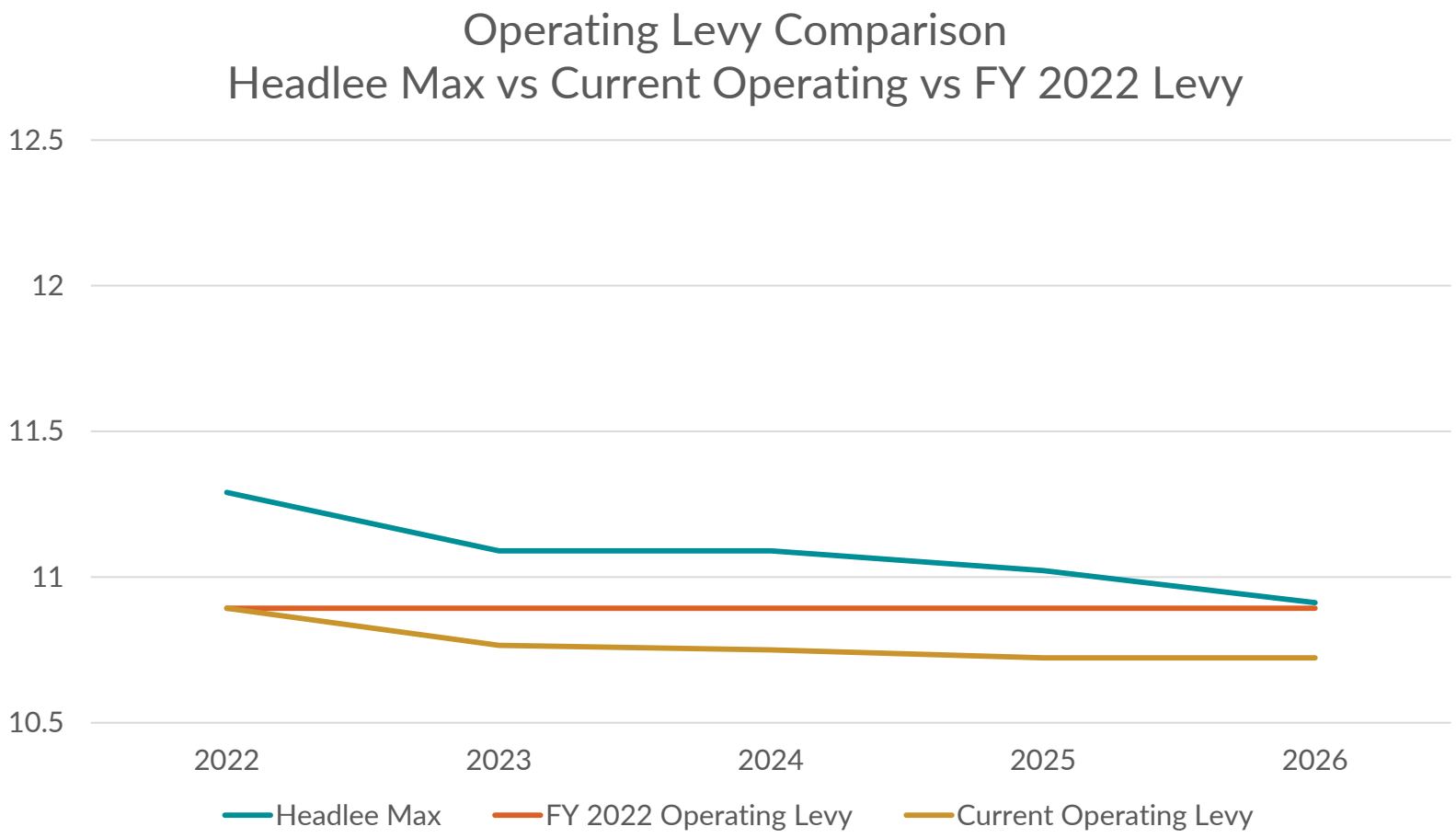
# City of Birmingham 2025 Executive Summary

- **Financial Statement Audit** – Unmodified opinion – Highest form of assurance – Opinion now first paragraph in Audit Report
- **Alternative Compliance Examination Engagement** (special engagement for ARPA funding) - CSLFRF–No findings
- **Financial Statement Highlights**
  - General Fund fund balance increased by approximately $4.1 million
  - Approximately $29.9 million was invested in City infrastructure, machinery, and equipment
  - Federal Grants Revenue recognized - $1 million
  - Pension system is 86% funded as of June 30, 2025
  - Retiree healthcare system is 142% funded as of June 30, 2025

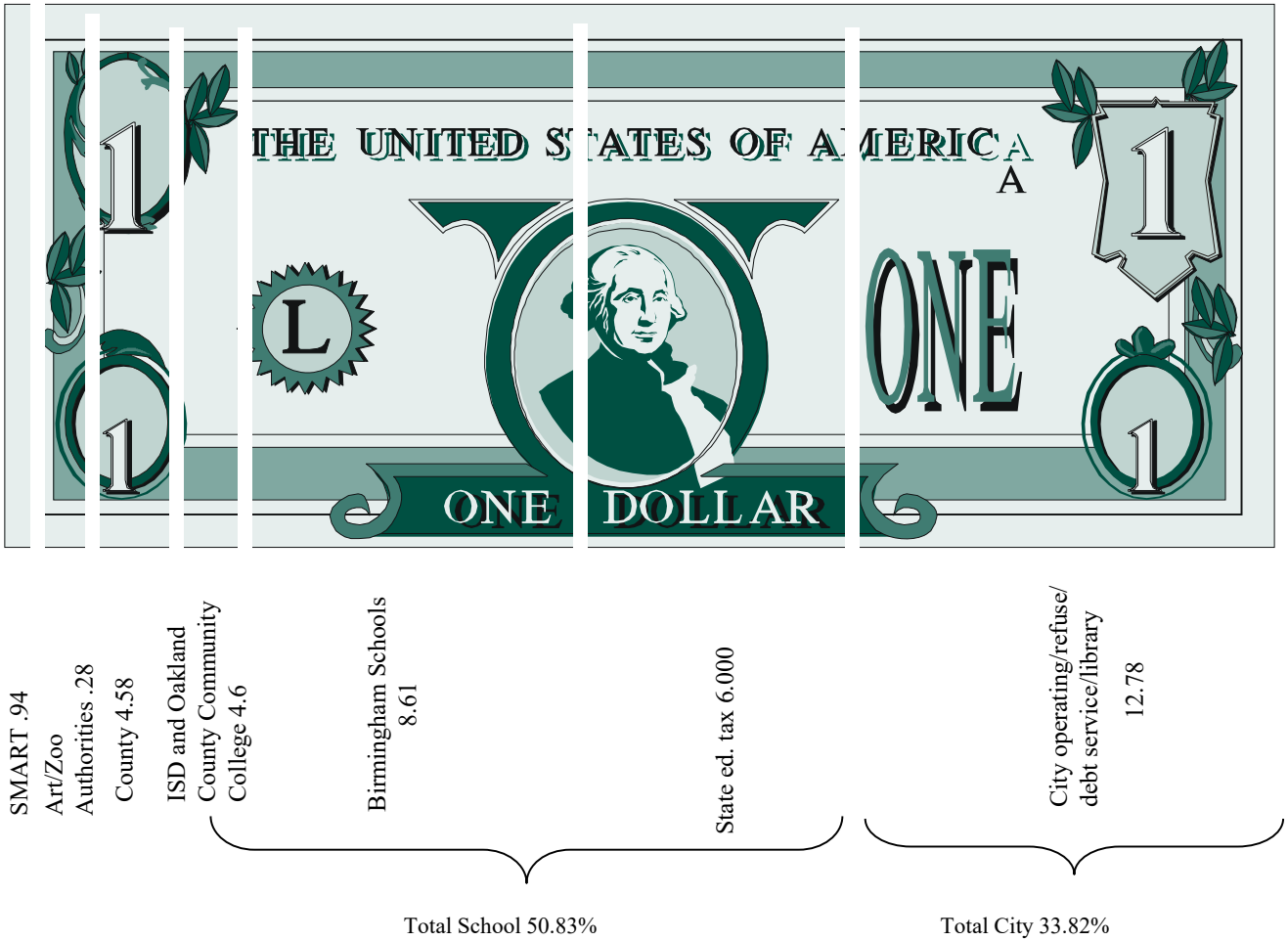
# City of Birmingham
# Total Taxable Values (in millions)



# City of Birmingham
# Operating Levy Comparison



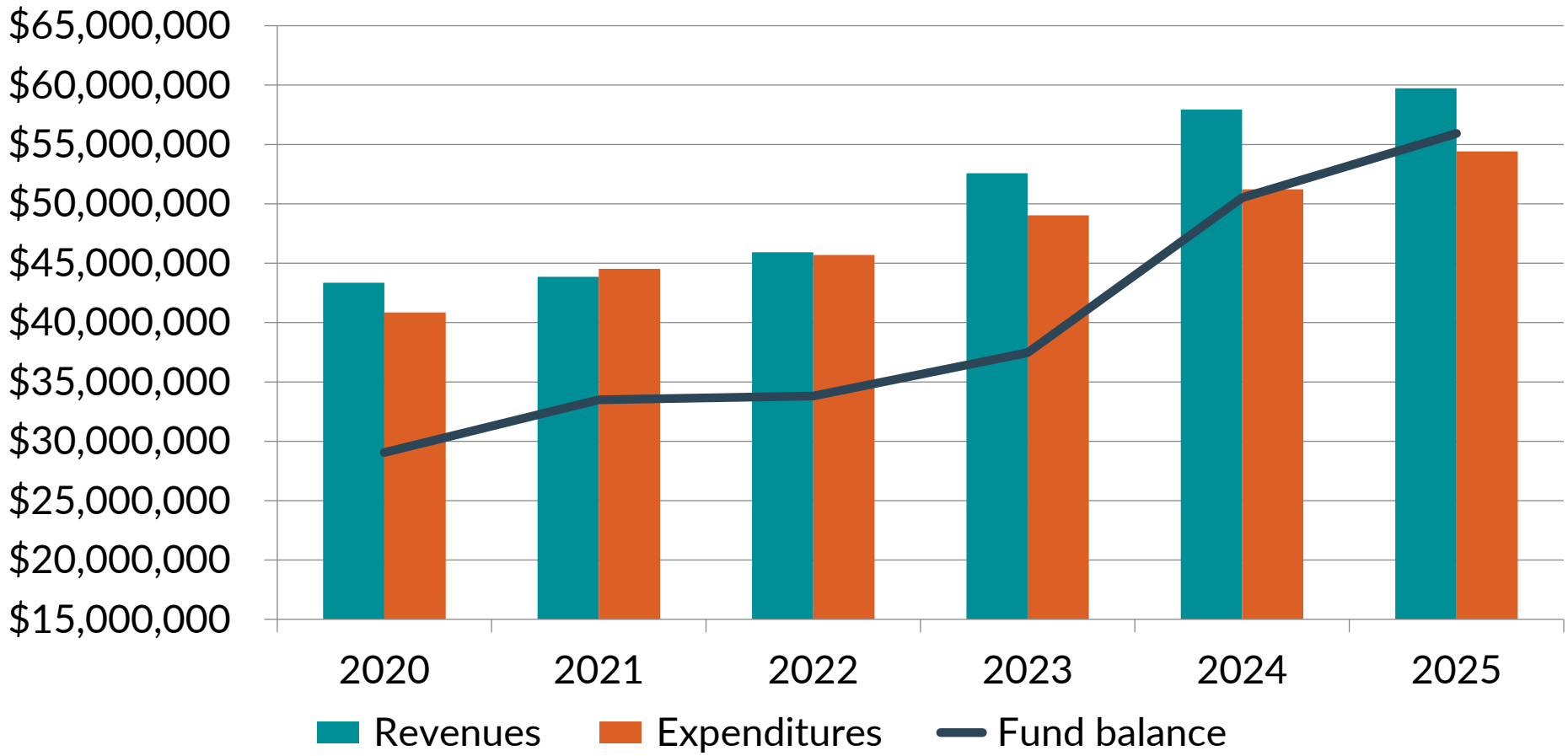
# Homestead Property Tax Analysis
# 2024 Levy
# City of Birmingham — Year Ended June 30, 2025



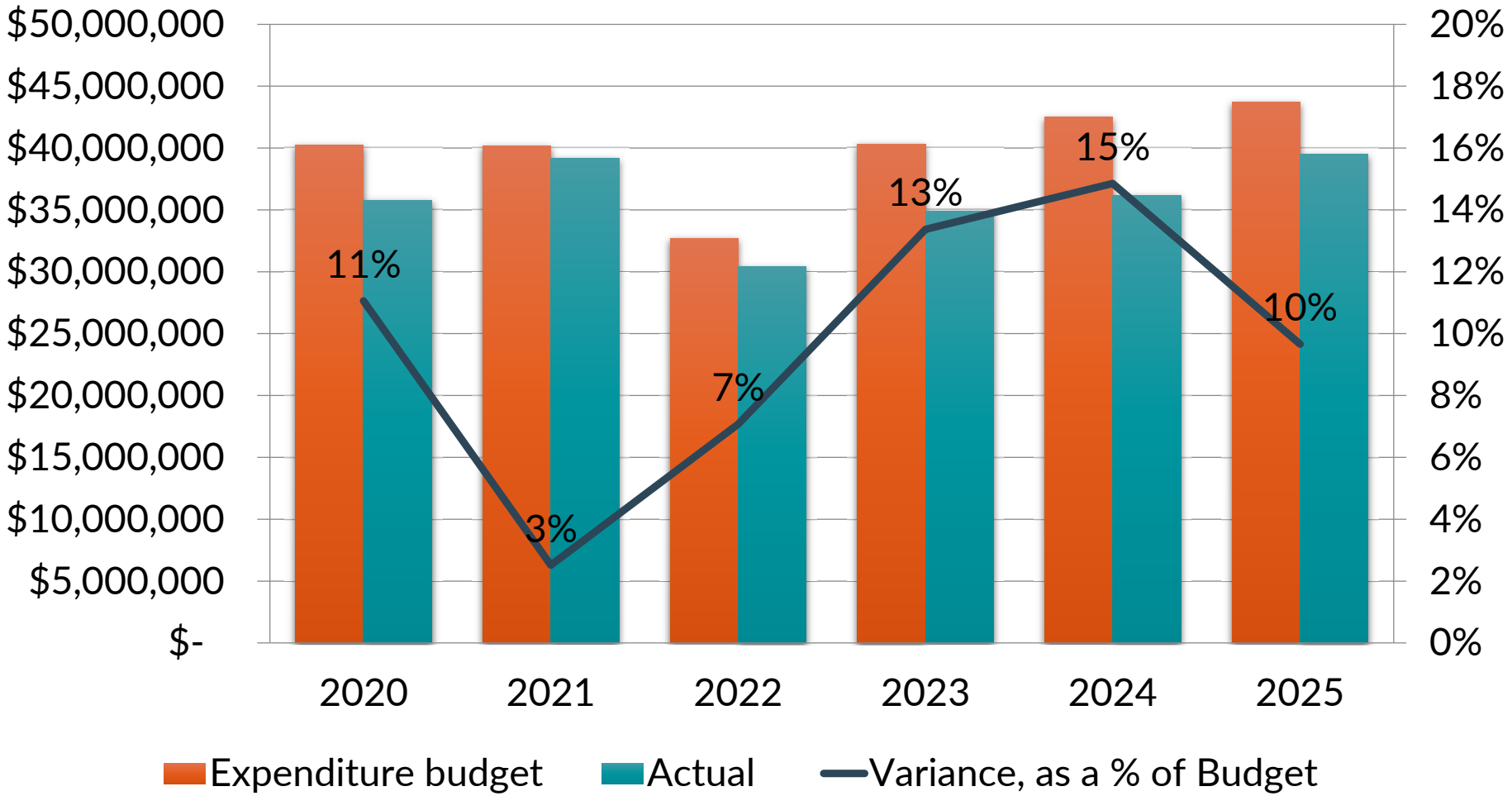
# City of Birmingham Revenues, Expenditures, and Fund Balance Years Ended June 30

## All Governmental Funds

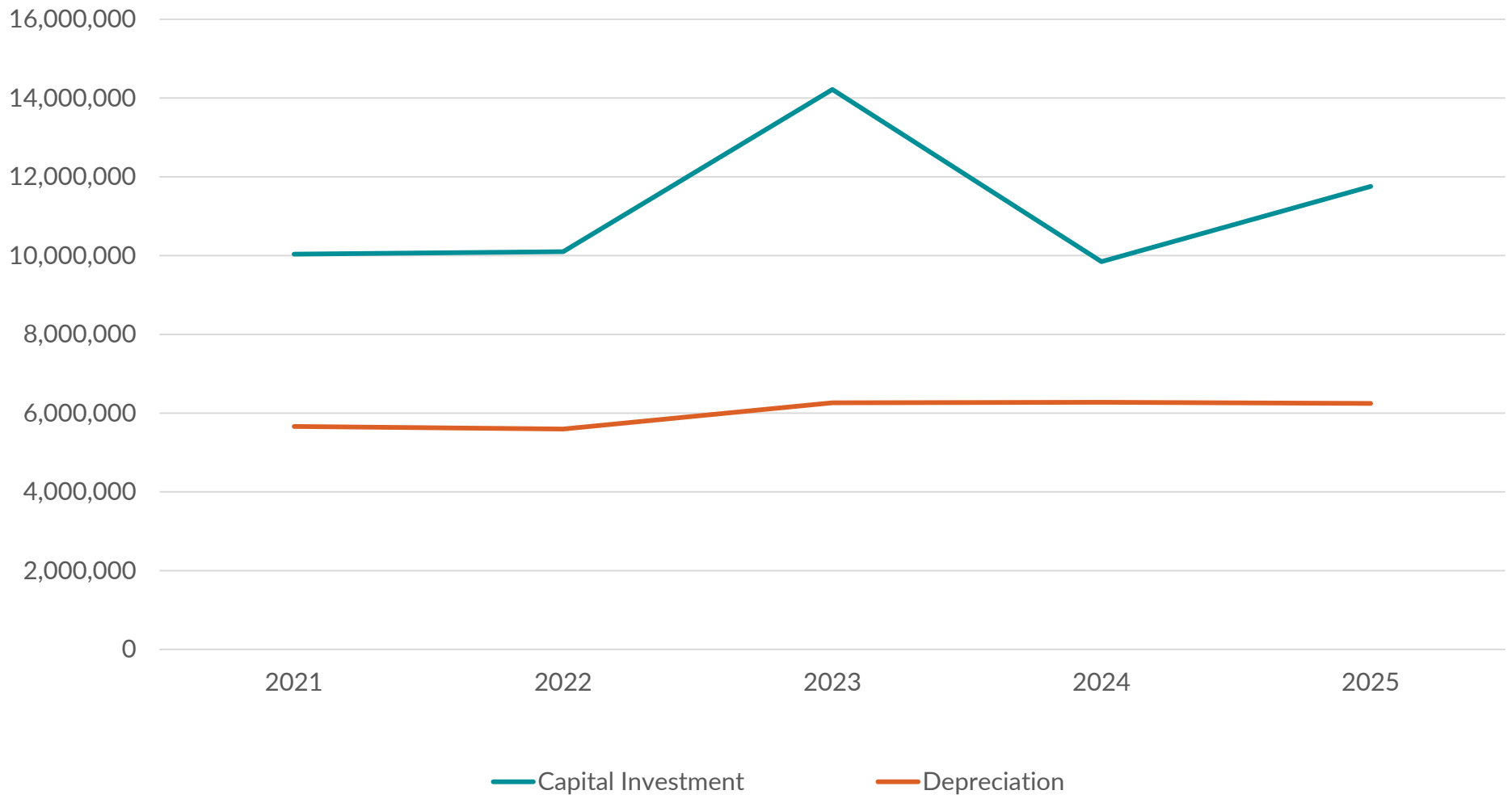
Forward planning has allowed the City to manage its fund balance



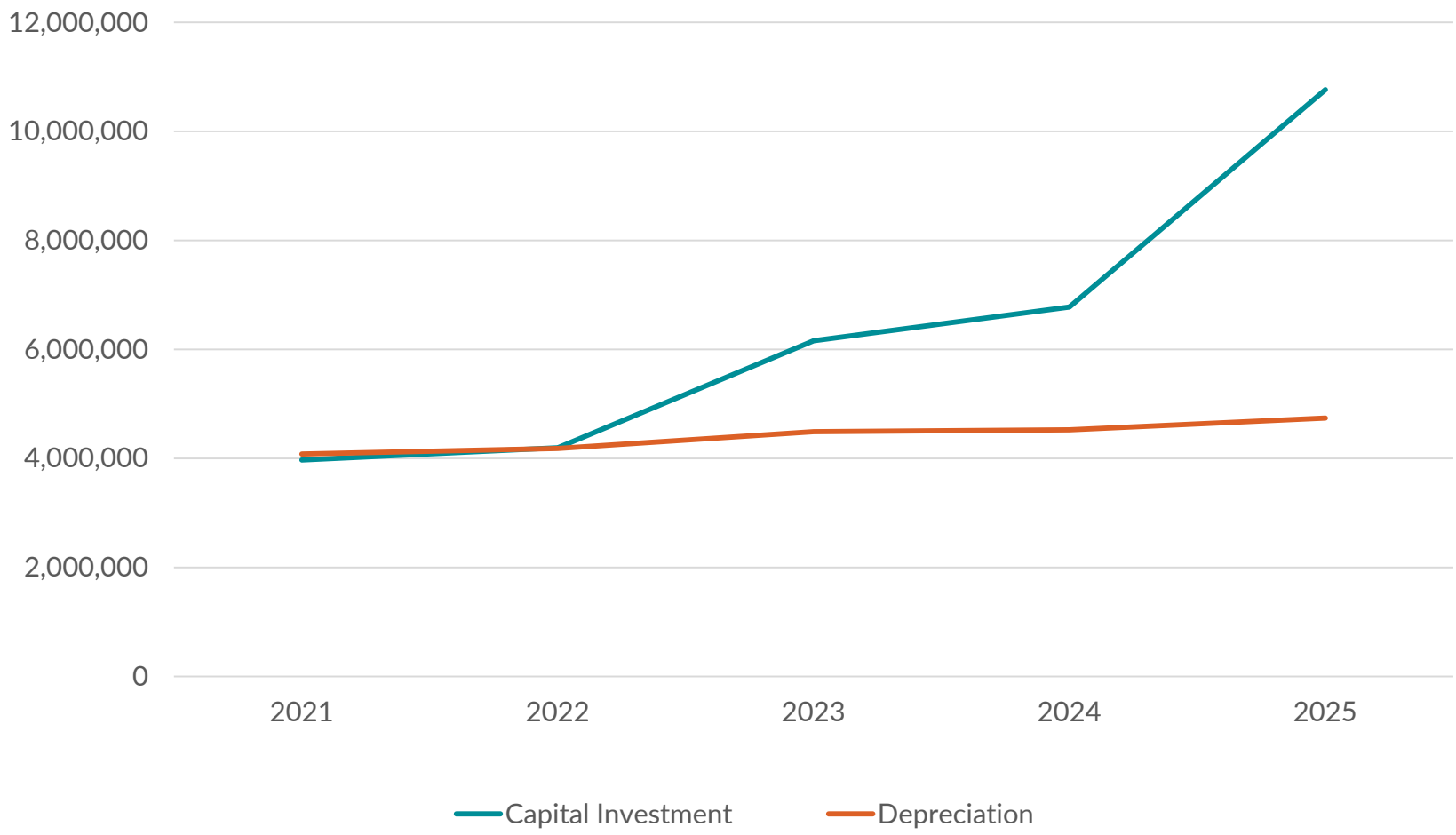
# City of Birmingham
# General Fund Favorable Budget Variance
# Years Ended June 30



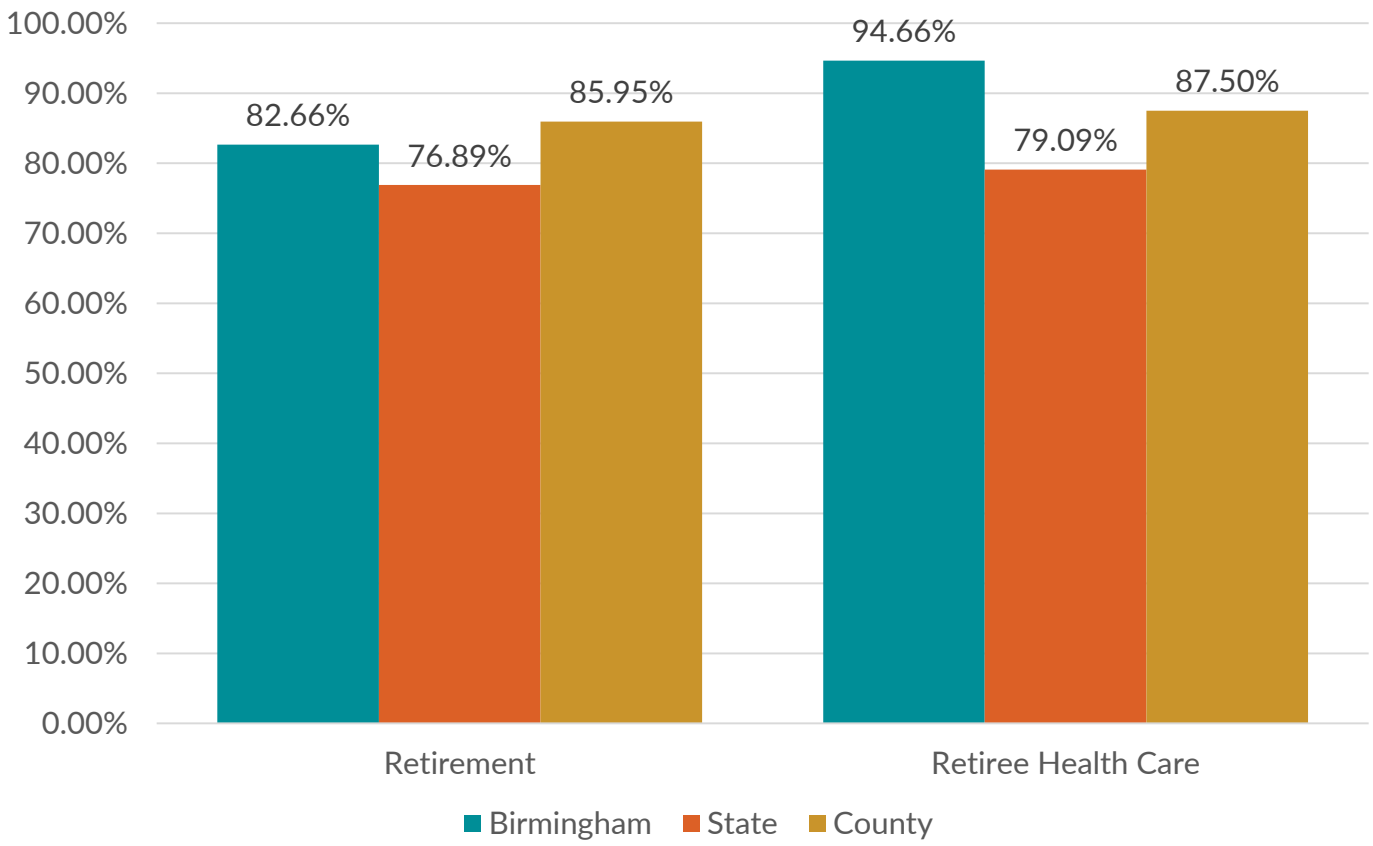
# City of Birmingham
# Capital Investments – General Government



# City of Birmingham
# Capital Investments – Enterprise Funds



# City of Birmingham
# Pension and Retiree Healthcare Funding Comparisons
# Michigan Cities
# FY 2024 Data



# City of Birmingham
## Communication With Those Charged With Governance

- AU-C 260 Required Communication with Those Charged with Governance
  - No transactions entered into for which there was a lack of authoritative guidance
  - Implemented GASB 101 related to Compensated Absences
  - No significant transactions recognized in a different period than when the transaction occurred
  - Management estimates included within the financial statements
    - Actuarial assumptions
      - Pension
      - OPEB
  - No difficulties or disagreements with management in performing the audit

*Please see separate letters to Mayor and City Commission dated November 21, 2025 for more details.

# Thank you for the opportunity to serve as auditors for the City of Birmingham

# MEMORANDUM

Parking System

**DATE:** December 9, 2025

**TO:** Jana L. Ecker, City Manager

**FROM:** Aaron Ford, Parking Systems Manager

**SUBJECT:** Final Parking Garage Schematic Design Review – Peabody, Pierce, Park, and N. Old Woodward Parking Garages

---

INTRODUCTION:
BCT Design Group was selected by the City Commission to provide interior and exterior aesthetic design services for the City of Birmingham's five municipal parking garages. Their project scope is organized into four phases:

1. Pre-Design
2. Concept Design
3. Schematic Design
4. Pre-Construction

On August 11, 2025, the City Commission approved BCT's final schematic design package for the Chester Garage. BCT has since refined and adapted the approved Chester Garage design concepts to create schematic design proposals for the remaining four garages—Peabody, Pierce, Park, and N. Old Woodward. City staff is seeking City Commission approval of these new schematic designs.

BACKGROUND:
In June 2024, the City Commission approved RAM Construction to proceed with structural, waterproofing, façade, and stairwell repairs at the Chester Parking Garage. Additional improvements included repainting garage surfaces white and replacing lighting systems. The Commission elected to remove all lighting components from the initial repair scope pending the selection of a design consultant to guide choices related to color, lighting, and any potential artistic features.

In November 2024, the City Commission selected BCT Design Group to provide interior and exterior aesthetic design concepts for all five City garages. The scope of potential enhancements included recommendations for new lighting (interior and exterior), fixture selection, light temperature and control systems, color palettes (walls, ceilings, and columns), and artistic or

graphical elements. All design concepts were required to incorporate the City's wayfinding and signage guidelines developed by Corbin Design.

BCT presented their schematic designs for the Chester Garage at the May 19, 2025 City Commission meeting. Following Commission feedback, BCT refined their art placements, lighting recommendations, and painting specifications. These refined Chester Garage concepts were formally approved by the City Commission on August 11, 2025.

Building on that approval, BCT has now applied the same design principles, material standards, and aesthetic intent to the remaining four garages. Each garage will incorporate location-specific improvements while maintaining consistency with the design framework established through the Chester Garage process.

Once the schematic designs for the Peabody, Pierce, Park, and N. Old Woodward garages are approved, the concepts will be incorporated into the ongoing comprehensive repair project. As each garage undergoes repairs, BCT's approved schematic design elements will be included in project bid packages and implemented concurrently with concrete and structural repair work.

LEGAL REVIEW:
None.

FISCAL IMPACT:
The total project cost associated with implementing BCT's schematic design concepts across the four garages will be presented to the City Commission at a later date. Cost estimates will be finalized following design approval and integration into the repair project bid documents.

SUSTAINABILITY:
As the garages are updated, sustainability will be considered where possible. LED lights, solar panels, and sustainable material options are examples of items to be considered.

DESIGN:
BCT is currently in Phase 3 (Schematic Design) of their four-phase process for the remaining four garages. The designs reflect the approved aesthetic direction of the Chester Garage while accommodating site-specific needs and layout variations unique to each structure.

PUBLIC COMMUNICATIONS:
All BCT design materials and presentations have been communicated to the public through City Commission agendas. BCT has also engaged with the Public Arts Board and the Advisory Parking Committee, receiving targeted feedback during the development of the Citywide garage design concept.

SUMMARY:
Building on the City Commission's approval of the Chester Garage schematic designs on August 11, 2025, BCT has developed corresponding schematic designs for the Peabody, Pierce, Park, and N. Old Woodward garages.

City staff is requesting that the City Commission approve these schematic design packages so the concepts may be incorporated into the ongoing garage repair program and included in the bid process as repairs are executed at each facility.

ATTACHMENTS:
BCT Design Group – Schematic Design Presentations for Peabody, Pierce, Park, and N. Old Woodward Garages

SUGGESTED COMMISSION ACTIONS:
Make a motion adopting a resolution to approve BCT Design Group's Schematic Designs for the Peabody, Pierce, Park, and N. Old Woodward Parking Garages and authorize City staff and BCT to incorporate the approved concepts into the ongoing comprehensive repair project, including integration into future bid packages.

bct design group

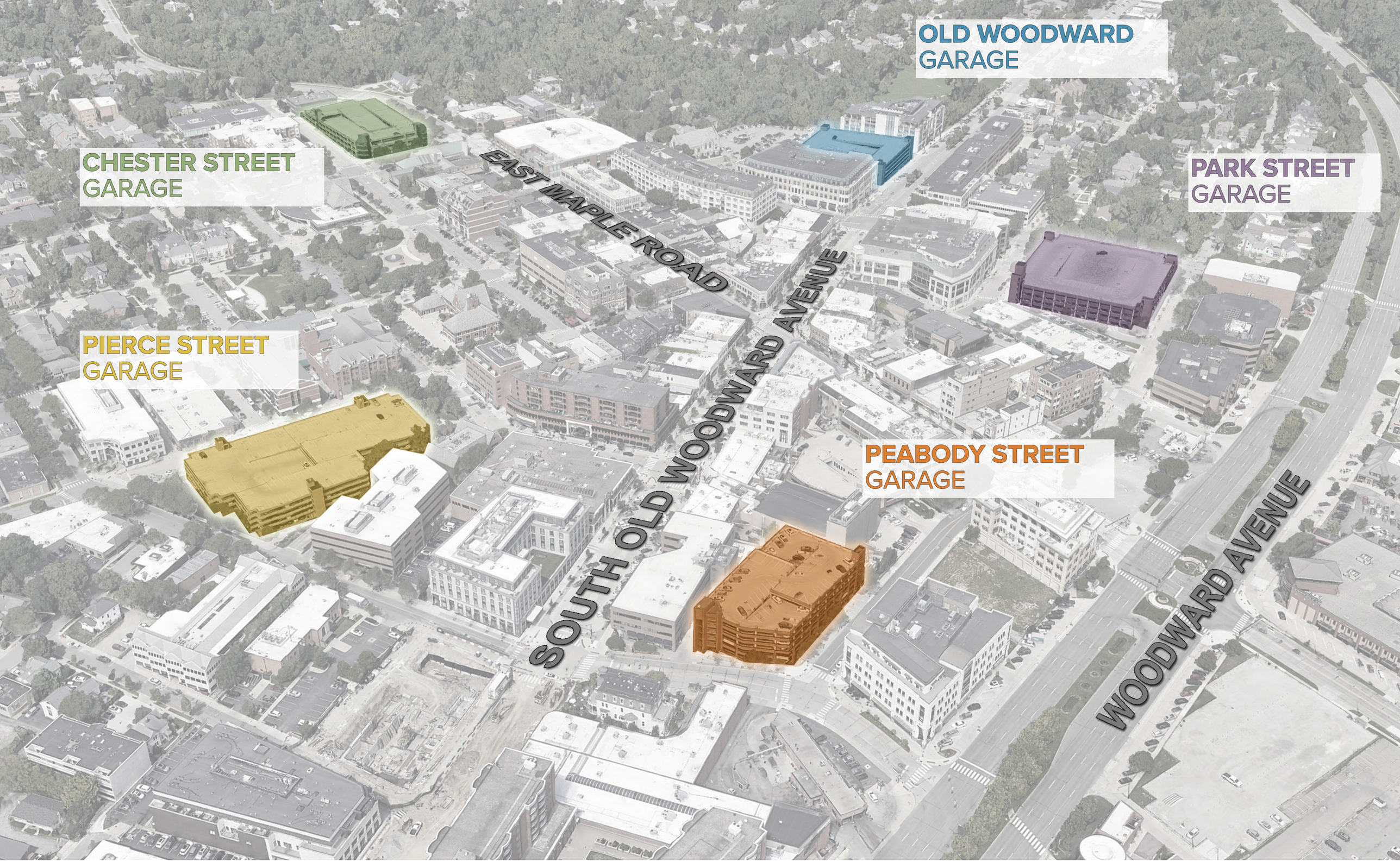
# BIRMINGHAM PARKING GARAGES

## Schematic Design - Peabody, Pierce, Old Woodward & Park

December 15, 2025

prepared for:

BIRMINGHAM
A WALKABLE CITY




bct design group
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ILLUMINART
A Division of Peter Basso Associates, Inc.

BIRMINGHAM
A WALKABLE CITY

BIRMINGHAM PARKING GARAGES INTERIOR / EXTERIOR DESIGN | CITY OF BIRMINGHAM, MI

# LOCATION MAP

| DECEMBER 15, 2025

# BIRMINGHAM PARKING GARAGES

## PEABODY STREET GARAGE - SCHEMATIC DESIGN

December 15, 2025

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## PROJECT NARRATIVE

This schematic design package focuses on the scope of work for the Peabody Street Parking Garage located at 222 Peabody Street in Birmingham, MI. This package takes in consideration improvements made by WJE & the graphics/signage package put together by Corbin. The primary focus is to improve the overall experience for garage users through small architectural interventions, paint / graphics, and improved lighting.

To improve wayfinding of garage entry for pedestrians & motorists, canopies at pedestrian and vehicle entries will be added. Ceilings above the entries will be painted with color selected by Corbin and lit up to help identify the garage with its assigned color.

Walls, ceilings, and beams to be painted with Corbin selected colors & graphics at busy areas of the garage, such as: stair / elevator lobbies and intersections. Wayfinding graphics shown in this package are suggestive and final selections are to be made by Corbin. Murals will be incorporated in selected areas to utilize blank walls and improve aesthetics of the interiors. All murals shown in the set are suggestive, final selection are to be done by Public Arts Board. Other parts of the garage interior to be painted white to brighten up the interior space. See Illuminart drawings for new lighting layout. New lighting fixtures throughout the interior will brighten the space with proper temperature of light.

Mass wall at the stair tower off E. Brown Street to be painted with a mural or applied with fin signage & banners that can promote garage parking or City events. New lighting design will illuminate entries, exterior facade, and roof. Interior of the staircases will be better illuminated and seen as focal points of the garage for people who come to Birmingham to enjoy the City.

Existing staircase, ramps, and all railing at the entry off E. Brown Street to be repaired and painted. Damaged floor in lobby areas to be repaired with new finish. Elevator & stair lobbies to be opened up with removal of existing knee walls and abandoned storefront framing. New bollards to be installed for pedestrian safety.

## PT-1 “PEABODY ORANGE”

ACCENT COLOR FOR CEILINGS AND FEATURES - COLOR SPECIFIC TO GARAGE

EGG-SHELL - CONCRETE ACCENTS

PANTONE PMS 2276 C

## PT-2 “PEABODY ORANGE 2”

DARK METAL ACCENTS

SEMI-GLOSS - STEEL ACCENTS

“BIRMINGHAM GREEN”

PANTONE PMS 4208 C

## PT-3 “GREY-GREEN”

SIGNAGE BACKGROUNDS

NOT USED

PANTONE 418C

## PT-4 “WHITE”

GENERAL INTERIOR PAINT

EGGSHELL - CONCRETE / PIPING / CONDUITS

PPG PAINTS - ULTRA WHITE

## PT-5 “TRAFFIC GREY”

FLOOR - TRAFFIC COATINGS
BLUE GREY

WHITE MARKINGS
WITH 4” BLACK OUTLINE FOR ALL ARROWS

## PT-6 “DARK BRONZE”

CANOPIES / RAILINGS

SEMI-GLOSS - STEEL ACCENTS

TO BE SELECTED

**Fonts used on parking package:**

**Avenir - Light**
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890

**Avenir - Heavy**
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890

**Gotham - Medium**
1234567890

**Highway Gothic - Regular**
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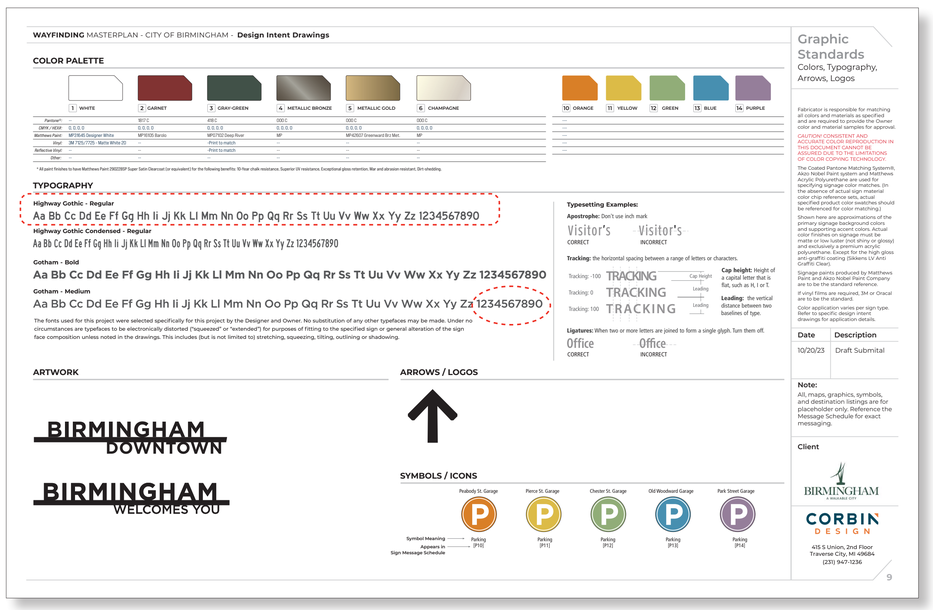
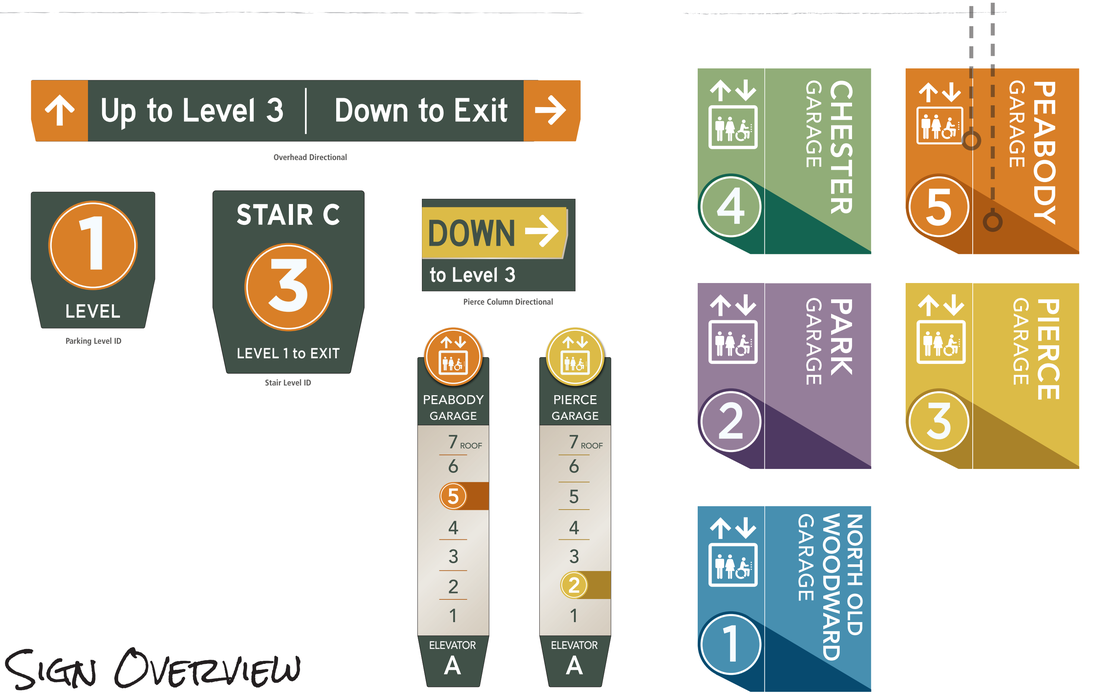



WAYFINDING MASTER PLAN



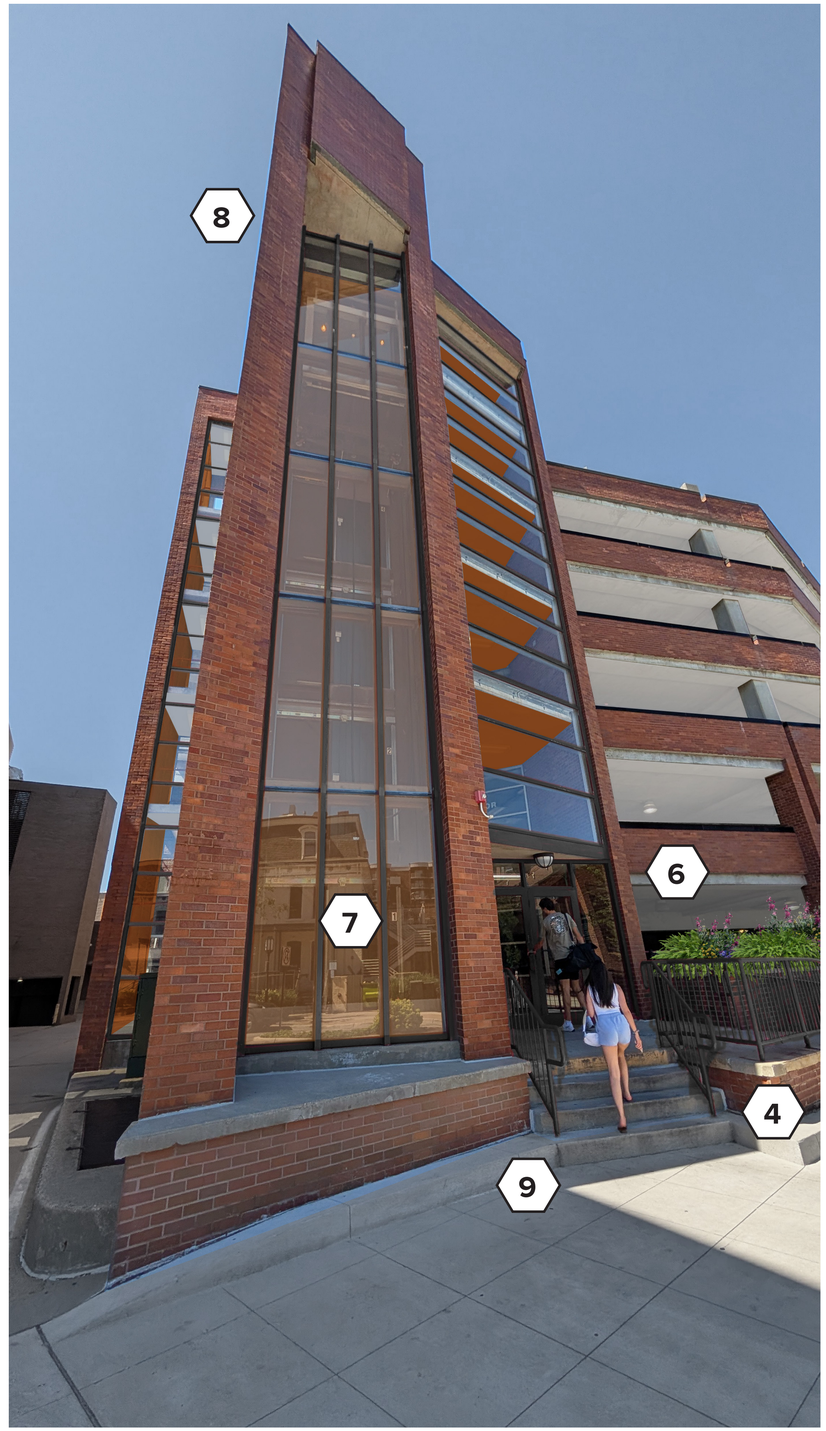

SIGN OVERVIEW

CORBIN DESIGN

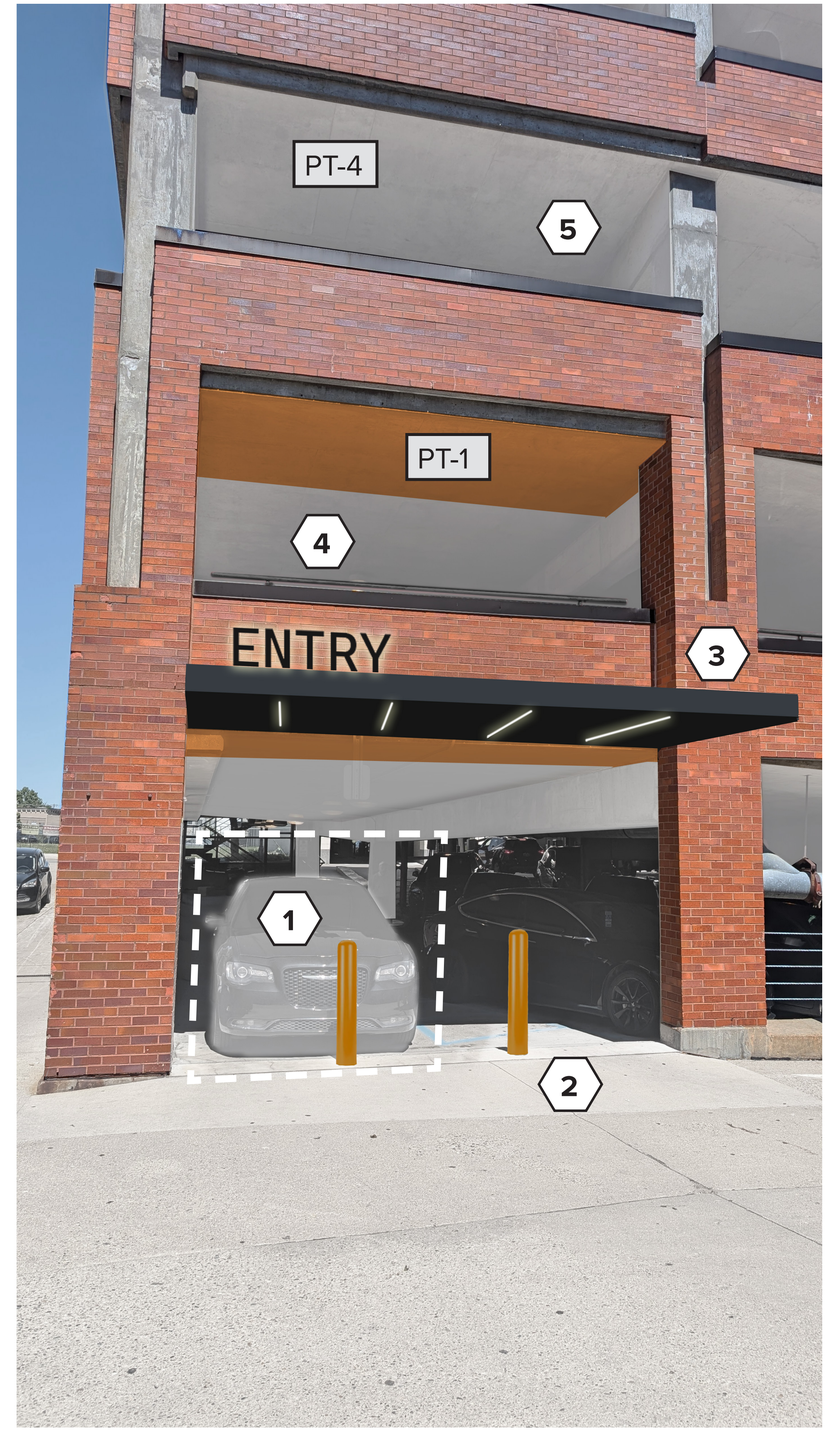
**KEY NOTES:**

1. RELOCATE ADA ACCESSIBLE PARKING SPACE TO CREATE A CLEAR WALKING PATH FROM ALLEY INTO GARAGE.
2. REPAINT OR REPLACE BOLLARDS - PAINTED PT-2
3. NEW PEDESTRIAN METAL CANOPY WITH PIN LETTER SIGNAGE. PAINT NEW CANOPIES “DARK BRONZE” TO MATCH EXISTING ACCENTS.
4. REPAIR EXTERIOR RAMP & STAIR. INSTALL NEW BRONZE RAILINGS.
5. PAINT CEILING DECK AT EXTERIOR CANOPY ENTRANCE PT-1 FOR WAYFINDING CLARITY. SEE PAINTING PLANS.
6. NEW PLANTINGS IN EXTERIOR PLANTERS.
7. PAINT INTERIOR WALLS OF ELEVATOR SHAFT PT-1.
8. WALL MOUNTED BANNER. PROVIDE LIGHTING ILLUMINATION.
9. REPAIR EXISTING MAIN ENTRY. REPAIR STAIRCASE, RAMP, AND RAILING. TUCK & POINT BRICK MASONRY AS REQUIRED.

EXTERIOR VIEW OF BUILDING APPROACH AT EAST BROWN STREET




EXTERIOR VIEW OF ELEVATOR CORE ENTRY AT EAST BROWN STREET




EXTERIOR VIEW OF PEDESTRIAN ENTRY FROM ALLEY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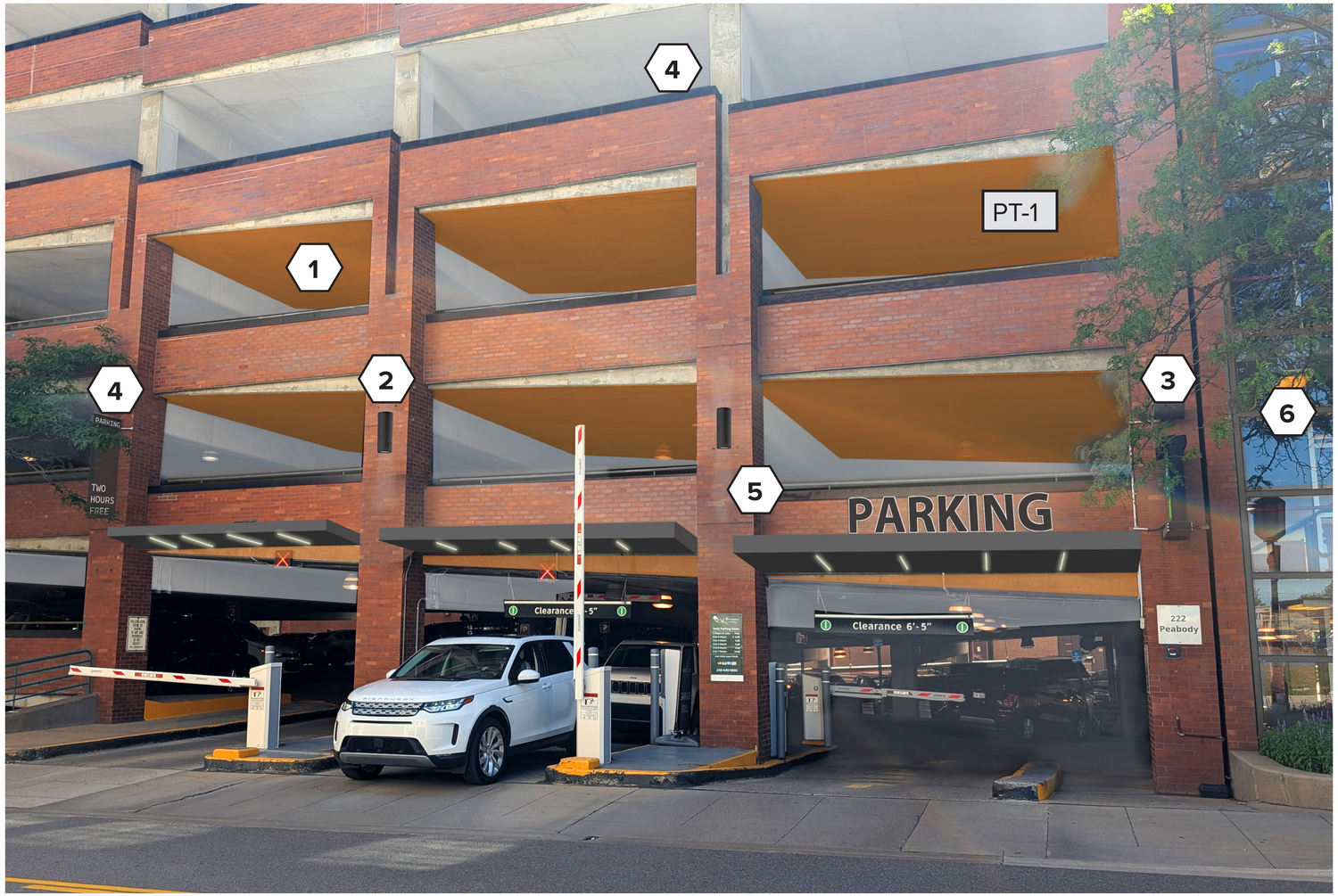
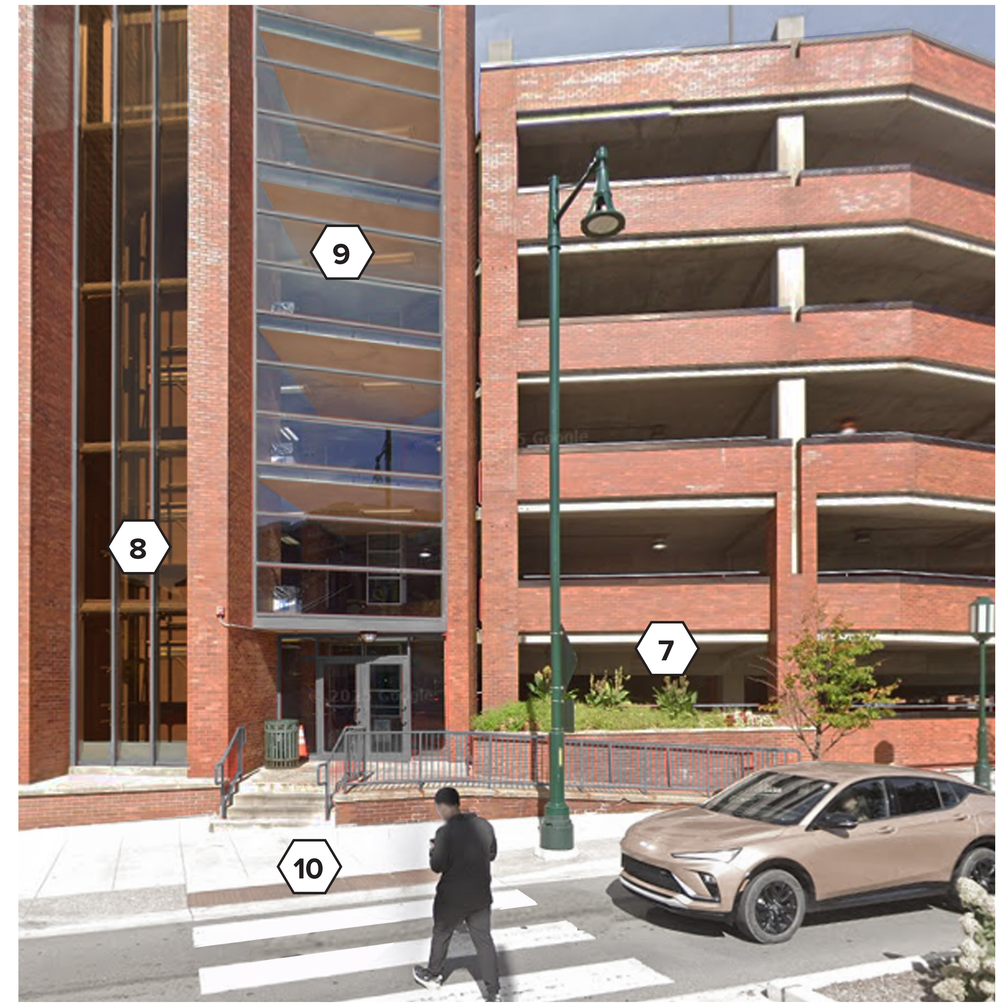



VEHICULAR ENTRY ON PEABODY STREET




RAMP ENTRY AT EAST BROWN STREET

**KEY NOTES:**

1. PAINT CEILING AT ABOVE VEHICULAR ENTRIES PT-1 AT FLOOR LEVELS 1, 2, & 3. REFER TO TYPICAL PAINT PLANS FOR EXTENT OF PAINT OUTLINE.
2. REMOVE EXISTING WALL-MOUNTED WALL SCONCES. REPLACE WITH NEW FIXTURES TO ILLUMINATE VERTICAL MASONRY PIERS.
3. ATTACH CORBIN BLADE SIGNAGE TO INDICATE GARAGE ENTRY AND INFORMATION.
4. PROVIDE BLADE SIGNAGE ADVERTISING FREE 2 HOUR GARAGE PARKING.
5. NEW METAL CANOPIES (3) WITH PIN LETTER SIGNAGE AND LINEAR LIGHTING MOUNTED TO UNDERSIDE OF SOFFITS. FINISH: “DARK BRONZE” TO MATCH EXISTING ACCENTS.
6. PAINT ALL EXTERIOR RAILINGS & TRIM CAPS BLACK, TYP.
7. NEW PLANTINGS IN EXTERIOR PLANTERS.
8. PAINT INTERIOR WALLS OF ELEVATOR SHAFT PT-1 TO ILLUMINATE ELEVATOR CORE FROM EXTERIOR.
9. PAINT CEILINGS AT ELEVATOR/STAIR LOBBY PT-1 TO ILLUMINATE LOBBY FROM EXTERIOR.
10. REPAIR EXTERIOR RAMP & STAIR. INSTALL NEW BRONZE RAILINGS.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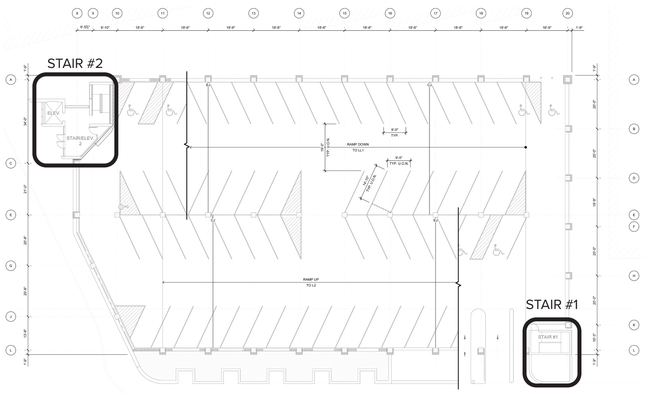
## KEY PLAN




KEY NOTES:

1. PAINT CEILING & BEAMS WITH CORBIN COLOR SCHEME & WAYFINDING GRAPHICS TO HIGHLIGHT STAIRWELL VESTIBULE. SEE PAINTING PLAN FOR EXTENTS OF CEILING PAINT.
2. ILLUMINATE THE INTERIOR WALLS INSIDE THE STAIRCASE. PAINT INTERIOR CONCRETE WALLS PT-1.
3. PAINT CEILINGS, BEAMS, CONDUIT, AND INTERIOR COLUMNS “WHITE” TO BRIGHTEN THE INTERIOR SPACE.
4. PAINT ALL STAIRWELL RAILINGS BLACK, TYP.
5. REPLACE ALL STOREFRONT TRIM CAPS WITH CLEAR ANODIZED FINISH, TYP.
6. APPLY CORBIN SIGNAGE ACCORDING TO WAYFINDING PLANS, TYP.

STAIR #1 LOBBY

STAIRWELL INTERIOR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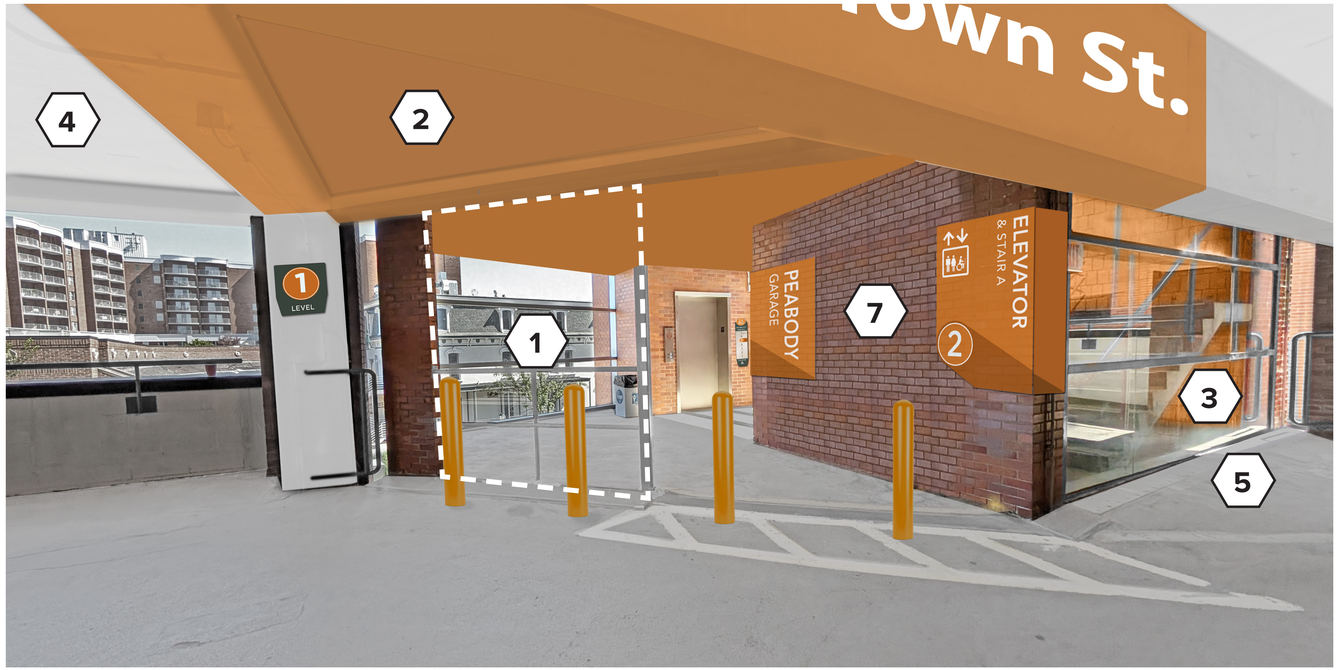
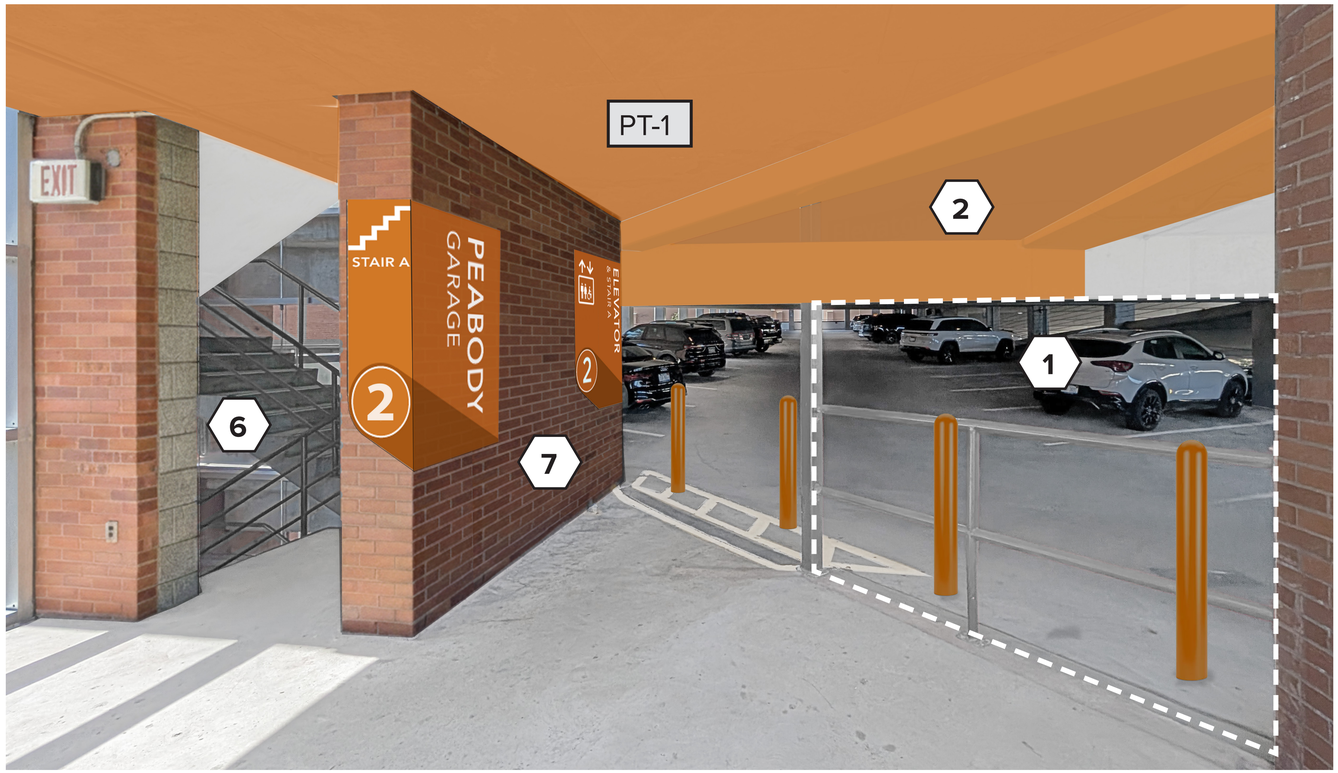
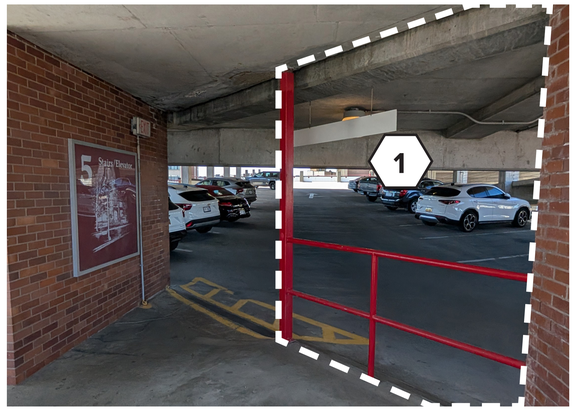



PROPOSED ELEVATOR / STAIR #2 LOBBY EXTERIOR




PROPOSED ELEVATOR / STAIR #2 LOBBY

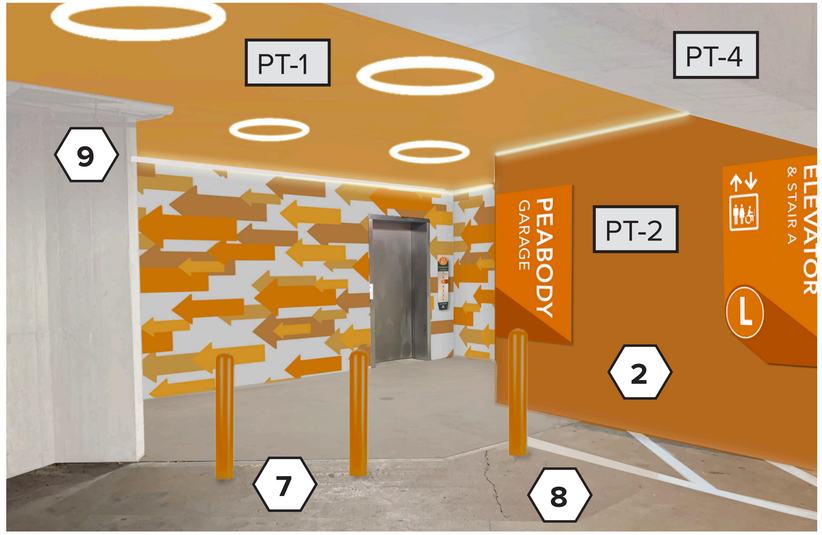



VESTIBULE ENTRIES - LEVELS 1, 2, 4 & 5

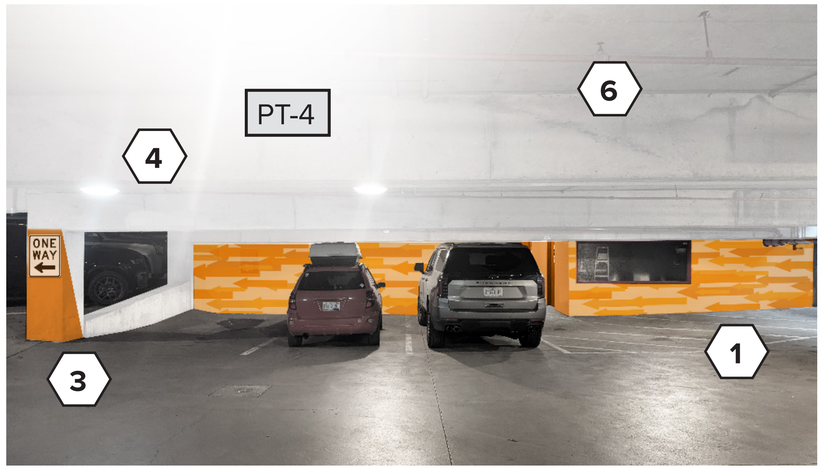
KEY NOTES:

1. REMOVE EXISTING STOREFRONT / RAILINGS AT EACH STAIR #2 VESTIBULE ENTRY. FOR VESTIBULES WITH BRICK KNEE WALL, KNEE WALL IS TO REMAIN. FOR ALL OTHER VESTIBULES, REPLACE STOREFRONT/RAILING WITH BOLLARDS FOR SAFETY; PAINT PT-2, TYP.
2. PAINT CEILING & BEAMS WITH CORBIN COLOR SCHEME & WAYFINDING GRAPHICS.
3. ILLUMINATE THE INTERIOR WALLS INSIDE THE STAIRCASE. PAINT CMU WALLS PT-1.
4. PAINT CEILINGS, BEAMS, AND INTERIOR COLUMNS “WHITE” TO BRIGHTEN THE INTERIOR SPACE.
5. REPLACE ALL EXISTING TRIM CAPS WITH BLACK FINISH CAPS.
6. PAINT ALL EXISTING RAILINGS BLACK, TYP.
7. REMOVE EXISTING SIGNAGE & REPLACE WITH CORBIN SIGNAGE APPLIED TO BRICK FACE.

LOWER LEVEL MURAL WALL



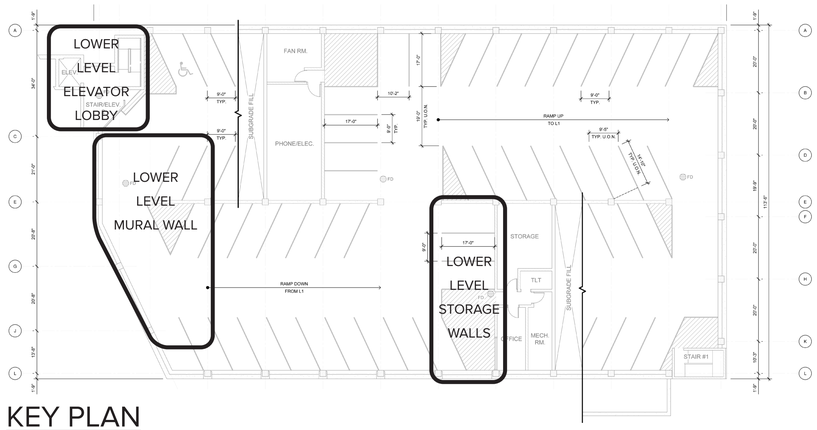

LOWER LEVEL ELEVATOR



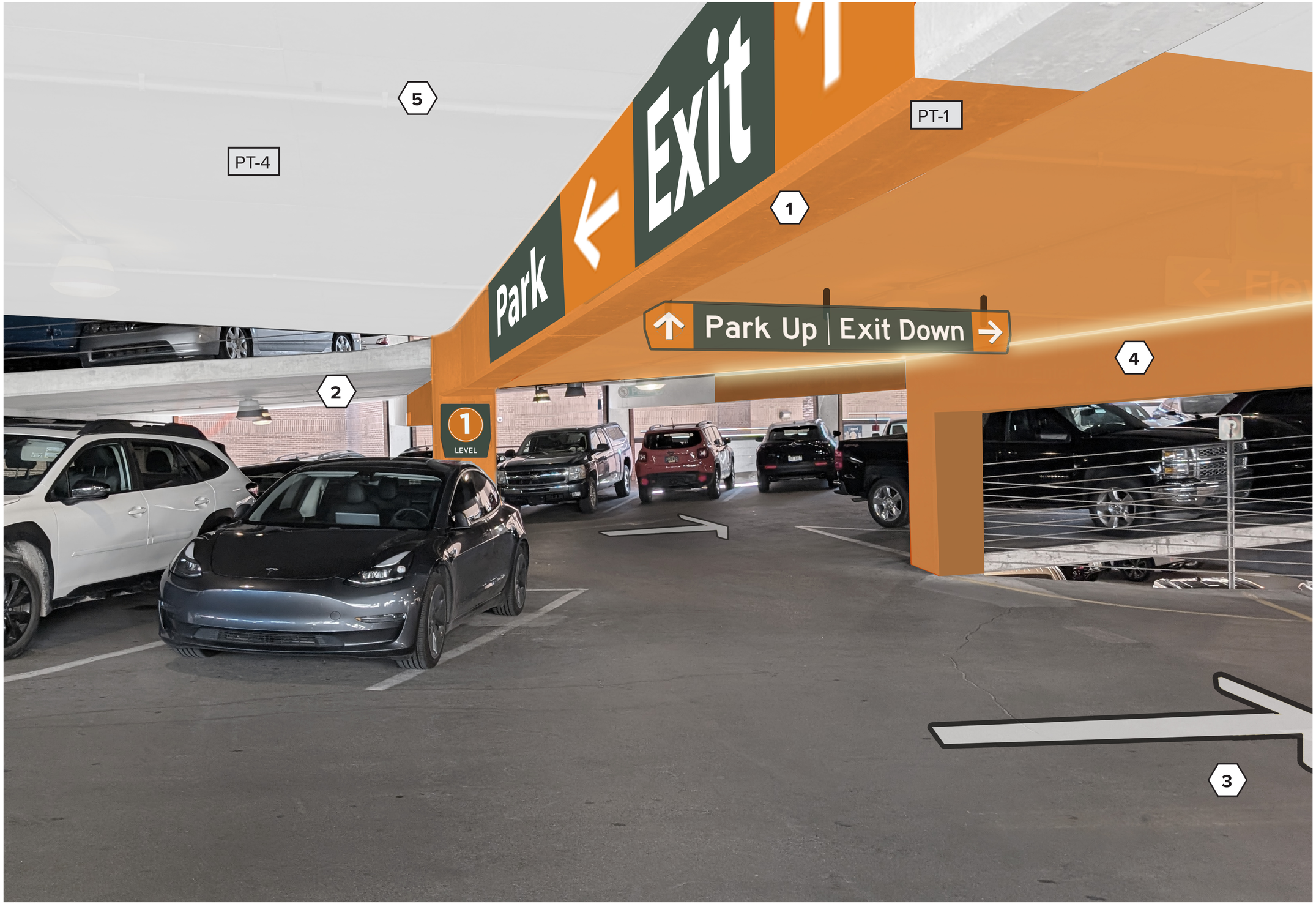

LOWER LEVEL STORAGE WALLS

**KEY NOTES:**

1. MURAL PAINTED ON WALL SURFACE. ALL MURALS TO BE COORDINATED WITH PUBLIC ARTS BOARD AND ARTISTS.
2. PAINT WALL SURFACE WITH CORBIN COLOR SCHEME & WAYFINDING GRAPHICS.
3. PAINT COLUMNS WITH CORBIN COLOR SCHEME & WAYFINDING GRAPHICS & SIGNAGE.
4. PAINT CEILINGS, BEAMS, AND INTERIOR COLUMNS “WHITE” TO BRIGHTEN THE INTERIOR SPACE.
5. PAINT NEW WAYFINDING ARROWS ON THE FLOOR. COORDINATE GRAPHICS WITH CORBIN.
6. PAINT PLUMBING COMPONENTS AT THE CEILING TO MATCH CEILING COLOR TO HELP CONCEAL EXISTING PIPING. PAINT ALL PIPING PT-4.
7. PROVIDE BOLLARDS FOR SAFETY; PAINTED PT-2, TYP.
8. RE-STRIPE PARKING SPACES & CURBS WITH PT-4 FOR SAFETY & IMPROVED APPEARANCE, TYP.
9. ILLUMINATE ELEVATOR VESTIBULE WITH LINEAR LIGHTING ALONG CEILING EDGES & FLUSH MOUNTED DECORATIVE LIGHTING FIXTURES.



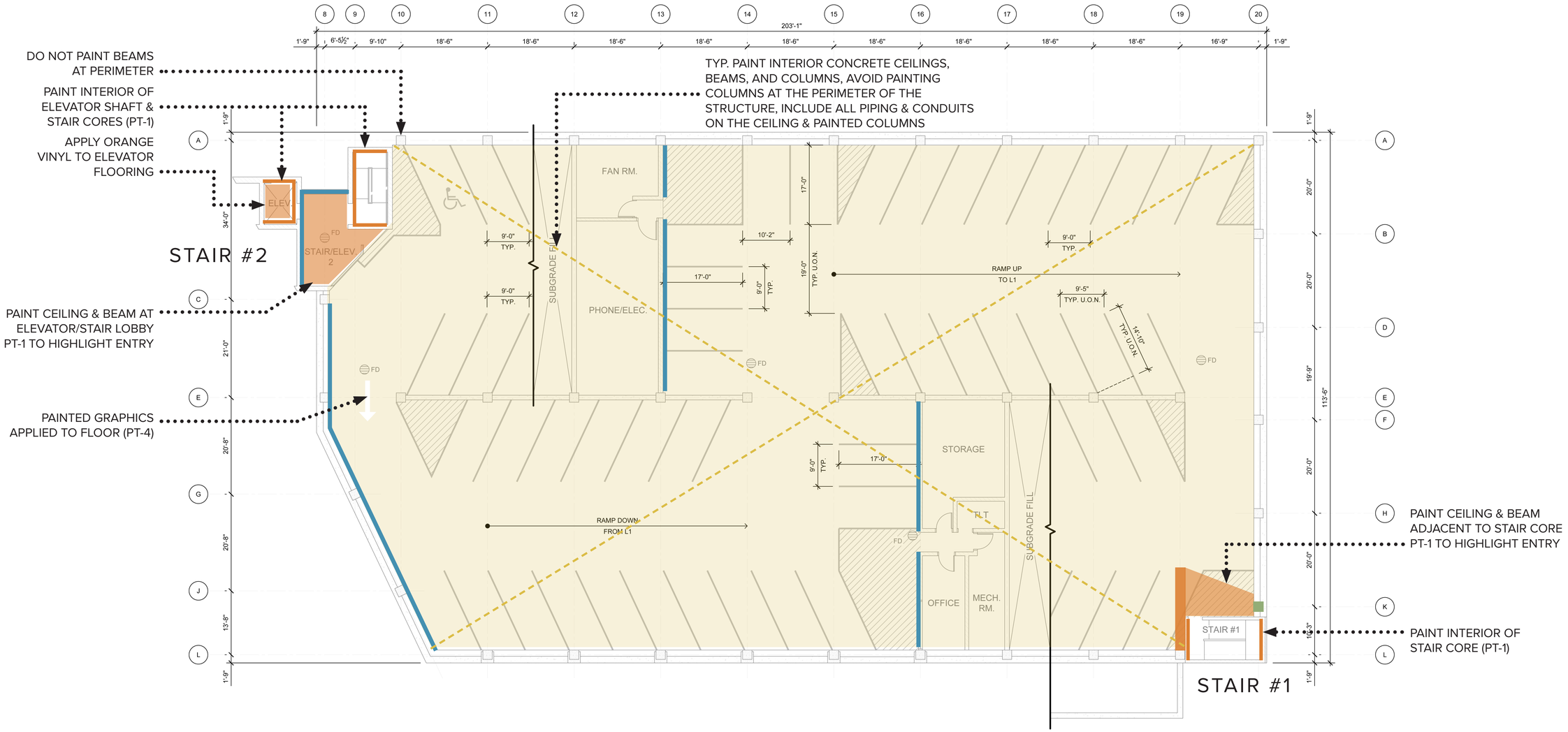

KEY PLAN




TYPICAL VEHICULAR TRAFFIC INTERSECTION

**KEY NOTES:**

1. PAINT CEILING & BEAMS WITH CORBIN COLOR SCHEME & WAYFINDING GRAPHICS.
2. PAINT CEILINGS, BEAMS, AND INTERIOR COLUMNS "WHITE" TO BRIGHTEN THE INTERIOR SPACE.
3. PAINT NEW WAYFINDING ARROWS ON THE FLOOR. COORDINATE GRAPHICS WITH CORBIN.
4. PROVIDE LINEAR LIGHTING ALONG THE EDGE OF THE BEAMS TO ILLUMINATE WAYFINDING GRAPHICS & COLUMNS.
5. PAINT PLUMBING COMPONENTS AT THE CEILING TO MATCH CEILING COLOR TO HELP CONCEAL EXISTING PIPING.




## LOWER LEVEL PAINT FLOOR PLAN

3/32" = 1'-0"

GENERAL NOTE:
PRESSURE CLEAN PARKING GARAGE INTERIOR. PREP & CLEAN EXPOSED CONCRETE COLUMNS, CEILINGS, BEAMS, & FLOOR SLAB.

- PAINT WALL, COLUMN, AND BEAM AREAS WITH CORBIN GRAPHICS. INCORPORATE SIGNAGE FOR WAYFINDING.
- PAINT WALL, COLUMN, AND BEAM AREAS WITH PEABODY ORANGE
- PAINT INTERIOR OF GARAGE WHITE, INTERIOR COLUMNS, WALLS, AND CEILINGS. COLUMNS AT THE PERIMETER TO REMAIN AS IS.
- PAINT WALL AREAS WITH ART MURALS. COORDINATE WITH PUBLIC ARTS BOARD
- PROPOSED LIGHTING - COORDINATED W/ ILLUMINART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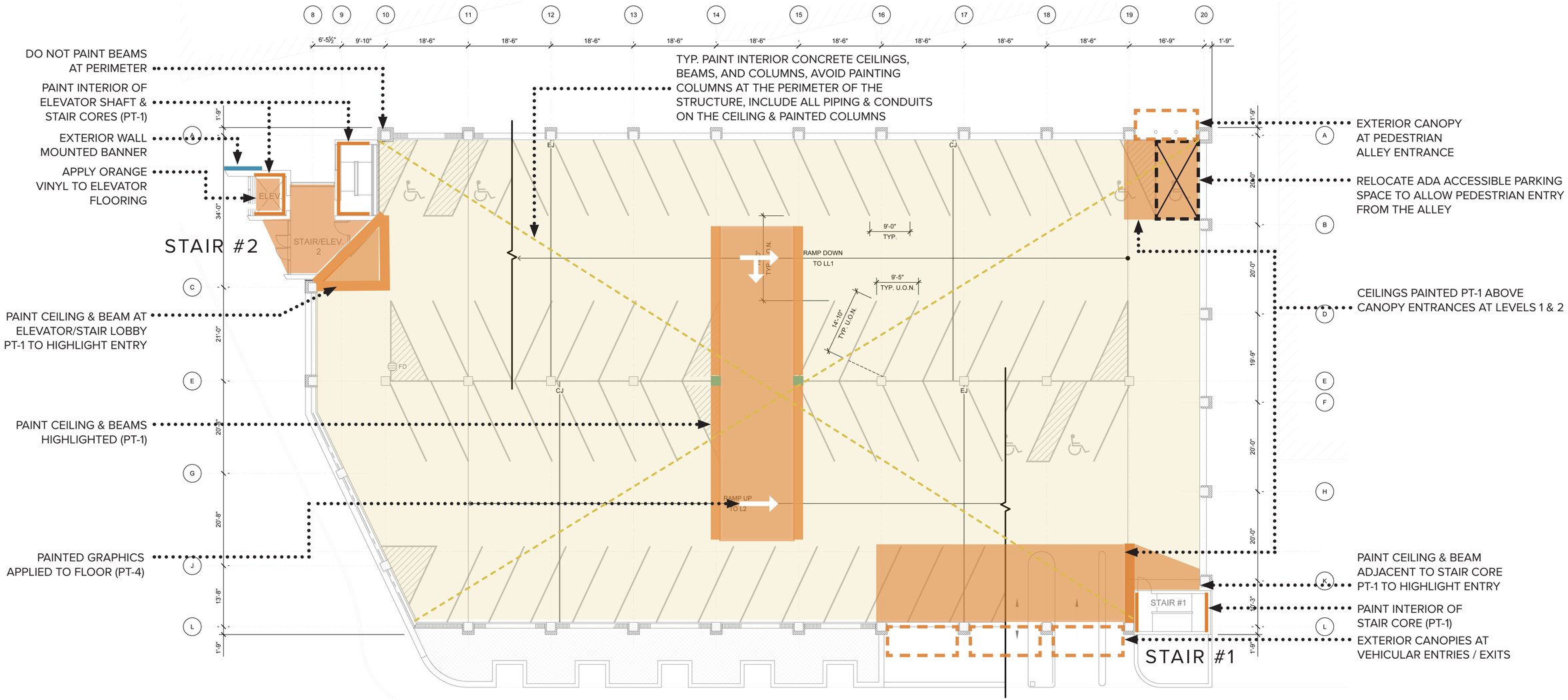


## LEVEL 1 PAINT FLOOR PLAN

3/32" = 1'-0"

GENERAL NOTE:
PRESSURE CLEAN PARKING GARAGE INTERIOR. PREP & CLEAN EXPOSED CONCRETE COLUMNS, CEILINGS, BEAMS, & FLOOR SLAB.

- PAINT WALL, COLUMN, AND BEAM AREAS WITH CORBIN GRAPHICS. INCORPORATE SIGNAGE FOR WAYFINDING.
- PAINT WALL, COLUMN, AND BEAM AREAS WITH PEABODY ORANGE
- PAINT INTERIOR OF GARAGE WHITE, INTERIOR COLUMNS, WALLS, AND CEILINGS. COLUMNS AT THE PERIMETER TO REMAIN AS IS.
- PAINT AREAS WITH ART MURALS/BANNERS. COORDINATE WITH PUBLIC ARTS BOARD
- PROPOSED LIGHTING - COORDINATED W/ ILLUMINART


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# BIRMINGHAM PARKING GARAGES

## PIERCE STREET GARAGE - SCHEMATIC DESIGN

December 15, 2025

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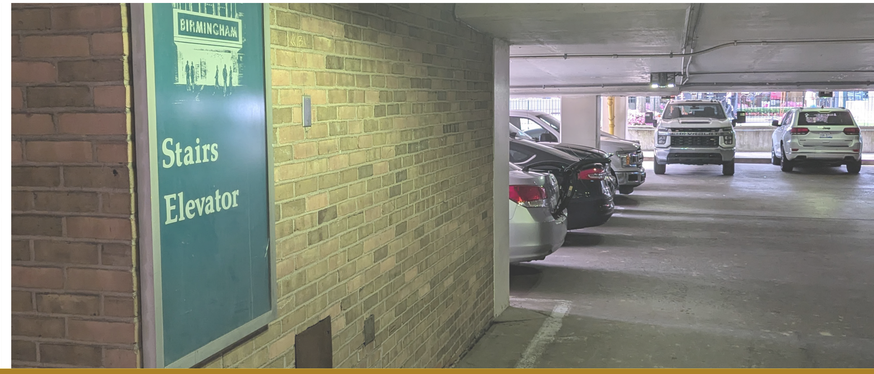
## PROJECT NARRATIVE

This schematic design package focuses on the scope of work for the Pierce Street Parking Garage located at 333 Pierce Street in Birmingham, MI. This package takes in consideration improvements made by WJE & the graphics/signage package put together by Corbin. The primary focus is to improve the overall experience for garage users through small architectural interventions, paint / graphics, and improved lighting.

To improve wayfinding of garage entry for pedestrians & motorists, canopies at pedestrian and vehicle entries will be added with horizontal linear lighting to highlight architectural features.

Walls, ceilings, and beams to be painted with Corbin selected colors & graphics at busy areas of the garage, such as the stair / elevator lobbies and intersections. Wayfinding graphics shown in this package are suggestive and final selections are to be made by Corbin. Columns at the garage interior to be painted white, while existing low ceilings are to be concealed with dark grey paint. New lighting fixtures throughout the interior will brighten the space with proper temperature of light, highlighting the walls & floors, and helping draw the eye away from the low ceilings.

Mural or wall-mounted banner is to be applied to the mass masonry walls of both stair towers (2) off Pierce Street. Artwork will be illuminated with new light fixtures. New lighting layout will also improve the current conditions inside the existing staircase, while the interior walls and ceilings in the staircase will be painted to match the new garage identity through the color pallete selected by Corbin.



## PT-1 “PIERCE YELLOW”

ACCENT COLOR FOR CEILINGS AND FEATURES - COLOR SPECIFIC TO GARAGE

EGG-SHELL - CONCRETE ACCENTS

PANTONE PMS 2276 C

## PT-2 “PIERCE YELLOW 2”

DARK METAL ACCENTS

SEMI-GLOSS - STEEL ACCENTS

“BIRMINGHAM GREEN”

PANTONE PMS 4208 C

## PT-3 “GREY-GREEN”

SIGNAGE BACKGROUNDS

NOT USED

PANTONE 418C

## PT-4 “WHITE”

GENERAL INTERIOR PAINT

EGGSHELL - CONCRETE / PIPING / CONDUITS

PPG PAINTS - ULTRA WHITE

## PT-5 “TRAFFIC GREY”

FLOOR - TRAFFIC COATINGS
BLUE GREY

WHITE MARKINGS
WITH 4” BLACK OUTLINE FOR ALL ARROWS

## PT-6 “CHARCOAL GRAY”

GARAGE CEILING

**Fonts used on parking package:**

**Avenir - Light**
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz
1234567890

**Avenir - Heavy**
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz
1234567890

**Gotham - Medium**
1234567890

**Highway Gothic - Regular**
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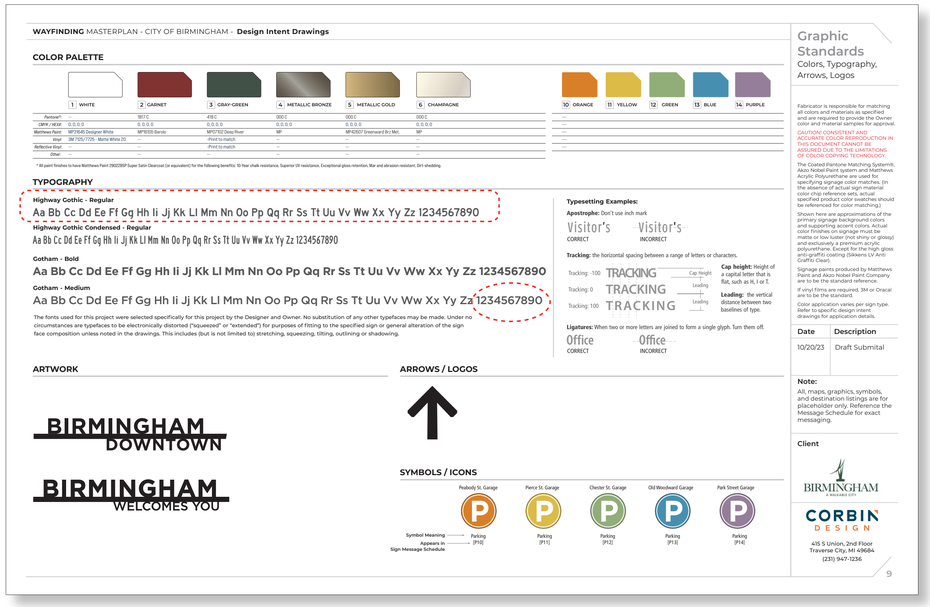
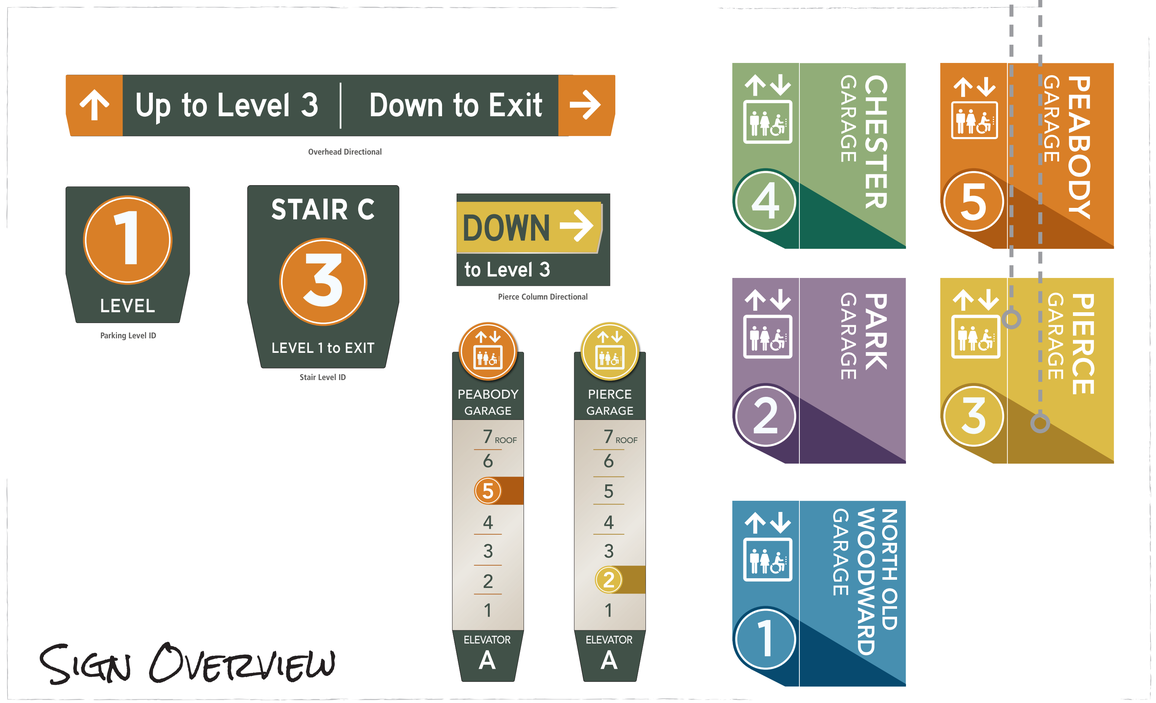



# WAYFINDING MASTER PLAN




# SIGN OVERVIEW

CORBIN DESIGN

## SOUTH ELEVATION

**KEY NOTES:**

1. SURFACE MOUNTED BANNERS ATTACHED TO FACE OF BOTH STAIRCORE TOWERS 92). BANNERS CAN BE USED TO PROMOTE THE CITY AND LOCAL EVENTS. PROVIDE FACADE LIGHTING TO ILLUMINATE WALL BANNERS.
2. PAINT CEILINGS WITH CORBIN COLOR SCHEME & WAYFINDING GRAPHICS ON ALL FLOOR LEVELS TO ILLUMINATE GARAGE ENTRY.
3. NEW METAL CANOPY WITH PIN LETTER SIGNAGE AND DARK BRONZE FINISH OVER GARAGE VEHICULAR ENTRY.
4. PROVIDE GROUND LEVEL LIGHTING FIXTURES TO ILLUMINATE THE GARAGE FROM BELOW.
5. PAINT CONCRETE SPANDREL CHARCOAL GRAY.
6. PAINT OR REPLACE ALL BOLLARDS PT-2 TYP.
7. CORBIN BLADE SIGNAGE

## VEHICULAR ENTRY

TYPICAL INTERSECTION AT GARAGE INTERIOR

PEDESTRIAN ENTRY FROM MERRILL ST

TYPICAL MIDDLE END BAY AT GARAGE INTERIOR

**KEY NOTES:**

1. PAINT COLUMNS SURFACE WITH CORBIN COLOR SCHEME & WAYFINDING GRAPHICS.
2. PAINT CEILINGS “CHARCOAL GRAY” TO ADD CONTRAST TO THE INTERIOR SPACE.
3. PAINT NEW WAYFINDING ARROWS ON THE FLOOR. COORDINATE GRAPHICS WITH CORBIN.
4. PROVIDE CIRCULAR LIGHTING ABOVE PARKING SPACES TO ILLUMINATE WAYFINDING GRAPHICS & COLUMNS. SEE PLANS FOR COORDINATED LIGHTING WITH ILLUMINART.
5. PROVIDE SURFACE MOUNTED LINEAR LIGHTING FIXTURES ALONG CEILING TO ILLUMINATE INTERSECTION NODES. MAKE WALL & GRAPHICS MORE PRONOUNCED IN DARK SPACES.
6. PAINT PLUMBING COMPONENTS AT THE CEILING TO MATCH CEILING COLOR TO HELP CONCEAL EXISTING PIPING.
7. METAL CANOPY WITH VERTICAL POSTS AND YELLOW TINTED GLASS FOR PEDESTRIAN ENTRY INTO THE GARAGE. PAINT UNDERSIDE OF CONCRETE SOFFIT PT-1 TO VISUALLY HIGHLIGHT PEDESTRIAN PASSTHROUGH.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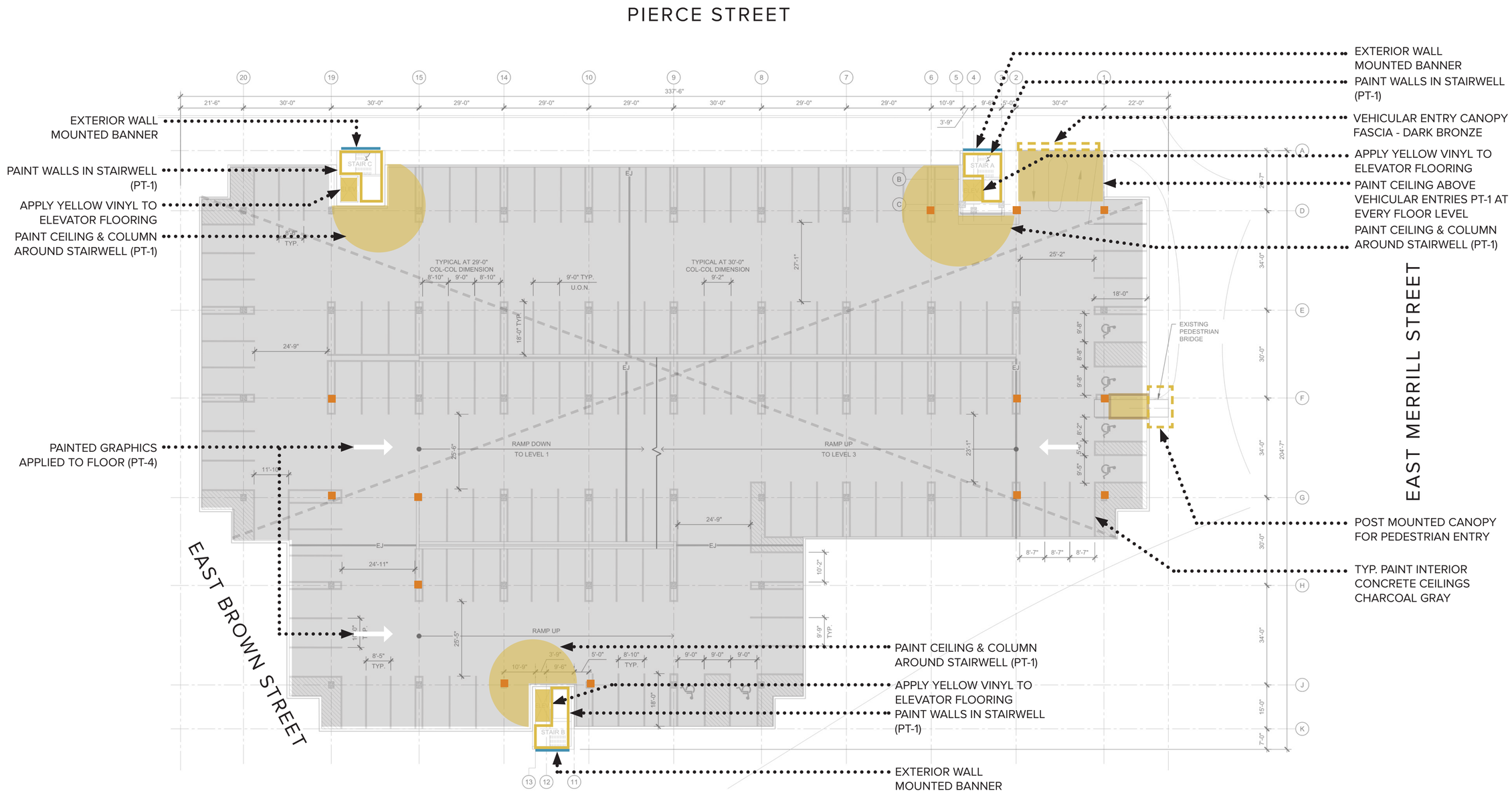
PROPOSED LL ELEVATOR / STAIR LOBBY

PROPOSED L1 ELEVATOR STAIR LOBBY INTERIOR

UPPER LEVEL STAIR LOBBY EXTERIOR

**KEY NOTES:**

1. PAINT WALL SURFACE WITH CORBIN COLOR SCHEME & WAYFINDING GRAPHICS.
2. PAINT CEILINGS, BEAMS, AND INTERIOR COLUMNS “WHITE” TO BRIGHTEN THE INTERIOR STAIRWELLS.
3. PAINT RAILINGS BLACK, TYP.
4. PAINT CEILINGS & COLUMN CAPS “CHARCOAL GRAY” TO ADD CONTRAST TO THE INTERIOR SPACE. PAINT ALL COLUMNS WHITE - PT-4.
5. REMOVE EXISTING RAILINGS AT STAIRWELL ENTRIES.
6. REPLACE GUARDRAIL.
7. LINEAR SURFACE LIGHTING APPLIED TO EDGE OF BRICK FACE TO ILLUMINATE VESTIBULE. CEILING MOUNTED DIRECTIONAL LIGHTING TO IMPROVE WAYFINDING TOWARDS STAIR/ELEVATOR CORES.
8. PT-1 PAINTED CIRCLE AT CEILING SURFACE TO HIGHLIGHT STAIRWELL CORES AT ALL LEVELS.
9. DOORS PAINTED NEUTRAL BEIGE TO MATCH EXISTING BRICK FACE.
10. PAINT COLUMN OUTSIDE ELEVATOR CORES PT-1 TO MATCH CEILING PAINT ABOVE.




## LEVEL 1 PAINT FLOOR PLAN

1/16" = 1'-0"

GENERAL NOTE:
PRESSURE CLEAN PARKING GARAGE INTERIOR. PREP & CLEAN EXPOSED CONCRETE COLUMNS, CEILINGS, BEAMS, & FLOOR SLAB.

- PAINT WALL, COLUMN, AND BEAM AREAS WITH CORBIN GRAPHICS. INCORPORATE SIGNAGE FOR WAYFINDING.
- PAINT CEILING & COLUMN AREAS WITH PIERCE YELLOW
- PAINT INTERIOR CEILING PT-6
- PAINT AREAS WITH ART MURALS/BANNERS.
- PROPOSED LIGHTING - COORDINATED W/ ILLUMINART

# BIRMINGHAM PARKING GARAGES

## NORTH OLD WOODWARD GARAGE - SCHEMATIC DESIGN

December 15, 2025

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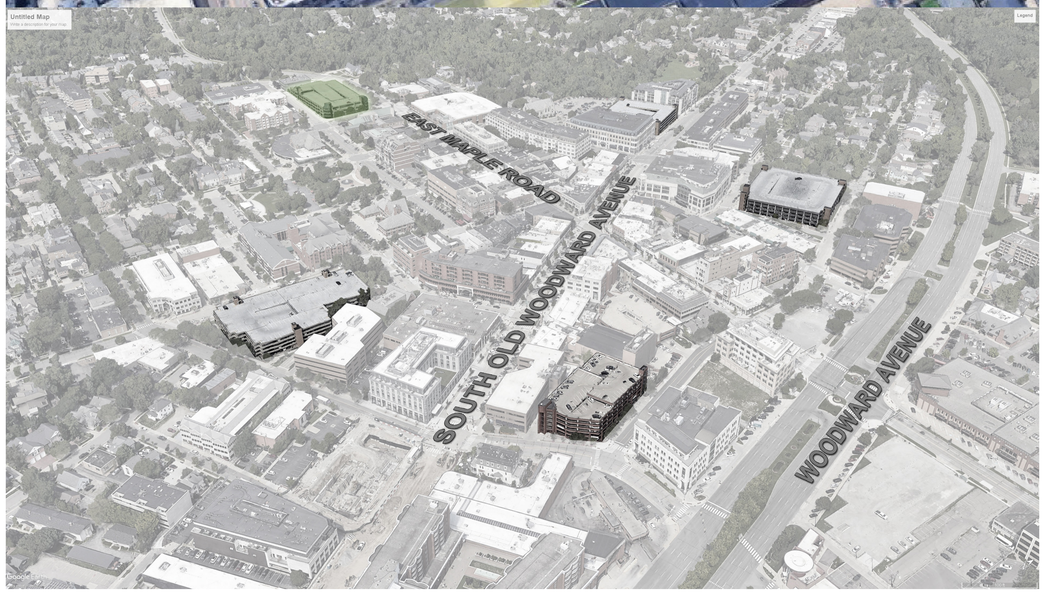
# PROJECT NARRATIVE

This schematic design package focuses on the scope of work for the North Old Woodward Parking Garage located at 333 N Old Woodward Avenue in Birmingham, MI. This package takes in consideration improvements made by WJE & the graphics/signage package put together by Corbin. The primary focus is to improve the overall experience for garage users through small architectural interventions, paint / graphics, and improved lighting.

To improve wayfinding of garage entry for pedestrians & motorists, canopies at pedestrian and vehicle entries will be added. The soffit of the canopies will continue into the interior, setting a theme for ceiling finish at every stair / elevator lobby.

Walls, ceilings, and beams to be painted with Corbin selected colors & graphics at busy areas of the garage, such as: stair / elevator lobbies and intersections. Wayfinding graphics shown in this package are suggestive and final selections are to be made by Corbin. Murals will be incorporated in selected areas to utilize blank walls and improve aesthetics of the interiors. All murals shown in the set are suggestive, final selection are to be done by Public Arts Board. Other parts of the garage interior to be painted white to brighten up the interior space. See Illuminart drawings for new lighting layout. New lighting fixtures throughout the interior will brighten the space with proper temperature of light.

New lighting design will illuminate entries and exterior banners/artwork on the facade. Interior of the staircases will be painted & illuminated. Exterior improvements include a new screened facade system to provide visual interest and privacy for the garage. Staircases will act as wayfinding focal points through new interior paint, illumination, and exterior staircaps.



## PT-1 “OLD WOODWARD BLUE”

ACCENT COLOR FOR CEILINGS AND FEATURES - COLOR SPECIFIC TO GARAGE

EGG-SHELL - CONCRETE ACCENTS

PANTONE PMS 2276 C

## PT-2 “OLD WOODWARD BLUE 2”

DARK METAL ACCENTS

SEMI-GLOSS - STEEL ACCENTS

“BIRMINGHAM GREEN”

PANTONE PMS 4208 C

## PT-3 “GREY-GREEN”

SIGNAGE BACKGROUNDS

NOT USED

PANTONE 418C

## PT-4 “WHITE”

GENERAL INTERIOR PAINT

EGGSHELL - CONCRETE / PIPING / CONDUITS

PPG PAINTS - ULTRA WHITE

## PT-5 “TRAFFIC GREY”

FLOOR - TRAFFIC COATINGS
BLUE GREY

WHITE MARKINGS
WITH 4” BLACK OUTLINE FOR ALL ARROWS

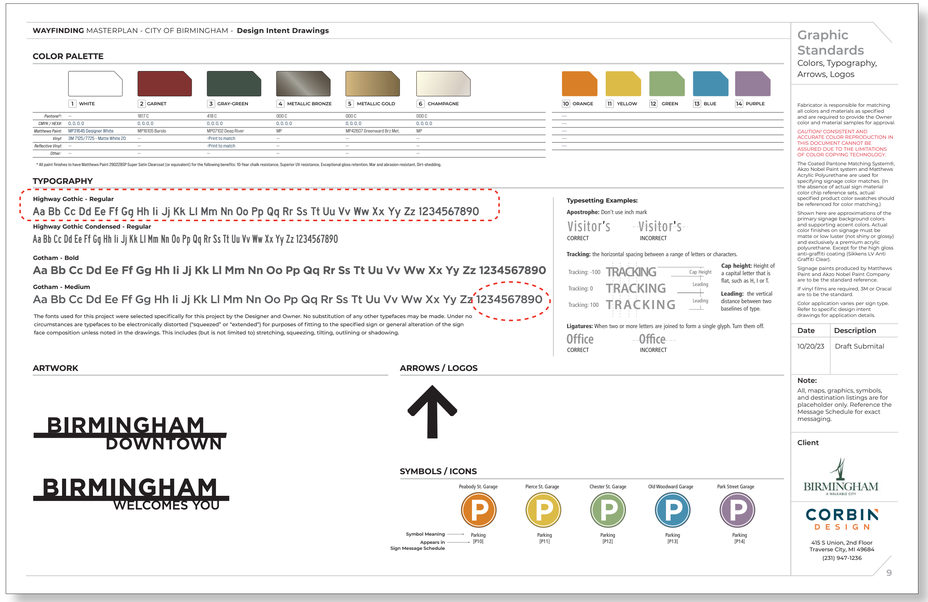
**Fonts used on parking package:**

**Avenir - Light**
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890

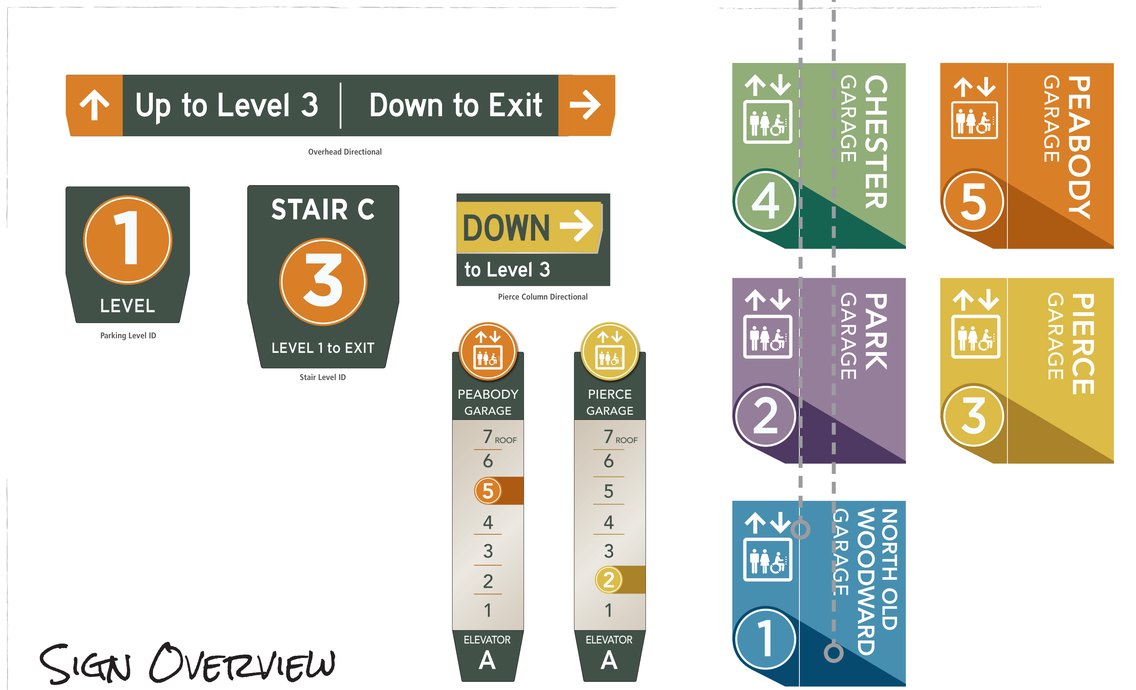
**Avenir - Heavy**
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890

**Gotham - Medium**
1234567890

**Highway Gothic - Regular**
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890




WAYFINDING MASTER PLAN



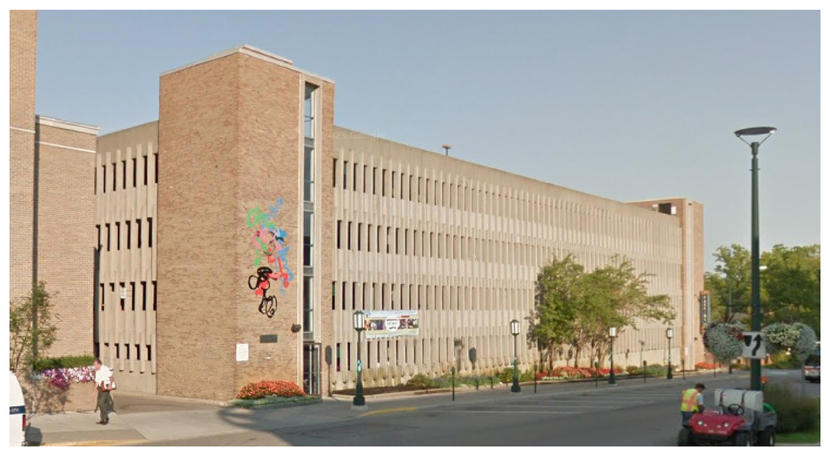

SIGN OVERVIEW

CORBIN DESIGN

PROPOSED EXTERIOR VIEW

**KEY NOTES:**

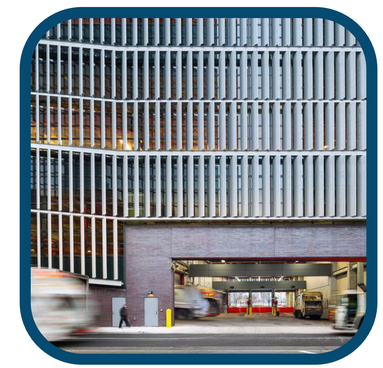
1. WALL MOUNTED BANNER WITH OVERHEAD ILLUMINATION AT BOTH STAIR TOWERS ALONG OLD WOODWARD. ALL BANNERS TO BE COORDINATED WITH PUBLIC ARTS BOARD AND ARTISTS.
2. NEW METAL CANOPIES (2) ABOVE BOTH STAIR CORE ENTRIES.
3. LIGHTING TO ILLUMINATE EXISTING OR NEW WALL MOUNTED ARTWORK.
4. NEW LANDSCAPING & VEGETATION ALONG EXISTING SIDEWALK.
5. NEW BLADE SIGNAGE PER CORBIN DESIGN APPLIED TO BRICK FACADE.
6. NEW SCREEN FACADE SYSTEM APPLIED TO ALL FOUR SIDES OF BUILDING. FINAL DESIGN DECISION OPEN TO DISCUSSION. SEE OPTIONS UNDER FACADE INSPIRATION.
7. NEW BUILDING CAPS (2) ATTACHED TO ROOF OF STAIR TOWERS.



ORIGINAL BUILDING FACADE (2016)

## FACADE INSPIRATION

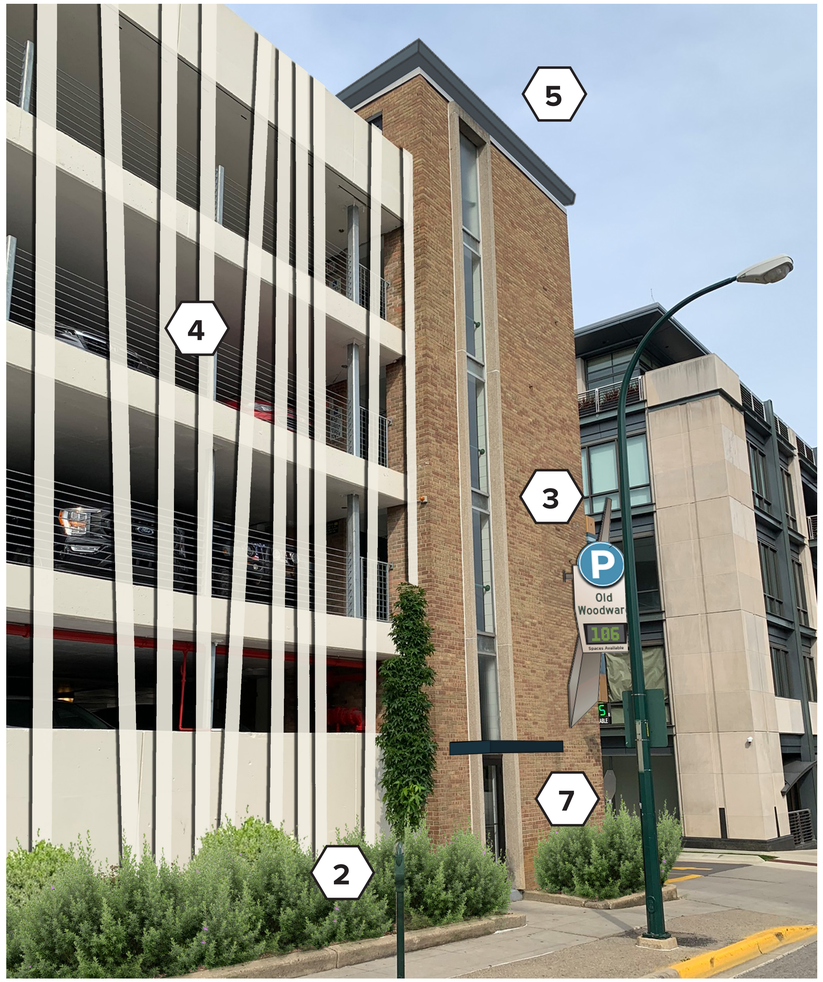
ANGLED FACADE SYSTEM PROVIDES IRREGULARITY & INTEREST



REGULAR LOUVERED FACADE SYSTEM PROVIDES CLEAN & EVEN TEXTURE

MESH/METAL FACADE SPANNING MULTIPLE DECKS

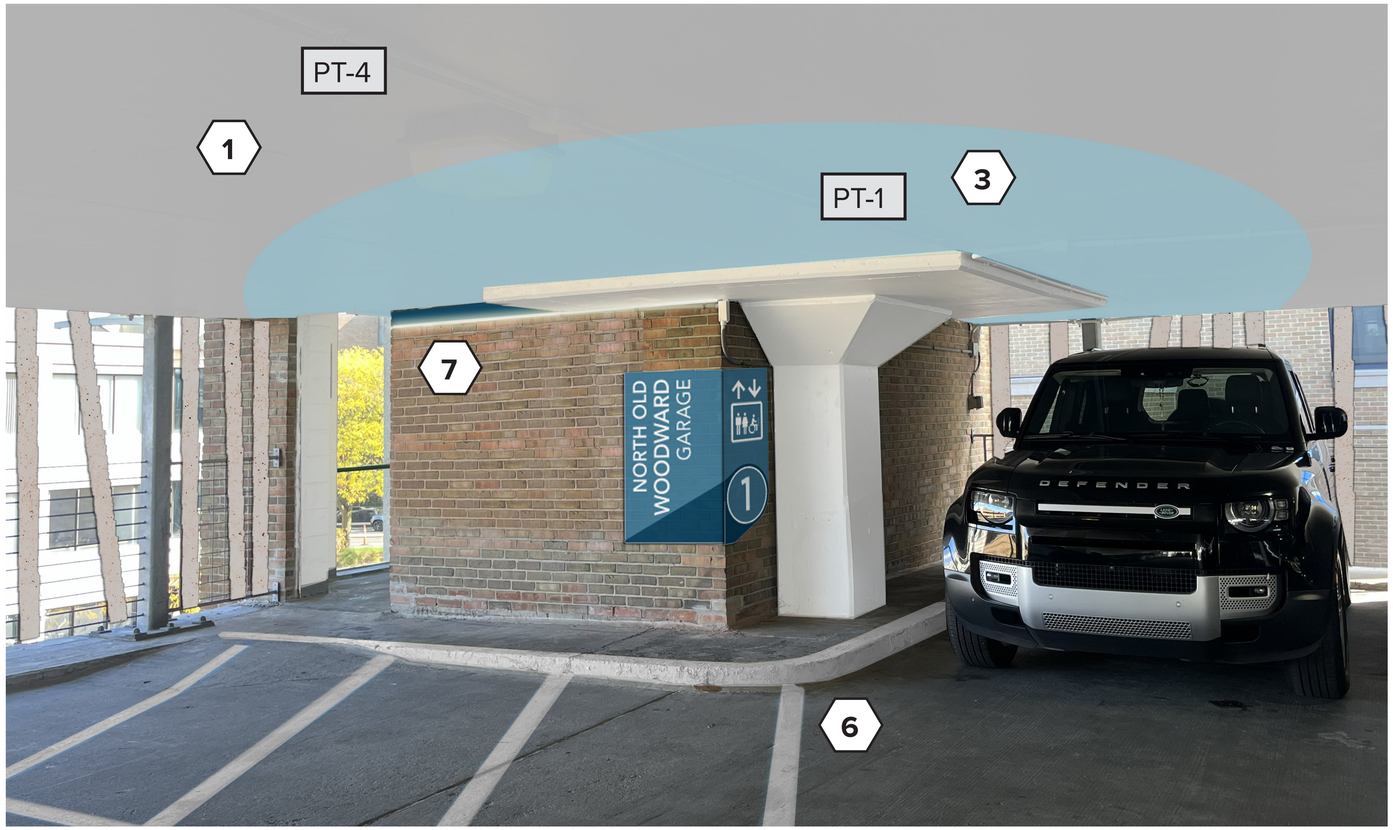
PROPOSED EXTERIOR VIEW OF VEHICULAR ENTRY




PROPOSED EXTERIOR VIEW OF VEHICULAR DRIVEWAY ENTRY FROM OLD WOODWARD AVE

**KEY NOTES:**

1. TWO (2) NEW METAL CANOPIES WITH PIN LETTER SIGNAGE ABOVE EACH VEHICULAR ENTRY/EXIT.
2. NEW LANDSCAPING & VEGETATION ALONG EXISTING SIDEWALK & PLANTERS.
3. NEW BLADE SIGNAGE PER CORBIN DESIGN APPLIED TO BRICK FACADE.
4. NEW SCREENED FACADE SYSTEM. FINAL DESIGN DECISION OPEN TO DISCUSSION. SEE OPTIONS UNDER FACADE INSPIRATION.
5. NEW BUILDING CAPS ATTACHED TO ROOF OF STAIR TOWERS.
6. CEILING PAINTED AT LEVELS 1 & 2 WITH CORBIN COLORS TO HIGHLIGHT ENTRY WAYFINDING AT EACH VEHICULAR ENTRY.
7. NEW METAL CANOPY ABOVE STAIR ENTRY.




## PROPOSED ELEVATOR / STAIR LOBBY

**KEY NOTES:**

1. PAINT CEILINGS, BEAMS, AND INTERIOR COLUMNS "WHITE" TO BRIGHTEN THE INTERIOR SPACE.
2. ILLUMINATE THE INTERIOR WALLS INSIDE THE STAIRCASE.
3. PAINT CEILING WITH CORBIN COLORS & GRAPHICS FOR WAYFINDING.
4. PAINT ALL RAILINGS BLACK, TYP.
5. DARK BLUE VINYL BASEBOARD ALONG STAIRWELL INTERIOR.
6. RE-STRIPE PARKING SPACES & CURBS WITH PT-4 FOR SAFETY & IMPROVED APPEARANCE.
7. APPLY LINEAR LIGHT ALONG BRICK FACE W/ PAINTED METAL TRIM TO CONCEAL BRICK FACE ADJACENT TO COLUMN CAP.

## PROPOSED L1 ELEVATOR STAIR LOBBY

## STAIR A INTERIOR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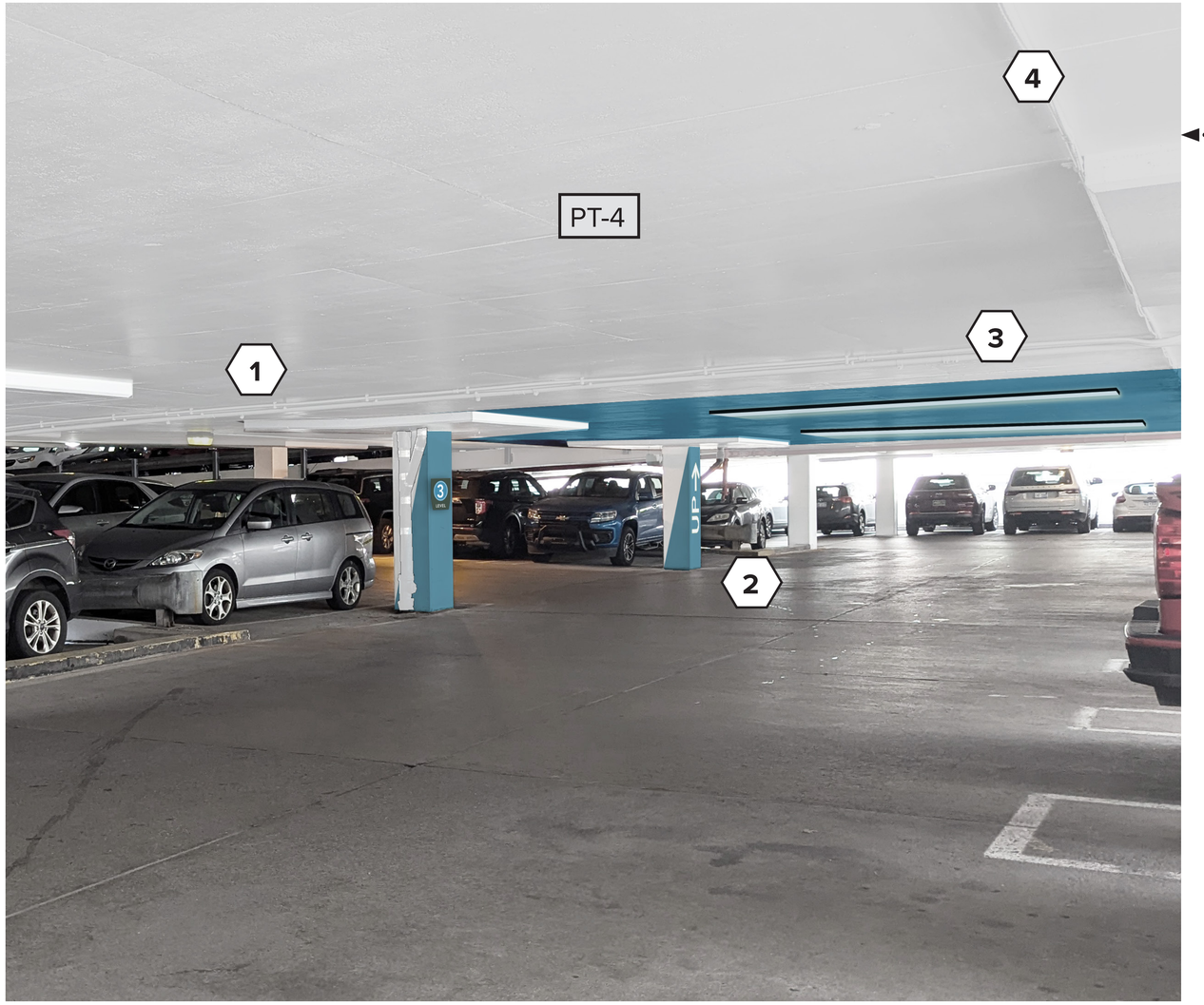
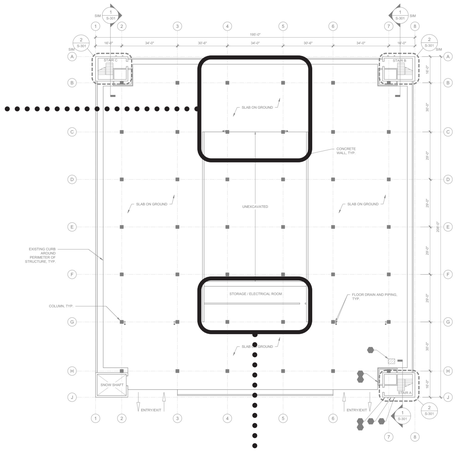



TYPICAL END BAY AT GARAGE INTERIOR

**KEY NOTES:**

1. PAINT CEILINGS, BEAMS, AND INTERIOR COLUMNS “WHITE” TO BRIGHTEN THE INTERIOR SPACE.
2. PAINT CEILING & BEAMS AT INTERSECTION NODES WITH CORBIN COLOR SCHEME & WAYFINDING GRAPHICS.
3. APPLY SURFACE MOUNTED LINEAR DIRECTIONAL LIGHTING TO ILLUMINATE BAY & IMPROVE WAYFINDING.
4. PAINT PLUMBING COMPONENTS AT THE CEILING TO MATCH CEILING COLOR TO HELP CONCEAL EXISTING PIPING.
5. PAINT LEVEL 1 WALL SURFACE PT-1.

KEY PLAN



LOWER LEVEL MURAL WALL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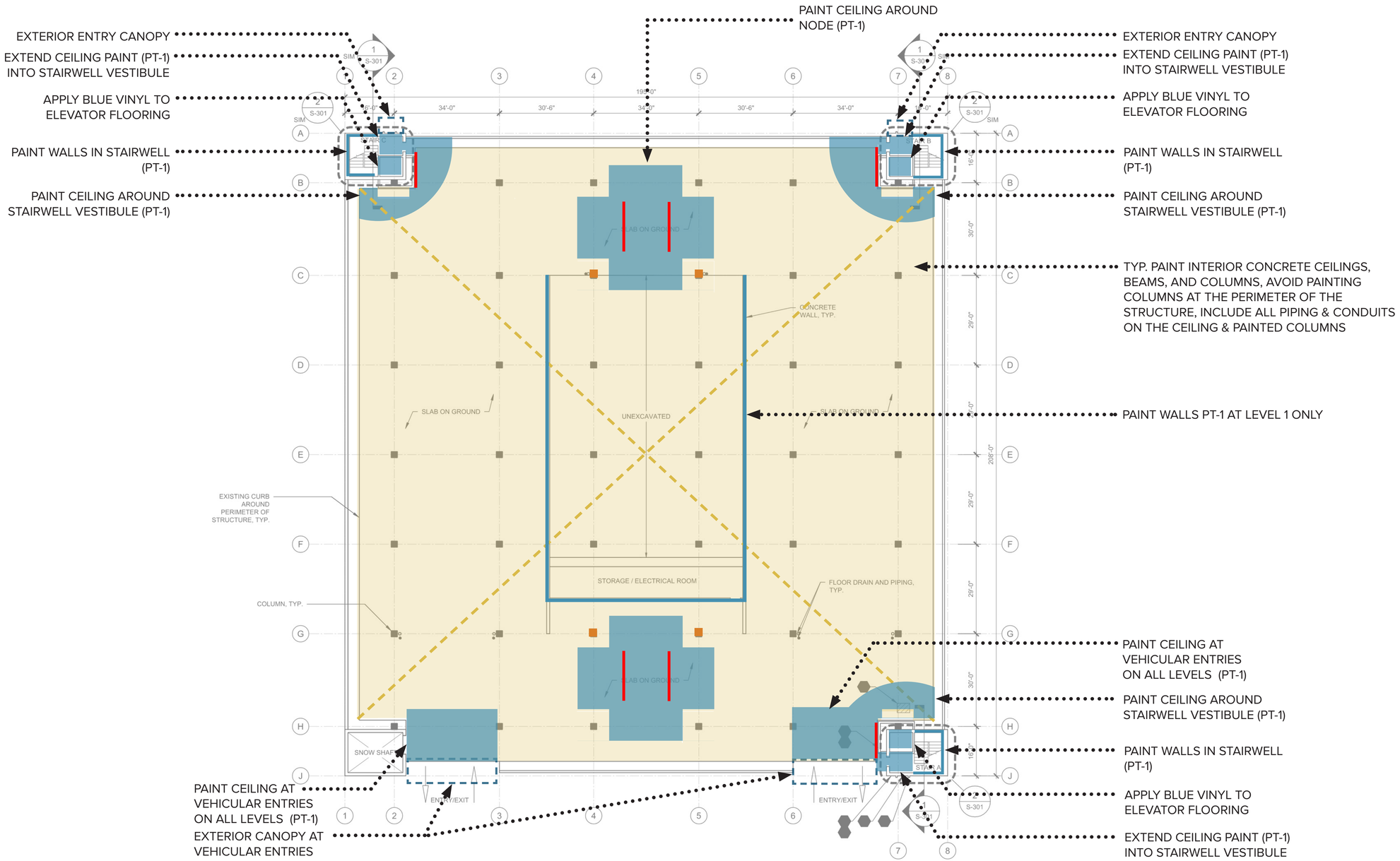


## LEVEL 1 PAINT FLOOR PLAN

3/32" = 1'-0"

GENERAL NOTE:
PRESSURE CLEAN PARKING GARAGE INTERIOR. PREP & CLEAN EXPOSED CONCRETE COLUMNS, CEILINGS, BEAMS, & FLOOR SLAB.

- PAINT WALL, COLUMN, AND BEAM AREAS WITH CORBIN GRAPHICS. INCORPORATE SIGNAGE FOR WAYFINDING.
- PAINT WALL AND COLUMN AREAS WITH OLD WOODWARD BLUE
- PAINT INTERIOR OF GARAGE WHITE, COLUMNS, WALLS, AND CEILINGS
- PAINT WALL AREAS WITH ART MURALS. COORDINATE WITH PUBLIC ARTS BOARD
- PROPOSED LIGHTING - COORDINATED W/ ILLUMINART


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# BIRMINGHAM PARKING GARAGES

## PARK STREET GARAGE - SCHEMATIC DESIGN

December 15, 2025

bct design group

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ILLUMINART
A Division of Peter Basso Associates, Inc.

BIRMINGHAM
A WALKABLE CITY

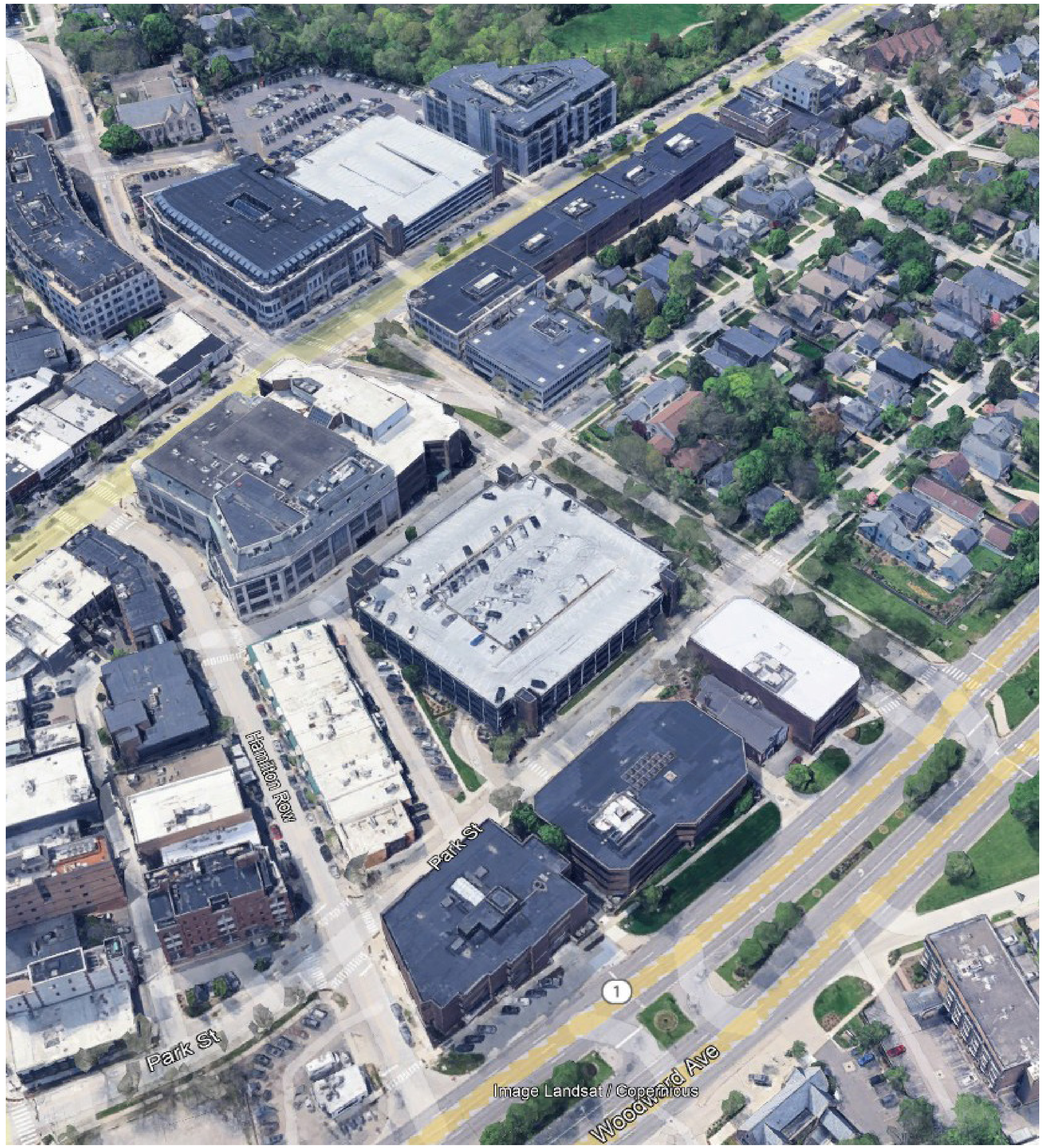
# PROJECT NARRATIVE

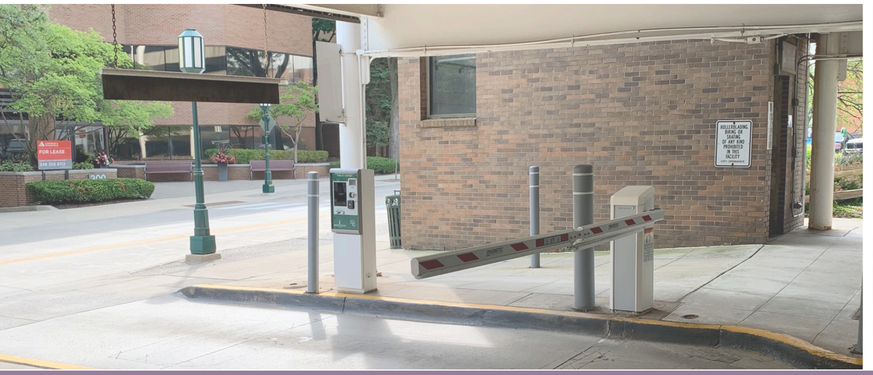
This schematic design package focuses on the scope of work for the Park Street Parking Garage located at 333 Park Street in Birmingham, MI. This package takes in consideration improvements made by WJE & the graphics/signage package put together by Corbin. The primary focus is to improve the overall experience for garage users through small architectural interventions, paint / graphics, and improved lighting.

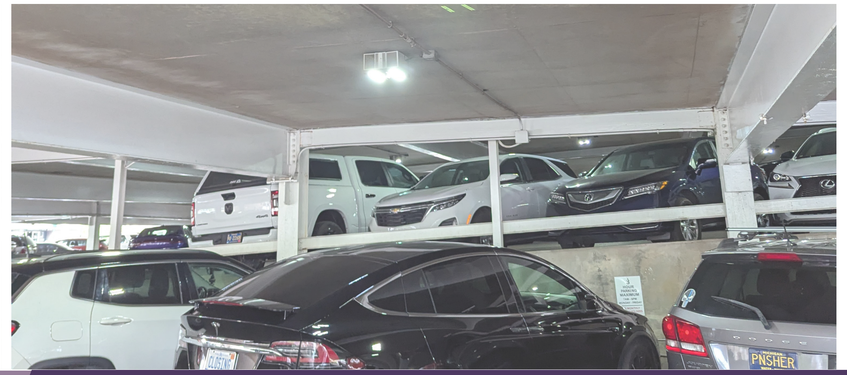
To improve wayfinding of garage entry for pedestrians & motorists, canopies at pedestrian and vehicle entries will be added. The soffit of the canopies will continue into the interior, setting a theme for ceiling finish at every stair / elevator lobby.

Walls, ceilings, and beams to be painted with Corbin selected colors & graphics at busy areas of the garage, such as: stair / elevator lobbies and intersections. Wayfinding graphics shown in this package are suggestive and final selections are to be made by Corbin. Murals will be incorporated in selected areas to utilize blank walls and improve aesthetics of the interiors. All murals shown in the set are suggestive, final selection are to be done by Public Arts Board. Other parts of the garage interior to be painted white to brighten up the interior space. See Illuminart drawings for new lighting layout. New lighting fixtures throughout the interior will brighten the space with proper temperature of light.

Proposed exterior scope of work includes a new metal screened facade system to add visual opacity between the garage and its adjacent residential neighborhood, wall-mounted banners on brick face of stair towers, and metal canopies above vehicular and sidewalk entries. New lighting design will illuminate entries, exterior banners, and improved wayfinding at both interior and exterior of the garage. The interior of the stair and elevator towers will be painted, decorated, and better illuminated according to Corbin's color scheme to create a focal point for improved wayfinding within the garage.





## PT-1 “PARK PURPLE”

ACCENT COLOR FOR CEILINGS AND FEATURES - COLOR SPECIFIC TO GARAGE

EGG-SHELL - CONCRETE ACCENTS

PANTONE PMS 2276 C

## PT-2 “PARK PURPLE 2”

DARK METAL ACCENTS

SEMI-GLOSS - STEEL ACCENTS

“BIRMINGHAM GREEN”

PANTONE PMS 4208 C

## PT-3 “GREY-GREEN”

SIGNAGE BACKGROUNDS

NOT USED

PANTONE 418C

## PT-4 “WHITE”

GENERAL INTERIOR PAINT

EGGSHELL - CONCRETE / PIPING / CONDUITS

PPG PAINTS - ULTRA WHITE

## PT-5 “TRAFFIC GREY”

FLOOR - TRAFFIC COATINGS
BLUE GREY

WHITE MARKINGS
WITH 4” BLACK OUTLINE FOR ALL ARROWS

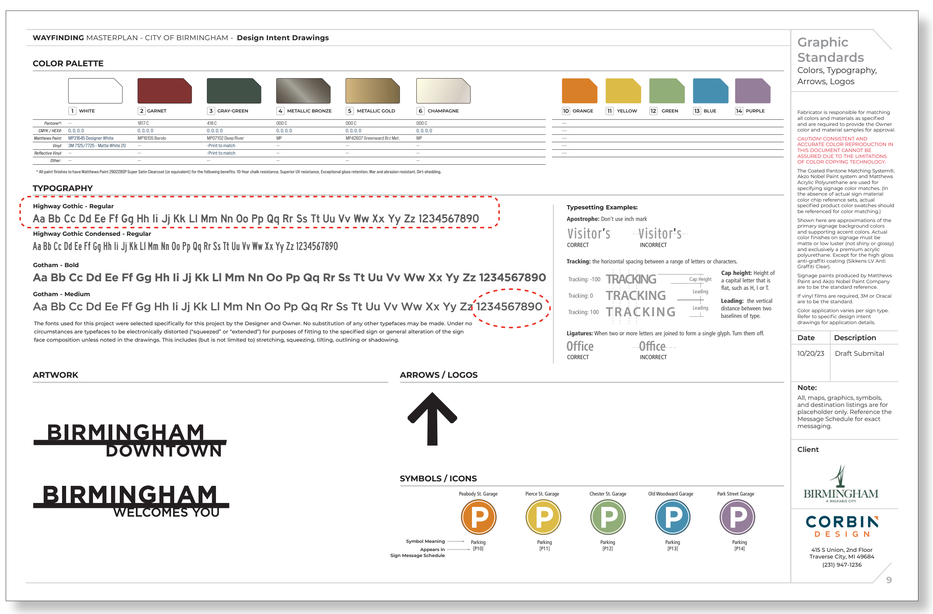
**Fonts used on parking package:**

**Avenir - Light**
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890

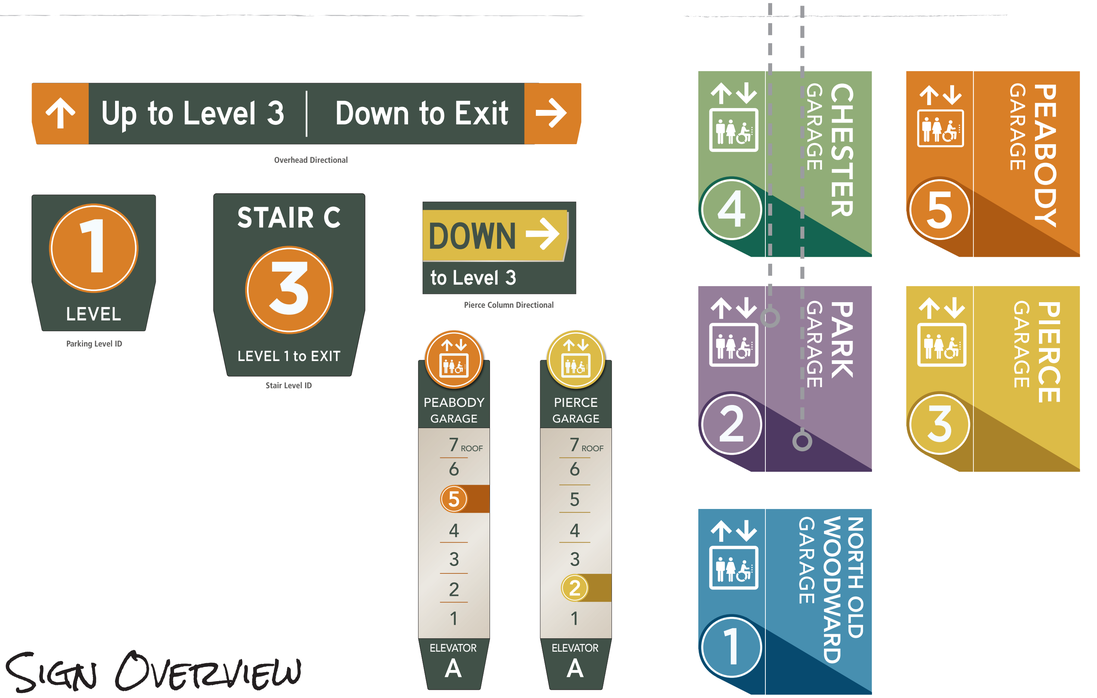
**Avenir - Heavy**
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890

**Gotham - Medium**
1234567890

**Highway Gothic - Regular**
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890

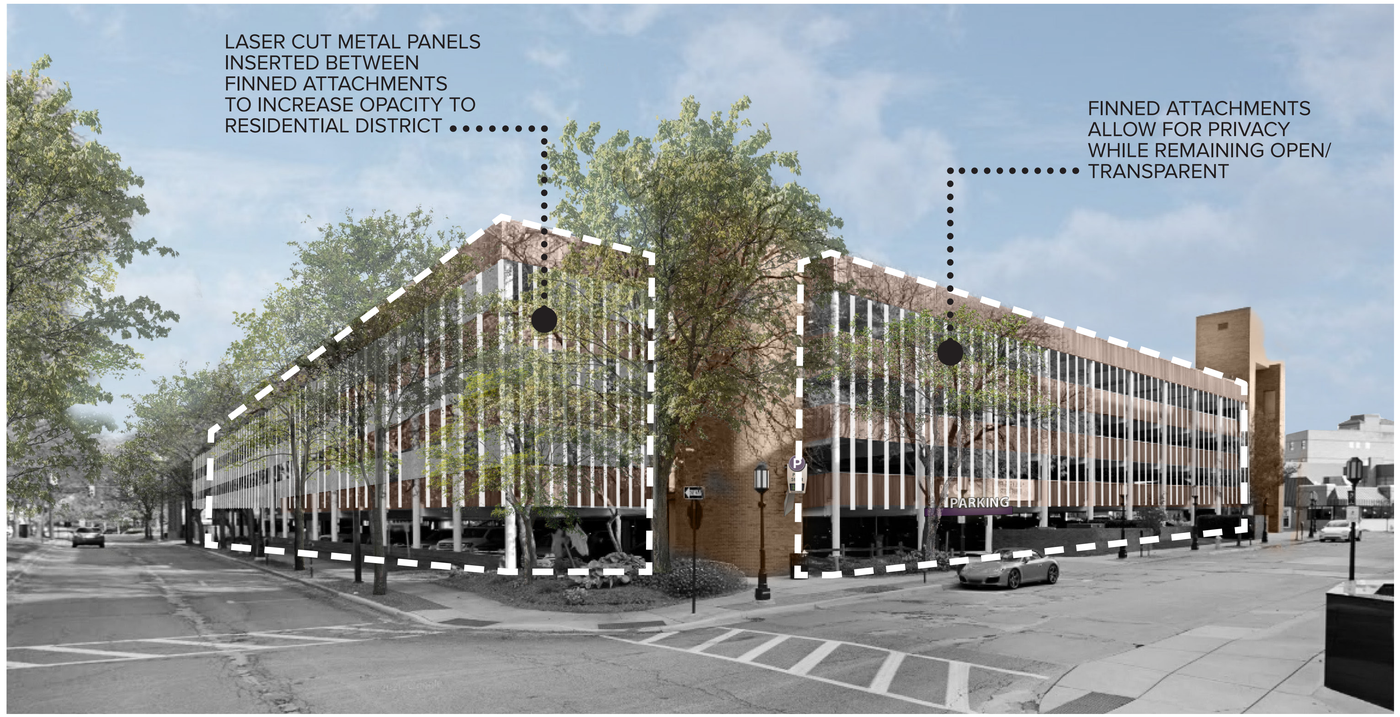



WAYFINDING MASTER PLAN




SIGN OVERVIEW

CORBIN DESIGN

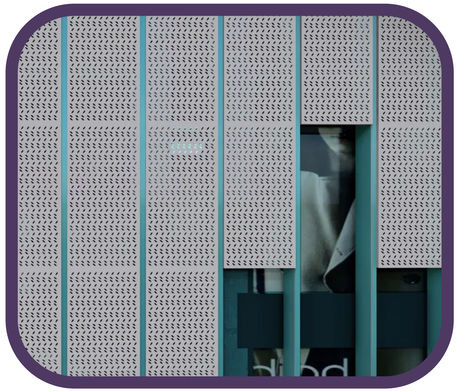



FACADE 1 - VERTICAL FINNED FACADE W/ LASER CUT METAL PANELS

FACADE 2 - REPLACED ALUMINUM PANELS W/ PATTERNED SCREENING

## FACADE INSPIRATION

TEXTURED FACADE UTILIZING CORTEN SCREENING & FIXED LOUVERED PANELS CREATES VARIED OPACITY INTO GARAGE



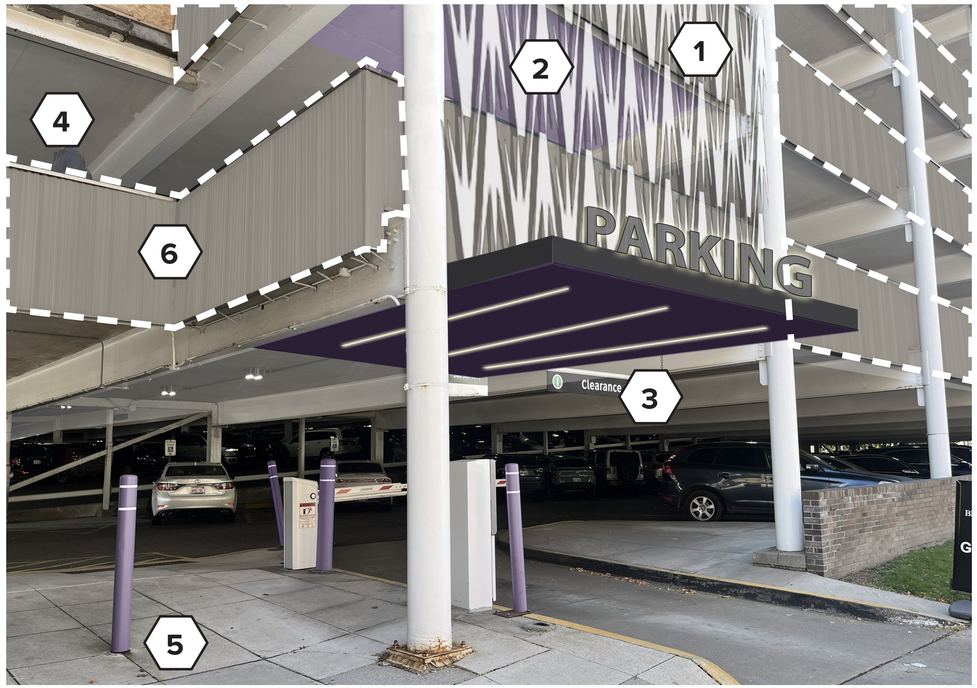
FINNED FACADE CREATES OPACITY ALONG WITH ALUMINUM LASER CUT PANELS FOR OPACITY

JUXTAPOSED PATTERNED SCREEN & OPAQUE PANELED FACADE SYSTEMS

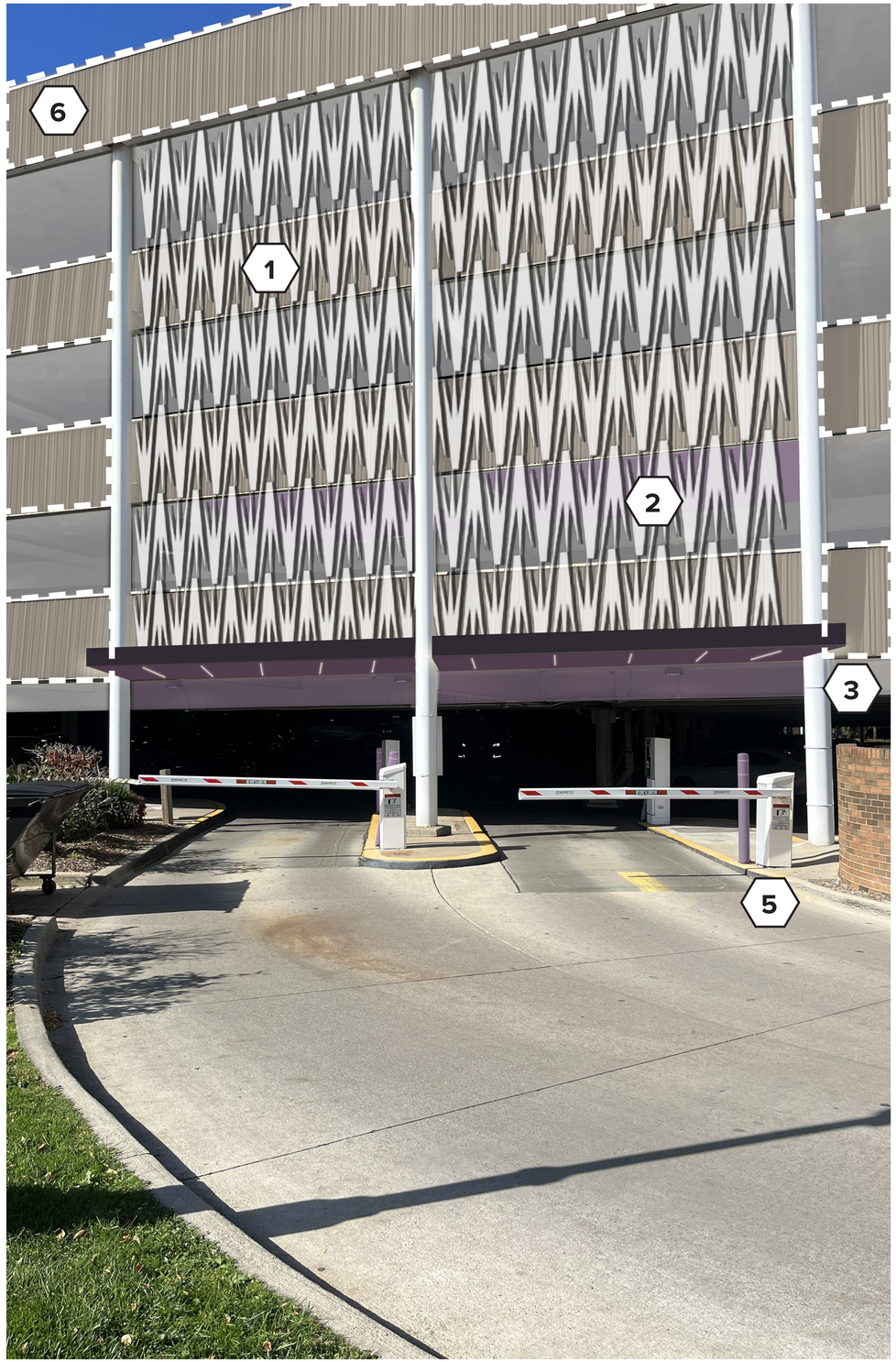
**KEY NOTES:**

1. NEW SCREEN FACADE SYSTEM APPLIED TO ALL FOUR SIDES OF BUILDING. FINAL DESIGN DECISION OPEN TO DISCUSSION. SEE OPTIONS UNDER FACADE INSPIRATION.
2. PAINT LEVEL 2 CEILING ABOVE VEHICULAR ENTRIES PT-1 TO HIGHLIGHT ENTRANCE - SEE PAINTING PLAN.
3. NEW METAL CANOPY WITH PIN LETTER SIGNAGE & INTEGRATED LINEAR LIGHTING.
4. PAINT CEILINGS, BEAMS, AND INTERIOR COLUMNS “WHITE” TO BRIGHTEN THE INTERIOR SPACE.
5. PAINT OR REPLACE EXISTING BOLLARDS. PAINT PT-2, TYP.
6. REMOVE EXISTING SIDING; REPLACE WITH CABLE RAILS, TYP.

VEHICULAR ENTRY AT FERNDALE STREET




VEHICULAR ENTRY AT PARK STREET

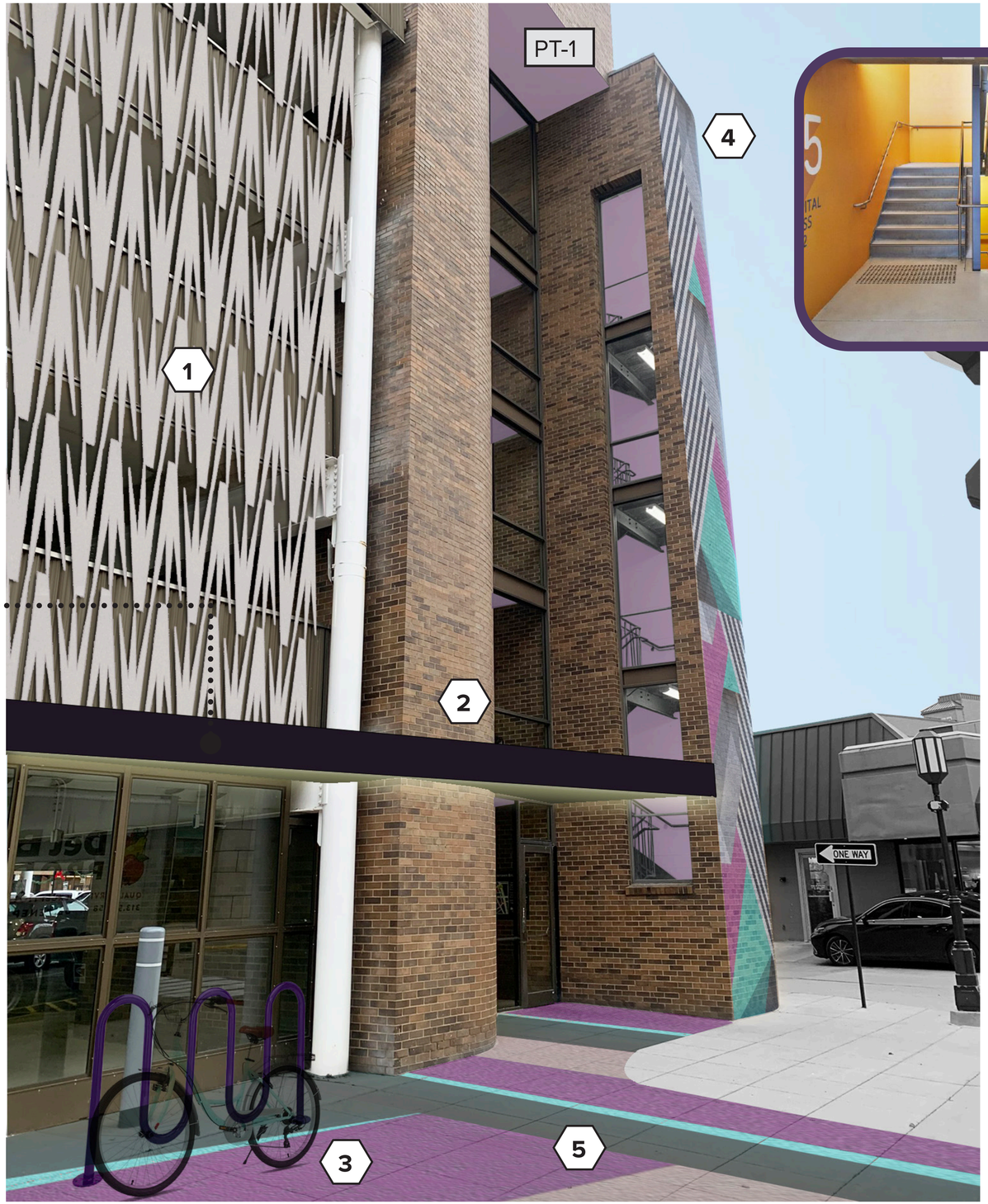



VEHICULAR EXIT AT PARKING LOT

LINEAR LIGHTING EMBEDDED IN METAL/WOOD CANOPY UNDERSIDE

FLEXIBLE SEATING FOR PEDESTRIANS USE

ART ON THE GROUND & WALLS TO ENCOURAGE PEDESTRIAN INTERACTION




EXTERIOR VIEW OF STAIR CORE

**KEY NOTES:**

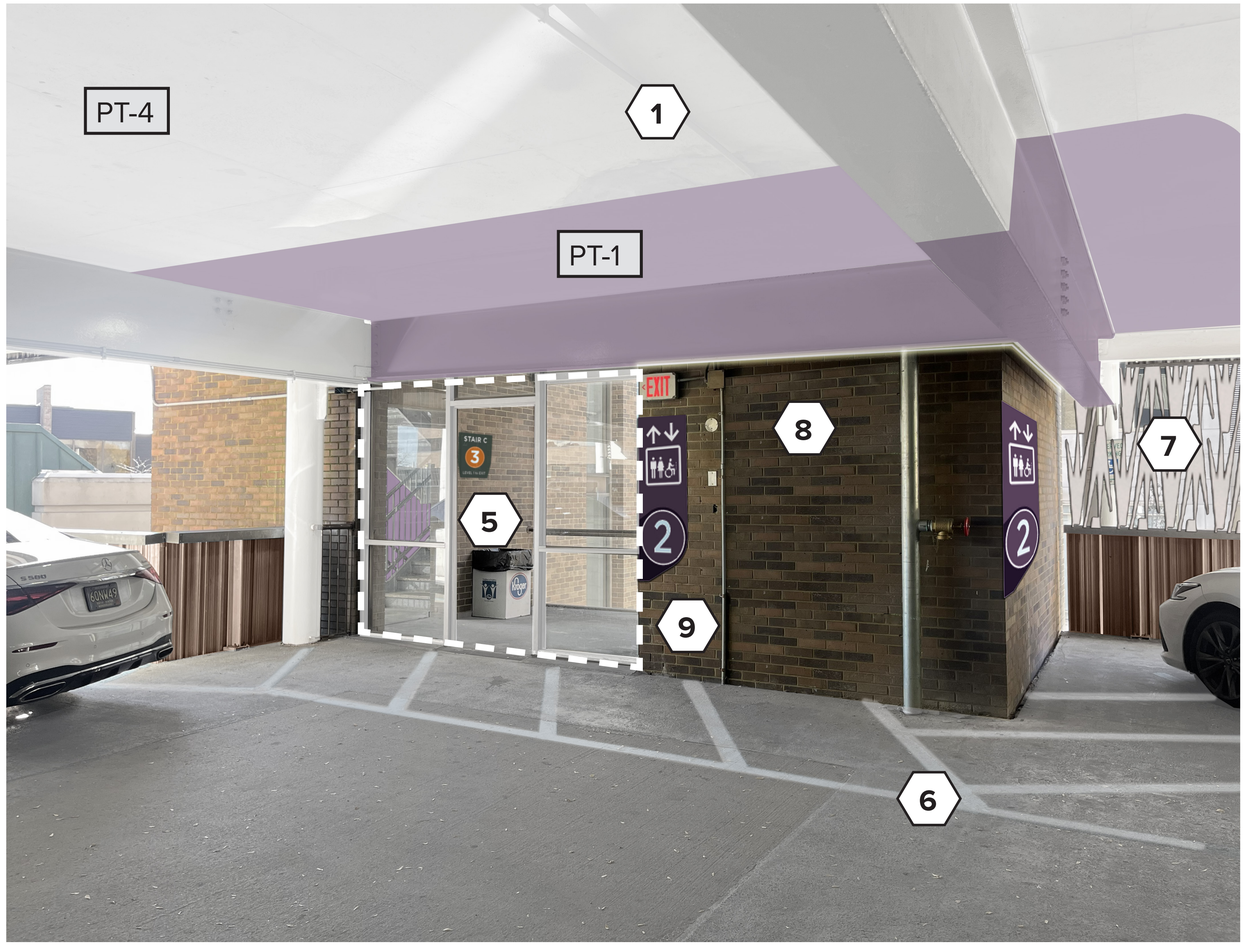
1. NEW SCREEN FACADE SYSTEM
2. NEW METAL CANOPY WITH INTEGRATED LINEAR LIGHTING.
3. APPLY NEW BIKE RACKS FOR BICYCLE PARKING.
4. EXTERIOR WALL-MOUNTED MURAL OR BANNER. PROVIDE LIGHTING FOR ILLUMINATION.
5. PAINTED SIDEWALK TO CREATE EXTERIOR SPACE FOR SOCIAL ACTIVATION.
6. ILLUMINATE THE INTERIOR WALLS INSIDE THE STAIRCASE.
7. PAINT ALL STAIR TREADS, GUARDRAILS & BALUSTERS NEUTRAL OFF-WHITE. PAINT HANDRAILS BLACK.

STAIR A INTERIOR

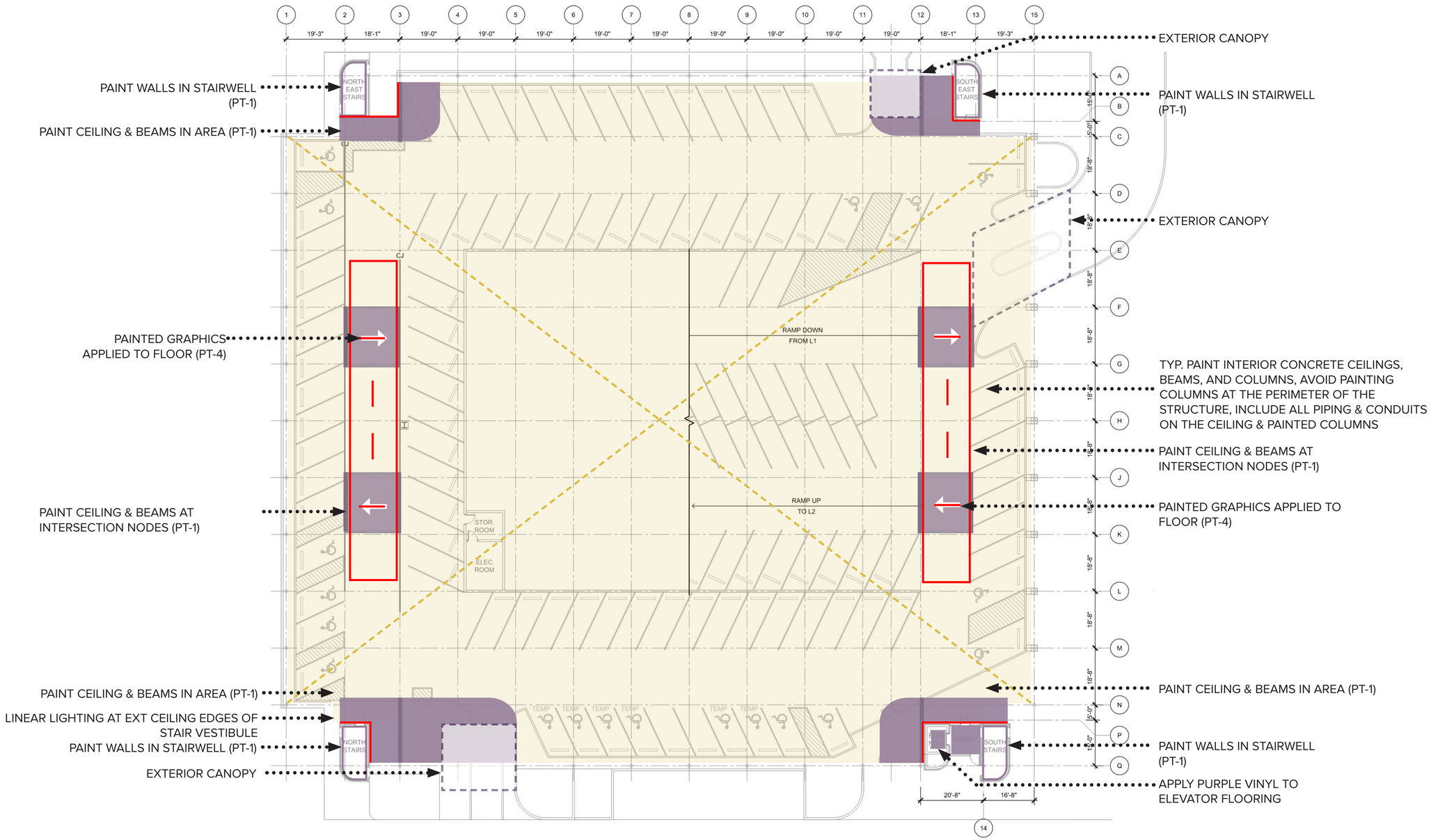
TYPICAL MIDDLE BAY AT GARAGE INTERIOR

**KEY NOTES:**

1. PAINT CEILING & BEAMS WITH CORBIN COLOR SCHEME & WAYFINDING GRAPHICS.
2. ILLUMINATE BAY WITH LINEAR LIGHTING AT BEAM EDGES.
3. PAINT CEILINGS, BEAMS, AND INTERIOR COLUMNS “WHITE” TO BRIGHTEN THE INTERIOR SPACE.
4. PAINT NEW WAYFINDING ARROWS ON THE FLOOR. COORDINATE GRAPHICS WITH CORBIN.
5. REMOVE EXISTING STOREFRONT SYSTEM. CLEAN & REPAIR BRICK AT ATTACHMENTS.
6. RESTRIPE ALL PARKING AREAS.
7. FACADE SCREENING SYSTEM. SEE EXTERIOR RENDERINGS.
8. ILLUMINATE EXTERIOR OF ENTRY VESTIBULE WITH LINEAR LIGHTING ALONG BEAM / BRICK EDGE.
9. WAYFINDING SIGNAGE - REFER TO CORBIN SIGNAGE PLANS




PROPOSED ELEVATOR / STAIR LOBBY




## LEVEL 1 PAINT FLOOR PLAN

1/16" = 1'-0"

GENERAL NOTE:
PRESSURE CLEAN PARKING GARAGE INTERIOR. PREP & CLEAN EXPOSED CONCRETE COLUMNS, CEILINGS, BEAMS, & FLOOR SLAB.

- PAINT WALL, COLUMN, AND BEAM AREAS WITH CORBIN GRAPHICS. INCORPORATE SIGNAGE FOR WAYFINDING.
- PAINT WALL, COLUMN, AND BEAM AREAS WITH PARK PURPLE
- PAINT INTERIOR OF GARAGE WHITE, COLUMNS, WALLS, AND CEILINGS
- PROPOSED LIGHTING - COORDINATED W/ ILLUMINART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# THANK YOU

100 N. Charles Street, Baltimore, Maryland 21201

bct design group

# MEMORANDUM

Birmingham Museum

**DATE:** December 15, 2025

**TO:** Jana Ecker, City Manager

**FROM:** Leslie Pielack, Museum Director

**SUBJECT:** Birmingham Museum 2026-2028 Strategic Plan

---

INTRODUCTION:

From 2013 through 2025, the Birmingham Museum was guided by a strategic plan designed to strengthen the museum's role in preserving and connecting the public to Birmingham's history and culture. This was accomplished through expanded collections development, greater public access and enhanced community engagement. The flexibility of the plan allowed for revisions every three years to adapt to changing conditions and technology. This was especially important during the Covid-19 pandemic from 2020 through 2022, when the museum developed innovative approaches to engage effectively with existing audiences as well as expand its reach to new ones.

In general, the museum met or exceeded its strategic objectives during the dozen years it regularly tweaked and modified its strategic plan. In 2024 the Museum Board decided that a major revision of the plan was due, and conducted a comprehensive review of contemporary factors impacting our museum and community. The resulting **Birmingham Museum 2026-2028 Strategic Plan** reflects an assessment of current conditions, museum resources, and community feedback to guide the Birmingham Museum in its operation through the coming years.

BACKGROUND:

In 2001, the Birmingham Historical Society (AKA the Friends of the Birmingham Museum) joined with the City to create a public museum to be operated by the City as a professionally staffed institution. The Friends of the Birmingham Museum has continued to function as a supporting organization for the museum and its projects, including raising funds, seeking grants, and providing volunteer support.

**Chapter 62.26-32** of the City's ordinances provides for the establishment and operation of the museum and an advisory board appointed by the City Commission. It specifies the duties of the Museum Board, which are reflected in the museum's mission statement, its everyday operation, and in the Birmingham Museum's strategic plan in use from 2013-2025 as well as the proposed 2026-2028 plan. The board's duties are noted below:

*(1) Collect, arrange, catalogue and preserve historical material including books, pamphlets, maps, charts, manuscripts, papers, records and archives, paintings, statuary and other objects and materials relating to the history of the city and the surrounding area;*
*(2) Procure and preserve narratives of the residents of such area;*
*(3) Collect material of every description relative to the history, and culture of our Oakland County Native American tribes;*
*(4) Collect, prepare and display objects indicative of the life, customs, dress and resources of the residents of this area; and*
*(5) Make available from time to time source materials and historical studies relative to and illustrative of the history of the area.*

The museum's mission statement is incorporated into the City's ordinance. It reflects an inclusive and contemporary approach to integrating Birmingham's history in meaningful ways for its audiences, strengthening its value to the community and its long-term sustainability.

*The Birmingham Museum will explore meaningful connections with our past, in order to enrich our community and enhance its character and sustainability. Our mission is to promote understanding of Birmingham's historical and cultural legacy through preservation and interpretation of its ongoing story.*

## 2013-2025 Strategic Plan Accomplishments

From 2013-2025, the Birmingham Museum successfully achieved a number of important objectives in building restoration, collections stewardship, public access, and community engagement. The Allen House and Hunter House received complete exterior restorations with long-life sustainability and energy-efficient interior upgrades, and phased landscape improvements for greater public access are being implemented in the John West Hunter Park with partial funding from Community Development Block Grant funds.

Policies and plans created during the period include a four-phase Landscape Master Plan, a comprehensive Collections Policy, and interpretive plans for both the Allen and Hunter Houses. The museum was rebranded and expanded its community engagement activities (both physically and virtually) and acquired important historical collections and artifacts, including the complete *Creem Magazine* archives, local historical documents and records, and late 20$^{th}$ century Great Lakes Indigenous basket art. Through digitization, online access to popular parts of the collection (such as historic high school yearbooks and Greenwood Cemetery-related biographical and historical documents) has expanded. These various activities have helped the Birmingham Museum develop partnerships, create award-winning grant-funded community history projects, and achieve recognition for its leadership in local history.

## Birmingham Museum 2026-2028 Strategic Plan Development

With the successful achievement of museum objectives under the previous plan, the Museum Board decided to develop a new strategic plan to provide direction for the museum in the coming years. The board decided to draw upon its members' broad expertise and strategic planning experience to develop the plan "from the ground up" to include study of changing trends in the museum field, a review of the Birmingham Museum's resources and capacity, and public and partner input.

The 18-month process was completed in November 2025 and resulted in establishing three priorities that should be the focus of the museum's operations and resources. They provide long-term direction for the museum and take into account societal changes in expectations as well as local community needs and culture. Each priority includes modifiable goals and measurable objectives for ongoing review and guidance of museum activities. The established Birmingham Museum priorities are:

1. **Observe professional standards, ethics, and best practices for long-term preservation and care of the museum collection in the public trust.**
2. **Use the museum and its collection to encourage greater equity and inclusion and to humanize history for the benefit of the community.**
3. **Establish and strengthen collaborative relationships in the community to implement the museum's mission.**

These priorities were seen as essential for the museum's ongoing success and future achievements, and therefore were the core of the Birmingham Museum Strategic Plan public input survey in late 2025. Survey results confirm public support and enthusiasm for the museum's role and strategic plan priorities and demonstrate that the museum continues to be an important cultural resource for the citizens of Birmingham and our surrounding communities.

The Museum Board finalized the **Birmingham Museum 2026-2028 Strategic Plan** document at its November 6, 2025 meeting. The document describes the process used and the public survey measure/data as well as the final plan priorities, goals, and objectives. It also provides for the ongoing review of museum activities and plan progress, to be formally reviewed and modified as needed by the Museum Board on a three-year schedule to ensure it continues to reflect the best interests of the community.

LEGAL REVIEW:
The City Attorney has reviewed all of the documents and has no objections as to form or content.

FISCAL IMPACT:
There is no fiscal impact at this time.

SUSTAINABILITY:
Professional museum standards and best practices for long-term preservation and care of the museum's collection items (see **Birmingham Museum 2026-2028 Strategic Plan** Priority 1) include utilizing digitization to preserve two-dimensional objects such as documents and photographs. Physical items that are important for the historical information they contain (e.g., newspapers) and not for any inherent object value may be discarded after digitization to provide sustainable storage and retrieval options as well as greater public access.

DESIGN CONSIDERATIONS:
Design considerations do not apply.

PUBLIC COMMUNICATIONS:

Public communications and input were involved in plan development, and will be used to make the document available to the community through promotion and via access on the Birmingham Museum's page on the City website.

SUMMARY:

After a successful period of achievement under its previous strategic plan, the Museum Board has developed a revised and updated **Birmingham Museum 2026-2028 Strategic Plan** to reflect changes in the museum field as well as current and future needs and expectations of the Birmingham community. The plan involved public and partner input, which have enthusiastically supported the plan's priorities and approach. The Museum Board approved the plan document at its November 6, 2025 meeting and is seeking City Commission approval to begin its implementation in January 2026.

ATTACHMENTS:

1. Proposed Birmingham Museum 2026-2028 Strategic Plan
2. draft 20251106-Museum Board Meeting Minutes

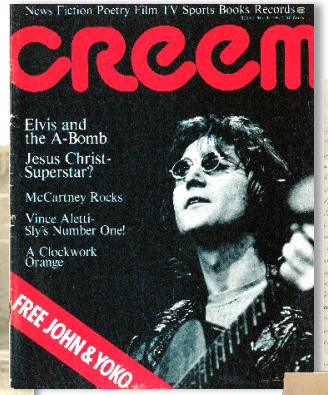
SUGGESTED COMMISSION ACTION:

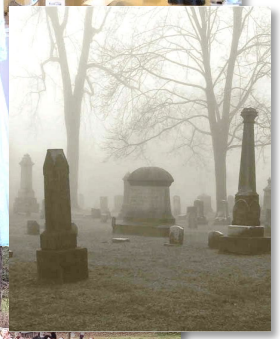
Make a motion adopting a resolution to approve the **Birmingham Museum 2026-2028 Strategic Plan**.

City of Birmingham

THE BIRMINGHAM MUSEUM

# 2026–2028 STRATEGIC PLAN





(Proposed)

# 2026–2028 STRATEGIC PLAN

## APPROVAL

Museum Board Approval: November 6, 2025
City Commission Approval:

## CONTRIBUTORS

Museum Board: Michael Ableson, Kamala Cummings, Alexandra Harris, Judith Keefer, Eva Kirkman, Marty Logue, Robert Moll, Kristy Barrett (Alternate)

Museum Director: Leslie Pielack

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# INTRODUCTION

**History**

The Friends of the Birmingham Museum (aka the Birmingham Historical Society) is a 501(c)3 organization formed in 1969 to preserve and celebrate Birmingham's history. This included saving the historic 1822 John West Hunter House and working with the Birmingham City Commission to develop historic districts and designate the Marion and Harry Allen House and grounds as a historic public park. In 2001, the Society joined with the City to create a public museum (now called the Birmingham Museum) to be operated by the City as a professionally staffed institution. The Birmingham Historical Society/Friends of the Birmingham Museum has continued to function as a supporting organization for the museum and its projects, including raising funds, seeking grants, and providing volunteer support.

**Chapter 62.26-32** of the City's ordinances provides for the establishment and operation of the museum and an advisory board appointed by the City Commission. It specifies the duties of the Museum Board as follows:

> **(1) Collect, arrange, catalogue and preserve historical material including books, pamphlets, maps, charts, manuscripts, papers, records and archives, paintings, statuary and other objects and materials relating to the history of the city and the surrounding area;**
> **(2) Procure and preserve narratives of the residents of such area;**
> **(3) Collect material of every description relative to the history, and culture of our Oakland County Native American tribes;**
> **(4) Collect, prepare and display objects indicative of the life, customs, dress and resources of the residents of this area; and**
> **(5) Make available from time to time source materials and historical studies relative to and illustrative of the history of the area.**

These duties are reflected in the museum's mission statement, its everyday operation, and in the Birmingham Museum 2026-2028 Strategic Plan.

## Mission

The museum's mission statement is incorporated into the City's ordinance. It reflects an inclusive and contemporary approach to integrating Birmingham's history in meaningful ways for its audiences, strengthening its value to the community, and its long-term sustainability.

> **The Birmingham Museum will explore meaningful connections with our past, in order to enrich our community and enhance its character and sustainability. Our mission is to promote understanding of Birmingham's historical and cultural legacy through preservation and interpretation of its ongoing story.**

## Background

Since the Birmingham Museum was created in 2001 it has evolved to reflect changes in the community and museum best practices, and has adapted its strategic planning accordingly through making modifications every three years. The Covid-19 pandemic accelerated changes in the museum field and standards for meeting community needs, so the Museum Board decided to undertake more comprehensive strategic planning to update the museum's plan for 2026-2028. The board decided to draw upon its members' broad expertise and strategic planning experience to create the plan with the facilitation of the museum director, who also has background in strategic planning for historical organizations.

## Process

Beginning in July of 2024, the Museum Board approached the planning process first by studying research and current trends in the field at the national and regional levels. They considered information including: 1) changed museum audience expectations and community engagement, 2) increased emphasis on people over objects and personalized museum experiences, 3) digitization and public access to museum collections, 4) ethics and standards in collecting and interpreting materials, 5) the rise of artificial intelligence (AI) in museum settings, and 6) workplace issues and museum board leadership.

In early 2025, the Museum Board moved into the next phase of plan development. This involved evaluating and analyzing strategic plans from numerous museums and historical organizations across the country and in our immediate area. Additional input was sought from museum staff and from the City's Parks Department, Planning Department, Baldwin Library, and Next senior services. This provided helpful context and structure for the final phase of developing priorities for our plan that reflect our community, history, collection, relationship with other cultural organizations and city departments, and our mission.

After determining museum priorities, the board refined potential goals and objectives within each priority. In August and early September of 2025, public feedback was sought through an electronic and paper survey that was designed to assess the Birmingham community's sentiment and engagement with the museum and the plan's priority areas. With this community input and support, the Museum Board finalized the Birmingham Museum 2026-2028 Strategic Plan for presentation to the Birmingham City Commission.

The final plan is the culmination of a comprehensive 18-month effort to develop a document that incorporates current community expectations, professional museum standards, and the museum's needs in a changing cultural environment. It emphasizes engagement and public access through incorporation of multiple points of view, personal involvement, and meaningful and relevant stories that relate to Birmingham's history and connection to surrounding communities.

## Definitions

The following definitions are used in the final Birmingham Museum 2026-2028 Strategic Plan:

- **Priorities:** Priorities in this plan reflect the direction that will predominate in Birmingham Museum activities. Priorities are overarching and establish a general direction toward a common vision and long-term effort.
- **Goals:** Goals in this plan state where the organization will focus its energies over a defined timeframe. They can be short- or long-term in nature. Goals are not necessarily directly measurable but reflect the alignment of resources that will be used to accomplish the purposes of the Birmingham Museum. Each priority has a specific goal designed to realize that priority.
- **Objectives**: Objectives in this plan are shorter-term milestones that support individual goals. Each stated goal has several tangible objectives that will move the museum toward reaching that goal. Objectives are concrete, measurable and focused on results.

# OVERVIEW

## Establishing Priorities & Direction

As the Museum Board studied national and regional trends, reviewed the plans of comparable organizations, and considered the Birmingham Museum's existing data and experience, specific patterns emerged that suggested forward direction for the museum. Priority areas provide long-term guidance and ongoing context for board activities and museum operations and help determine the distribution of available resources. Three distinct priorities emerged for the Birmingham Museum:

1. **Observe professional standards, ethics, and best practices for long-term preservation and care of the museum collection in the public trust.**
2. **Use the museum and its collection to encourage greater equity and inclusion and to humanize history for the benefit of the community.**
3. **Establish and strengthen collaborative relationships in the community to implement the museum's mission.**

The Museum Board determined that public input would be most valuable if it related to these identified priority areas, since they represent the overarching direction of the museum rather than specific tasks or activities.

## Public Input Survey

A survey was developed to gauge public sentiment and support for the priority areas. Additional items about the museum's role and survey participants' engagement with the museum were included. The survey was designed to be brief but yield valuable and quantifiable data relating to the information sought by the Museum Board. A comments area was also provided to allow additional input from survey participants.

The survey was available electronically as well as with a traditional paper option at multiple access points. Electronic versions were available through 1) *Engage Birmingham* and 2) with a Google Doc link accessible through the

museum's social media and email distribution. Physical survey stations were set up at 1) the Treasurer's and City Clerk's counters at the Birmingham Municipal Building; 2) the Birmingham Ice Arena/Parks and Recreation offices; 3) the Baldwin Public Library; 4) the Y.M.C.A.; 5) Next senior services facility; and 6) the Birmingham Museum lobby. Signage at the physical stations offered a QR code link to the online *Engage* option as well.

Surveys were collected from August 1 through September 15, 2025. A total of 155 surveys were completed; 101 electronic and 54 hard copies. Comments were included on 68 surveys (about 44%) in response to a prompt about respondents' interests in regard to programming themes. Although the vast majority of comments were unique, some comments were shared by other respondents.

## Methodology

Survey methodology involved the following:

1) **Use of a yes/no option** to assess contact with museum content and site
2) **An open-ended question** to solicit comments about museum programming themes
3) **Use of a five-point scale** to assess agreement/disagreement with strategic plan-related priorities:
    a. Importance of museum role in the community
    b. Collection-related priorities
    c. Broad and diverse points of view to represent the whole community
    d. Collaboration and outreach

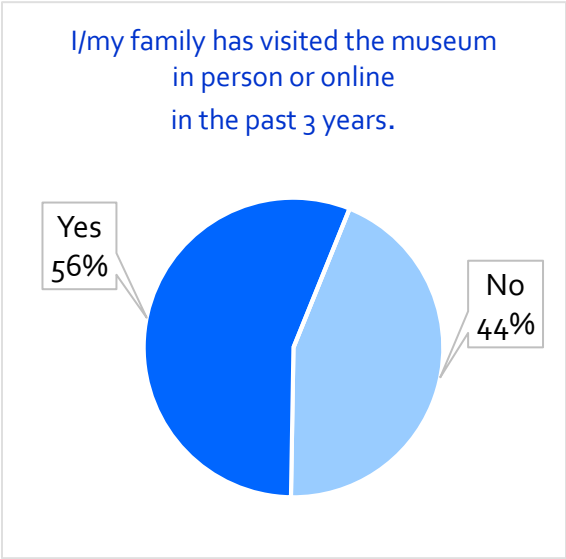
    **Five-point survey items:**
    - **The museum plays an important role in the community.**
    - **The museum should utilize best practices to preserve and exhibit historic materials that reflect the whole community.**
    - **The museum should offer multiple points of view and encourage empathy and understanding.**
    - **The museum should expand its virtual exhibits, online content, and access to digitized materials.**
    - **The museum should expand its programs and exhibits in off-site settings around the city.**
    - **The museum should collaborate with other cultural organizations to expand its reach and provide leadership in promoting local history.**

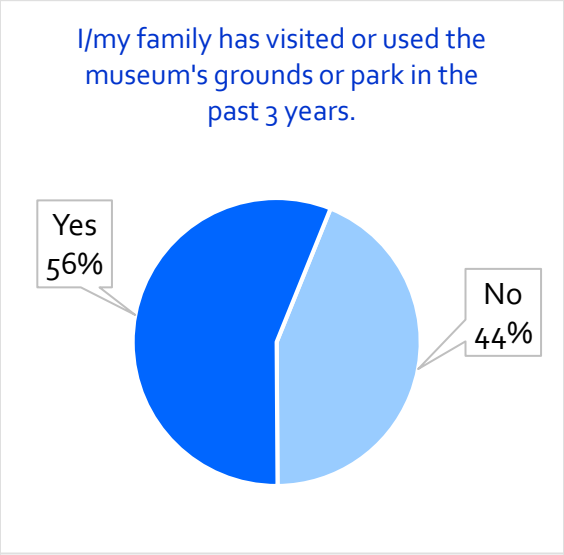
## Survey Analysis

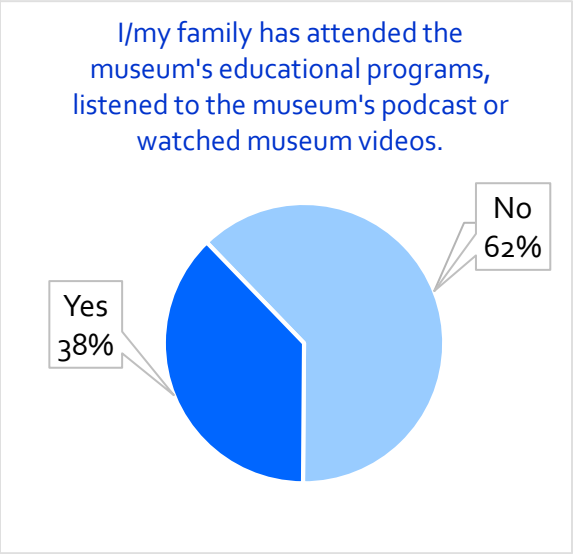
The number of survey responses, the range of locations, and the diversity of groups reached for input suggests that the data is an indication of sentiment across a broad representation of Birmingham's community. A sizable majority of respondents gave favorable ratings on all strategic plan priorities, thus supporting the Birmingham Museum in making these priorities its future direction.

## Interaction and Contact with the Museum

The survey assessed the type of interaction respondents have had with the museum in the past three years since the Covid-19 pandemic subsided. In general, a majority of respondents had visited the museum in person or online (56%) or had visited the park. Less than half (38%) indicated they had contact with the museum's podcasts, presentations, or videos during the period.

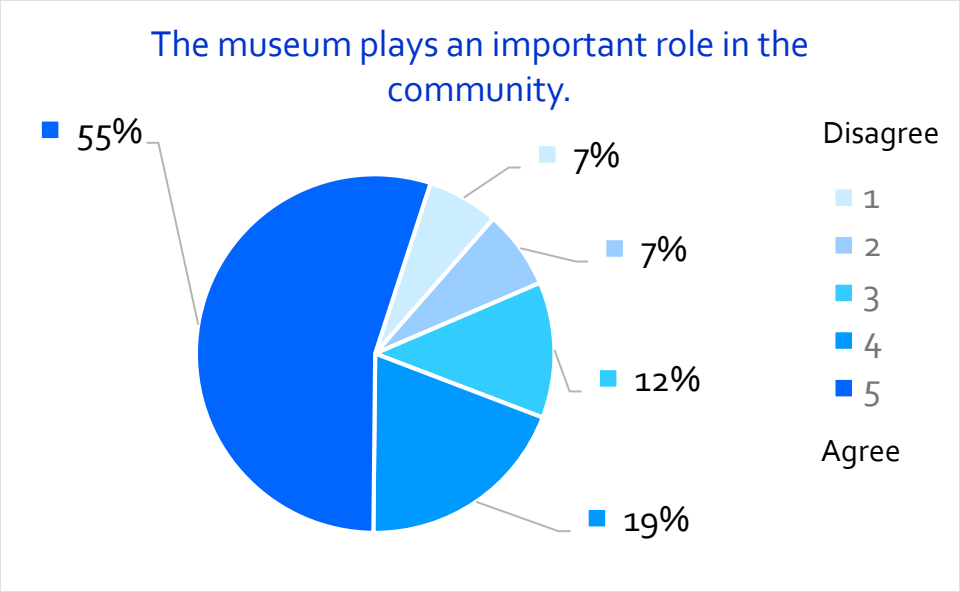


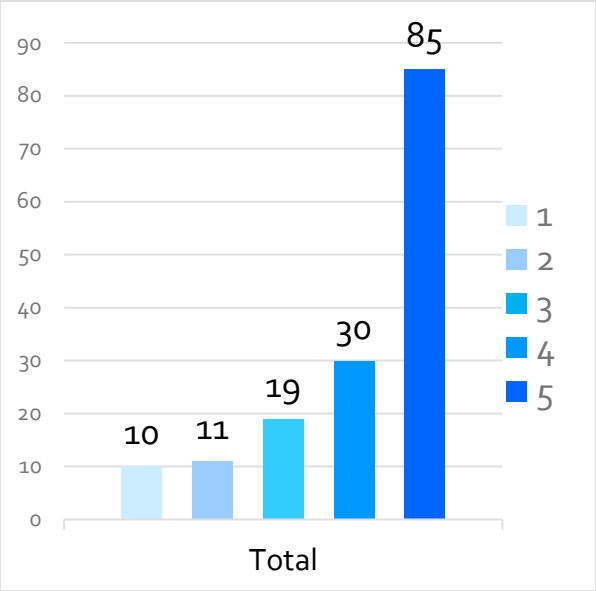



**Museum Value to the Community**

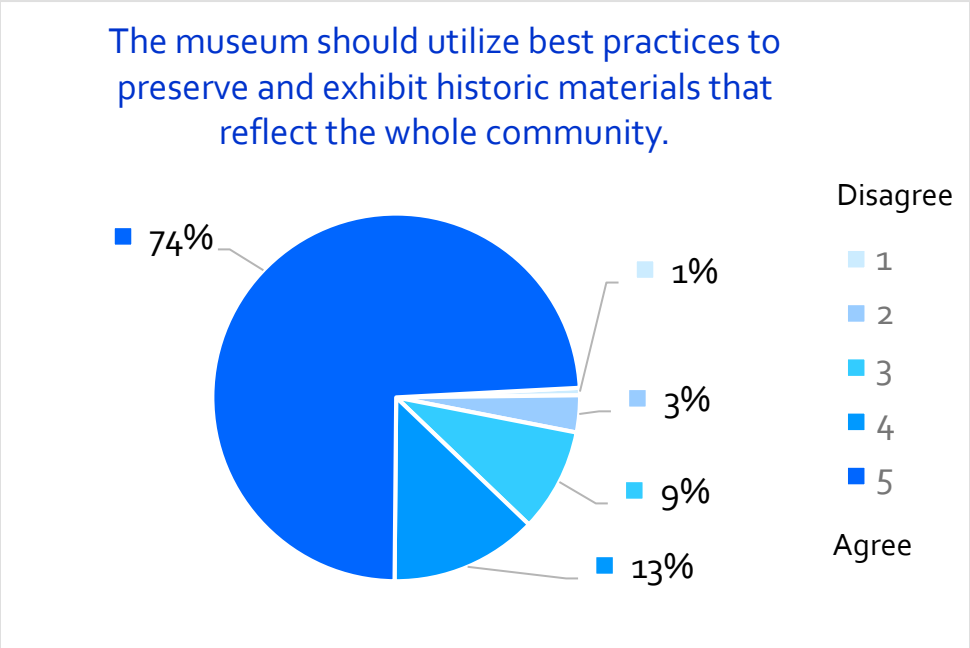
A large majority of respondents rated the museum high on its importance to the community (74% rating a 4 or 5). This finding was not dependent on direct contact with the museum or its exhibits; the percentage range of respondents who have interacted with the museum online or in person was much less, at 38-56%.

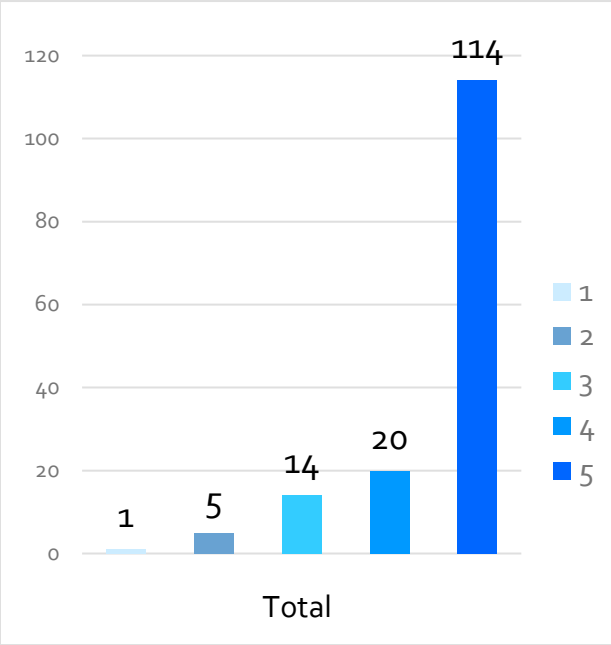


## Collections and Exhibit Priorities

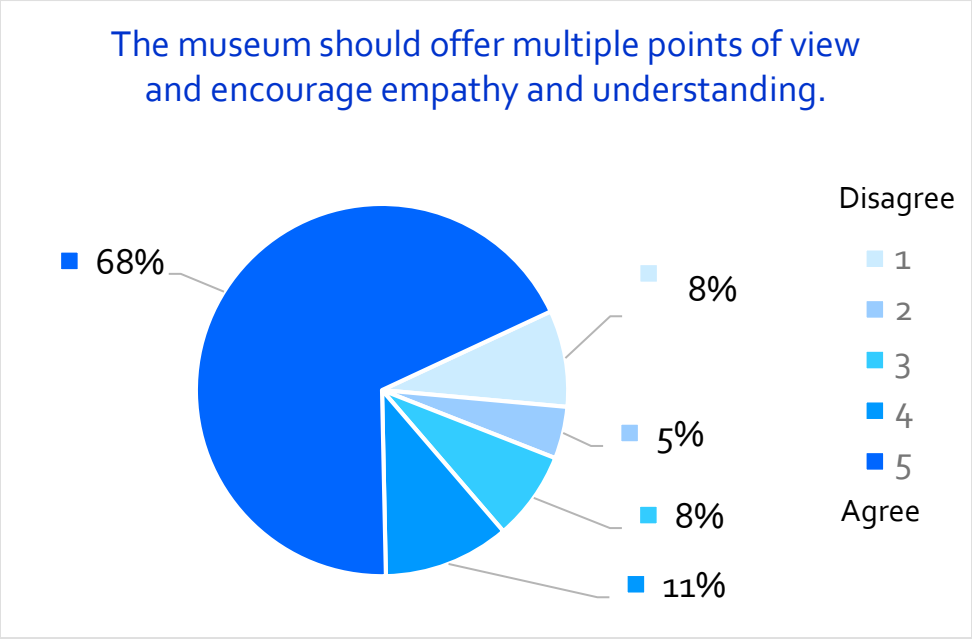
A very large majority (**87%** rating of 4 or 5) favor using best practices and standards to collect, preserve, and interpret materials that reflect the entire community spectrum. This finding is in agreement with the museum's professional approach and collection maintenance, which is also reflected it its collection policy.

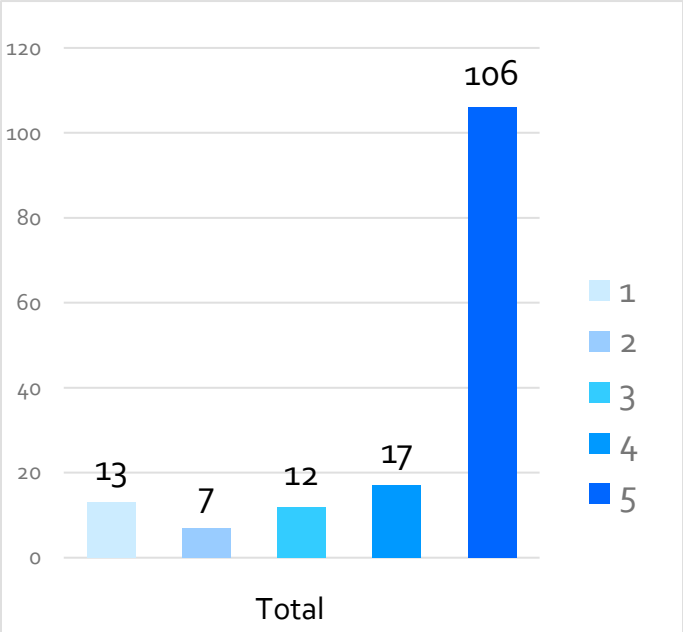


**Balanced Point of View and Promotion of Understanding**

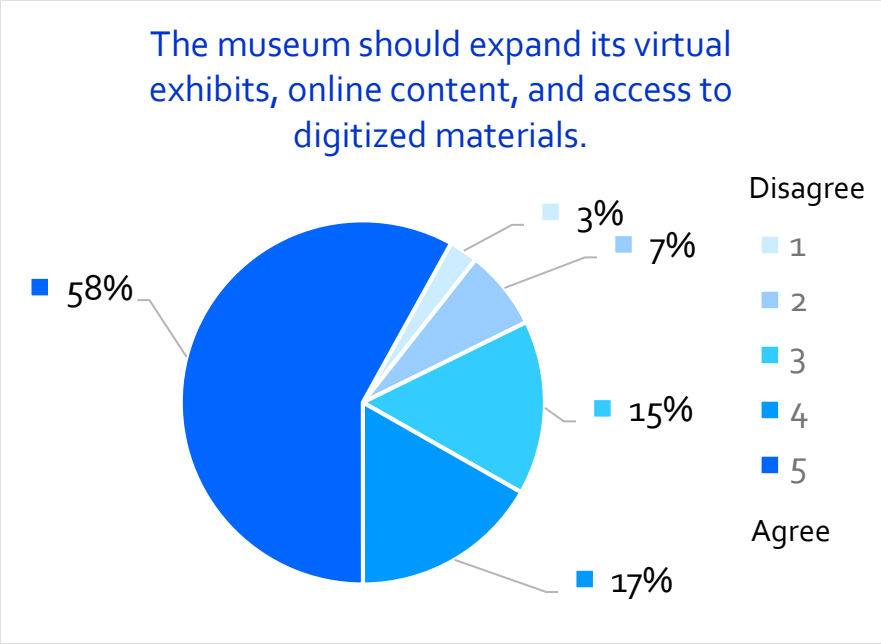
A large majority of respondents supported the presentation of multiple points of view in museum exhibits and content. Seventy-nine percent (**79%**) of respondents rated this priority 4 or 5.

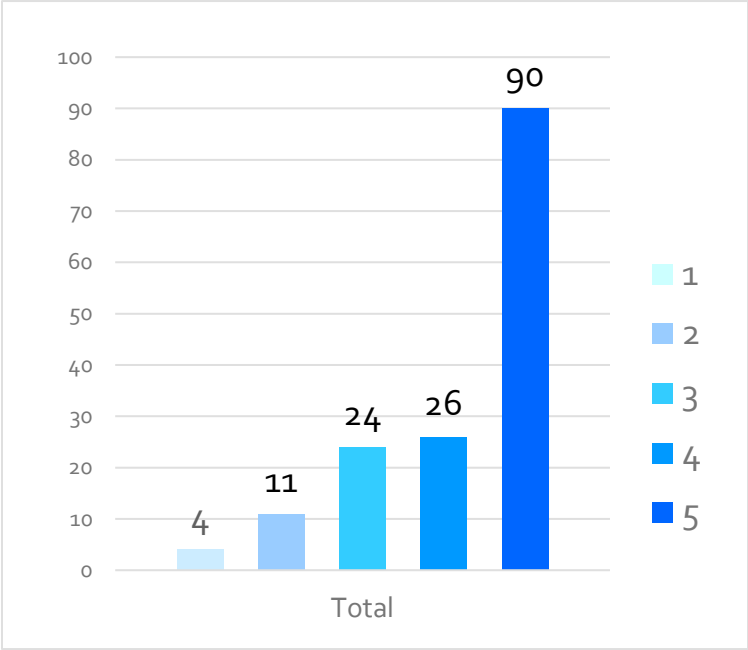


**Public Access and Virtual Content**

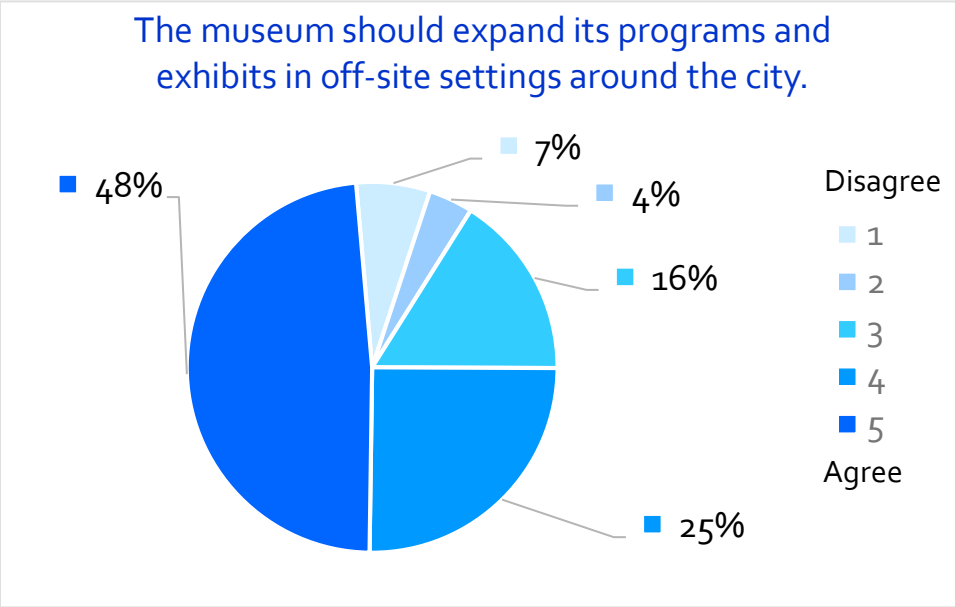
A large majority of respondents (**75%** rating of 4 or 5) also were in favor of the museum expanding digital access and virtual content, also in keeping with the museum's ongoing approach to maximizing content availability across multiple platforms-social media, podcasting, video, and online exhibits.

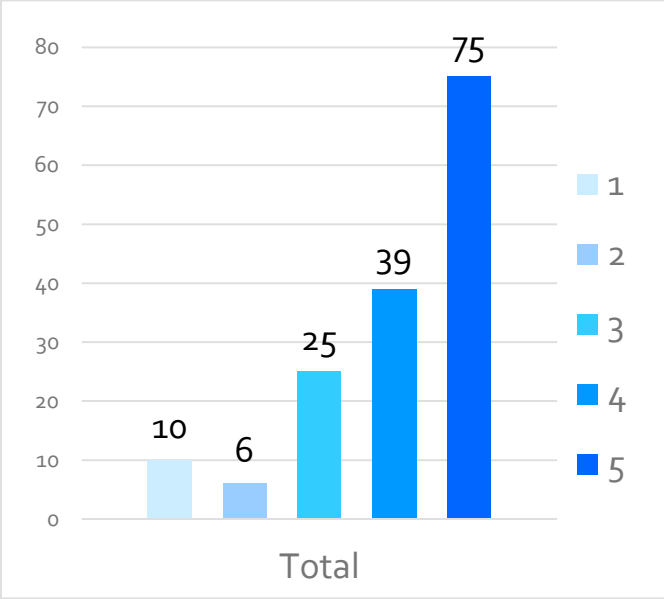


**Off-site Expansion of Programs and Exhibits**

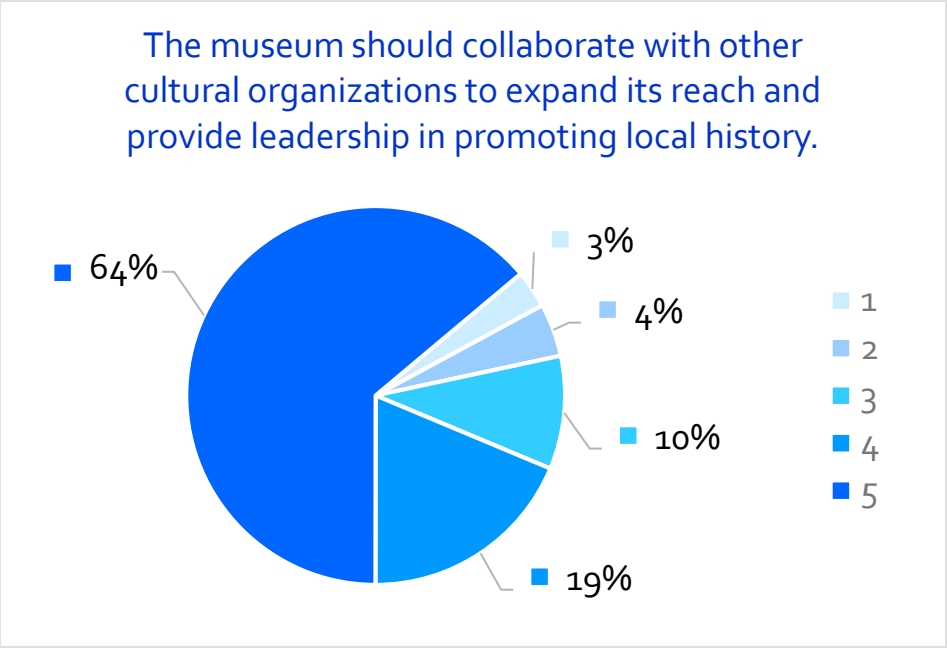
A majority of respondents favored the museum expanding exhibits into other locations around the city, with **73%** rating this priority area 4 or 5.

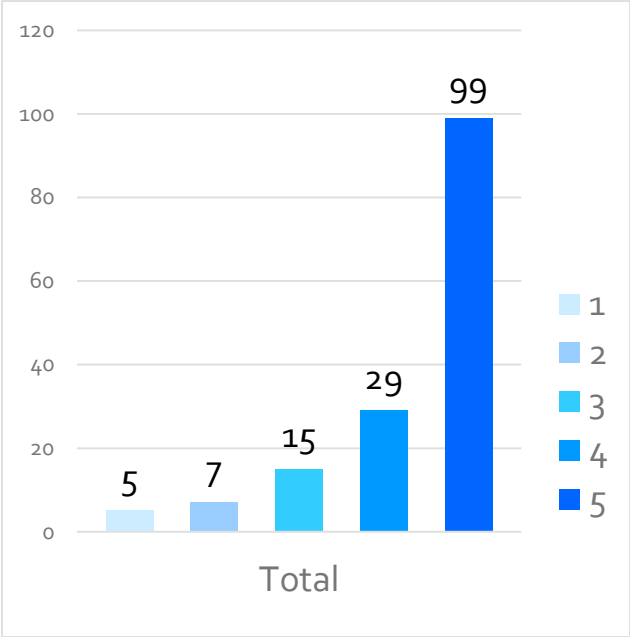


**Collaborative Approach and Leadership in Local History**

A very large majority favored the museum utilizing a collaborative approach and providing leadership in promoting local history (**83%** rating a 4 or 5).




Disagree

## Conclusions

The Birmingham community supports the role and value of the Birmingham Museum, and is in agreement with the priorities established by the Museum Board for the Birmingham Museum 2025-2028 Strategic Plan by a large margin. This sentiment is independent of whether the respondent has directly interacted with the museum or its content, suggesting that the museum is perceived as an important asset to the community whether or not it is utilized by individual respondents and/or their families.

Respondents enthusiastically embraced the concepts of collaborative museum leadership in local history and in developing exhibits and collection practices that reflected the whole community and various points of view. Using best practices in preserving and interpreting materials in the museum's collection was identified as important regardless of a respondent's personal interaction with the museum or its materials. Respondents were also enthusiastic about increasing the museum's reach through off-site exhibits and expanding digitized content.

Shared survey comments included the following:

- The desire for the museum to expand its programs and resources
- Important themes of local architectural heritage
- Emphasis on people, including underrepresented populations
- Birmingham's music and arts heritage

Other comments involved development of additional programming, more community presentations, and expanding public hours, however, expanding these activities would require additional resources.

Some comments reflect incomplete information about museum services and ways to access staff and information. This suggests that, while recent efforts to make the museum more visible have been very effective, some information is not reaching some areas of the community as completely as it might. A review of outreach and communication approaches by the museum may be beneficial.

# STRATEGIC PLAN

In developing the Birmingham Museum 2026-2028 Strategic Plan, the Museum Board was interested in a working document that could capture the current goals and objectives of the board and broader community as well as lead to a shared long-term vision of its function. It integrates the City's ordinance and museum's purpose with best practices in the museum field and in the public trust. The plan provides for the guiding principles and community benefits of the museum's activities while also suggesting structure for ongoing operations.

The resulting plan is adaptable while giving essential direction for Museum Board members and museum staff alike under current or future conditions. The intent of the plan is not to encompass all possible museum activities, but to identify those that are of greatest concern for the utilization of available resources. The plan is intended to work in coordination with the museum's Collections Policy and Hunter House and Allen House Interpretation Plans.

## Structure

The Birmingham Museum 2026-2028 Strategic Plan incorporates levels of distinction that reflect general global direction to more specific and measurable actions.

A **priority** in this plan refers to a direction that will predominate in Birmingham Museum activities and operations. Three priorities were developed by the Museum Board and received strong support during the public input period of strategic plan development.

Each priority has a **goal** that specifies actions that can be used to accomplish that priority. A goal can be modified to meet changing conditions over time while still be aligned with a particular priority.

Each stated goal has several **objectives** that are shorter-term milestones supporting each goal. Objectives are concrete, measurable and focused on results. The tasks that support plan objectives require maximum flexibility. They are not detailed by the plan but will be implemented during day-to-day operations of the museum.

## PRIORITY 1

Observe professional standards, ethics and best practices for long-term preservation and care of the museum collection in the public trust.

## GOAL

Maintain, preserve, and enhance the museum's collection of artifacts, archives, digital content and buildings to make these resources available to the public in accordance with established professional museum practice.

## OBJECTIVES

1) Improve museum collection's organization, storage, and environmental controls to protect and preserve the collection
2) Improve efficiency, accuracy, and accessibility of collection object records and documentation
3) Implement collections-related policies and procedures for collections management for the museum buildings, grounds, physical collection and digital materials
4) Increase access to virtual exhibits, online content, and digital materials
5) Enhance the inclusivity of the collection

## PRIORITY 2

Use the museum and
its collection to encourage
greater equity
and inclusion
and to humanize history
for the benefit of the
community.

### GOAL

Utilize best practices to engage the whole community and encourage empathy and understanding of our diverse cultural and personal experience.

### OBJECTIVES

1) Develop exhibits and interpretive materials that facilitate engagement, relevance, and inclusion and offer multiple perspectives
2) Utilize specialized outreach programs and presentations in off-site settings
3) Investigate opportunities to enhance and expand virtual reach

## PRIORITY 3

Establish and strengthen collaborative relationships in the community to implement the museum's mission.

### GOAL

Leverage collaborative relationships to expand the museum's sphere of influence and provide beneficial outcomes for the community.

### OBJECTIVES

1) Develop programs and projects that integrate the museum's strategic priorities and support the City's internal and public-focused functions and services
2) Pursue partnerships with local institutions that are aligned with the museum's mission
3) Provide leadership and support to area organizations in developing and promoting local history

## Outcomes, Measures & Review

The Birmingham Museum 2026-2028 Strategic Plan provides direction and guidance. It is designed to be flexible so that modifications can be made as objectives are accomplished or as conditions change. The Museum Board has the role and responsibility of reviewing and making recommendations for plan modification.

Measures and review will involve a variety of levels and forms:

1) quantifiable data, such as that provided by online metrics in visitation and engagement, daily site visitation, or number of records that have been digitized or updated by the museum's collection management software
2) measures of community engagement and annual objectives and measures in the City's budget process
3) regular Director Reports at scheduled Museum Board meetings

Through these various methods, progress toward strategic plan initiatives can be gauged and modified as needed. The Museum Board will receive an annual report on strategic plan progress and will review the plan every three years for needed changes to the document. It is anticipated that adjustments to the objectives will take place as they are met or conditions merit. Goals may also be modified from time to time.

The 2026-2028 Birmingham Museum Strategic Plan integrates current trends, best practices, and available resources and integrates feedback from partner organizations, City administration, and from the community. Its comprehensive approach and flexibility helps ensure that it will be a valuable tool to guide the Birmingham Museum's operations in the coming years.

**CITY OF BIRMINGHAM**
**MUSEUM BOARD MEETING**
**556 W. Maple**
**Thursday, November 6, 2025**
**5:00 PM**

| | |
|---|---|
| Members Present: | Mike Ableson, Kamala Cummings, Alexandra Harris, Judith Keefer, Marty Logue, Kristy Barrett (Alternate) |
| Members Absent: | Eva Kirkman, Robert Moll |
| Student Representative: | Mercy Wisecup |
| Administration: | Museum Director Leslie Pielack |
| Guests: | None |

The meeting was called to order at 5:00 PM by Ms. Logue.

**Approval of the Minutes**

**Minutes of October 9, 2025**

**MOTION:** by Keefer, seconded by Logue:

To approve the minutes of October 9, 2025.

**VOTE:** Yeas, 6
Nays, 0

**New Business**

Members agreed to move the candlelight tour experience of the Hunter House to take place after the other business has been considered and the meeting adjourned.

**Unfinished Business**

There were no updates to the oral history project, but Ms. Barrett noted that the subject she wants to interview has not been available but is expected to be interviewed soon.

Members reviewed the draft document for the **Birmingham Museum 2026-2028 Strategic Plan** in detail and discussed some layout and minor edits for the final document. With these final changes and board approval, it is anticipated that the document will be presented to the City Commission in December for implementation beginning in January. The board agreed to approve the document with the proposed changes and requested that copies of the final document be shared with them electronically prior to presentation to the commission

**MOTION:** by Ableson, seconded by Keefer:

To approve the final Birmingham Museum 2026-2028 Strategic Plan with proposed edits, and to present the plan to the City Commission for approval.

DRAFT

**VOTE:** Yeas, 6
Nays, 0

**Communication and Reports**

Director Pielack highlighted the Director Report. Interviews are underway to hire a new Museum Assistant and it is expected that a new staff person will be hired by Thanksgiving and will train during December when the Allen House is closed to the public. Museum staff are working toward the 2026 **Celebrate Birmingham History: It's Everywhere!** Citywide initiative. The first promotional event will occur during the tree lighting at the beginning of Wintr Mrkt. Museum staff will be on hand in the Wilkomen (Welcome) tent to offer literature and stickers and promote the museum's 2026 activities and exhibit. Each month in the Around Town newsletter, the museum will be featuring twelve people who made a significant impact on Birmingham throughout our history. Finally, the museum board discussed actively participating in the Celebrate Birmingham parade in May, and will take up the matter in January for further discussion and planning.

## Member Comments

None.

**The next Regular Meeting is scheduled for Thursday, January 8, 2026, at 5:00 PM.**

Ms. Logue adjourned the meeting at 6:24 PM.

# MEMORANDUM

Legal Department

**DATE:** December 9, 2025

**TO:** Jana Ecker, City Manager

**FROM:** Tracy Gaudenzi and Mary M. Kucharek, City Attorneys

**SUBJECT:** Request for Closed Session Under MCL § 15.268, Sec.8(1)(e) and MCL § 15.268, Sec. 8(1)(d) of the Open Meetings Act

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INTRODUCTION:
The City Attorney is requesting to meet with the City Commission in closed session to discuss pending litigation pursuant to MCL § 15.268, Sec.8(1)(e) of the Open Meetings Act, as well as to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained, pursuant to MCL § 15.268, Sec.8(1)(d).

BACKGROUND:
Pursuant to MCL § 15.268 Sec. 8(1)(e) of the Open Meetings Act the City Attorney wishes to discuss pending litigation for *The City of Birmingham v The Community House Association, Birmingham, Michigan,* Oakland County Circuit/Business Court Case No.: 2025-219218 CB Honorable Michael Warren, as well as to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained pursuant to § 15.268, Sec.8(1)(d).

LEGAL REVIEW:
I am requesting closed session on Monday, December 15, 2025 pursuant to MCL § 15.268, Sec.8(1)(e) of the Open Meetings Act to discuss pending litigation entitled *The City of Birmingham v The Community House Association, Birmingham, Michigan,* Oakland County Circuit/Business Court Case No.: 2025-219218 CB Honorable Michael Warren, and to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained pursuant to § 15.268, Sec.8(1)(d).

FISCAL IMPACT:
To be discussed in closed session.

ATTACHMENTS:
Open Meetings Act, MCL § 15.268 Closed sessions; permissible purposes, Sec. 8(1)(e).

Open Meetings Act, MCL § 15.268 Closed sessions; permissible purposes, Sec. 8(1)(d).

SUGGESTED COMMISSION ACTION:
Make a motion to meet in closed session pursuant to MCL § 15.268, Sec.8(1)(e) of the Open Meetings Act to discuss pending litigation entitled *The Community House Association, Birmingham, Michigan,* Oakland County Circuit/Business Court Case No.: 2025-219218 CB Honorable Michael Warren, and to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained pursuant to the Open Meetings Act, MCL § 15.268 Closed sessions; permissible purposes, Sec. 8(1)(d).

**OPEN MEETINGS ACT (EXCERPT)**
**Act 267 of 1976**

## 15.268 Closed sessions; permissible purposes; applicability to independent citizens redistricting commission.

Sec. 8. (1) Except as otherwise provided in subsection (2), a public body may meet in a closed session only for the following purposes:

(a) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named individual requests a closed hearing. An individual requesting a closed hearing may rescind the request at any time, in which case the matter at issue must be considered after the rescission only in open sessions.

(b) To consider the dismissal, suspension, or disciplining of a student if the public body is part of the school district, intermediate school district, or institution of higher education that the student is attending, and if the student or the student's parent or guardian requests a closed hearing.

(c) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.

(d) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

(e) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.

(f) To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, except as otherwise provided in this subdivision, all interviews by a public body for employment or appointment to a public office must be held in an open meeting pursuant to this act. This subdivision does not apply to a public office described in subdivision (j).

(g) Partisan caucuses of members of the state legislature.

(h) To consider material exempt from discussion or disclosure by state or federal statute.

(i) For a compliance conference conducted under section 16231 of the public health code, 1978 PA 368, MCL 333.16231, before a complaint is issued.

(j) In the process of searching for and selecting a president of an institution of higher education established under section 4, 5, or 6 of article VIII of the state constitution of 1963, to review the specific contents of an application, to conduct an interview with a candidate, or to discuss the specific qualifications of a candidate if the particular process of searching for and selecting a president of an institution of higher education meets all of the following requirements:

(*i*) The search committee in the process, appointed by the governing board, consists of at least 1 student of the institution, 1 faculty member of the institution, 1 administrator of the institution, 1 alumnus of the institution, and 1 representative of the general public. The search committee also may include 1 or more members of the governing board of the institution, but the number does not constitute a quorum of the governing board. However, the search committee must not be constituted in such a way that any 1 of the groups described in this subparagraph constitutes a majority of the search committee.

(*ii*) After the search committee recommends the 5 final candidates, the governing board does not take a vote on a final selection for the president until at least 30 days after the 5 final candidates have been publicly identified by the search committee.

(*iii*) The deliberations and vote of the governing board of the institution on selecting the president take place in an open session of the governing board.

(k) For a school board to consider security planning to address existing threats or prevent potential threats to the safety of the students and staff. As used in this subdivision, "school board" means any of the following:

(*i*) That term as defined in section 3 of the revised school code, 1976 PA 451, MCL 380.3.

(*ii*) An intermediate school board as that term is defined in section 4 of the revised school code, 1976 PA 451, MCL 380.4.

(*iii*) A board of directors of a public school academy as described in section 502 of the revised school code, 1976 PA 451, MCL 380.502.

(*iv*) The local governing board of a public community or junior college as described in section 7 of article VIII of the state constitution of 1963.

(*l*) For a county veteran services committee to interview a veteran or a veteran's spouse or dependent regarding that individual's application for benefits or financial assistance and discuss that individual's


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application for benefits or financial assistance, if the applicant requests a closed hearing. This subdivision does not apply to a county veteran services committee voting on whether to grant or deny an individual's application for benefits or financial assistance. As used in this subdivision, "county veteran services committee" means a committee created by a county board of commissioners under section 1 of 1953 PA 192, MCL 35.621, or a soldiers' relief commission created under section 2 of 1899 PA 214, MCL 35.22.

(2) This act does not permit the independent citizens redistricting commission to meet in closed session for any purpose. As used in this subsection, "independent citizens redistricting commission" means the independent citizens redistricting commission for state legislative and congressional districts created in section 6 of article IV of the state constitution of 1963.

**History:** 1976, Act 267, Eff. Mar. 31, 1977;—Am. 1984, Act 202, Imd. Eff. July 3, 1984;—Am. 1993, Act 81, Eff. Apr. 1, 1994;—Am. 1996, Act 464, Imd. Eff. Dec. 26, 1996;—Am. 2018, Act 467, Eff. Mar. 27, 2019;—Am. 2021, Act 31, Imd. Eff. June 24, 2021;—Am. 2021, Act 166, Imd. Eff. Dec. 27, 2021.

**Compiler's note:** Enacting section 1 of Act 166 of 2021 provides:

"Enacting section 1. This amendatory act is intended to clarify that the independent citizens redistricting commission for state legislative and congressional districts, since its establishment under section 6 of article IV of the state constitution of 1963, has been required to conduct all of its business at open meetings, without exception and in a manner that invites wide public participation throughout this state, as provided in section 6(10) of article IV of the state constitution of 1963, and that the commission continues to be subject to this unqualified open meetings requirement."


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**OPEN MEETINGS ACT (EXCERPT)**
**Act 267 of 1976**

## 15.268 Closed sessions; permissible purposes; applicability to independent citizens redistricting commission.

Sec. 8. (1) Except as otherwise provided in subsection (2), a public body may meet in a closed session only for the following purposes:

(a) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named individual requests a closed hearing. An individual requesting a closed hearing may rescind the request at any time, in which case the matter at issue must be considered after the rescission only in open sessions.

(b) To consider the dismissal, suspension, or disciplining of a student if the public body is part of the school district, intermediate school district, or institution of higher education that the student is attending, and if the student or the student's parent or guardian requests a closed hearing.

(c) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.

(d) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

(e) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.

(f) To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, except as otherwise provided in this subdivision, all interviews by a public body for employment or appointment to a public office must be held in an open meeting pursuant to this act. This subdivision does not apply to a public office described in subdivision (j).

(g) Partisan caucuses of members of the state legislature.

(h) To consider material exempt from discussion or disclosure by state or federal statute.

(i) For a compliance conference conducted under section 16231 of the public health code, 1978 PA 368, MCL 333.16231, before a complaint is issued.

(j) In the process of searching for and selecting a president of an institution of higher education established under section 4, 5, or 6 of article VIII of the state constitution of 1963, to review the specific contents of an application, to conduct an interview with a candidate, or to discuss the specific qualifications of a candidate if the particular process of searching for and selecting a president of an institution of higher education meets all of the following requirements:

(*i*) The search committee in the process, appointed by the governing board, consists of at least 1 student of the institution, 1 faculty member of the institution, 1 administrator of the institution, 1 alumnus of the institution, and 1 representative of the general public. The search committee also may include 1 or more members of the governing board of the institution, but the number does not constitute a quorum of the governing board. However, the search committee must not be constituted in such a way that any 1 of the groups described in this subparagraph constitutes a majority of the search committee.

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(*iii*) A board of directors of a public school academy as described in section 502 of the revised school code, 1976 PA 451, MCL 380.502.

(*iv*) The local governing board of a public community or junior college as described in section 7 of article VIII of the state constitution of 1963.

(*l*) For a county veteran services committee to interview a veteran or a veteran's spouse or dependent regarding that individual's application for benefits or financial assistance and discuss that individual's


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application for benefits or financial assistance, if the applicant requests a closed hearing. This subdivision does not apply to a county veteran services committee voting on whether to grant or deny an individual's application for benefits or financial assistance. As used in this subdivision, "county veteran services committee" means a committee created by a county board of commissioners under section 1 of 1953 PA 192, MCL 35.621, or a soldiers' relief commission created under section 2 of 1899 PA 214, MCL 35.22.

(2) This act does not permit the independent citizens redistricting commission to meet in closed session for any purpose. As used in this subsection, "independent citizens redistricting commission" means the independent citizens redistricting commission for state legislative and congressional districts created in section 6 of article IV of the state constitution of 1963.

**History:** 1976, Act 267, Eff. Mar. 31, 1977;—Am. 1984, Act 202, Imd. Eff. July 3, 1984;—Am. 1993, Act 81, Eff. Apr. 1, 1994;—Am. 1996, Act 464, Imd. Eff. Dec. 26, 1996;—Am. 2018, Act 467, Eff. Mar. 27, 2019;—Am. 2021, Act 31, Imd. Eff. June 24, 2021;—Am. 2021, Act 166, Imd. Eff. Dec. 27, 2021.

**Compiler's note:** Enacting section 1 of Act 166 of 2021 provides:

"Enacting section 1. This amendatory act is intended to clarify that the independent citizens redistricting commission for state legislative and congressional districts, since its establishment under section 6 of article IV of the state constitution of 1963, has been required to conduct all of its business at open meetings, without exception and in a manner that invites wide public participation throughout this state, as provided in section 6(10) of article IV of the state constitution of 1963, and that the commission continues to be subject to this unqualified open meetings requirement."


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BIRMINGHAM

# NOTICE OF INTENTION TO APPOINT TO THE MULTI-MODAL TRANSPORTATION BOARD

At the regular meeting of Monday, January 12, 2026, the Birmingham City Commission intends to appoint the following positions to the Multi-Modal Transportation Board:

- One regular member-at-large from different geographical areas of the City to serve the remainder of a three-year term to expire March 24, 2028
- Two alternate members to serve the remainder of three-year terms to expire October 27, 2028

Interested citizens may submit an application available at the City Clerk's office or online at www.bhamgov.org/boardopportunities. Applications must be submitted to the City Clerk's office on or before noon on Wednesday, January 7, 2026. These documents will appear in the public agenda for the regular meeting at which time the City Commission may make nominations and vote on appointments.

Duties

The purpose of the Multi-Modal Transportation Board shall be to assist in maintaining the safe and efficient movement of motorized and non-motorized vehicles and pedestrians on the streets and walkways of the City and to advise the City Commission on the implementation of the Multi-Modal Transportation Plan, including reviewing project phasing and budgeting.

In so far as possible, the seven-member board shall be composed of the following: one pedestrian advocate member; one member with a mobility or vision impairment; one member with traffic-focused education and/or experience; one bicycle advocate member; one member with urban planning, architecture or design education and/or experience; and two members at large living in different geographical areas of the City. Applicants for this position do not have be a qualified elector or property owner in Birmingham.

| **Criteria/Qualifications** | **Date Applications Due (by noon)** | **Date of Interview** |
|---|---|---|
| The seven-member board shall be composed of the following:<br>· one pedestrian advocate member<br>· one member with a mobility or vision impairment<br>· one member with traffic-focused education and/or experience<br>· one bicycle advocate member<br>· one member with urban planning, | 1/7/2026 | 1/12/2026 |

| | | |
|---|---|---|
| architecture or design education and/or experience<br>· two members at large living in different geographical areas of the City. | | |

*NOTE: All members of boards and commissions are subject to the provisions of City of Birmingham City Code Chapter 2, Article IX, Ethics and the filing of the Affidavit and Disclosure Statement.*

# NOTICE OF INTENTION TO APPOINT TO THE PARKS AND RECREATION BOARD

At the regular meeting of Monday, January 12, 2026, the Birmingham City Commission intends to appoint the following position to the Parks and Recreation Board:

- One regular member to serve the remainder of a three-year term to expire March 13, 2026

Interested citizens may submit an application available at the City Clerk's office or online at www.bhamgov.org/boardopportunities. Applications must be submitted to the City Clerk's office on or before noon on Wednesday, January 7, 2026. These documents will appear in the public agenda for the regular meeting at which time the City Commission may make nominations and vote on appointments.

Duties

The Parks & Recreation Board consists of seven members who serve for three-year terms without compensation. The goal of the board is to promote a recreation program and a park development program for the City of Birmingham. The Parks & Recreation Board shall recommend to the City Commission for adoption such rules and regulations pertaining to the conduct and use of parks and public grounds as are necessary to administer the same and to protect public property and the safety, health, morals, and welfare of the public.

| **Criteria/Qualifications** | **Date Applications Due (by noon)** | **Date of Interview** |
|---|---|---|
| Members must be electors of the City of Birmingham. | 1/7/2026 | 1/12/2026 |

*NOTE: All members of boards and commissions are subject to the provisions of City of Birmingham City Code Chapter 2, Article IX, Ethics and the filing of the Affidavit and Disclosure Statement.*

# Important information regarding our Xfinity services and pricing

Effective December 18, 2025

| Xfinity TV | Current | New |
|---|---|---|
| **Limited Basic** (Includes Broadcast TV Fee) | $46.85 | $52.35 |
| **Choice TV Select** - with TV Box (Flex upgrade) | $60.00 | $62.00 |
| **Choice TV** (Includes Broadcast TV Fee) | $54.90 | $60.90 |
| **Popular TV** (Includes Broadcast TV Fee and Regional Sports Fee) | $96.80 | $102.90 |
| **Ultimate TV** (Includes Broadcast TV Fee and Regional Sports Fee) | $125.90 | $132.20 |
| **Genre Packs** | | |
| Sports & News (Includes Regional Sports Fee) | $31.90 | $32.00 |
| **Ultimate TV Tier** (Includes Regional Sports Fee) | $29.10 | $29.30 |
| **HBO** | $16.99 | $18.49 |
| **HBO Max** | $16.99 | $18.49 |
| **Paramount+ with SHOWTIME** | $12.00 | $13.00 |

| Xfinity TV Service Fees (Included in package price where noted) | Current | New |
|---|---|---|
| **Broadcast TV Fee** | $24.90 | $30.40 |
| **Regional Sports Fee - Popular TV and Sports & News** | $1.90 | $2.00 |
| **Regional Sports Fee - Ultimate TV and Ultimate TV Tier** | $11.00 | $11.30 |

| Xfinity Equipment | Current | New |
|---|---|---|
| **TV Box** | $12.00 | $14.00 |

| Miscellaneous | Current | New |
|---|---|---|
| **Late Fee** | $10.00 | $13.00 |

Beverly Hills, Bingham Farms, Birmingham, Bloomfield, Bloomfield Hills, Franklin, Redford

85291000 (2060,2560,2570,2580,2590,2600,2610)

P152AG26

COMCAST

November 18, 2025

City Manager
City of Birmingham
P.O. Box 3001
Birmingham, MI 48012-3001

**Re: Important Information—Price Changes**

Dear City Manager:

At Comcast, we are committed to delivering the products and services that matter most to our customers in Birmingham, as well as exciting experiences they won't find anywhere else. We are also focused on making our Xfinity network stronger in order to meet our customers' current needs and future demands.

As we continue to invest in our network, products, and services, the cost of doing business rises. While we absorb some of these costs, these cost increases can affect service pricing. As a result, starting December 18, 2025, prices for certain services and fees will be increasing. Please see the enclosed Customer Notice for more information.

We know you may have questions about these changes. If I can be of any further assistance, please contact me at 248-924-4917.

Sincerely,

Eric M. Woody

Eric Woody
Manager of External Affairs
Comcast, Heartland Region
41112 Concept Drive
Plymouth, MI 48170

Enclosure