

# Southgate City Council Agenda

## Council Chambers

14400 Dix-Toledo Rd., Southgate, Michigan 48195

Wednesday May 17, 2023

6:30pm

### Work Study Session

1. Officials Reports
2. Discussion of Agenda Items

7:00 pm

### Regular Meeting

#### *Pledge of Allegiance*

#### Roll Call:

Ayres-Reiss, Colovos, George, Graziani, Kowalsky, Kuspa, Rauch

#### Minutes:

1. Work Study Session Minutes dated May 3, 2023
2. Regular City Council Meeting Minutes dated May 3, 2023
3. Public Hearing Meeting Minutes dated May 3, 2023
4. Public Hearing Meeting Minutes dated May 3, 2023
5. Public Hearing Meeting Minutes dated May 3, 2023

#### Scheduled Persons in the Audience:

#### Consideration of Bids:

1.

#### Scheduled Hearings:

#### Communications "A":

1. Letter from Mayor; Re: Contract Extension for Tree Pruning & Maintenance **Waiver of Bid**
2. Letter from Mayor; Re: Eureka Rd/Dix-Toledo Rd Streetscape Repairs **Waiver of Bid**
3. Letter from Mayor; Re: Agreement for Soil Disposal **Waiver of Bid**
4. Memo from Administrator; Re: Approval for Oasis Senior Living Planned Development  
Site Plan Review
5. Memo from City Clerk; Re: Ordinance Update
6. Letter from Mayor; Re: Appointment to Downtown Development Authority

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#### Communications "B" – (Receive and File):

#### Ordinances:

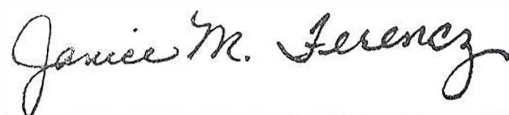
#### Old Business:

#### New Business:

#### Unscheduled Persons in the Audience:

#### Claims & Accounts: Warrant #1473 \$3,067,251.38

#### Adjournment:



Janice M. Ferencz, City Clerk

## Work Study Session

May 3, 2023

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An Informal Meeting of the Council of the City of Southgate was held on May 3, 2023 at 6:30 P.M. and called to order by Council President Zoey Kuspa.

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Present: Priscilla Ayres-Reiss, Bill Colovos, Karen George, Christian Graziani, Greg Kowalsky, Zoey Kuspa, Phil Rauch

Absent:

Also Present: Mayor Joseph G. Kuspa, City Attorney Ed Zelenak, City Administrator Dan Marsh, Assistant City Administrator/Finance Director Doug Drysdale, City Treasurer Chris Rollet, City Clerk Janice Ferencz, Public Safety Director Joe Marsh, Fire Chief Justin Graves & Marc Hatfield, Police Chief Mark Mydlarz, DPS Director Kevin Anderson, Building Inspections Director Tim Leach

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Mayor Kuspa presented the Arbor Day Poster Contest Winners.

Discussed the following agenda items:

- Bid for Replacement Fire Gloves
- Bid for Replacement Fire Hoods
- Bid for Replacement Fire Safety Vests
- Bid for Police Gun Range Cleanout and Decommissioning
- Scheduled hearing reconvened FY 2023/24 Proposed Budget
- Scheduled hearing Southgate-Wyandotte Drainage District User Charge
- Scheduled hearing Water/Sewer Rate Increase
- Adoption of Proposed FY 2023/24 Budget & Millage Rates
- Southgate-Wyandotte Drainage District User Charge
- Proposed Water/Sewer Rate Increase
- Approval of Change Order for Upgraded Thermal Liners for Turnout Gear
- Waiver/purchase of Lions Park Dog Park Site Furnishings
- Waiver/purchase of Leads Online PowerPlus Investigation System Service Package
- Waiver/purchase of Security Surveillance Equipment for PD Evidence Room
- Waiver bid for construction of Police Department Evidence Room Improvements
- Waiver bid for installation of ADA Doors at Southgate Library Restrooms
- Waiver bid for Ice Arena Soffit Repairs

This meeting ended at 6:48 pm.

# City of Southgate

## Regular City Council Meeting

### May 3, 2023

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, May 3, 2023 in the Southgate City Hall Council Chambers and was called to order at 7:00 PM by Council President Zoey Kuspa.

**This meeting began with the Pledge of Allegiance.**

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Present: Priscilla Ayres-Reiss, Bill Colovos, Karen George, Greg Kowalsky, Christian Graziani, Zoey Kuspa, Phil Rauch

Absent:

Also Present: Mayor Joseph G. Kuspa, City Attorney Ed Zelenak, City Administrator Dan Marsh, Assistant City Administrator/Finance Director Doug Drysdale, City Engineer John Hennessey, City Clerk Janice Ferencz, City Treasurer Chris Rollet, Public Safety Director Joe Marsh, Fire Chief Justin Graves & Marc Hatfield, Police Chief Mark Mydlarz, DPS Director Kevin Anderson, Building Inspections Director Tim Leach

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#### **Minutes:**

Moved by Colovos, supported George, RESOLVED, that the minutes of the City Council Work Study Session dated April 19, 2023 be approved as presented. Carried unanimously.

Moved by Rauch, supported by Ayres-Reiss, RESOLVED, that the minutes of the Regular City Council Meeting dated April 19, 2023 be approved as presented. Carried unanimously.

Moved by George, supported by Rauch, RESOLVED, that the Public Hearing minutes of April 19, 2023 be approved as presented. Carried unanimously.

#### **Consideration of Bids:**

1. Letter from Mayor; Re: Replacement Fire Gloves moved by Rauch, supported by George, RESOLVED THAT the Southgate City Council concur with the Fire Chief's recommendation and award the bid for replacement fire gloves to Allied Fire Sales & Services (16194 144<sup>th</sup> Avenue, Spring Lake, MI 49456) for an amount not to exceed \$10,209.

Motion carried unanimously.

2. Letter from Mayor; Re: Replacement Fire Hoods moved by Colovos, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council concur with the Fire Chief's recommendation and award the bid for replacement fire hoods to Allied Fire Sales & Services (16194 144<sup>th</sup> Avenue, Spring Lake, MI 49456) for an amount not to exceed \$12,915.

Motion carried unanimously.

3. Letter from Mayor; Re: Replacement Fire Safety Vests moved by Ayres-Reiss, supported by George, RESOLVED THAT the Southgate City Council concur with the Fire Chief's recommendation and award the bid for replacement fire safety vests to Municipal Emergency Services (12 Turnberry Lane, 2<sup>nd</sup> Floor, Sandy Hook, CT 06482) for an amount not to exceed \$6,857.25

Motion carried unanimously.

## Regular City Council Meeting

### May 3, 2023

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4. Letter from Mayor; Re: Police Gun Range Cleanout and Decommissioning moved by Rauch, supported by Kowalsky, RESOLVED THAT the Southgate City Council concur with the Public Safety Director's recommendation to award the bid for police gun range cleanout and decommission to C&S Construction Management (17779 Brinson St, Wyandotte, MI 48192) in the amount of \$94,375.

Motion carried unanimously.

#### **Scheduled Hearings:**

1. Memo from ACA/Finance Director; Re: Reconvene April 19, 2023 Public Hearing on the Mayor's 2023/24 Proposed Budget moved by Rauch, supported by Colovos; resolved that the Southgate City Council hereby reconvene the April 19, 2023 public hearing at 7:33 p.m. to entertain comments/questions on the 2023/24 FY Proposed Budget. Motion carried unanimously.

No questions or comments from Council or audience.

Moved by George, supported by Ayres-Reiss, RESOLVED that the Southgate City Council close the Public hearing at 7:08 p.m.

Motion carried unanimously.

2. Memo from ACA/Finance Director; Re: Public Hearing on the User Charge System for Southgate-Wyandotte Drainage District moved by Ayres-Reiss, supported by Colovos; resolved that the Southgate City Council hereby enters into a public hearing at 7:08 p.m. to entertain comments/questions on the User Charge System for Southgate-Wyandotte Drainage District. Motion carried unanimously.

No questions or comments from Council or audience.

Moved by Kowalsky, supported by Colovos, RESOLVED that the Southgate City Council adjourn the Public hearing at 7:09 p.m.

Motion carried unanimously.

3. Memo from ACA/Finance Director; Re: Public Hearing on the Proposed Water/Sewer Rate Increase moved by Kowalsky, supported by Colovos; resolved that the Southgate City Council hereby enter into a public hearing at 7:09 p.m. to entertain comments/questions on the Proposed Water/Sewer Rate Increase.

No questions or comments from Council or audience.

Moved by Ayres-Reiss, supported by George, RESOLVED that the Southgate City Council adjourn the Public hearing at 7:10 p.m.

Motion carried unanimously.



## Regular City Council Meeting

### May 3, 2023

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#### **Communications "A":**

1. Memo from ACA/Finance Director; Re: Adoption of Proposed FY 2023/24 Budget & Millage Rates moved by Rauch, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council hereby concur with the Mayor's recommendation to adopt the millage rates in the proposed FY 2023/24 Budget as follows:

General Operating	10.0304
Rubbish	2.4069
Act 345 Retirement	10.3882
Library Operating	0.8800
Parks & Rec of 2017	0.9895
Act 359 of 1925	0.0595
Roads	1.9131
<b>Total Summer Levy</b>	<b>26.6676</b>

BE IT FURTHER RESOLVED THAT the Southgate City Council authorizes the 1% administration fee for all taxes be levied and collected during the FY commencing July 1, 2023 through June 30, 2024.

Motion carried unanimously.

2. Memo from ACA/Finance Director; Re: Southgate-Wyandotte Drainage District User Charge moved by Colovos, supported by Kowalsky, RESOLVED THAT the Southgate City Council approve the 2023/24 fiscal year apportionment of costs related to the operations, maintenance, and replacement of facilities constructed by the Southgate-Wyandotte Relief Drain Drainage District, in the amount of \$1,223,317.32.

Motion carried unanimously.

3. Memo from ACA/Finance Director; RE: Proposed Water/Sewer Rate Increase moved by Kowalsky, supported by George, RESOLVED THAT the Southgate City Council approve the Water Rate of \$33.13, the proposed Sewer Rate of \$42.82 and the Capital Rate of \$8.00 per 1,000 cubic feet, effective July 1, 1023.

Motion carried unanimously.

4. Letter from Mayor; Re: Approval of Change Order for Upgraded Thermal Liners for Turnout Gear moved by Ayres-Reiss supported by Rauch, RESOLVED THAT the Southgate City Council approve the change order in the amount of \$4,448 with Allied Fire Sales & Services (16194 144<sup>th</sup> Avenue, Spring Lake, MI 49456) for upgraded thermal liners for turnout gear, for a revised bid award not to exceed \$330,870.

Motion carried unanimously.

5. Letter from Mayor; Re: Purchase of Lion's Park Dog Park Site Furnishings moved by Rauch, supported by Kowalsky, RESOLVED THAT the Southgate City Council waive the bid procedure and authorize purchase of site furnishings for Lion's Park Dog Park to Penchura, LLC (889 S Old US 23, Brighton, MI 48114) in the amount of \$5,716.

Motion carried unanimously.

6. Letter from Mayor; Re: Purchase of Leads Online PowerPlus Investigation System Service Package moved by George, supported by Colovos, RESOLVED THAT the Southgate City Council waive the bid procedure and authorize purchase of the PowerPlus Investigative System Service Package for one-year from Leads Online (6900 Dallas Parkway, Suite 823, Plano TX 75024-4200) in the amount of \$4,151.

Motion carried unanimously.

## Regular City Council Meeting

### May 3, 2023

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7. Letter from Mayor; Re: Purchase of Security & Surveillance Equipment for Police Department Evidence Room moved by Rauch, supported by George, RESOLVED THAT the Southgate City Council hereby waive the bid procedure and authorize purchase of Security and Surveillance Equipment of Police Department Evidence Room to DA Central (13155 Cloverdale, Oak Park, MI 48237) in the amount of \$11,155.95.

Motion carried unanimously.

8. Letter from Mayor; Re: Construction of Police Department Evidence Room Improvements moved by Kowalsky, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council hereby waive the bid procedure and approve the construction of Police Department Evidence Room Improvements to C&S Construction Management (17779 Brinson St, Wyandotte, MI 48192) for the amount of \$11,250.

Motion carried unanimously.

9. Letter from Mayor; Re: Installation of ADA Doors at Southgate Library Restrooms moved by Kowalsky, supported by Ayres-Reiss, RESOLVED THAT the Southgate City Council waive the bid procedure and authorize the installation of ADA Doors at the Southgate Library Restrooms to Stanley Access Technologies (47930 West Road, Wixom, MI 48393) for the amount of \$8,230.

Motion carried unanimously.

10. Letter from Mayor; Re: Ice Arena Soffit Repairs moved by Rauch, supported by George, RESOLVED THAT the Southgate City Council waive the bid procedure and authorize the repairs to the Ice Arena overhand soffit to C&S Construction Management (17779 Brinson St, Wyandotte, MI 48192) for the amount of \$29,900.

Motion carried unanimously.

#### **Claims and Accounts:**

Moved by Colovas, supported by George, RESOLVED, that Claims and Accounts be paid as outlined on Warrant #1472 for \$813,171.87.

Motion carried unanimously.

#### **Adjournment:**

Moved by Rauch, supported by George, RESOLVED THAT this Regular Meeting of the Southgate City Council be adjourned at 7:23 P.M. Carried unanimously.

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Zoey Kuspa  
Council President

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Janice M. Ferencz  
City Clerk

# City of Southgate

## PUBLIC HEARING

May 3, 2023

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### **REGARDING: FY 2023/24 Proposed Budget (Reconvened from 4/19/23)**

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A Public Hearing of the Council of the City of Southgate was reconvened on Wednesday, May 3, 2023 and called to order at 7:07 P.M. by Council President Zoey Kuspa.

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Present: Priscilla Ayres-Reiss, Bill Colovos, Karen George, Christian Graziani, George Kowalsky, Zoey, Kuspa, Phillip Rauch

Absent: none

Also Present: Mayor Joseph G. Kuspa, City Administrator Dan Marsh, ACA/Finance Director Doug Drysdale, City Attorney Ed Zelenak, City Treasurer Chris Rollet, City Clerk Jan Ferencz, Public Safety Director Joe Marsh, Police Chief Mark Mydlarz, Fire Chief Justin Graves & Marc Hatfield, Building Inspections Director Tim Leach, DPS Director Kevin Anderson

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***This public hearing was reconvened from the April 19, 2023 Public Hearing to consider views and comments from interested individuals on the FY 2023/24 Proposed Budget.***

Moved by Colovos, supported by George, RESOLVED, that Council enters the public hearing.

No questions or comments from City Council or audience.

Moved by George, supported by Ayres-Reiss, RESOLVED, that this Public Hearing adjourn the public hearing at 7:08 P.M. Motion carried unanimously.

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Zoey Kuspa  
Council President

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Janice M. Ferencz  
City Clerk

# City of Southgate

## PUBLIC HEARING

May 3, 2023

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### **REGARDING: FY Southgate Wyandotte Drainage District User Charge**

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A Public Hearing of the Council of the City of Southgate was held on Wednesday, May 3, 2023 and was called to order at 7:08 P.M. by Council President Zoey Kuspa.

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Present: Priscilla Ayres-Reiss, Bill Colovos, Karen George, Christian Graziani, George Kowalsky, Zoey, Kuspa, Phillip Rauch

Absent: none

Also Present: Mayor Joseph G. Kuspa, City Administrator Dan Marsh, ACA/Finance Director Doug Drysdale, City Attorney Ed Zelenak, City Treasurer Chris Rollet, City Clerk Jan Ferencz, Public Safety Director Joe Marsh, Police Chief Mark Mydlarz, Fire Chief Justin Graves & Marc Hatfield, Building Inspections Director Tim Leach, DPS Director Kevin Anderson

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***The purpose of this public hearing, duly advertised, is to consider views and comments from interested individuals on the Southgate Wyandotte Drainage District User Charge.***

Moved by Ayres-Reiss, supported by Colovos, RESOLVED, that Council enters the public hearing.

Council President asked for questions/comments from Council and audience, with none received.

Moved by Rauch, supported by George, RESOLVED, that this Public Hearing adjourn the public hearing at 7:09 P.M. to be reconvened at the May 3, 2023 regular meeting. Motion carried unanimously.

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Zoey Kuspa  
Council President

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Janice M. Ferencz  
City Clerk



# City of Southgate

## PUBLIC HEARING

May 3, 2023

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### **REGARDING: Proposed Water & Sewer Rate Increase**

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A Public Hearing of the Council of the City of Southgate was held on Wednesday, May 3, 2023 and was called to order at 7:09 P.M. by Council President Zoey Kuspa.

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Present: Priscilla Ayres-Reiss, Bill Colovos, Karen George, Christian Graziani, George Kowalsky, Zoey, Kuspa, Phillip Rauch

Absent: none

Also Present: Mayor Joseph G. Kuspa, City Administrator Dan Marsh, ACA/Finance Director Doug Drysdale, City Attorney Ed Zelenak, City Treasurer Chris Rollet, City Clerk Jan Ferencz, Public Safety Director Joe Marsh, Police Chief Mark Mydlarz, Fire Chief Justin Graves & Marc Hatfield, Building Inspections Director Tim Leach, DPS Director Kevin Anderson

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***The purpose of this public hearing, duly advertised, is to consider views and comments from interested individuals on the Proposed Water & Sewer Rate Increase.***

Moved by Kowalsky, supported by Colovos, RESOLVED, that Council enters the public hearing.

Council President asked for questions/comments from Council and audience, with none received.

Moved by Ayres-Reiss, supported by George, RESOLVED, that this Public Hearing adjourn the public hearing at 7:10 P.M. to be reconvened at the May 3, 2023 regular meeting. Motion carried unanimously.

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Zoey Kuspa  
Council President

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Janice M. Ferencz  
City Clerk

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

CHRISTOPHER P. ROLLET  
*Treasurer*



## City of Southgate

- CITY COUNCIL -

ZOEY KUSPA  
*Council President*

CHRISTIAN GRAZIANI

BILL COLOVOS

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

May 10, 2023

To the Honorable  
City Council  
Southgate, Michigan 48195

Re: Bid for Tree Pruning and Maintenance **Waiver of Bid**

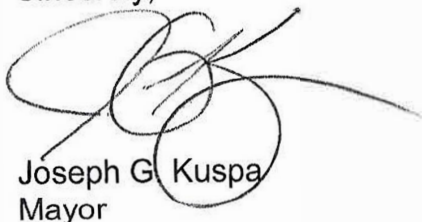
Ladies and Gentlemen:

It is recommended by the Water System Supervisor and I concur, that the contract for Tree Pruning and Maintenance be extended with Limb Walkers Tree and Snow, Avoca, Michigan. Pricing will remain the same at the rates approved in 2022.

Sufficient funds are available in the General Fund and Local Street Fund for this contract extension.

Your favorable consideration of this matter is requested.

Sincerely,



Joseph G. Kuspa  
Mayor

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

CHRISTOPHER P. ROLLET  
*Treasurer*



## City of Southgate

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ZOEY KUSPA  
*Council President*

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PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

### MEMORANDUM

**TO:** Honorable Mayor and City Council  
**FROM:** Douglas Drysdale, Assistant City Administrator / Finance Director *DWD*  
**DATE:** May 11, 2023  
**RE:** Approve Two-Year Contract Extension for Tree Trimming Services

I have reviewed the above and concur with the Public Services Director's recommendation to approve this contract extension with Limb Walkers Tree & Snow LLC (Avoca, MI). Prices will remain in line with the rate schedule approved in 2022.

Adequate funds are budgeted in the General Fund and the Street Funds for this contract extension.

#### **Proposed Motion:**

Motion to approve the contract extension for tree trimming services with Limb Walkers Tree & Snow LLC for a two-year period at the current rate schedule.

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From the Desk of:  
Kevin Anderson  
Director, D.P.S.  
May 4, 2023

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To: Doug Drysdale  
Finance Director

Re: Bid Extension Recommendation for Tree Pruning & Maintenance

I respectfully request to extend the bid for Tree Pruning & Maintenance to **Limb Walkers Tree & Snow, 10073 Bryce Rd., Avoca, MI 48006** for a period of **two years**.

They are our current contractor and have extended their fee schedule for two years. I believe this to be in the best interest of the City as they have always provided excellent service and respond rapidly to all service calls.

If you have any questions, please contact me.

KA/sb



(D/Bids-A: Bid extension: Tree Pruning & Maintenance)





## Limb Walkers Tree & Snow

10073 Bryce Rd  
Avoca, Mi 48006  
(810)304-4665  
Samantha & Jacob Cantlin

May 10, 2023

Good Afternoon,

We would love to extend our contract and honor the same pricing for the length of the contract, 2 years  
pricing is as follows:

trims

0-10"= \$90

11-17"=\$90

18-24"=\$130

25-30"=\$200

31-39"=\$200

40"+= \$350

emergency trim weekends= \$450/hr


emergency trim weekdays=\$200/hr

DBH	Unit Price
0" - 10"	90
11" - 17"	90
18" - 24"	130
25" - 30"	200
31" - 39"	200
40" +	350

Emergency Work

Weekdays, 8:00 am - 5:00 pm  
Weekends, Holidays, and after 5:00 pm

Hourly Rate \$ 200.00  
Hourly Rate \$ 450.00

Name of Company	Limb Walker Tree & Snow
Address	10073 Blywood
City, State, Zip	Avoca, MI 48006 <u>AVOCA</u>
Telephone Number	810-304-4665
Fax Number	N/A
E-mail Address	limb-walker@yahoo.com
Authorized Representative	Samantha Cantlin
Title	owner
Signature and Date	 4-13-22

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

CHRISTOPHER P. ROLLET  
*Treasurer*



## City of Southgate

- CITY COUNCIL -

ZOEY KUSPA  
*Council President*

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PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

May 12, 2023

To the Honorable  
City Council  
Southgate, Michigan 48195


Re: Eureka Road/Dix-Toledo Rd. Streetscape Repairs **WAIVER OF BID**

Ladies and Gentlemen:

I have reviewed the above and concur with the City Engineers recommendation to award the Streetscape Repairs to Solé Building Company, Westland, Michigan in the amount of \$7,500.00. Solé had the lowest quote meeting all specifications.

Funds are available in the General Fund. The City is pursuing restitution through the court as the damage was caused by a vehicular accident.

Sincerely,



Joseph G. Kuspa  
Mayor

JGK/law

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

CHRISTOPHER P. ROLLET  
*Treasurer*



## City of Southgate

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PRISCILLA AYRES-REISS

GREG KOWALSKY

### MEMORANDUM

**TO:** Honorable Mayor and City Council

**FROM:** Douglas Drysdale, Assistant City Administrator / Finance Director *DWD*

**DATE:** May 12, 2023

**RE:** Recommendation to Award Eureka Rd / Dix-Toledo Rd Streetscape Repairs

I have reviewed the above cost proposals and recommend award for streetscape repairs at Eureka Road & Dix-Toledo Road to Solé Building Company (Westland MI) in the amount of \$7,500.00. Solé provided the lowest cost proposal.

Funds are available in the General Fund. The City is pursuing restitution through the court as the damage was caused by a vehicular accident.

#### **Proposed Motion**

City Council is requested to consider award to Solé Building Company (Westland MI) for Eureka Road / Dix-Toledo Road streetscape repairs in the amount of \$7,500.00.



**City of Southgate MI**  
**Eureka Rd / Dix-Toledo Rd Streetscape Repairs**  
**Summary of Cost Proposals**

<i>Description</i>	<i>Approximate Quantity (L/F)</i>	<i>Solé Building Company</i>		<i>Savone Cement, Inc</i>		<i>C&amp;S Construction Management</i>	
		<i>Unit Prices</i>	<i>Total</i>	<i>Unit Prices</i>	<i>Total</i>	<i>Unit Prices</i>	<i>Total</i>
Replace one column and fencing	1	\$ 7,500.00	\$ 7,500.00	\$ 8,500.00	\$ 8,500.00	\$ 10,000.00	\$ 10,000.00
			\$ 7,500.00		\$ 8,500.00		\$ 10,000.00



Ray Parker:

Southgate, Eureka and Dix Street Scape Column and Fence Repair

Replace one column and a large fencing section per MDOT specs provided by Hennessey Engineering.

Required demolition.

Removal of all debris after the project is completed.

Exclusions:

Permits

Foundation work

Restoration (upon request)

\$7,500.00

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

CHRISTOPHER P. ROLLET  
*Treasurer*



## City of Southgate

- CITY COUNCIL -

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PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

May 12, 2023

To the Honorable  
City Council  
Southgate, Michigan 48195

Re: Agreement Approval for Soil Disposal

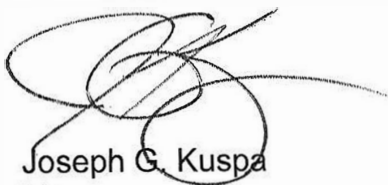
**(WAIVER OF BID)**

Ladies and Gentlemen:

I have reviewed the above and concur with the Public Service Director's recommendation to waive the bid procedure and award the agreement for Soil Disposal to Riverview Land Preserve, Riverview, Michigan, for disposal of yard soils at the rate of \$5.00 per yard.

Adequate funds are available in the General Fund and Water/Sewer Fund.

Sincerely,



Joseph G. Kuspa  
Mayor

JGK/law

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

CHRISTOPHER P. ROLLET  
*Treasurer*



## City of Southgate

- CITY COUNCIL -

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PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

### MEMORANDUM

**TO:** Honorable Mayor and City Council

**FROM:** Douglas Drysdale, Assistant City Administrator / Finance Director *DWD*

**DATE:** May 12, 2023

**RE:** Recommendation to Approve Agreement for Soil Disposal (**WAIVER OF BID**)

I have discussed with the Public Services Director and concur with his recommendation to waive the bidding process and approve an agreement with Riverview Land Preserve (Riverview MI) for disposal of yard soils at the rate of \$5.00 per yard.

Adequate funds are available in the General Fund and Water / Sewer Fund.

#### **Proposed Motion**

City Council is requested to consider waiver of the bidding process and approval of agreement with Riverview Land Preserve for disposal of yard soils at a rate of \$5.00 per yard.





# City of Southgate

DEPARTMENT OF PUBLIC SERVICES

14719 Schafer Court • Southgate, Michigan 48195  
Ph: (734) 258-3079 • Fax: (734) 246-1333

May 12, 2023

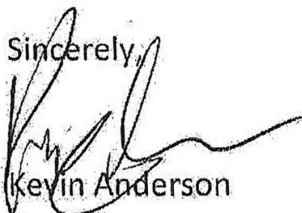
To Doug Drysdale,

Subject: Riverview Land Preserve

The Riverview Landfill has conditionally approved The City of Southgate DPS for disposal of our yard soils.

I would like to recommend that the City of Southgate use the Riverview Land Preserve, at 20863 Grange Road in Riverview, for Utility Spoils Suitable for landfill cover. The price for this service is \$5.00 per cubic yard. This pricing will be in effect from May 17, 2023 until May 31, 2024

Sincerely,



Kevin Anderson

DPS Director



## LAND PRESERVE

A REGIONAL RESOURCE

May 12, 2023

Mr. Kevin Anderson  
City of Southgate-Department of Public Services  
14719 Schafer Ct  
Southgate, MI 48195

Subject: Waste Disposal Approval-DPS Yard Soils

Dear Mr. Anderson:

The Riverview Land Preserve is pleased to advise you that the special waste material described as:

**WASTE NAME: City of Southgate-DPS Yard Soils**

**WASTE GENERATION SITE: City of Southgate-DPS Yard, 14719 Schafer Ct, Southgate, MI 48195**

has been conditionally approved for disposal at our solid waste landfill facility. The conditions for acceptance are outlined below. The approval is based upon information that was provided by the waste generator and does not include other types of special waste other than the one specifically approved. If any changes occur in the physical or chemical characteristics of the waste or the waste generating process please discontinue shipment and immediately advise the Riverview Land Preserve. Your approval will then need to be updated to reflect the changes before additional shipments may be made. The earliest disposal date is 5/8/2023.

This waste approval is initially valid: 5/17/2023-5/31/2024

Special Conditions: No free liquids. No noxious odors. No dust.

Estimated delivery volume: 3,000 Tons

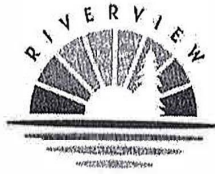
Disposal cost for this waste material is: \$5.00 PER YARD, \$61.00 MINIMUM CHARGE PER LOAD

Sampling/Analytical Cost: \$650.00

Review Fee: \$20.00

Riverview reserves the right to suspend acceptance or inactivate this waste approval at any time if the waste does not meet operational or regulatory requirements, presents nuisance conditions or any other reason deemed in the best interests of the Riverview Land Preserve.

20863 GRANGE ROAD  
RIVERVIEW, MI 48193  
734.281.4263  
RIVERVIEWLANDPRESERVE.COM



# LAND PRESERVE

A REGIONAL RESOURCE

Thank you for choosing the Riverview Land Preserve for this project. Please call me at my office number of 734.785.5928 or cell phone at 734-280-8068 if you have any questions or need further assistance.

Sincerely,

Jeff Kugelman

Riverview Land Preserve  
Sales & Marketing Manager

20863 GRANGE ROAD  
RIVERVIEW, MI 48193  
734.281.4263  
RIVERVIEWLANDPRESERVE.COM

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

CHRISTOPHER P. ROLLET  
*Treasurer*



## City of Southgate

- CITY COUNCIL -

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*Council President*

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PRISCILLA AYRES-REISS

GREG KOWALSKY

### Memorandum

To: Honorable City Council Members

From: Dan Marsh, City Administrator *DM*

Date: May 11, 2023

Re: Approval for Oasis Senior Living Planned Development Site Plan Review

---

On May 8, 2023 the City Planning Commission reviewed and approved of the final site plan for Oasis Senior Living at 11555 Allen Road. The site was recently rezoned to Planned Development and therefore requires Council approval of the final site plan. Attached in the agenda packet email was the supporting documentation regarding the Oasis Senior Living Site Plan. Printed copies of the site plan are available at the Building Department for review as well. The administration recommends that Council concur with the Planning Commission and approve the final site plans for Oasis Senior Living.

Your favorable consideration is appreciated.

**PROPOSED MOTION:** *To concur with the Planning Commission and approve the Final Planned Development Site Plan for Oasis Senior Living at 11555 Allen Road.*



# CITY OF SOUTHGATE

## PLANNING COMMISSION RESOLUTION

At a meeting of the Southgate Planning Commission called to order by Ed Gawlik on May 8, 2023 at 7:05 p.m. the following resolution was offered:

**Moved by Nemeth, supported by Orman, to approve the Oasis Senior Living, 11555 Allen Road, Planned Development (PD) Site Plan Review. PC 01-2023. MOTION CARRIED UNANIMOUSLY.**

I, Ed Gawlik, Chairperson of the Southgate Planning Commission, do hereby certify that the foregoing is a true, correct, and complete copy of a resolution adopted by the Southgate Planning Commission at a meeting held on May 8, 2023.

---

Chairperson

cc: Plan Consultant, City Administrator, Building Department, City Council, Clerk, File, Attorneys

**City of Southgate**  
***Planning Commission Meeting***  
May 8, 2023

This meeting of the Planning Commission was held in the Municipal Council Chambers, 14400 Dix-Toledo Highway, Southgate, Michigan on Monday, May 8, 2023 and called to order by Chairperson Ed Gawlik, at 7:05 p.m.

PRESENT: Ed Gawlik, Linda Clark, James Yoos, Patricia Anderson, Jerry Orman, Leticia Crawford, Mark Nemeth, Eric Codrington

ABSENT: Chad Godbout, (excused)

ALSO PRESENT: Plan Consultant Alissa Starling, City Attorney Ed Zelenek, Building Official Tim Leach, City Administrator Dan Marsh, Council Member Ayers-Reiss

**Minutes:**

The first order of business is approval of the minutes from the April 10, 2023 Planning Commission meeting.

**Moved by Anderson, supported by Clark, that the minutes of the Planning Commission Meeting dated April 10, 2023 be approved. MOTION APPROVED UNANIMOUSLY.**

**Administrative Reports:**

City Administrator Marsh stated the announcement of details on the Southgate Tower project have been postponed but the work is still moving along.

**Public Hearings:**

**1. Taystee Burger – Conditional Use, Site Plan Review. PC 02-2023.**

**A PUBLIC HEARING WAS HELD FOR TAYSTEE BURGER, 12961 DIX TOLEDO ROAD, FAST FOOD AND DRIVE THROUGH ESTABLISHMENT.**

Public Notices were mailed out.

**Moved by Anderson, supported by Clark, to open this public hearing.**

The applicant is proposing to develop a restaurant and gas station with an attached retail space on two parcels at 12961 Dix Toledo in the C-2, General Commercial district. We recommend approval with a few minor conditions.

No public comments were received.

**Moved by Crawford, supported by Orman, to close this public hearing.**

**Adjournment:**

**Moved by Yoos, supported by Nemeth, that this meeting of the Planning Commission be adjourned at 7:25 p.m. MOTION APPROVED UNANIMOUSLY.**

---

Ed Gawlik  
Chairperson, Planning Commission  
as



**Carlisle | Wortman**  
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

Date: April 24, 2023

# Combined Site Plan Review

## City of Southgate, Michigan

**APPLICANT:** Tahir Khan  
**ADDRESS:** 11555 Allen Road  
**PARCEL ID:** 53-004-01-0036-001  
**CURRENT ZONING:** PD, Planned Development

**ACTION REQUESTED:** Preliminary Site Plan Review approval

### SITE DESCRIPTION

An application was received to develop a senior living facility Planned Development (PD) on a vacant parcel, located off Allen Road between Brest Road and Elm Avenue. For Planned Developments, a public hearing and rezoning of the proposed property was required and held on February 13, 2023. The applicant is now requesting a recommendation of approval of the proposed site plan from the Planning Commission. The Planning Commission is the recommending body for the City Council, per Section 1288.04.

Per Section 1288.04(C):

- 1. Upon review of the preliminary site plan by the Planning Commission, the Commission shall forward its findings and recommendations, along with all plans and supporting documents, to Council for its review.*
- 2. Council shall review the preliminary site plan with regard to the Commission's recommendations and the review requirements and conditions set forth in Section 1288.04.*

City Council approved the petition on March 1, 2023 and the property was rezoned from C-2, General Commercial to PD, Planned Development.

The property is 4.72 acres and will contain seventy-nine (79) units with eighty-two (82) beds, including three (3) double-bed units. The site plan shows a 60,613-square-foot building with two (2)



courtyards inside and two (2) outdoor areas on the east and west sides of the building. Access is provided directly off Allen Road via a curb cut on the north side of the property, leading to a one-way interior access road. The access road leads behind and around the building to a parking lot on the south end of the property and exits from a curb cut back onto Allen Road.

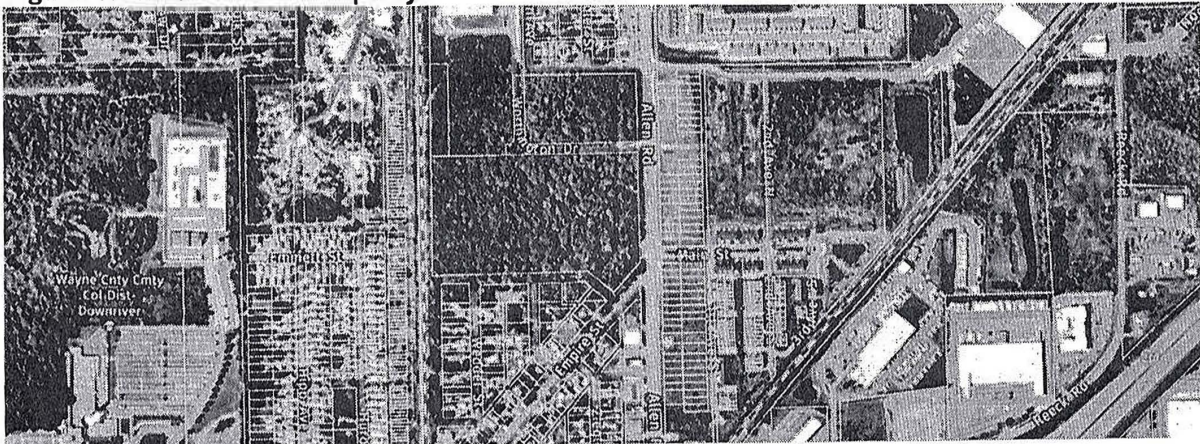
The parking lot is positioned perpendicular to Allen Road, with a safety path in between, on the south side of the development and includes thirty-five (35) spaces, with four (4) handicapped spaces, on the south side of the lot, directly adjacent to the building. A detention basin is also shown south of the parking lot, encompassing a quarter of the property. The other half will remain as a grass lawn.

This report identifies information required for the final site plan review or necessary changes. Other reviews have been or will be provided by the City Engineer, City Attorney, and Fire Chief.

## SITE DESCRIPTION

Aerial images, showing the general area and a close-up view of the subject site, are shown in Figures 1 and 2 below.

**Figure 1. Aerial View of Property**



Source: NearMap

**Figure 2. Close View, Aerial Image of Property**



Source: NearMap



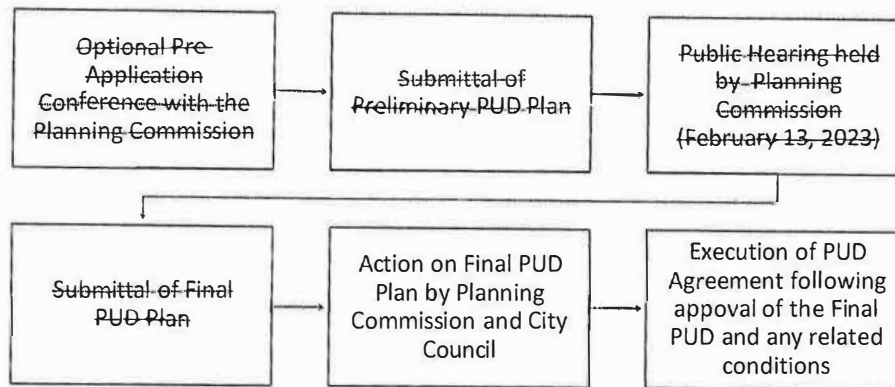
The table below outlines general site and zoning data for the subject site.

**General Site Data.**

<b>Lot Area</b>	4.72 Acres
<b>Frontage</b>	840 Linear Feet (Allen Road)
<b>Current Use</b>	Vacant
<b>Current Zoning</b>	<b>PD, Planned Development</b>  Planned Development (PD) Districts are intended to provide an alternative means of regulating land use development within a given area, other than by conventional zoning district controls. This alternative approach to land development is designed to provide further development flexibility, thereby encouraging higher dedication to land use and site design quality. It is further the intent of this development approach that the alternative land use development patterns permitted in the PD District will be designed and laid out with particular attention to creating a desirable human experience by establishing harmonious relationships between land use types relative to uses of land, the location of uses on the land and the architectural and functional compatibility between them.
<b>Future Land Use</b>	<b>Commercial</b>  The Master Plan Future Land Use Map designates the subject parcel as C-2, General Business District. This land use category includes the area occupied by uses providing retail and service facilities that accommodate general shopping rather than day-to-day convenience needs. Also included in this category are multiple-tenant shopping centers and strip malls. Typical general commercial establishments in Southgate include grocery stores, restaurants, specialty stores in strip malls, and large, big-box retailers.

## PLANNED DEVELOPMENT PROCESS

Article 14 defines the requirements for all Planned Development (PD) proposals. The chart following page summarizes the procedures for review and approval. Completed objectives have been crossed out.



Per Section 1288.08, "In a PD Planned Development District, no building or land shall be used, and no building shall be erected except for one or more of the following specified uses:

- (a) Single-family dwellings subject to the conditions set forth in Section 1288.09(b)(3).
- (b) Multiple-family dwellings are subject to the standards set forth in Section 1288.09(b)(4).
- (c) Planned commercial centers as defined in Section 1260.07(102).
- (d) Offices and office-related uses permitted in the RO District.
- (e) Office-research facilities, including experimental and testing laboratories, provided that no product shall be manufactured, warehoused, or otherwise stored on site for sale or distribution.
- (f) Convention or conference centers, including motels, motor hotels, auditoriums, theaters, assembly halls, concert halls or similar places of assembly, and related accessory uses when made an integral part of the center.
- (g) Banquet halls, sit-down, and fast-food restaurants, except drive-in or drive-through establishments.
- (h) Mixed uses, including any of the permitted uses set forth in subsections (a) to (g) hereof, as well as select commercial uses when deemed acceptable by the Planning Commission and Council and when they are made an integral part of a larger planned multi-use complex."

The proposed use of a senior living facility falls under the category of multiple-family housing. Thus, the proposed use is permitted in the PD District.

**Items to Address:** None.

#### ADJACENT ZONING, LAND USE, AND MASTER PLAN

Surrounding zoning, existing land uses, and Future Land Use designated by the Master Plan are summarized in the table below.

	Existing Land Use	Surrounding Zoning	Future Land Use
Site	Vacant	PD, Planned Development	C-2, General Business
North	Residential	C-2, General Business	C-2, General Business

<b>East</b>	Residential PD, Planned Development	PD, Planned Development	PD, Planned Development
<b>West</b>	Vacant/Woodlands	City of Taylor	Low Density Residential
<b>South</b>	Residential/Vacant	C-2, General Business/ Hotel Overlay District	C-2, General Business

As stated above, during the February 13, 2023 Planning Commission meeting, the applicant was granted a recommendation of approval to City Council for rezoning the property from C-2, General Business to PD, Planned Development. On March 1, 2023, City Council approved the applicant's petition to rezone the property from C-2, General Commercial to PD, Planned Development.

The applicant's request to rezone the property to PD was approved as it aligned with the intent and goals outlined in the City's Master Plan. This rezoning will ensure that current and prospective residents have housing choices within the City, favorable to their changing economic status and situation. Specifically, developing a senior living facility will provide a place for aging residents to move to as they require more assistance later in life. The location is close to many commercial establishments and will provide easy access to any retail or general commercial needs residents might have without traveling far.

#### **BULK REGULATIONS**

The table below outlines the bulk regulations for the proposed development. Due to the nature of the project, bulk regulations are not set in stone and therefore, only proposed dimensions were provided.

#### **Bulk Area and Dimensions.**

	<b>Provided</b>
<b>Lot Area (Gross)</b>	4.72 ac
<b>Lot Width</b>	840'
<b>Setbacks</b>	
<b>Front</b>	15' (Allen Rd)
<b>Side</b>	40' (Emmet Ave)
<b>Rear</b>	30'
<b>Lot Coverage</b>	Not Provided
<b>Building Height (Feet)</b>	16' 1"
<b>Building Height (Stories)</b>	1

**Items to Address:** None.

#### **NATURAL RESOURCES**

**Topography:** Subject site has little (in some areas) to no elevation, maximum grade change of three (3) feet. Overall, there is a one (1) foot grade change from north to south.

**Wetlands:** None.

**Woodlands:** No woodlands are located on site.

**Soil:**

The subject site contains a mix of Class C and D Soils. Class C soils are sandy clay loam. They have low infiltration rates when thoroughly wetted and consist chiefly of soils with a layer that impedes downward movement of water and soils with moderately fine to fine structure. Group D soils are clay loam, silty clay loam, sandy clay, silty clay or clay. This HSG has the highest runoff potential. They have very low infiltration rates when thoroughly wetted and consist chiefly of clay soils with a high swelling potential, soils with a permanent high-water table, soils with a claypan or clay layer at or near the surface and shallow soils over nearly impervious material.

Applicant notes they are aware of the soil conditions and history; site was previously used as a farm and is now primarily field grass.

**Items to be Addressed:** None.

**PARKING AND CIRCULATION**

All information pertaining to parking is shown on Sheet 2.0. All parking is reviewed against the criteria in Section 1292 of the Zoning Ordinance.

**Parking:**

Requirement	Proposed
For a nursing or convalescent home, one (1) space must be provided for every three (3) beds in the facility  $\frac{82 \text{ proposed bed}}{3 \text{ spaces}} = 27.3$	Thirty-five (35) spaces, including four (4) handicap accessible spaces. Two (2) of which are van-accessible.

Section 1292.02 (d)(3) states for a nursing or convalescent home **one (1) space** is required **for every three (3) beds** provided.

The American Disability Association requires one (1) handicap accessible space for every twenty—five (25) spaces proposed in [public places. Of the handicap accessible spaces provided, at least one (1) of every six (6) must be van accessible. However, outpatient centers serving patients with mobility-related issues must meet a minimum of twenty percent (20%) handicap accessible parking be provided. Due to the intended demographic, we ask the applicant increase the proposed handicap spaces from four (4) spaces to seven (7) spaces.

**Circulation**

Access is provided directly off Allen Road via a curb cut on the north side of the property, leading to a one-way interior access road. The access road leads behind and around the building to the parking lot and exits from a curb cut on the south end of the property, back onto Allen Road. The parking lot is positioned perpendicular to Allen Road on the south side of the development and includes thirty-five (35) spaces, with four (4) handicapped spaces, on the north side of the lot, directly adjacent to the building with a



covered entryway.

Maneuvering lanes are shown to be fifteen (15) feet for one-way traffic and twenty-six for two-way traffic. In addition, parking space dimensions are shown at twenty (20) feet by ten (10) feet. **Both the parking spaces and maneuvering lane dimensions comply with the ordinance standards**

A safety path (manually measured to be approximately five (5) - six (6) feet, exact dimensions were not provided) is shown running the length of the property along Allen Road.

Allen Road is in the jurisdiction of Wayne County. The applicant must get the necessary approvals from Wayne County for construction of access points to the proposed project. We defer further comment to the Wayne County Road Commission.

**Items to be Addressed:** 1. We ask the applicant to consider increasing accessible parking to meet recommended 20%. 2. Obtain approval from Wayne County for road construction on Allen Road.

#### **GRADING AND STORMWATER MANAGEMENT**

Applicant has provided a grading and stormwater plan and calculation on Sheet C3.0. We defer comment to the City Engineer.

**Items to be Addressed:** We defer further comment to the City Engineer.

#### **LANDSCAPING**

The proposed site plan shows abundant, attractive landscaping throughout the site and parking lot. A schedule has been provided on Sheet L1.0 with the number of plantings and species proposed. In summary, forty-one (41) tree, five-hundred eleven (511) shrubs, and one hundred eighty-three (183) perennials will be planted.

**Parking Lot Landscaping:** Four (4) trees will be planted in an island in the south parking lot.

**Greenbelt:** Five (5) eastern redbud shrubs and one (1) large oak tree will be planted along Allen Road in an approximately twenty (20) foot wide greenbelt

**Refuse Container:** Refuse containers are shown in the southeast corner of the building, adjacent to the parking lot. No details were provided.

The majority of the proposed shrubs and landscaping surround the building, the detention basin, and in the parking lot island. We find this to be an appropriate location, mix, and amount of landscaping for the site.

**Items to be Addressed:** Submit refuse container details.

#### **SIGNS**

A monument sign is shown on the south side of the building. The sign will be sitting on a masonry, stone base and measure approximately five (5) feet in height with an area of about fifty-five ( 55) square feet. We find the proposed design is compatible with the architectural elements of the structure.



**Items to Address:** None.

#### **PD STANDARDS FOR PRELIMINARY SITE PLAN REVIEW**

Per the rezoning hearing on February 13, 2023, the applicant meets all preliminary approval requirements. For the Commission's reference when reviewing this site plan, the standards for preliminary approval are all follows:

1. The request to rezone is being made with the full intent of developing the land in strict accordance with the requirements of the PD District.
2. The uses proposed for development in accordance with the submitted site plan are compatible with existing uses on adjacent lands.
3. The area being requested for rezoning is either fully served by public utilities and services such as but not limited to streets, police, and fire protection, drainage, water, water and sanitary sewer, refuse disposal, and sidewalks; or will be fully served through the extension of such public utilities and services to the site at the time of development.
4. The preliminary site plan is in compliance with the review criteria set forth in this chapter and this Zoning Code.
5. The preliminary site plan is consistent with the City's Master Plan.
6. Each phase of the proposed planned development contains adequate infrastructure, open-space, recreational facilities, landscaping, and any other necessary conditions so that a failure to proceed with subsequent phases of the development will have no adverse impact on the completed phases(s) or surrounding property.
7. The preliminary site plan meets all the requirements of Section 1298.07 for preliminary site plans.
8. The plan satisfies the intent of this section with respect to the use of land and principal and accessory use relationships within the site, as well as with uses on adjacent sites.
9. All existing or proposed streets, roads, utilities and marginal access service drives, as may be required, are correctly located on the site plan.
10. The plan meets all applicable standards of this Zoning Code and this chapter, relative to building height, bulk, area requirements, dwelling unit density, building setbacks, off-street parking, and preliminary site engineering requirements.
11. There exists a reasonably harmonious relationship between the placement of buildings on the site and buildings on lands in the surrounding area, and there is functional compatibility between all structures on the site and structures within the surrounding area to ensure proper relationships between:
  - A. The topography of the adjoining lands as well as that of the site itself, including any significant natural or man-made features;

- B. One building and another, whether on-site or on adjacent land, i.e. entrances, service areas and mechanical appurtenances; and
- C. Street, road and public utility layouts approved for the area.

#### PD STANDARDS FOR FINAL SITE PLAN REVIEW

Final site plan review. The final site plan, along with all supporting documentation, shall accompany the Planning Commission's recommendation for final review by Council. Council, in reviewing the final site plan. the final site plan shall:

Standard	CWA Findings
<b>General Site Plan</b>	
1. Contain all the requirements set forth in Section 1298.07 and 1288.04;	As written in the previous section, the applicant meets all requirements of preliminary site plan approval.
<b>Required Information</b>	
2. Include plans and drawings illustrating, in detail, all physical layouts as indicated on the approved preliminary site plan, as well as building elevations of all building walls, including a legend detailing facade material, landscaping plans and other physical plan details, such as lighting, signs, etc., being proposed. Supporting documentation in the form of building plans and schedules of construction may also be requested.	All required plans have been provided, including: existing conditions (Sheet 2), site plan and signage details (Sheet C2.1), grading and stormwater detention (Sheet C3.0), floor plans, photometric plans (supplementary documents not included in site plan), and elevations (Sheets A1-A3.1), and landscape plan (Sheets L1.0-L3.3). In the additional information submitted, the supplicant projected a timeline for construction to begin in summer of 2023 and conclude in the second half of 2024.
<b>Harmony</b>	
3. The Commission, in making its review of the building wall elevations and building facade materials, shall, to the best of its ability, be satisfied that there exists a reasonably harmonious relationship between the location of buildings on the site and the surrounding area, and that there is reasonable architectural compatibility between all structures on the site and structures within the surrounding area to ensure proper relationships between:	
i. The rooftops of buildings that may be below street levels or that may be seen from windows of higher adjacent buildings;	The proposed structure is a one (1) story building with a maximum height of sixteen (16) feet and one (1) inch. This is lower than other residential structures in the surrounding area. This measurement is including the cupola shown on the exterior elevations.
ii. Landscape plantings, off-street parking areas and	The applicant has met all landscaping

service drives on adjacent lands; and	requirements set forth in Section 1298.09.
iii. The architecture of the proposed buildings, including overall design and facade material used. Architectural design and facade material should be complimentary to existing or proposed buildings within the site and the surrounding area. It is not intended herein that proper design contrasts in architectural design and in use of facade materials is to be discouraged, only that care shall be taken to ensure that any such contrasts will not be so out of character with existing building design and facade materials as to conflict instead of contrast with other buildings or to create an adverse effect on the stability and value of the surrounding buildings.	The elevations on Sheets A3 and A3.1 show a structure with a residential façade. The exterior includes brick exterior walls with a rowlock sills that runs along the entire linear face of the building, a asphalt shingled roof, board and batten vinyl siding accents, and a covered entry. In addition, the roof will have a cupola and dormer windows that will have metal roof panel accents. We find all of the proposed architectural features convey a residential character, thereby conserving the harmonious relationship with the surrounding area.
<b>Preliminary Site Plan</b>	
4. The final site plan is in conformity with the preliminary site plan and meets the conditions as set forth in subsection (e) hereof.	See above answer.
<b>Open Space or Dedication of Public Right-of-Way</b>	
5. The dedication of public rights of way or planned public open spaces, where proposed on the site plan or as may be otherwise required, shall have been made.	No Open Space or dedication of a public right-of-way is shown. We ask the applicant to demonstrate to the Commission how they intend to meet this requirement.
6. In residential use areas, any prorated open space has been irrevocably dedicated and retained as open space for park, recreation and related uses, and all such lands meet the requirements of the City.	As stated above, no Open Space area was shown on the site plan or discussed in the supplementary material provided. We ask the applicant to demonstrate how they intend to meet this standard.

The granting of final site plan approval shall constitute rezoning of the land contained within the approved final site plan to the PD District. Rezoning under the PD District shall rely upon the plan submitted and all supporting documentation. The plan, therefore, is basic to the rezoning. Adoption by Council of the zoning ordinance amendment, the final approved site plan and all supporting documents shall be made an integral part of the zoning amendment to the PD District.

The Planning Commission may, as a condition of final site plan approval, require the proprietor to enter into a development agreement with the City. Such agreement shall set forth and define the responsibilities of the proprietor and the City.

**Items to be Addressed:** None.

## ADDITIONAL REQUIREMENTS



Per Section 1288.03 Applications for Development; Contents "In addition to the requirements listed in the body of this report, the site plan shall contain a detailed statement with respect to each of the following:

- A. A statement with respect to the general topography of the site as well as the adjoining lands surrounding the site, including any significant natural or man-made features;
- B. A statement concerning the relationship of one building to another, both on-site and in the surrounding area, relative to entrances, service areas and mechanical appurtenances;
- C. A statement concerning general rooftop appearances, particularly those rooftops which will lie below finished street grades or as may be viewed from the windows of higher adjacent existing or proposed buildings;
- D. A statement relative to the extent and general makeup of landscaping, off-street parking areas and adjoining service drives on surrounding lands;
- E. A statement as to the general layout of the site conforming to any street, road or other public conveyance, and public utility layouts, including drainage courses, which are any part of a previously approved plat or plan;
- F. A statement as to the general architecture of the proposed building, including overall design and types of facade materials to be used and how the proposed architectural design and facade materials will be complimentary to existing or proposed uses within the site and on surrounding lands;
- G. A clear designation on each building depicted on the site plan as to its specific use, i.e. residential, retail, commercial, service commercial, office, etc. In those instances where the actual occupant of the use is known, the name of the proposed occupant shall be included; and
- H. A definitive project phasing plan showing the boundaries of each phase and estimated timing schedule by phase to completion in accordance with Section 1288.04(b).
- I. A written analysis which demonstrates that the applicant has the financial capacity to complete the project.

A response to the above information was submitted by the applicant in the supplementary material provided.

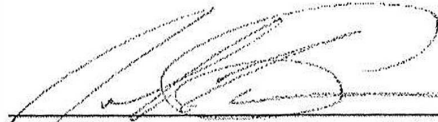
## **RECOMMENDATION**

*We recommend approval of the proposed PD, subject to the following conditions being addressed to the satisfaction of the Planning Commission:*

- 1. Consider increasing accessible parking to meet recommended 20%.*
- 2. Obtain approval from Wayne County for road construction on Allen Road.*
- 3. Demonstrate compliance with Open Space or Dedication of Public Right-of-Way standard*

*for a Planned development to the Planning Commission.*

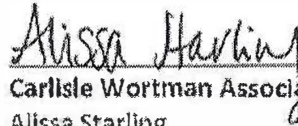
4. *Submit refuse container details.*



CARLISLE WORTMAN ASSOCIATES, INC.

John L. Enos, AICP

Vice President



Carlisle Wortman Associates, Inc.

Alissa Starling

Planner



# Memorandum

---

**To:** Honorable City Council

**CC:**

**From:** Jan Ferencz, City Clerk

**Date:** May 12, 2023

**Re:** Ordinance Update

---

Honorable City Council:

Please see attached draft ordinance enacting and adopting the 2022 supplement to the code of ordinances for the City of Southgate. We ask for your concurrence to adopt this wording into ordinance format.

Thank you

ORDINANCE NO. 103A  
CITY OF SOUTHGATE  
WAYNE COUNTY, MICHIGAN

AN ORDINANCE TO APPROVE THE EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PARTS OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES AND TO REPEAL ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH.

THE CITY OF SOUTHGATE ORDAINS:

Section 1: That American Legal Publishing, pursuant to authority previously granted by Council, has updated the Codified Ordinances of the City and in so doing has integrated into the Codified Ordinances the following ordinances of a general and permanent nature, passed by Council since the date of the last updating of the Codified Ordinances (December 31, 2021), and the editing, arrangement and numbering of such ordinances and parts of such ordinances are hereby approved as parts of the various component codes of the Codified Ordinances of the City, so as to conform to the classification and numbering system of the Codified Ordinances:

<u>Ord. No.</u>	<u>Date</u>	<u>C.O. Section</u>
22-1027	7-6-22	468.01, 468.99
22-1028	10-19-22	1048.01 - 1048.30
22-1029	10-19-22	1422.01, 1422.03
22-1030	10-19-22	862.06
22-1032	11-2-22	Repeals 468.04, 468.99(c)
22-1033	1-4-23	1468.99

Section 2: That if any section, clause or phrase of this ordinance is declared to be invalid, the same shall not affect the validity of the ordinance as a whole, or any part thereof other than the part so declared to be invalid.

Section 3: That all ordinances and resolutions in conflict with the provisions hereof shall be and the same hereby are repealed.

Section 4: That this ordinance shall become effective upon publication by posting as provided by the City Charter.

AUTHENTICATION

This is to certify that the below signed do hereby authenticate the foregoing record of the ordinance herein set forth.

\_\_\_\_\_  
JOSEPH G. KUSPA, Mayor

\_\_\_\_\_  
JANICE M. FERENCZ, City Clerk

Adopted: \_\_\_\_\_

Published by posting:  
\_\_\_\_\_

JOSEPH G. KUSPA  
*Mayor*

JANICE M. FERENCZ  
*City Clerk*

CHRISTOPHER P. ROLLET  
*Treasurer*



## City of Southgate

- CITY COUNCIL -

ZOEY KUSPA  
*Council President*

CHRISTIAN GRAZIANI

BILL COLOVOS

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

GREG KOWALSKY

May 12, 2023

To The Honorable  
Southgate City Council  
Southgate, Michigan 48195

**Re: Appointments to Boards/Commissions**

Ladies and Gentlemen:

Please be advised I have made the following appointment:

**Downtown Development Authority – for a term expiring December 2025**

Jeff Taylor

This appointment will fill the vacancy created by Greg Kowalsky's appointment to City Council.

Your concurrence on this appointment would be appreciated.

Sincerely,

Joseph G. Kuspa  
Mayor

Cc: Janice Ferencz, City Clerk

JGK/law