

City of Northville
CITY COUNCIL REGULAR MEETING MINUTES
July 17, 2017

Mayor Roth called the meeting to order with the Pledge of Allegiance at 7:00 p.m. in the City of Northville Municipal Building, City Council Chambers, 215 W. Main Street, Northville, Michigan, 48167.

ROLL CALL

Present: Mayor Ken Roth, Mayor Pro Tem James Allen, Councilmembers Nancy Darga, Sam Ekong, and Marilyn Price

Absent: None

Also Present: City Manager Patrick Sullivan, City Clerk Dianne Massa, Planning Consultant Sally Elmiger, and five citizens

Mayor Roth read a statement informing those present that the City Council meeting was being recorded for rebroadcast on the City's website. By remaining at the meeting, consent is inferred by those present to have their voice and image recorded and posted on the City's website.

PRESENTATIONS

A. Citizens Comments None

APPROVAL OF AGENDA AND CONSENT AGENDA

Motion Allen, seconded by Ekong to approve the agenda and consent agenda as presented.

Approve City Council Minutes of: None

Receive Bills List:

- Accounts Payable Week of July 3, 2017

Receive Board and Commission Minutes: None

Receive Departmental Reports: None

Board and Commission Appointments:

- Arts Commission: Reappoint Jennifer Helner to a three-year term expiring June 30, 2020

- Beautification Commission: Reappoint Nadia Golinski, Nachiko Hirato, Yumi Kudo to three-year terms expiring June 30, 2020

Agency Specific Records Retention and Disposal Schedule / Housing Commission

SMART Municipal Credit Contract

Request to Place Signs / 2017 Beautification Awards

Amendment to the Fees, Fines and Penalties Schedule / Development Review Fees

Motion carried unanimously.

RESOLUTIONS AND ORDINANCES

A. Zoning Ordinance Amendment / First Reading

Article 19 Site Plan Review Process

At its regular meeting of June 19, 2017, City Council introduced for first reading proposed text amendments to the Zoning Ordinance describing clarifications to the Site Plan Review process.

The intent of these revisions is to clarify when formal site plan review is necessary by the Planning Commission, and when/if an administrative site plan review is necessary by City staff, Planning Commission Chair and consultants. Language was also added to give the Planning Commission the ability to extend a preliminary or final site plan approval, if the applicant provides good cause as to why the project hasn't progressed as expected.

The Planning Commission is recommending approval of the proposed text amendments. Communication from the City's Planning Consultant and the proposed zoning ordinance text amendment was provided for City Council review.

City Council Comments and Discussion: In response to a question, the Planning Consultant explained that minor site plan review is currently part of the zoning ordinance. The text amendments clarifies when minor site plan review is required.

Motion Darga, seconded by Allen to waive second reading and adopt the amendments to Article 19 Site Plan Review Process as presented. **Motion carried unanimously.**

B. Zoning Ordinance Amendment / Second Reading

Various Articles - Front Yard Open Space

At its regular meeting of June 19, 2017, City Council introduced for first reading proposed text amendments to the Zoning Ordinance pertaining to various provisions relating to paving and parking vehicles in the front yard of residential homes.

The Planning Commission had observed that newer homes have been paving much of the front yard to accommodate circular drives and other parking pads. They considered this trend detrimental to the character of residential districts, and having a negative impact on neighboring properties.

The new language calls for single-family homes to have a minimum of 65% of the required front yard (between the front property line and the front setback line) to be unpaved. An exception is offered to single-family lots that are narrower than the required minimum lot width and have no access to an alley. These conditions would make meeting the 65% rule very challenging.

Other provisions related to parking were also clarified. The new language prohibits parking on an unpaved surface in the front yard of a residential district, and vehicles are prohibited from parking across a public sidewalk. Language was also amended to clarify that the 20-foot minimum driveway width specified in this section did not apply to single-family residential and two-family residential dwellings. The Planning Commission is recommending approval of the proposed text amendments.

Communication from the City's Planning Consultant and the proposed zoning ordinance text amendment was provided for City Council review.

City Council Comments and Discussion: In response to questions, the Planning Consultant explained that current homes that do not meet the 65% of required unpaved front yard are grandfathered. Unpaved is essentially “grass.” The definition of “pavement” was further reviewed.

Motion Allen, seconded by Ekong to waive second reading and adopt the amendments to Articles 15, 17, 19, and 26 pertaining to Front Yard Open Space as presented. **Motion carried unanimously.**

C. Northville Pom Booster Club and Northville Middle School Pompon Booster Club Resolution for Charitable Gaming License

The City received a request from the Northville Pom Booster Club and Northville Middle School Pompon Booster Club to approve a resolution recognizing the Clubs as a nonprofit organization operating in the City of Northville for the purpose of obtaining a charitable gaming license from the Michigan Gaming Control Board.

The Northville Pom Booster Club and Northville Middle School Pompon Booster Club fundraise independently and operate under their own by-laws. Each set of by-laws were provided for City Council’s review. As each has different levels of funding from parents and the school, the Michigan Gaming Control Board requires that all religious or educational subordinates be certified to sell raffle tickets or host fundraisers. Part of the certification process is a resolution from the City of Northville to recognize them as a nonprofit organization.

City Council Comments and Discussion: It was further explained that the fundraising activity will occur outside the City. The resolution is necessary for the organizations to receive a charitable gaming license. By resolution, City Council is recognizing that the pompon organizations are real group/entities that are active in the area.

Motion Darga, seconded by Allen to approve the resolution to recognize the Northville Pom Booster Club and the Northville Middle School Pompon Booster club as nonprofit organizations operating in the City of Northville for the purpose of obtaining a charitable gaming license from the Michigan Gaming Control Board. **Motion carried unanimously.**

NEW BUSINESS

A. Assistant Director of Public Works Services Contract with City of Plymouth

Following the retirement of the Assistant Public Works Director in December 2016, the City was approached by the City of Plymouth with a proposal to have their Director of Public Services serve, on a part-time basis, as Northville’s Assistant Public Works Director. The Plymouth Director of Public Services has served as the City of Northville’s state-licensed water system operator since the retirement of Northville’s licensed water system operator.

By sharing Plymouth’s Director of Public Services, the City of Northville would provide an Assistant to Northville’s current Public Works Director who has very pertinent experience in a very similar Department and City. It is also thought that by sharing Plymouth’s Director, on a temporary basis, the City may be able to develop a plan to share one Department head between the two cities when Northville’s Public Works Director retires in 2018. This could lead to other joint ventures, and shared resources in the area of public works. These might include contracting for street improvements, street maintenance, and sidewalk repairs as an example.

The proposed agreement for contracting with the City of Plymouth for use of their Director of Public Services on a time and materials basis and specifies hourly rates for wages, benefits, expenses and administration was provided to City Council for review and consideration. The contract runs until June 30, 2018. City administration will monitor how this arrangement works and report back to Council as to the feasibility of continuing or expanding this arrangement.

City Council Comments and Discussion: Comments from City Council included:

- What are the part-time days/hours? It was explained that the day would be split between Northville and Plymouth. He could also be called in if needed. Emergencies in either community would alter the hours spent in the other community.
- Comment questioning the proposed arrangement. Previous sharing of the Building Official with the City of Plymouth did not work. After a few years, the City ended this arrangement and hired its own inspector.
- The City has the funds and should hire its own full-time assistant director. The assistant director would work with the current DPW Director to learn about the City and would be ready to take over as Director when the current Director retires.
- A separate comment pointed out that the Fire Department is an example of a successful joint effort with Plymouth. The Fire Department has one Chief and this management structure does work. It was countered that while the joint Fire Department works, sharing an assistant Director of Public Works may not.
- City administration has spent time with the Plymouth Director of Public Services and toured the Plymouth facility. The facility is well run. It would be difficult to find someone that could replicate the Plymouth Department without having first-hand knowledge. Plymouth will look at the City's DPW operation, look at the organizational chart, and have a clear picture as to what type of shared structure would work.
- In response to questions about leadership, it was explained that the DPW will have a Director, an Assistant Director, and a working foreman to lead and supervise.
- A comment questioned if this arrangement was being proposed as a cost-savings measure as the pay rates in the agreement seem to be high for a part-time position. Further discussion and explanation ensued pertaining to the hourly rates included in the agreement.
- The agreement is for one year and is viewed as a "trial basis." If the cities of Northville and Plymouth decide to share a Director, most likely Northville would hire an Assistant Director or a working foreman to assist the Director with supervision responsibilities.

Motion Allen, seconded by Darga to approve the Interlocal Agreement between the Cities of Plymouth and Northville for the Sharing of the Director of Municipal Services/Assistant Public Works Director.

Motion carried unanimously.

MAYOR AND COUNCIL COMMUNICATIONS

A. Mayor and Council Communications

Roth wanted to be certain that City Council was aware of the 4pm July 25, 2017 deadline to file nominating petitions. Roth stated that he had already filed his petitions.

Price spoke of the open house held for the Youth Assistance Director Sue Campbell, who is retiring July 21st. Price stated that Campbell has done a terrific job for the City and Township and the community.

B. Staff Communications None

Being no further business, the meeting was adjourned.

Adjournment: 7:28 p.m.

Respectfully submitted,

Dianne Massa, CMC
City Clerk

Ken Roth
Mayor

Approved as submitted: 08/07/17