



**AGENDA  
CITY OF LAPEER  
LAPEER CITY COMMISSION  
576 LIBERTY PARK, LAPEER, MI 48446  
DECEMBER 15, 2025  
810-664-5231 \* [www.ci.lapeer.mi.us](http://www.ci.lapeer.mi.us)**

**6:30 P.M. CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF DECEMBER 15, 2025, AGENDA**

**A. MINUTES:**

**B. PUBLIC COMMENTS:**

1. Lapeer County Commissioner - Brad Haggadone.

**C. CONSENT AGENDA:**

1. Official 2026 Meeting Calendar.
2. Fixed Asset Disposal – 2018 Kenworth Vactor Truck.
3. ROWE Professional Services 2026 Contract for Planning and Zoning Services.

***SUGGESTED MOTION:***

*Approve the Consent Agenda for December 15, 2025.*

**D. BILL LISTING:**

1. Bill Listing for December 15, 2025.

***SUGGESTED MOTION: ROLL CALL VOTE.***

*Approve the Bill Listing for December 15, 2025, in the amount of \$261,194.34.*

**E. PROCLAMATIONS, RECOGNITIONS AND RESOLUTIONS:**

**F. PUBLIC HEARINGS:**

**G. ADMINISTRATIVE REPORTS:**

1. Park Street, Pine Street, and Parking Lot #9 Improvements Project – CIP Projects # 23005, #14350, and #18060.

***SUGGESTED MOTION: ROLL CALL VOTE.***

*Authorize Rowe to release the bid documents and authorize the finance department to engage with Municipal Financial Consultants LLC (MFCI) and Miller, Canfield, Paddock and Stone, P.L.C for Park St., Pine St, and Parking Lot #9 improvements project.*

2. 2025-04 Ordinance Amendment – Zoning Text Amendments – Articles 7-13, 7-15, 7-16 & 7-17.

***SUGGESTED MOTION:***

*Adopt the text amendments to Chapter 7 (Zoning Ordinance), Articles 7-13, 7-15, 7-16, and 7-17 of the General Ordinances of the City of Lapeer, as proposed.*

3. Modification to Ordinance Adoption.

**SUGGESTED MOTION:**

*Approve the modification to the Commission's ordinance introduction procedure to require First reading, Second reading, as presented.*

4. Master Plan and Non-Motorized Plan Update.

**SUGGESTED MOTION: ROLL CALL VOTE.**

- 1) *Motion to approve the proposal from \_\_\_\_\_ to complete the requested updates to the City's Master Plan and Non-motorized plan for a fee not to exceed \_\_\_\_\_ and to authorize the City Manager to sign all necessary documents on behalf of the City.*
- 2) *Motion to approve of the Agreement with the Michigan Economic Development Corporation to update the City's Master Plan and Non-Motorized Plan and to authorize the City Manager to sign all necessary documents on behalf of the City.*
- 3) *Motion to approve of the budget adjustment provided by the Finance Department regarding approval of the proposal by \_\_\_\_\_ and authorize the City Manager to sign all necessary documents.*

5. Karegnondi Water Authority (KWA) Engineering Study.

**SUGGESTED MOTION: ROLL CALL VOTE.**

*Approve of the ROWE KWA feasibility study as presented for a fee not to exceed \$44,300 and authorize the City Manager or Director of Public Works to sign all necessary documents.*

6. Proposed Amendments to the Rules & Procedures of the City Commission.

**SUGGESTED MOTION:**

*None.*

7. Engagement of Special Labor Counsel.

**SUGGESTED MOTION: ROLL CALL VOTE.**

*Approve the engagement letter with Bodman PLC for limited labor and employment counsel, authorizing the Mayor to execute the agreement on behalf of the Commission.*

**H. CITY MANAGER'S REPORT:**

1. Various matters.

**I. CITY ATTORNEY'S REPORT:**

1. Various matters.

**J. UNFINISHED BUSINESS:**

1. Appointments to Boards and Commissions.

**a. Mayoral Appointments:**

1. Re-appointment – DDA – C. Bostick-Tullius, term expires January 1, 2030.
2. Re-appointment – DDA – B. Beyer, term expires January 1, 2030.
3. Re-appointment – DDA – G. Gaecke, term expires January 1, 2030.



**K. DEPARTMENTAL COMMUNICATIONS:**

1. Departmental Monthly Reports.

**L. PUBLIC COMMENTS:**

**M. CLOSING COMMENTS:**

1. Commissioners.
2. City Manager.
3. Mayor.

**N. REMINDER OF MEETINGS:**

Next City Commission Meeting: **MONDAY, JANUARY 5, 2026, Regular**

**O. REMINDER OF PUBLIC HEARINGS:**

**ADJOURNMENT**

**MATERIAL TRANSMITTAL**

**Notice:**

Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (810) 664-5231 or by email at [clerk@ci.lapeer.mi.us](mailto:clerk@ci.lapeer.mi.us) at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

# ITEM C-1

## CITY OF LAPEER, 576 LIBERTY PARK, LAPEER, LAPEER COUNTY, MICHIGAN 48446

### 2026 MEETING DATES

In accordance with the Open Meetings Act, MCL 15.261 et. Seq., notice is hereby given that every meeting of the City Commission, Boards, Authorities and Commissions of the City of Lapeer shall be open to the public. Notice is further given that the following City Commission, Boards, Authorities and Commissions are regular meeting dates for 2026. A public notice of each special or rescheduled meeting will be posted at least 18 hours prior to the time of the meeting.

| <u>Board/Commission</u>                                                                           | <u>Location</u>                          | <u>Time</u> | January | February | March | April | May   | June  | July  | August | September | October | November | December |
|---------------------------------------------------------------------------------------------------|------------------------------------------|-------------|---------|----------|-------|-------|-------|-------|-------|--------|-----------|---------|----------|----------|
| City Commission<br>1st & 3rd Monday of each Month                                                 | Commission Chambers                      | 6:30 P.M.   | 5, 20   | 2, 17    | 2, 16 | 6, 20 | 4, 18 | 1, 15 | 6, 20 | 3, 17  | 8, 21     | 5, 19   | 2, 16    | 7, 21    |
| Cemetery Board<br>3rd Thursday of October                                                         | Mt. Hope Cemetery Building               | 2:00 P.M.   | --      | --       | --    | --    | --    | --    | --    | --     | --        | 15      | --       | --       |
| Downtown Development Authority<br>4th Wednesday of each Month                                     | Commission Chambers                      | 8:00 A.M.   | 28      | 25       | 25    | 22    | 27    | 24    | 22    | 26     | 23        | 28      | 25       | 23       |
| Economic Development Corp (EDC) &<br>Tax Increment Finance Auth (TIFA)<br>2nd Wednesday as Needed | City Hall - 2nd Floor<br>Conference Room | 8:00 A.M.   | 14      | 11       | 11    | 8     | 13    | 10    | 8     | 12     | 9         | 14      | 11       | 9        |
| Housing Commission<br>3rd Thursday of each Month                                                  | City Hall - 2nd Floor<br>Conference Room | 4:00 P.M.   | 15      | 19       | 19    | 16    | 21    | 18    | 16    | 20     | 17        | 15      | 19       | 17       |
| Local Development Finance Authority<br>(LDFA)<br>1st Tuesday March/June/Sept/Dec As<br>Needed     | City Hall - 2nd Floor<br>Conference Room | 8:00 A.M.   |         |          | 3     |       |       | 2     |       |        | 1         |         |          | 1        |
| Park Board<br>1st Wednesday in November                                                           | Commission Chambers                      | 6:30 P.M.   | --      | --       | --    | --    | --    | --    | --    | --     | --        | --      | 4        | --       |
| Planning Commission<br>2nd Thursday of each Month                                                 | Commission Chambers                      | 6:30 P.M.   | 8       | 12       | 12    | 9     | 14    | 11    | 9     | 13     | 10        | 8       | 12       | 10       |
| Zoning Board of Appeals<br>4th Monday of each Month<br>As Needed                                  | Commission Chambers                      | 6:30 P.M.   | 26      | 23       | 23    | 27    | 25    | 22    | 27    | 24     | 28        | 26      | 23       | 28       |

Address of the above locations are as follows:

Commission Chambers      City Hall, 576 Liberty Park  
City Hall - 2nd Floor  
Conference Room      City Hall, 576 Liberty Park  
Mt. Hope Cemetery      1230 Park Street

Romona Sanchez, CMC, MiPMC3  
City Clerk

City of Lapeer  
576 Liberty Park, Lapeer  
Lapeer County, Michigan 48446  
(810) 664-5231



## ITEM C-2

**Meeting Date:** December 15, 2025

**Department:** Public Works

**Requestor:** Ross Slusher

**Agenda Item:** Fixed Assets Disposal – 2018 Kenworth Vactor Truck

**RECOMMENDATION (motion):**

It is recommended that the City Commission approve the sale of a 2018 Kenworth Vactor Truck.

**AGENDA ITEM INFORMATION:**

The Department of Public Works is requesting permission to sell a 2018 Kenworth Vactor Truck, asset # 300024 with an estimated value of \$300,000 - \$350,000 dollars. In approving this item for disposal, it will be sold on an auction site through Govdeals.

EQUIPMENT: Kenworth Vactor Truck

Department: DPW Sewer

Year: 2018

Vin: # 1NKZL40XXJJ216225

|                            |     |                            |     |
|----------------------------|-----|----------------------------|-----|
| Budgeted Amount:           | N/A | Funds Requested:           | N/A |
| Funding Source:            |     | CIP Project #:             |     |
|                            |     | Budget Amendment Needed:   |     |
| # of Bids/Quotes Obtained: |     | Budget Amendment Attached: |     |
| Explanation:               |     |                            |     |



## ITEM C-3

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**Meeting Date:** December 15, 2025  
**Department:** Planning Department  
**Requestor:** Mike Womack, City Manager  
**Agenda Item:** 2026 Contract for Planning and Zoning Services

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**RECOMMENDATION (motion):**

Approve the 2026 Contract for Planning and Zoning Services as presented.

**AGENDA ITEM INFORMATION:**

ROWE has been providing planning and zoning services to the City of Lapeer for approximately 20 hours per week, equaling not more than 970 hours at a cost of not more than \$110,000/year, for 2025.

The attached renewal contract for 2026 is for planning and zoning services to be maintained at the same level of service and to not exceed the same cost of \$110,000/year. This contract allows for "as needed" service which will be beneficial if the City decides to pursue an in-house economic development director who might be able to take on more of the City's needs related to planning and zoning.

ROWE has provided planning and zoning services to the City of Lapeer for several years.

The City does not appear to have a contractual relationship with ROWE for engineering services.

|                            |                 |                            |           |
|----------------------------|-----------------|----------------------------|-----------|
| Budgeted Amount:           |                 | Funds Requested:           | \$110,000 |
| Funding Source:            | 101-721-815.000 | CIP Project #:             |           |
|                            |                 | Budget Amendment Needed:   | No        |
| # of Bids/Quotes Obtained: |                 | Budget Amendment Attached: |           |
| Explanation:               |                 |                            |           |



November 25, 2025

Mr. Mike Womack City Manager  
City of Lapeer  
576 Liberty Park, 2nd Floor  
Lapeer, MI 48446

RE: Planning and Zoning Review Services Contract 2026

Dear Mr. Womack:

This letter is to address the upcoming renewal of the contract with ROWE Professional Services Company to provide Zoning Administrative services to the City of Lapeer.

Our planning and zoning review services are generally provided on an "as needed" basis, and we do not require a retainer. The level of service we provide can be tailored to meet the city's specific needs as specified in the attached contract. The contract is proposing to maintain the same level of service to not exceed the same cost of \$110,000 as 2025. ROWE has appreciated our relationship with the city and look forward to providing the city with services.

To execute the contract, please sign the contract provided back to our office. A fully executed copy of the contract will be provided for your records.

Please let us know if there is any other information regarding our as-needed planning services that we can provide.

Sincerely,  
ROWE Professional Services Company

Amy Bontempo, AICP, NCI  
Senior Planner

Attachment

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## Contract for Planning Services

### 2026 Planning and Zoning Review Services Lapeer, MI

THIS AGREEMENT, entered into this \_\_\_\_ day of \_\_\_\_\_, by and between City of Lapeer hereinafter referred to as the "Client", and ROWE Professional Services Company, hereinafter referred to as the "Planner".

The Client has the following project, hereinafter referred to as the "Project":

Planning and Zoning Review Services for 2026 as outlined in Section 1A Scope of Service.

The Client and the Planner, in consideration of the mutual covenants hereinafter set forth, agree as follows in regard to the Scope of Services of Planner in the Project:

#### **Section 1 – Basic Services of the Planner**

##### **A. Scope of Service:**

As needed and requested by the Client, as part of the SERVICES of PLANNER will consult with the CLIENT, its Commissions, its City Manager, and its authorized and appointed representatives concerning matters relating to municipal zoning, planning, community development, and generally an related matter arising out of the various issues which can or may confront the CLIENT in its daily operations, including but not limited to:

1. Provide support to the CLIENT's Planning Commission and Zoning Board of Appeals in the form of preparation of reports and serving as staff by attending regular and special meetings. The PLANNER will attend up to 11 Planning Commission meetings, 7 Zoning Board of Appeals meetings, and City Commission meetings as requested.
2. Provide assistance to the property owners, residents, and prospective developers with planning and zoning concerns through the provision of regular office hours as mutually determine to be appropriate by the CLIENT and the PLANNER as well as by phone and email as described herein and in accordance with the *billing rate schedule* in Exhibit A;
3. Provide support to the Building Inspector and other city staff on zoning and planning related issues including sign permits and zoning permits;
4. Assist city staff with addressing zoning complaints;
5. Conduct follow-up inspections on approved site plans, special land uses, and variances to insure compliance with zoning ordinance;
6. Assist the Planning Commission with maintenance of the Master Plan as needed;
7. Assist the Planning Commission with maintenance of the Zoning Ordinance as needed;
8. Provide assistance to the Assessing Department to update and maintain the city's Geographic Information System (GIS);
9. Support continued maintenance of the City of Lapeer's Redevelopment Ready Community Certification; and
10. Provide assistance with other miscellaneous tasks are directed by the City Manager.

The Planner will perform as needed planning services at the request of the Client based on the hourly rates attached to this contract as Exhibit A with a not to exceed 970 hours at the amount of \$110,000.

##### **B. General:**

1. The Planner agrees to perform the Services in a timely manner, consistent with Standard of Care for the Project. If there is a written schedule that applies to the Services, it will be identified in Exhibit A or in a separate written document agreed to by both the Client and Planner.
2. Serve as the Client's representative with respect to the Scope of Services to be performed under this Agreement. Planner shall have complete authority to provide direction, transmit instructions, receive and review information, interpret and define Client's policies and decisions with respect to the work covered by this Agreement.

## **Section 2 – Additional Services of the Planner**

### **A. General:**

If authorized in writing by the Client, the Planner will perform additional services of the following types which will be paid for by the Client as indicated in Paragraph 5.B.

1. Additional services due to changes in the general scope of the Project.
2. Additional services due to unforeseen or hidden conditions.
3. Additional services agreed upon between the Consultant and the Client.

## **Section 3 – Client's Responsibilities**

### **A. General:**

1. Provide full information as to its requirements for the Project.
2. Provide the Planner with all available information pertinent to the Project, including previous reports and any other data relative to the Services of the Project.
3. Provide access for the Planner to enter upon lands as required for the Planner performance of the Services.
4. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by the Planner and shall render in writing decisions pertaining thereto within the agreed upon time frame for the Project. Provide the Client with assistance in preparing applications and documents to secure approvals and permits. The Client is responsible for payment of permit application fees and charges.
5. Provide reasonable legal, accounting, and insurance counseling services for the Project.
6. Obtain approval of governmental authorities having jurisdiction over the Project.
7. Furnish, or direct the Planner to provide, at the Client's expense, necessary additional services as stipulated in Section 2 of this Agreement, or other services as required.
8. Give prompt written notice to the Planner whenever the Client observes or otherwise becomes aware of any defect or suspected defect in the Project. Decisions and direction from the Client shall be provided in a timely manner, so as to not delay the Services or the Project.

## **Section 4 – Period of Service**

### **A. General:**

1. The period of service for this contract and scope of works shall be January 1, 2026, to December 31, 2026.
2. The Planner will commence performing the Services after this Agreement is signed by the Client and the Client has provided written authorization to proceed.

## **Section 5 – Payments to the Planner**

### **A. Payments for Basic Services of the Planner Under Section 1:**

1. The Client will pay the Planner for the Services and reimbursable expenses indicated in Exhibit A.
2. The payment for the Services, including reimbursable expenses, as defined above shall be allocated to be paid monthly, as the Services progress. Payments are due within 30 days of the invoice date. Outstanding invoices in excess of 30 days will be subject to interest incurred at a rate of 1.5 percent per month. There is a 5 percent convenience fee on all amounts paid by the Client using a credit card.



B. Payment for Additional Services of the Planner Under Section 2:

1. The Client will pay the Planner for additional services within 30 days of the invoice date for the applicable additional services.

C. General:

1. If this Agreement is terminated after completion of any phase of the Planner's Services, the progress payments to be made in accordance with Paragraph 5.A.1 and 5.A.2 on account of all prior phases completed shall constitute total payment for the Services rendered. If this Agreement is terminated during any phase of the Services, payment shall be made for Services performed prior to termination on the basis of the portion of each phase completed.
2. If, prior to termination of this Agreement, any Services designed or specified by the Planner during any phase of the Services are suspended in whole or in part or abandoned not due to any fault of the Planner, after written notice from the Client, the Planner shall be paid for Services performed prior to receipt of such notice from the Client as provided in Paragraph 6.A for termination during any phase of the Services.
3. Where the Planner utilizes subconsultants to perform a portion of the Services, and the subconsultants directly invoices the Planner, the subconsultants' invoices will be marked up by 15 percent to cover administration costs.

**Section 6 – General Conditions**

A. Termination:

This Agreement may be terminated by either party upon 14 days' written notice in the event of substantial failure to perform, in accordance with terms hereof, by the other party through no fault of the terminating party. If this Agreement is so terminated, the Planner shall be paid as provided in Paragraph 5.C.

B. Ownership:

All documents, except those provided by the Client, including Rowe's estimates, specifications, field notes, and data are and remain the property of the Planner as Instruments of Service. The Client shall be provided a set of reproducible drawings and copies of other documents. However, they are not intended or represented to be suitable for re-use by the Client or others for extensions of the Project or for any other project.

C. Insurance:

The Planner shall secure and maintain Commercial General Liability, Auto, Workers' Compensation, and Professional Liability insurance while performing the Services under this Agreement. The Client shall secure and maintain insurance to protect the Project and its operations from loss or damage both during and after construction.

D. Successors and Assigns:

The Client and the Planner each binds themselves and any partners, successors, executors, administrators, permitted assigns, legal representatives and assigns to the other party of this Agreement and to the partners, successors, executors, administrators permitted assigns, legal representatives and assigns of such other party, in respect to all covenants of this Agreement. Neither the Client nor the Planner shall assign, sublet, or transfer their interests in this Agreement without the written consent of the other party, in respect to all provisions of this Agreement.

E. Independent Contractor:

It is understood and agreed that the Planner is an independent contractor and is not an employee or agent of the Client.

F. Non-Discrimination:

The Planner its subconsultants shall not discriminate against any employees or applicant for employment to be employed in the performance of this Contract with respect to his or her hire, tenure, terms, conditions, or privileges of employment.

G. Dispute Resolution:

The Client and the Planner agree to include a mediation requirement in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.

H. Limitation of Liability:

In recognition of the relative risks and benefits of the Project to both the Client and the Planner, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Planner and Planner's officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims (including claims by third parties), losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Planner and Planner's officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed the Planner's total fee for services rendered on this Project, whichever is greater (the "Limitation Amount"), and further, in no event shall the Limitation Amount exceed the amount of insurance proceeds actually available to the Planner for the claim at issue at the of settlement or final judgment net of any and all expenses paid or incurred on the claim at issue, payments made or incurred in connection with other claims made against the Planner, or any other circumstances which may reduce, impair, or eliminate the overall availability of such insurance to the Planner. It is intended that this limitation apply to any and all liability or cause of action, including without limitation active and passive negligence, however alleged or arising, unless otherwise prohibited by law. The Client specifically agrees that it has had the opportunity to negotiate this Limitation of Liability clause and to accept or reject its inclusion herein.

I. Standard of Care:

The Planner shall perform the Services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality.

J. Project Information:

Planner shall be entitled to rely on the accuracy and completeness of services and information furnished by the Client and others through the Client. These services and information include, but are not limited to, surveys, tests, reports, diagrams, drawings, and legal information.

K. Applicable Law:

The terms of this Agreement shall be governed by the laws of the State of Michigan. In the event a provision of this Agreement is rendered unlawful, the remaining terms and provisions shall remain in effect.

**Section 7 – Corporate Protection**

It is intended by the parties to this Agreement that the Planner services in connection with the Project shall not subject the Planner's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against the Planner, a Michigan corporation, and not against any of the Consultant's individual employees, officers or directors.

**Section 8 – Special Provisions**

The Client and the Planner mutually agree that this Agreement shall be subject to the following special provisions which, together with the remaining provisions hereof, and the exhibits hereto, represent the entire Agreement between the Client and the Planner concerning the subject matter hereof and supersedes all prior negotiations, representations or agreements, either written or oral, concerning such subject matter. This Agreement may be amended only by written instrument signed by both the Client and the Planner.

NONE.

**Section 9 – ENTIRE AGREEMENT**

This Agreement, comprising pages one through five, and Exhibit A, is the entire Agreement between the Client and the Planner. It supersedes all prior communications, understandings, and agreements, whether oral or written. Both parties have participated fully in the preparation and revision of this Agreement, and each party and its counsel have reviewed the final document. Any rule of contract construction regarding ambiguities being construed against the drafting party shall not apply in the interpreting of this Agreement, including any Section Headings or Captions. Amendments to this Agreement must be in writing and signed by both the Client and the Planner.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written. By signing below, you represent that you are fully authorized to enter into the terms of this Agreement.

Client:  
City of Lapeer

Planner:  
ROWE Professional Services Company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name and Title

Amy Bontempo, AICP – Senior Planner  
\_\_\_\_\_  
Typed Name and Title

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## 2025 BILLING RATES (EFFECTIVE 5/1/2025-4/30/2026)

| ENGINEERING                            |       | SURVEYING                              |       |
|----------------------------------------|-------|----------------------------------------|-------|
| Director of Engineering                | \$200 | Director of Surveying                  | \$200 |
| Deputy Director of Engineering         | \$195 | Senior Project Manager                 | \$180 |
| Engineering Division Manager           | \$190 | Project Manager                        | \$160 |
| Assistant Engineering Division Manager | \$180 | Project Surveyor                       | \$135 |
| Senior Project Manager                 | \$180 | Survey Project Coordinator             | \$135 |
| Project Manager                        | \$160 | Mapping Project Coordinator            | \$130 |
| Senior Engineer                        | \$160 | Cartographer                           | \$120 |
| Senior Project Engineer                | \$150 | Assistant Project Surveyor             | \$125 |
| Project Engineer                       | \$135 | Graduate Surveyor                      | \$115 |
| Assistant Project Engineer             | \$125 | Survey Crew Chief                      | \$125 |
| Graduate Engineer                      | \$117 | Survey Technician/Office Technician II | \$100 |
| Senior Landscape Architect II          | \$170 | CAD Operator/Office Technician I       | \$85  |
| Senior Landscape Architect I           | \$150 | One Person Crew (non-PS)               | \$140 |
| Landscape Architect II                 | \$140 | Two Person Crew (Include Crew Chief)   | \$200 |
| Landscape Architect I                  | \$130 | One Person LiDAR Crew                  | \$180 |
| Landscape Designer                     | \$125 | Remote Sensing Project Coordinator     | \$160 |
| Graduate Landscape Designer II         | \$120 | Senior Crew Chief                      | \$140 |
| Graduate Landscape Designer I          | \$117 | ALL PRODUCTION DEPARTMENTS             |       |
| Senior Manager                         | \$180 | Seasonal Intern                        | \$80  |
| Senior Project Administrator           | \$175 | Expert Witness                         | \$300 |
| Project Administrator                  | \$163 | OPERATIONS                             |       |
| Senior Engineering Technician          | \$135 | Operations Department Head             | \$165 |
| Engineering Technician III             | \$125 | Accounting                             | \$100 |
| Engineering Technician II              | \$115 | Administrative                         | \$75  |
| Engineering Technician I               | \$100 | Marketing                              | \$100 |
| Senior Planner II                      | \$153 |                                        |       |
| Senior Planner I                       | \$150 |                                        |       |
| Planner IV                             | \$140 |                                        |       |
| Planner III                            | \$135 |                                        |       |
| Planner II                             | \$125 |                                        |       |
| Planner I                              | \$120 |                                        |       |

*Confidential Information: This information may be provided to clients or prospective clients for background information. Recipients are asked to keep this information CONFIDENTIAL and not distribute to other firms, entities, or persons without explicit approval from ROWE.*

\* Rates are effective 5/1/2025-4/30/2026, work completed after 4/30/2026 may be subject to rate increases.



## ITEM D-1

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**To:** Mayor and City Commission  
**From:** Kelly Hanna, Director of Financial Services  
**Date:** December 15, 2025  
**RE:** Bill Listing – November 21, 2025 – December 4, 2025

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### **STAFF RECOMMENDATION**

Approve the bill listing as presented.

### **CURRENT OR NEW INFORMATION**

I, Kelly Hanna, Director of Financial Services, have reviewed the bills for November 21, 2025, through December 4, 2025, in the total amount of **\$261,194.34** and find them to be proper charges.

|                            |     |                            |     |
|----------------------------|-----|----------------------------|-----|
| Budgeted Amount:           | N/A | Funds Requested:           | N/A |
| Funding Source:            |     | CIP Project #:             |     |
|                            |     | Budget Amendment Needed:   |     |
| # of Bids/Quotes Obtained: |     | Budget Amendment Attached: |     |
| Explanation:               |     |                            |     |

CHECK REGISTER FOR CITY OF LAPEER  
CHECK DATE FROM 11/21/2025 - 12/04/2025

ITEM D-1

| Check Date | Check   | Vendor Name                         | Amount    |
|------------|---------|-------------------------------------|-----------|
| 12/04/2025 | 3504(E) | BLUE CROSS & BLUE SHIELD OF MI      | 77,824.67 |
| 11/25/2025 | 3485(E) | US BANK                             | 37,150.67 |
| 12/04/2025 | 3499(A) | ROWE INC                            | 26,278.00 |
| 12/04/2025 | 599579  | T. G. PRIEHS PAVING CO              | 24,500.00 |
| 12/04/2025 | 3496(A) | MICHIGAN MUNICIPAL WORKERS          | 24,010.00 |
| 12/04/2025 | 3501(A) | SZOTT FORD                          | 8,355.44  |
| 12/04/2025 | 599568  | LAPEER CO TREASURER                 | 8,184.41  |
| 12/04/2025 | 3490(A) | GREEN MEADOWS LAWNSCAPE, INC.       | 6,423.08  |
| 12/04/2025 | 3486(A) | ABM COMMERCIAL CLEANING             | 5,660.00  |
| 12/04/2025 | 599586  | WERTH, DENNIS DBA                   | 5,202.00  |
| 12/04/2025 | 3495(A) | MES SERVICE COMPANY, LLC            | 3,278.26  |
| 12/04/2025 | 3503(A) | VECTOR TECH GROUP                   | 3,040.00  |
| 12/04/2025 | 599564  | GRAINGER                            | 2,427.64  |
| 12/04/2025 | 3492(A) | HYDRO CORP                          | 2,128.00  |
| 12/04/2025 | 3488(A) | CORRIGAN OIL II, INC.               | 1,966.62  |
| 12/04/2025 | 3493(A) | MAUK, JODI                          | 1,920.00  |
| 12/04/2025 | 3500(A) | SMITH, SHANNON                      | 1,920.00  |
| 11/21/2025 | 599555  | MEIJER, INC.                        | 1,785.00  |
| 12/04/2025 | 599572  | MGS ELECTRIC INC.                   | 1,620.00  |
| 12/04/2025 | 3505(E) | METROPOLITAN LIFE INSURANCE COMPANY | 1,537.83  |
| 12/04/2025 | 599559  | BECKWITH'S BODY SHOP INC            | 1,444.96  |
| 12/04/2025 | 599567  | LAPEER CO FIREFIGHTERS ASSOC        | 1,300.00  |
| 12/04/2025 | 599580  | T. P. ISRAEL CO INC                 | 1,140.00  |
| 12/04/2025 | 599557  | ACTION MUNICIPAL SUPPLY, LLC        | 1,087.50  |
| 12/04/2025 | 599583  | VERIZON WIRELESS                    | 1,075.69  |
| 12/04/2025 | 3502(A) | TAYLOR, SARAH                       | 1,062.50  |
| 12/04/2025 | 599565  | HOMER CONCRETE PRODUCTS             | 895.00    |
| 12/04/2025 | 599566  | KENT COMMUNICATIONS INC.            | 859.15    |
| 12/04/2025 | 3494(A) | MEI TOTAL ELEVATOR SOLUTIONS        | 790.00    |
| 12/04/2025 | 599577  | SOUTHERN TRUCK EQUIPMENT            | 718.87    |
| 12/04/2025 | 599560  | CITY OF LAPEER                      | 615.00    |
| 12/04/2025 | 599578  | STATE OF MICHIGAN                   | 513.00    |
| 12/04/2025 | 3498(A) | RICK RHEIN DISPOSAL                 | 510.88    |
| 12/04/2025 | 3491(A) | HANNA, KELLY                        | 413.43    |
| 12/04/2025 | 599563  | ECKER MECHANICAL CONTRACTORS, INC   | 400.00    |
| 12/04/2025 | 599561  | CLELAND, DOUGLAS                    | 345.00    |
| 12/04/2025 | 599570  | MARCO TECHNOLOGIES, LLC             | 344.38    |
| 12/04/2025 | 599569  | LEONARD WRANOSKY AND SONS CARPENTRY | 300.00    |
| 12/04/2025 | 599584  | VILLAGE PRINTING                    | 286.00    |
| 12/04/2025 | 599576  | SANCHEZ, ROMONA                     | 204.00    |
| 12/04/2025 | 599556  | 1684 LIBERTY ST LLC                 | 200.00    |
| 12/04/2025 | 599573  | MICHIGAN EXTERIOR PROS              | 200.00    |
| 12/04/2025 | 3487(A) | BLUE FLAME PROPANE INC              | 195.37    |
| 12/04/2025 | 599582  | UNIFIRST CORPORATION                | 178.99    |
| 12/04/2025 | 3497(A) | PARAGON LABORATORIES, INC.          | 173.00    |

|            |         |                              |                            |
|------------|---------|------------------------------|----------------------------|
| 12/04/2025 | 599562  | COVILLE, JULIA               | 150.00                     |
| 12/04/2025 | 599558  | AMBIA ENERGY, LLC            | 100.00                     |
| 12/04/2025 | 599571  | MESTER EXTERIORS             | 100.00                     |
| 12/04/2025 | 599574  | ORION SIGNS AND GRAPHICS     | 100.00                     |
| 12/04/2025 | 599581  | THUMB ALARM SYSTEM, INC      | 100.00                     |
| 12/04/2025 | 599585  | WALLSIDE WINDOWS             | 100.00                     |
| 12/04/2025 | 3489(A) | EUROFINS ENVIRONMENT TESTING | 65.00                      |
| 12/04/2025 | 599575  | RAYES, JACKLEEN              | 15.00                      |
| TOTAL      |         |                              | <u><u>\$261,194.34</u></u> |



# ITEM G-1

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**Meeting Date:** December 15, 2025  
**Department:** Finance/DPW  
**Requestor:** Kelly Hanna, Director of Finance  
Ross Slusher, Director of Public Services  
**Agenda Item:** Park, Pine St and Parking Lot improvement project

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**RECOMMENDATION (motion):**

Authorize Rowe Engineering to release the bid documents and authorize the finance department to engage with Municipal Financial Consultants LLC (MFCI) and Miller, Canfield, Paddock, and Stone, P.L.C. for Park St., Pine St., and Parking Lot #9 improvements project.

**AGENDA ITEM INFORMATION:**

Rowe engineering has provided and presented the public improvements to Park St., Pine St., and Parking Lot #9. Improvements will include pavement, lighting, water, and sewer improvements. The project will require a portion to be financed with bond proceeds. For the project to be completed by mid-summer, it is requested that the Commission authorize Rowe Engineering to release the bid documents with a due date of January 21, 2026.

The project will require the City to issue bonds to pay for most of the project. To issue bonds, the City needs a municipal financial advisor and bond counsel. I am requesting to engage with MFCI for municipal advisor services and Miller, Canfield, Paddock, and Stone for bond counsel to issue bonds. The attached engagement letters provide a detailed list of services they will be performing to assist the City with issuing the bonds and ensuring legal compliance.

Below is the tentative schedule for the project.

- December 15 – Commission authorizes release of the bid documents and engagement services with MFCI and Miller Canfield Paddock and Stone, LLC
- Bid documents due January 21, 2026
- February 2 – Commission awards contract for project, budget amendment and adopts the Public Notice of Intent to Issue Bonds
- April 20 – Commission adopts bond authorizing resolution (need to wait 60 days after Public Notice)

**Funding**

The major and local road portion of the project will be paid 100% from bond proceeds (after a \$250,000 grant for the local road portion). Currently there are two bonds for both funds that will be paid in full November 2027. The current annual debt service is approximately \$275,000. The new annual debt service for the major and local road funds will be approximately \$190,000 per year, which is \$85,000 less than the current debt service.

The water and sewer portion will be paid from current cash reserves from the water and sewer fund.

The parking lot #9 portion will be paid from a combination of cash reserves of the capital improvement fund (\$600,000 from the prior year right of way agreement revenue) and the remaining from bond proceeds. The Downtown Development Authority (DDA) is expected to contribute approximately \$250,000 towards the parking lot project and will make annual contributions towards the bond proceeds.



**City of Lapeer**

Page 2

The remaining portion of the parking lot project will be paid from the general fund over 15 years with an approximate annual debt service of \$90,000.

**The construction estimates and bond amounts are approximate at this time. Once the City receives the formal bids from contractors, the funding amounts will be finalized. The budget will be amended at the time of awarding the construction contract.**

|                              | <u>Major Road</u>  | <u>Local Road</u> | <u>Water *</u> | <u>Sewer *</u> | <u>Parking Lot</u> | <u>Total</u>       |
|------------------------------|--------------------|-------------------|----------------|----------------|--------------------|--------------------|
| <b>Construction Estimate</b> | \$1,369,000        | \$693,000         | \$453,000      | \$108,000      | \$1,658,000        | \$4,281,000        |
| <b>Engineering Estimate</b>  | \$149,000          | \$74,000          | \$51,000       | \$12,000       | \$222,000          | \$508,000          |
| <b>Estimated total</b>       | \$1,518,000        | \$767,000         | \$504,000      | \$120,000      | \$1,880,000        | \$4,789,000        |
| <b>Less:</b>                 |                    |                   |                |                |                    |                    |
| <b>Grant (MDOT)</b>          |                    | (\$250,000)       |                |                |                    | (\$250,000)        |
| <b>ROW Proceeds</b>          |                    |                   |                |                | (\$600,000)        | (\$600,000)        |
| <b>Bond Estimate</b>         | <b>\$1,518,000</b> | <b>\$517,000</b>  | <b>\$0</b>     | <b>\$0</b>     | <b>\$1,280,000</b> | <b>\$3,315,000</b> |

**Attachments following Commission Memo:**

1. MFCI Engagement Letter
2. Miller, Canfield, Paddock and Stone P.L.C. Engagement Letter

|                            |                                                                                     |                            |                       |
|----------------------------|-------------------------------------------------------------------------------------|----------------------------|-----------------------|
| Budgeted Amount:           | N/A                                                                                 | Funds Requested:           | None at this time     |
| Funding Source:            | N/A                                                                                 | CIP Project #:             | 23005,14350,<br>18060 |
|                            |                                                                                     | Budget Amendment Needed:   | N/A                   |
| # of Bids/Quotes Obtained: | N/A                                                                                 | Budget Amendment Attached: | N/A                   |
| Explanation:               | Once bids are awarded, the budget will be amended to reflect the contracts awarded. |                            |                       |

November 19, 2025

**VIA EMAIL**

Mike Womack  
City Manager  
City of Lapeer  
576 Liberty Park  
Lapeer, MI 48446

**Re: City of Lapeer  
Capital Improvement Bonds, Series 2026**

Dear Mr. Womack:

This letter serves to record the terms of MFCI, LLC's ("MFCI") engagement to represent the City of Lapeer (the "City") as a client with regard to the captioned matters.

MFCI is registered as a Municipal Advisor with the Securities and Exchange Commission (SEC) ([www.sec.gov](http://www.sec.gov)) and the Municipal Securities Rulemaking Board (MSRB) ([www.msrb.org](http://www.msrb.org)).

*MFCI agrees that the scope of our services in connection with the captioned matters is as follows:*

- Prepare Bond specifications with Bond Counsel;
- Assist the City with the determination of a sale method(s) and, if needed, assist in the hiring of an underwriter at the City's direction;
- Develop the financing schedule;
- Assist in drafting and/or reviewing the financial and structural aspects of the Official Statement, as requested;
- Prepare general and economic data document and debt statements;
- Prepare for and coordinate the bond rating, as needed;
- Assist the working group in preparing sale documents;
- Prepare, coordinate, advertise, and analyze sale of Bonds;
- Prepare a final post-sale numbers package including debt service schedules, sources and uses of funds, production report, and other customary reports, as necessary;
- Prepare a final post-sale comparable analysis report (negotiated sales only); and
- Assist the working group with closing activities.

The services provided by MFCI are limited to the services described above unless otherwise agreed to in writing by MFCI.

*Fees:*

MFCI's fees on these matters are based on a fee schedule attached hereto as Appendix C. MFCI will invoice on a transactional basis through closing. If closing does not occur, MFCI will not invoice for any fees. MFCI will invoice the City upon closing of each issue. Warren Creamer and Steven Burke will be the principal contacts on these matters.

*Disclosure of Conflicts of Interest and Other Information:*

As a registered municipal advisor MFCI is required to disclose potential conflicts of interest and other information regarding MFCI's registration, including where to locate MFCI's registration information on the SEC's EDGAR system. MFCI's required disclosures are included as Appendix B to this letter, incorporated

herein by reference. Any additional disclosures made by MFCI to update the disclosures contained in Appendix B are also incorporated by reference to this letter.

This letter is supplemented by MFCI's Standard Terms of Engagement for Municipal Advisory Services, attached, which are incorporated in this letter and apply to this matter and other matter(s) for which the City engages MFCI. MFCI agrees to promptly amend or supplement this letter to reflect any material changes or additions to the engagement. If the City agrees that this letter provides acceptable terms for MFCI's engagement in this matter, please acknowledge via an email reply.

We look forward to working with you.

Sincerely,

MFCI, LLC



---

Steven Burke, CFA  
President

CC:

Warren M. Creamer, MFCI, LLC  
Stacey Mills, MFCI, LLC  
Karen J. Attardo, MFCI, LLC  
Steve DiClaudio, MFCI, LLC

## **Appendix A**

### **MFCI, LLC STANDARD TERMS OF ENGAGEMENT FOR MUNICIPAL ADVISORY SERVICES**

This statement provides the standard terms of MFCI, LLC's ("MFCI" or "the firm") engagement as your municipal advisor. Unless modified in writing by mutual agreement, these terms will be an integral part of our agreement with you. Therefore, we ask that you review this statement carefully and contact us promptly if you have any questions.

#### **GENERAL RIGHTS AND RESPONSIBILITIES OF CLIENTS OF THE FIRM**

A client of the firm has the right to: (A) expect competent representation by the firm; (B) determine the purposes to be served by the municipal advisory representation, so long as those purposes are legal and do not violate the firm's obligations under applicable federal securities rules and regulations; (C) be kept reasonably informed about the status of the matter and have the firm respond promptly to reasonable requests for information; and (D) terminate the representation at any time, with or without cause, subject to the obligation for payment of municipal advisory services provided and costs incurred by the firm.

A client of the firm has the responsibility to: (A) cooperate with MFCI and the finance team to provide accurate and necessary information, records and data about the client, and access to client personnel necessary to structure the debt, complete the disclosure documents and prepare the transaction documentation; and (B) pay the firm as provided by this agreement and any other agreements regarding payment for municipal advisory services and expenses. A client may not: (A) demand that the firm use offensive tactics or treat anyone involved in the transaction in a manner that would violate our regulatory obligation to deal fairly with all persons or; (B) demand any assistance which violates the federal or state laws.

#### **WHOM WE REPRESENT**

The person or entity whom we represent is the person or entity identified in our engagement letter and does not include any affiliates or related parties of the Client unless our engagement letter expressly provides otherwise.

#### **THE SCOPE OF OUR WORK/TERM**

You should have a clear understanding of the municipal advisory services we will provide, as described in the preceding letter. Any questions that you have should be dealt with promptly.

We will, at all times, act on your behalf to the best of our ability. Any expressions on our part concerning the outcome of your matters are expressions of our best professional judgement, but are not guarantees. Such advice is necessarily limited by our knowledge of the facts and are based on the state of the facts at the time they are expressed. Your obligations to pay our fees as provided in this letter is not contingent upon a result or results in the matter.

Our relationship will be considered ended upon the earliest of (a) our completion of services in the matter(s) for which you have engaged us, (b) notifications by you to us that you desire to terminate such services, or (c) notification by the firm of termination of our client relationship.

#### **TERMINATION**

You may terminate our representation at any time, with or without cause, by notifying us in writing.

## **BILLING ARRANGEMENTS AND TERMS OF PAYMENT**

Unless otherwise provided in our engagement letter, we will provide you with an invoice upon completion of the assignment. Payment is due on receipt.

We will give you notice if your account becomes delinquent, and you agree to bring the account or the retainer deposit current. If the delinquency continues and you do not arrange satisfactory payment terms, we may withdraw from the representation and pursue collection of your account. Moreover, you agree that non-payment of our fees is a valid basis for our request to so withdraw. To the extent collection of your account becomes necessary, you agree that in addition to any unpaid balance and interest thereon, we will be entitled to recover all costs and expenses of collection, including reasonable attorney fees.

## Appendix B

### CONFLICTS OF INTEREST AND OTHER DISCLOSURES

#### **Conflicts Due to the Form and Basis of Our Compensation**

MFCI's future fee compensation is contingent upon a successful closing of the issue and the par (dollar) amount of the issue. This could potentially cause a conflict of interest for MFCI. For example, fees based on the principal amount of the transaction presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation. Similarly, fees that are only paid on the successful completion of a financing presents a conflict because the advisor may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the client. When facts or circumstances arise that could cause the financing or other transaction to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction. MFCI manages and mitigates this conflict primarily by adherence to the fiduciary duty that it owes to its clients that requires it to put the interests of a client above and ahead of MFCI's interests.

#### **Most Recent SEC Filings:**

The SEC Form MA and MI-I provide clients with information about our firm, which includes information about any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations, and civil litigation. This can be accessed at:

<https://www.sec.gov/cgi-bin/browse-edgar?action=getcompany&CIK=0001732526&owner=exclude&count=40>

#### **MSRB Rule G-10 Disclosure**

MFCI, LLC is registered with the Municipal Securities Rulemaking Board (MSRB) and the Securities and Exchange Commission (SEC).

Clients can access the MSRB or SEC via the internet at:

<http://www.msrb.org>

<http://www.sec.gov>

The MSRB provides significant protections for municipal entities and obligated persons that are clients of a municipal advisor. Certain of those protections also apply to potential clients of a municipal advisor. Municipal advisors must comply with MSRB rules when engaging in municipal advisory activities. Read about rule protections when working with a municipal advisory in the MSRB's brochure for municipal advisory clients.

If you have a complaint about your municipal advisor or about the municipal securities market, contact:

U.S. Securities and Exchange Commission  
Office of Municipal Securities  
100 F Street, N.E.  
Washington, DC 20549  
(202) 551-5680

**Appendix C**

**SCHEDULE OF MUNICIPAL ADVISORY FEES**

**FOR**

**CITY OF LAPEER**

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**Municipal Advisory Fees:**

- Capital Improvement Bonds, Series 2026 – 85% of Bond Counsel Fee

**The Municipal Advisory Council of Michigan Fee:**

The Municipal Advisory Council of Michigan (the “MAC”) assesses MFCI a \$450.00 fee on every bond issue for which we act as municipal advisor in the State of Michigan. Our membership in the MAC is voluntary, but the per bond issue assessment is meant to cover costs for credit reports, and similar information available from the MAC that is used in the offering document and in other states is billed directly by a third-party. The MAC is a single-source municipal database for essential bond and note details for all local government issuers in Michigan. Among 23 distinctive credit reports, the MAC is the primary source for Issuer’s debt statements, overlapping debt and indirect debt, as disclosed in official statements. The MAC tracks, monitors and records all Michigan new issue bond sales, whether competitive, negotiated or private placements. The MAC is a Michigan non-profit membership service company. It is not a trade association, nor is it chartered or registered in accordance with State of Michigan legal requirements to lobby on matters of legislation, regulation or policy(s) anticipated to have an impact on functions benefiting Members.

Our clients may opt out of the MAC fee as the MAC is a voluntary membership. If you choose to opt out, please reply via email and request to opt out. If you do not opt out, MFCI will bill the MAC fee of \$450.00 separately on the invoice.

**Other Expenses:**

MFCI, LLC will pay third party invoices for services rendered directly relating to the captioned issue on behalf of our clients up to \$1,500.00 per invoice. MFCI, LLC will bill these expenses to our clients as part of MFCI, LLC’s invoice. Clients will be provided with copies of the invoices when they are made available.

**Official Statement:**

At the request of the client, MFCI will prepare a preliminary and/or final official statement utilizing information provided by the client and other parties: **\$4,500.00**

Note that MFCI, LLC will make no representation, warranty or guarantee regarding the accuracy or completeness of the information in the preliminary and/or final official statement (other than information related to MFCI, LLC or provided by MFCI, LLC for inclusion in such documents), and its assistance in preparing the preliminary and/or final official statement should not be construed as a representation that it has independently verified such information.

Founded in 1852  
by Sidney Davy Miller



THOMAS D. COLIS  
TEL (313) 496-7677  
FAX (313) 496-8450  
E-MAIL [colis@millercanfield.com](mailto:colis@millercanfield.com)

**Miller, Canfield, Paddock and Stone, P.L.C.**  
150 West Jefferson, Suite 2500  
Detroit, Michigan 48226  
TEL (313) 963-6420  
FAX (313) 496-7500  
[www.millercanfield.com](http://www.millercanfield.com)

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MEXICO  
POLAND  
QATAR  
UKRAINE

December 8, 2025

*Via email only*

Mr. Michael Womack  
City Manager  
City of Lapeer  
576 Liberty Park  
Lapeer, MI 48446

Re: City of Lapeer – 2026 Capital Improvement Bonds

Dear Mr. Womack,

We look forward to the opportunity to serve the City of Lapeer (the “City”) as bond counsel in connection with the proposed issuance of capital improvement bonds to finance various improvements in the City, including road and public parking lot improvements. You may be assured of our prompt and complete attention to this financing. It is our practice when beginning work on a new matter to send an engagement letter like this which sets forth the scope of our services as bond counsel and the nature of our compensation.

***Bond Counsel’s Role***

Bond Counsel is engaged as a recognized expert whose primary responsibility is to render an objective legal opinion with respect to the authorization and issuance of the Bonds. Our approving legal opinion with respect to the Bonds will be executed and delivered by us in written form on the date the Bonds are exchanged for their purchase price, and will be based upon facts and law existing as of its date. In rendering the opinion, we will rely upon the certified proceedings and other certifications of public officials and by other persons furnished to us without undertaking independent verification of the information contained in the proceedings and certifications.

In performing our services as bond counsel, our client is the City and we will represent its interests. However our representation of the City does not alter our responsibility to render an objective opinion as bond counsel. Upon delivery of the opinion our responsibilities as bond counsel will be concluded with respect to the Bonds.



***Scope of Bond Counsel Services – What We Will Do***

As bond counsel, we would provide the following services customarily performed by bond counsel respecting the authorization, sale, issuance and delivery of bonds:

1. Meet or consult with City officials, the City Commission, if requested, City's financial advisor and others to explain the legal nature of a proposed borrowing, the City's power to borrow and the limitations on that power, and consult with City officials and the financial advisor in the design of the bonding program and timing schedules.

2. Prepare all of the necessary resolutions, notices, agreements and other documents to authorize, issue and sell the Bonds. We also would assist in preparing required filings with the Michigan Department of Treasury and the Internal Revenue Service and in preparing the portion of the official statement respecting the Bonds. We also will advise the City regarding relevant disclosure obligations under SEC Rule 15c2-12 in connection with the marketing and sale of municipal securities.

3. Examine the tax issues related to the Bonds (done by an attorney specializing in the requirements of the Internal Revenue Code as they apply to municipal tax-exempt bonds) to assure that all requirements of the Internal Revenue Code are complied with and that any adverse tax consequences are minimized.

4. Participate in the sale and delivery of the Bonds in order to handle legal matters that may arise at those times.

5. Prepare the bond form for printing definitive bonds for delivery to the purchaser.

6. Give the approving opinion as to validity and enforceability of the Bonds and their authorizing documents and as to the exemption of the interest on the Bonds from federal and state income taxation.

7. Review and pass on the legal accuracy of certain information regarding the Bonds and the exclusion of interest on the Bonds from gross income for taxation purposes and other legal matters relating to the Bonds contained in the official statement respecting the Bonds.

Our professional responsibilities as attorneys in this matter will be limited to interpretations of law and other legal issues and the drafting of legal documents. In no event, of course, would we presume to assume the responsibilities of the City or the professional responsibilities of any other advisor with respect to such non-legal matters. We are not registered municipal advisors under the federal Dodd-Frank Act. We understand that the City plans on engaging MFCI, LLC as its financial advisor for the Bonds.

***Additional Services***

We believe that the above services encompass the normal scope of bond counsel activities. Our engagement in this matter is not an undertaking at this time to represent the City or its interests in any other matters for which we are not separately engaged.

Our services as bond counsel do not include activities outside of that norm, such as review of construction contracts, condemnation, title issues or recording deeds involved in land acquisition, representation of the City in litigation or administrative proceedings that might arise in connection with the Bonds. In the event that serious matters or matters outside the norm arise in these areas, we would provide you at that time with a fee quote for such additional services.

Our engagement does not include any obligation to monitor compliance with the federal tax requirements found in the Internal Revenue Code of 1986 (the "Code") and applicable to the Bonds, including the rebate requirements of Code Section 148(f), if applicable, as described in an exhibit attached to the Nonarbitrage and Tax Compliance Certificate that the City will execute in connection with the issuance of the Bonds, or in connection with any audit or examination of the Bonds by the Internal Revenue Service. However, we would be available to assist with rebate calculations or any audit or examination as a separate engagement.

We are not being retained and our acceptance of this engagement is not an undertaking to provide the City or any other person or entity with any advice or guidance relating to the Corporate Transparency Act (CTA) or their obligations thereunder, to prepare, review, submit, or update any document under the CTA, or to prepare or file any entity formation or registration documents on behalf of the City or any other person.

***Conflict of Interest Policy***

Our firm is one of the largest in Michigan. In addition to having the largest public finance practice in the State, our attorneys represent a great many clients and our practice is in many different legal areas. At one time or another, our firm has represented nearly every large and many smaller commercial and investment banks and other bond purchasers that do business in Michigan.

We are not representing and do not intend to represent any other party in this financing. We do not believe that our representation in unrelated matters of the various other parties both in and out of the municipal area will affect our ability to serve the City as bond counsel.

Since the Bonds have not yet been offered for sale, the actual purchaser of the Bonds (the "Purchaser") cannot be identified at this time. We wish to point out that it is possible that the eventual Purchaser will be an investment bank or other financial institution that has been or is a client of this firm with respect to matters unrelated to the Bonds. We do not believe our representation of the City will be either: (i) materially limited by the Purchaser being our client

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

Mr. Michael Womack

-4-

December 8, 2025

on unrelated matters, or (ii) directly adverse to the Purchaser under these circumstances since (a) the terms of the Bonds, the Official Statement, the Bond resolution and our opinion will have been established prior to the acceptance of the bid for the Bonds from the Purchaser, (b) the terms of said documents will not be modified in any material manner following the sale of the Bonds, and (c) all that remains to be completed subsequent to the Bond sale is the delivery of the Bonds to the Purchaser in accordance with the terms of the Official Statement and the Notice of Sale.

***Fees***

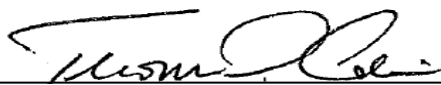
It is our understanding that the City intends to issue a single series of capital improvement bonds in the approximate amount of \$3,400,000. Based on the terms, structure, size and schedule of financing, the time we anticipate devoting to the financing, and the responsibilities that we assume, our legal fee as bond counsel would be \$23,000, inclusive of expenses. Such fees may vary if: (i) the principal amount stated above is changed substantially, (ii) if material changes in the structure of the financing occur, or (iii) unusual or unforeseen circumstances arise which require a significant increase in our time or responsibility. If at any time we believe that circumstances require an adjustment of our original fee estimate, we will consult with you.

Our customary practice is to submit our invoice for payment at the time of the delivery of the Bonds. The invoice may be paid from the proceeds of the Bonds.

We welcome this opportunity to be of service to the City and look forward to working with you. If you have any questions regarding this letter, please give me a call.

Very truly yours,

Miller, Canfield, Paddock and Stone, P.L.C.

By:   
Thomas D. Colis

cc: Kelly Hanna, Director of Financial Services



## ITEM G-2

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|                      |                                                                     |
|----------------------|---------------------------------------------------------------------|
| <b>Meeting Date:</b> | November 17, 2025                                                   |
| <b>Department:</b>   | Planning Department                                                 |
| <b>Requestor:</b>    | Ben Keller, City Planning Consultant                                |
| <b>Agenda Item:</b>  | Zoning Ordinance Text Amendments – Articles 7-13, 7-15, 7-16 & 7-17 |

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### **RECOMMENDATION** *(motion)*:

Adopt the text amendments to Zoning Ordinance Articles 7-13, 7-15, 7-16 and 7-17 as proposed.

### **AGENDA ITEM INFORMATION:**

Over the last year or so, ROWE planning consultants have kept a running list of text amendments to work through with the Planning Commission. This list was developed based on ordinance pitfalls identified in practice of applying and working with the ordinance over the last several years. Rather than holding individual Public Hearings for each amendment, staff and the Planning Commission agreed to work through the entire list of amendments to different articles and then package those amendments up into one Public Hearing at the October Planning Commission Meeting. At this meeting, the Planning Commission voted to send these amendments to the City Commission with the recommendation they be approved. Below is a list of each topic amended, and the changes associated with each.

- Article 7-13.01(F)(2). Apartments on the first floor (only permitted in CBD-1. Apartments on the first floor are allowed in all multi-family districts. This use of land is specific to the CBD-1 district). Increased the allowable floor area for apartments on the first floor in the CBD-1 district from 25% to 50%. This change is supported by Jim Alt.
- Article 7-15.01. Building appearance. Added in three tables in an effort to simplify this section. The new tables clearly illustrate what is permitted vs what is not permitted for building architectural features, building materials, and building colors. Very little policy additions or subtractions with these tables, just a new way to demonstrate these requirements.
- Article 7-15.02. Landscaping. Overlapping landscaping requirements and landscaping waivers. Attempt to decrease the amount of site landscaping required for new construction in the city while maintaining the intent of the section. Currently, we find that unnecessarily high quantities of landscaping are required for new builds, if all of the landscaping requirements are satisfied individually.
  - New tree removal and replacement ratio. Attempt to simplify an unnecessarily confusing section. No real policy changes with this amendment.
- Article 7-15.06. Waste receptacles. Multi-tenant properties. Allow multi-tenant properties a clear process to share waste receptacles when feasible.
  - Waste receptacle and enclosure maintenance. Create a provision to require neat and orderly waste receptacles and enclosures, free of loose debris.
- Article 7-15.07. Mechanical Equipment. Added a specific provision for roof-mounted equipment screening when visible from the right-of-way or residentially used property.

- Article 7-16.01. Parking, general provisions. Added an option for parking requirement waivers when two compliance points are satisfied. Additionally, relocated the parking deferment section providing applicants two clear avenues to decrease parking requirements when feasible.
- Article 7-16.05(F). Parking space design. Minor new language that states when full parking lot is resurfaced, zoning ordinance compliance is required. If there is no re-surfacing, parking lots may be maintained in non-conformance. (Example: Single line striping. If there is faded striping, we will allow parking lots to be maintained as single line striping. However, If a new seal coat goes down on a parking lot, double line striping, and full compliance with applicable zoning ordinance provisions, would be required.)
- Article 7-17.03(C). Temporary signs, damaged signs. Minor addition to this section requiring all temporary signs to be properly maintained, changing from Building Official as the enforcer for these provisions to authorized City Official (which could include the Building Official. Planning Commission wanted more flexibility with this enforcement)
- Table 7.13.3. Wall Signs, Maximum Area. Made two small changes to the wall sign maximum area allowed section that should allow applicants slightly more wall signage while still maintaining the intent of the original provision.
  - Article 7-17.06(A)(4). Wall signs. Allow for increased wall sign areas when buildings are further set back from the road or when building front face is abnormally large.
- Table 7.13.3. Monument Signs, Maximum Area. Increased the allowable size and height for monument signs in the City. With the City no longer allowing new pole signs, the Planning Commission thought it would be a business-friendly step to allow for larger monument signs.
- Table 7.17.3. Window Signs and Projecting Signs. Increased the maximum area allowed. Hopeful to see more projecting signs in Downtown and allow for businesses to have more advertising space in their windows, while keeping all entry doors clear for public safety.
  - Article 7-17.06(D)(6). Projecting signs, materials allowed. Specified required materials to be utilized for projecting signs.

The proposed amendments as recommended by the Planning Commission are attached to this memo. Please contact the Planning Department with any questions or concerns.

|                            |     |                            |     |
|----------------------------|-----|----------------------------|-----|
| Budgeted Amount:           | N/A | Funds Requested:           | N/A |
| Funding Source:            |     | CIP Project #:             |     |
|                            |     | Budget Amendment Needed:   |     |
| # of Bids/Quotes Obtained: |     | Budget Amendment Attached: |     |
| Explanation:               |     |                            |     |

## **Ordinance No. 2025-04**

At a regular meeting of the Lapeer City Commission on Monday, December 15, 2025, at 6:30 p.m. in the Lapeer City Commission Chambers of Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan, Commissioner \_\_\_\_\_ moved for the adoption of the following amendments to Chapter 7 (Zoning) of the General Ordinances of the City of Lapeer. The motion was supported by Commissioner \_\_\_\_\_.

Pursuant to Public Act 279 of 1909, MCL 117.3 a summary of the regulatory effect of the ordinance is published below. A copy of the full text of the ordinance may be inspected or obtained at the office of the City Clerk, Lapeer City Hall, 576 Liberty Park, Lapeer, MI 48446 between the hours of 7:30 a.m. and 5:30 p.m., Monday through Thursday.

THE CITY OF LAPEER ORDAINS:

### ***Summary of Changes to Chapter 7 (Zoning Ordinance):***

The proposed amendments modify Section 7.13 Use Requirements, 7.15 General Site Development Requirements, 7.16 Parking, Loading, Access and Circulation Requirements, and 7.17 Signs.

A copy of the draft language is available at City Hall located at 576 Liberty Park for public review. City Hall is open Monday through Thursday 7:30 am to 5:30 pm.

Introduced: 12/01/2025

Adopted:

Published:

Effective:

Ordinance Effective Date: After adoption, ordinance shall take effect 7 days after publication, unless given immediate effect by City Commission.

- (g) Smoking policy to include identification of areas where smoking is to be permitted on the site.
- (h) A written fire safety and emergency escape plan.
- (13) Operators shall keep a list to account for all persons staying at the facility, and the register shall be available for inspection by City Public Safety, Housing, Building or Health Officials at any time.
- E. Apartments above business establishments. The minimum floor area for apartment units shall be the same as shown in Table 7.04.3. **[Added 12-19-2022]**
- F. Apartments on the first floor: **[Added 12-19-2022]**
  - (1) The minimum floor area for apartment units shall be the same as shown in Table 7.04.3.
  - (2) The apartments shall not exceed ~~25%~~ 50% of the total gross floor area on the first floor.
  - (3) The apartment shall be located in the rear part of the building where apartment's entrance or unit windows shall not be visible from the front lot line.

#### **§ 7-13.02. Animal and agriculture uses.**

- A. Commercial kennels:
  - (1) Shall not abut any area zoned for residential purposes.
  - (2) Are subject further to all health standards of the City.
- B. Farms. Farms on those parcels of land separately owned outside the boundaries of either a proprietary or assessor's plat are subject to the health and sanitation provisions of the City of Lapeer, and shall be further subject to the following:
  - (1) Property shall be used for agriculture or horticulture for commercial, hobby or personal purposes, including but not limited to: greenhouses, nurseries, orchards, chicken hatcheries, poultry farms and apiaries.
  - (2) Buildings, structures, or yard areas used for the keeping of animals shall be located not less than 100 feet from a property line.
  - (3) No farms shall be operated as garbage-fed piggeries, or for the disposal of garbage, sewage, rubbish, offal or rendering plants, or for the slaughtering of animals, except such animals as have been raised on the premises or have been maintained on the premises for at least a period of one year immediately prior thereto and for the use and consumption by persons residing on the premises.
  - (4) Establishments keeping or operating fur-bearing animals, public riding, or boarding stables or commercial dog kennels, shall not be considered a farm under this chapter unless combined with bona fide farm operations on the same continuous tract of land.
  - (5) None of the provisions of this chapter is intended to conflict with those rights protected under the Michigan Right to Farm Act, MCLA § 286.471 et seq.

ARTICLE XV  
General Site Development Requirements

**§ 7-15.01. Building appearance.**

- A. Intent. The purpose of this section is to provide a set of exterior building wall material standards, the intent of which is to enhance the visual environment of the City. Furthermore, the review of exterior building wall design and the consistent administration of standards can help to maintain the City's sense of place by encouraging consistent quality and character when structures are built or redeveloped. All development shall utilize quality architecture to ensure that a building protects the investment of adjacent landowners, blends harmoniously into the streetscape, and maintains a positive image for the City's various multifamily developments, business areas and commercial shopping districts.
- B. Applicability.
- (1) This section shall apply to the exterior building walls of all construction, except one-family detached and two-family residential structures and their associated accessory buildings.
  - (2) Architecture shall be reviewed by the Planning Commission as a part of site plan review under the requirements of this section.
  - (3) Where additions or remodeling of existing buildings is proposed, the following standards shall apply:
    - (a) Where a new wall material is proposed for an existing building wall, only that portion of the building being altered shall be subject to the standards of this section. However, in considering the proposed alteration, the Planning Commission may modify the material requirements of the section so it will be consistent with the architecture of the entire building.
    - (b) Where an addition is proposed to an existing building, the Planning Commission may allow the use of existing wall materials for the addition provided that the design of the alteration is compatible with the existing building wall design during a full site plan review. The Planning Department in the case of an administrative review may modify the material requirements of the section so it will be consistent with the architecture of the entire building and may allow the use of existing wall materials for the addition, provided that the design of the alteration is compatible with the existing building wall design. **[Amended 12-19-2022]**
- C. Exterior building design.
- (1) Buildings shall possess architectural variety, but enhance the overall cohesive community character. ~~All commercial and office buildings should provide architectural features, details, and ornaments such as archways, colonnades, recesses, projections, wall insets, arcades, window display areas, peaked roof lines, decorative cornices or towers.~~
  - (2) Building walls and roofs over 50 feet in length shall be broken up with varying building



lines, windows, gables, and/or architectural accents such as pilasters, columns, dormers, and awnings.

- (3) Window area shall make up at least 20% of the exterior wall area facing the principal street(s) from which access is gained. Bars shall not be put over windows and doors that are visible from the street.
- (4) Overhead doors shall not face a ~~public street or~~ residential district. The Planning Commission or Building Official can modify this requirement upon a determination that there is no reasonable alternative and the visual impact will be moderated through use of building materials, architectural features and landscaping beyond that required in § 7-15.02. **[Amended 6-25-2015]**
- (5) Additions to existing buildings must complement the current building design with regard to height, proportions, scale, materials, and rhythm of openings. **[Amended 6-25-2015]**

#### D. Building Architectural Features Standards

##### (1) General Architectural Standards

- (a) Window. Window glazing surfaces cannot be flush with the façade plane. Windows shall be recessed a minimum of 3-inches or defined by a projecting, defined sill, lintel, and trim.
- (b) Utilities. HVAC, dryer ventilation areas, and utility boxes located on the building must be screened and the same color as the façade material. This includes any rooftop mechanical equipment visible from the right of-way or a residential use/district.
- (c) Balconies. The balcony support structure shall be integrated with the building façade; separate columns or posts supporting any balcony from the ground are prohibited.

- (2) Table 7-15.01. The following standards shall apply to all buildings in the City of Lapeer (Excluding single- and two-family dwellings)

| <u>Table 7-15.01</u>                            | <u>Zoning District</u> |                                                                                |              |                 |
|-------------------------------------------------|------------------------|--------------------------------------------------------------------------------|--------------|-----------------|
| <u>"P" = Permitted</u><br><u>"R" = Required</u> | <u>RM-1, RM-2</u>      | <u>OS-1, B-1, B-2,</u><br><u>B-3</u><br><u>MU, Mixed-Use</u><br><u>Overlay</u> | <u>CBD-1</u> | <u>I-1, I-2</u> |
| <u>Arcades</u>                                  | <u>P</u>               | <u>P</u>                                                                       | <u>P</u>     | <u>=</u>        |
| <u>Archways</u>                                 | <u>R</u>               | <u>R</u>                                                                       | <u>R</u>     | <u>R</u>        |
| <u>Awning (gabled awning or straight-shed)</u>  | <u>P</u>               | <u>P</u>                                                                       | <u>P</u>     | <u>P</u>        |

| <u>Table 7-15.01</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <u>Zoning District</u> |                                                                                |              |                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------|--------------|-----------------|
| <u>“P” = Permitted</u><br><u>“R” = Required</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <u>RM-1, RM-2</u>      | <u>OS-1, B-1, B-2,</u><br><u>B-3</u><br><u>MU, Mixed-Use</u><br><u>Overlay</u> | <u>CBD-1</u> | <u>I-1, I-2</u> |
| <u>Columns</u><br><u>(colonnades),</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <u>P</u>               | <u>P</u>                                                                       | <u>P</u>     | <u>P</u>        |
| <u>Community</u><br><u>amenities.</u><br><u>Community</u><br><u>amenities such as</u><br><u>patio/seating areas,</u><br><u>water features,</u><br><u>artwork or sculpture,</u><br><u>clock towers,</u><br><u>pedestrian plazas</u><br><u>with park benches,</u><br><u>or other features</u><br><u>located adjacent to</u><br><u>the primary entrance</u><br><u>to the building(s) are</u><br><u>highly encouraged</u><br><u>and may be</u><br><u>calculated as part of</u><br><u>the landscaping</u><br><u>requirement</u> | <u>P</u>               | <u>P</u>                                                                       | <u>P</u>     | <u>P</u>        |
| <u>Decorative Cornices</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <u>P</u>               | <u>P</u>                                                                       | <u>R</u>     | <u>P</u>        |
| <u>Projections</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <u>P</u>               | <u>P</u>                                                                       | <u>P</u>     | <u>P</u>        |
| <u>Recesses</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <u>P</u>               | <u>P</u>                                                                       | <u>P</u>     | <u>P</u>        |
| <u>Roof Line variations</u><br><u>in architectural style</u><br><u>are highly</u><br><u>encouraged. Visible</u><br><u>roof lines and roofs</u><br><u>that project over the</u><br><u>exterior wall of a</u><br><u>building enough to</u><br><u>cast a shadow on</u><br><u>the ground are highly</u><br><u>encouraged, with a</u><br><u>minimum overhang</u><br><u>of 12 inches.</u>                                                                                                                                        | <u>R</u>               | <u>R</u>                                                                       | <u>R</u>     | <u>R</u>        |
| <u>Towers</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <u>P</u>               | <u>P</u>                                                                       | <u>P</u>     | <u>P</u>        |

| <u>Table 7-15.01</u>                            | <u>Zoning District</u> |                                                                                |              |                 |
|-------------------------------------------------|------------------------|--------------------------------------------------------------------------------|--------------|-----------------|
| <u>"P" = Permitted</u><br><u>"R" = Required</u> | <u>RM-1, RM-2</u>      | <u>OS-1, B-1, B-2,</u><br><u>B-3</u><br><u>MU, Mixed-Use</u><br><u>Overlay</u> | <u>CBD-1</u> | <u>I-1, I-2</u> |
| <u>Wall insets</u>                              | <u>P</u>               | <u>P</u>                                                                       | <u>P</u>     | <u>P</u>        |
| <u>Window Display</u><br><u>Areas</u>           |                        | <u>P</u>                                                                       | <u>P</u>     |                 |

E. Building materials.

- (1) All building materials shall be durable and weather-resistant, provide an attractive, quality appearance, and must be properly maintained by the property owner or tenant at all times.
- ~~(2) The predominant building materials should be quality materials that are characteristic of Michigan such as earth-toned brick, decorative tilt-up panels, wood, native stone, and tinted/textured concrete masonry units, glass products or other similar material as determined by the Planning Commission.~~
- ~~(3) Other materials such as smooth-faced concrete block, undecorated tilt-up concrete EIFS (Exterior Insulation Finishing System) panels, or prefabricated steel panels or other similar metal siding should only be used as accents and not dominate the building exterior of the structure.~~
- ~~(4)~~(2) Metal roofs may be allowed if deemed by the Planning Department to be compatible with the overall architectural design of the building. **[Amended 12-19-2022]**
- ~~(5) In the CBD zoning district, all facades facing W. Nepessing Street must use building material similar to the neighboring historic buildings in order to allow conformity of the historic area. The predominate building material shall be wood (natural or stained or treated), brick or masonry, glass products, or other similar material as determined by the Planning Commission. **[Added 12-19-2022]**~~

G. General Building Material Standards

- (1) Primary Materials shall comprise a minimum of 75% of the first-floor façade and 50% of the façade for upper floors. See table 7-15.02.
- (2) Secondary materials comprise a maximum of 25% of the first-floor façade and 50% of the façade for upper floors. See table 7-15.02.
- (3) In addition to permitted primary and secondary materials, the planning commission may accept other materials for architectural details, accent, or trim to not exceed 10% of the façade. Example materials: glass reinforced fiber cement; molded polyurethane; glass block.
- (4) The following exterior finish materials are prohibited for all buildings, due to their environmental impact or lack of durability: plywood siding materials, sheet / corrugated metal.
- (5) Table 7-15.02, Building Material Standards. The following shall apply to all buildings (except for single-family R-1, R-2, and R-3 dwellings and duplex homes):

|                                     |                                         | <u>Zoning Districts</u> |                  |                                                    |                  |                |                  |                 |                  |
|-------------------------------------|-----------------------------------------|-------------------------|------------------|----------------------------------------------------|------------------|----------------|------------------|-----------------|------------------|
| <u>"P" = Permitted</u>              |                                         | <u>RM-1, RM-2</u>       |                  | <u>OS-1, B-1, B-2, B-3, MU – Mixed Use Overlay</u> |                  | <u>CBD-1</u>   |                  | <u>I-1, I-2</u> |                  |
|                                     |                                         | <u>Primary</u>          | <u>Secondary</u> | <u>Primary</u>                                     | <u>Secondary</u> | <u>Primary</u> | <u>Secondary</u> | <u>Primary</u>  | <u>Secondary</u> |
| <u>Masonry</u>                      | <u>Brick (natural, glazed, painted)</u> | P                       | P                | P                                                  | P                | P              | P                | P               | P                |
|                                     | <u>Stone (natural, synthetic)</u>       | P                       | P                | P                                                  | P                | P              | P                | P               | P                |
|                                     | <u>Terra Cotta</u>                      | P                       | P                | P                                                  | P                | P              | P                | P               | P                |
| <u>Concrete</u>                     | <u>Cast in Place</u>                    | =                       | =                | P                                                  | P                | =              | =                | P               | P                |
|                                     | <u>Precast</u>                          | =                       | =                | P                                                  | P                | =              | =                | P               | P                |
| <u>Concrete Masonry Units (CMU)</u> | <u>Burnished and Split Face</u>         | P                       | P                | P                                                  | P                | P              | P                | P               | P                |
|                                     | <u>Tinted (dyed block) Prohibited.</u>  | =                       | =                | =                                                  | =                | =              | =                | =               | P                |
|                                     |                                         |                         |                  |                                                    |                  |                |                  |                 |                  |

|                                  | <u>Zoning Districts</u>                      |                   |                  |                                                                                  |                  |                |                  |                 |                  |
|----------------------------------|----------------------------------------------|-------------------|------------------|----------------------------------------------------------------------------------|------------------|----------------|------------------|-----------------|------------------|
| <u>“P” =</u><br><u>Permitted</u> |                                              | <u>RM-1, RM-2</u> |                  | <u>OS-1, B-1,</u><br><u>B-2, B-3,</u><br><u>MU – Mixed</u><br><u>Use Overlay</u> |                  | <u>CBD-1</u>   |                  | <u>I-1, I-2</u> |                  |
|                                  |                                              | <u>Primary</u>    | <u>Secondary</u> | <u>Primary</u>                                                                   | <u>Secondary</u> | <u>Primary</u> | <u>Secondary</u> | <u>Primary</u>  | <u>Secondary</u> |
| <u>Siding</u>                    | <u>Wood (natural, composite)</u>             | <u>P</u>          | <u>P</u>         | <u>P</u>                                                                         | <u>P</u>         | <u>P</u>       | <u>P</u>         | <u>P</u>        | <u>P</u>         |
|                                  | <u>Fiber Cement Board (e.g. Hardi Panel)</u> | <u>P</u>          | <u>P</u>         | <u>P</u>                                                                         | <u>P</u>         | <u>:</u>       | <u>:</u>         | <u>P</u>        | <u>P</u>         |
|                                  |                                              |                   |                  |                                                                                  |                  |                |                  |                 |                  |
| <u>Stucco</u>                    | <u>Traditional Stucco (cementitious)</u>     | <u>P</u>          | <u>P</u>         | <u>P</u>                                                                         | <u>P</u>         | <u>:</u>       | <u>P</u>         | <u>P</u>        | <u>P</u>         |
|                                  | <u>Synthetic EIFS</u>                        | <u>P</u>          | <u>P</u>         | <u>P</u>                                                                         | <u>P</u>         | <u>:</u>       | <u>:</u>         | <u>P</u>        | <u>P</u>         |
| <u>Architectural Metal Panel</u> | <u>Insulated</u>                             | <u>P</u>          | <u>P</u>         | <u>P</u>                                                                         | <u>P</u>         | <u>P</u>       | <u>P</u>         | <u>P</u>        | <u>P</u>         |
|                                  | <u>Composite</u>                             | <u>P</u>          | <u>P</u>         | <u>P</u>                                                                         | <u>P</u>         | <u>P</u>       | <u>P</u>         | <u>P</u>        | <u>P</u>         |
|                                  |                                              |                   |                  |                                                                                  |                  |                |                  |                 |                  |
| <u>Glass Panel</u>               | <u>Panel Windows</u>                         | <u>P</u>          | <u>P</u>         | <u>P</u>                                                                         | <u>P</u>         | <u>P</u>       | <u>P</u>         | <u>P</u>        | <u>P</u>         |

#### F.H. Building colors.

~~(1) The use of high intensity colors such as neon, metallic, or fluorescent for the facade or roof of the building is prohibited except as approved by the Planning Commission during full site plan review and the Planning Department during an administrative site plan review for building trim. Exterior colors shall be of low reflectance, subtle, neutral, or earth tone colors. [Amended 12-19-2022]~~

~~(2)~~(1) The use of trademark colors not meeting this requirement shall require approval by the

## Planning Commission.

(2) Mechanical and service features such as gutters, ductwork, service doors, etc. that cannot be screened must be of a color that blends in with the color of the building.

(3) Building Color Guide, Table 7-15.02. The following standards shall apply to all buildings (except for single-family and duplex homes in R-1, R-2, or R-3)

| <b>Table 7-15.02</b>                                   |                                     | <b>Zoning Districts</b>    |                         |                                                         |                         |                       |                         |                        |                         |
|--------------------------------------------------------|-------------------------------------|----------------------------|-------------------------|---------------------------------------------------------|-------------------------|-----------------------|-------------------------|------------------------|-------------------------|
| <b><u>"P" = Permitted</u></b>                          |                                     | <b><u>RM-1, RM – 2</u></b> |                         | <b><u>OS-1, B-1, B-2,<br/>B-3, MU-Mixed<br/>Use</u></b> |                         | <b><u>CBD-1</u></b>   |                         | <b><u>I-1, I-2</u></b> |                         |
| <b><u>"R" = Restricted, only 10%<br/>of façade</u></b> |                                     |                            |                         |                                                         |                         |                       |                         |                        |                         |
|                                                        |                                     | <b><u>Primary</u></b>      | <b><u>Secondary</u></b> | <b><u>Primary</u></b>                                   | <b><u>Secondary</u></b> | <b><u>Primary</u></b> | <b><u>Secondary</u></b> | <b><u>Primary</u></b>  | <b><u>Secondary</u></b> |
| <b><u>High Intensity</u></b>                           | <b><u>Fluorescent</u></b>           | -                          | -                       | R                                                       | R                       | -                     | -                       | -                      | -                       |
|                                                        | <b><u>Metallic</u></b>              | -                          | -                       | R                                                       | R                       | -                     | -                       | -                      | -                       |
|                                                        | <b><u>Neon</u></b>                  | -                          | -                       | R                                                       | R                       | -                     | -                       | -                      | -                       |
|                                                        | <b><u>Reflective</u></b>            | -                          | -                       | -                                                       | -                       | -                     | -                       | -                      | -                       |
|                                                        |                                     |                            |                         |                                                         |                         |                       |                         |                        |                         |
| <b><u>Earth Tone</u></b>                               | <b><u>Brown</u></b>                 | P                          | P                       | P                                                       | P                       | P                     | P                       | P                      | P                       |
|                                                        | <b><u>Green</u></b>                 | P                          | P                       | P                                                       | P                       | P                     | P                       | P                      | P                       |
|                                                        | <b><u>Grey</u></b>                  | P                          | P                       | P                                                       | P                       | P                     | P                       | P                      | P                       |
|                                                        | <b><u>Beige</u></b>                 | P                          | P                       | P                                                       | P                       | P                     | P                       | P                      | P                       |
|                                                        | <b><u>Copper</u></b>                | P                          | P                       | P                                                       | P                       | P                     | P                       | P                      | P                       |
|                                                        |                                     |                            |                         |                                                         |                         |                       |                         |                        |                         |
| <b><u>Muted Earth<br/>Tone</u></b>                     | <b><u>Orange</u></b>                | P                          | P                       | P                                                       | P                       | P                     | P                       | P                      | P                       |
|                                                        | <b><u>Red</u></b>                   | P                          | P                       | P                                                       | P                       | P                     | P                       | P                      | P                       |
|                                                        | <b><u>Yellow</u></b>                | P                          | P                       | P                                                       | P                       | P                     | P                       | P                      | P                       |
|                                                        | <b><u>Blue (Navy)</u></b>           | P                          | P                       | P                                                       | P                       | P                     | P                       | P                      | P                       |
|                                                        |                                     |                            |                         |                                                         |                         |                       |                         |                        |                         |
| <b><u>Black</u></b>                                    | <b><u>Black</u></b>                 | R                          | R                       | R                                                       | R                       | R                     | R                       | R                      | R                       |
|                                                        |                                     |                            |                         |                                                         |                         |                       |                         |                        |                         |
| <b><u>Grey</u></b>                                     | <b><u>Grey</u></b>                  | P                          | P                       | P                                                       | P                       | P                     | P                       | P                      | P                       |
|                                                        | <b><u>Grey Light</u></b>            | P                          | P                       | P                                                       | P                       | P                     | P                       | P                      | P                       |
|                                                        | <b><u>Dark Grey<br/>(Krank)</u></b> | P                          | P                       | P                                                       | P                       | P                     | P                       | P                      | P                       |

~~G.I.~~ G.I. Roof design.

- (1) Roofs shall be designed to reduce the apparent exterior mass of a building, add visual interest, and be appropriate to the architectural style of the building.
- (2) Variations in architectural style are highly encouraged. Visible roof lines and roofs that project over the exterior wall of a building enough to cast a shadow on the ground are highly encouraged, with a minimum overhang of 12 inches.
- (3) Architectural methods shall be used to conceal flat rooftops and mechanical equipment.
- (4) Overhanging eaves, peaked roofs, and multiple roof elements are highly encouraged.

~~H.J.~~ H.J. Customer entrances. Clearly defined, highly visible customer entrances shall be included in the design. Features such as canopies, porticos, arcades, arches, wing walls or integral planters shall be used to identify such entrances.

~~I.K.~~ I.K. Community amenities. Community amenities such as patio/seating areas, water features, artwork or sculpture, clock towers, pedestrian plazas with park benches, or other features located adjacent to the primary entrance to the building(s) are highly encouraged and may be calculated as part of the landscaping requirement.

~~J.L.~~ J.L. (Reserved)<sup>1</sup>

~~K.M.~~ K.M. Natural features. Buildings shall be sited to protect existing natural areas such as steep natural grades, trees, significant groupings of healthy vegetation (shrubs and trees), and rock outcroppings. To the extent practical, these areas shall be incorporated into the overall site plan.

~~L.N.~~ L.N. Building location and orientation. New buildings shall have at least one principal building entrance visible from the front lot line.

~~M.O.~~ M.O. Administrative waiver. The Planning Department may waive the requirements of this section, provided they find the use demonstrates compliance with the following criteria:

- (1) The improvement covered by the waiver still meets the spirit and intent of this section.
- (2) The waiver is the minimum necessary to ensure equitable treatment to the applicant.
- (3) The waiver will not have a significant negative impact on the surrounding property.

Planning Commission.

- (3) Mechanical and service features such as gutters, ductwork, service doors, etc. that cannot be screened must be of a color that blends in with the color of the building.

F. Roof design.

- (1) Roofs shall be designed to reduce the apparent exterior mass of a building, add visual interest, and be appropriate to the architectural style of the building.
- (2) Variations in architectural style are highly encouraged. Visible roof lines and roofs that project over the exterior wall of a building enough to cast a shadow on the ground are highly encouraged, with a minimum overhang of 12 inches.
- (3) Architectural methods shall be used to conceal flat rooftops and mechanical equipment.
- (4) Overhanging eaves, peaked roofs, and multiple roof elements are highly encouraged.

G. Customer entrances. Clearly defined, highly visible customer entrances shall be included in the design. Features such as canopies, porticos, arcades, arches, wing walls or integral planters shall be used to identify such entrances.

H. Community amenities. Community amenities such as patio/seating areas, water features, artwork or sculpture, clock towers, pedestrian plazas with park benches, or other features located adjacent to the primary entrance to the building(s) are highly encouraged and may be calculated as part of the landscaping requirement.

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J. Natural features. Buildings shall be sited to protect existing natural areas such as steep natural grades, trees, significant groupings of healthy vegetation (shrubs and trees), and rock outcroppings. To the extent practical, these areas shall be incorporated into the overall site plan.

K. Building location and orientation. New buildings shall have at least one principal building entrance visible from the front lot line.

L. Administrative waiver. The Planning Department may waive the requirements of this section, provided they find the use demonstrates compliance with the following criteria:

- (1) The improvement covered by the waiver still meets the spirit and intent of this section.
- (2) The waiver is the minimum necessary to ensure equitable treatment to the applicant.
- (3) The waiver will not have a significant negative impact on the surrounding property.

**§ 7-15.02. Landscaping.**

A. Intent.

- (1) The intent of this section is to promote the public health, safety and welfare by

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1. Editor's Note: Former Subsection I, regarding signs, was repealed 12-19-2022 by Ord. No. 2022-05.



establishing minimum standards for the design, installation and maintenance of landscaping as buffer zones between zoning districts, along roadways, between adjacent buildings and in parking lots.

- (2) The standards of this section are intended to guide and encourage the protection and enhancement of the environment through requirements for site design and the use of landscape materials. Applicants are encouraged to provide landscaping in addition to the minimum requirements of this chapter to further improve the ecological, infrastructural and programmatic functions, appearances and values of their property.

B. Applicability.

- (1) The requirements set forth in this article shall apply to all uses for which site plan review is required under Article XVIII of this chapter. No site plan or land use shall be approved unless said site plan provides landscaping consistent with the provisions of this article.
- (2) The Planning Commission may also determine that landscaping requirements due to the unique features of the parcel would prevent development of required buffer zones, off-street parking area, landscaping or green belts. If such a determination is made, the Planning Commission may grant an exception from the landscaping provisions of this article. In the case of an administrative site plan review, the Planning Department may grant an exception based on the same site conditions. **[Amended 6-25-2015; 12-19-2022]**
- (3) The following landscape information shall be submitted as part of a site plan review. The landscape plan shall include, but not be limited to the following items:
  - (a) Minimum scale of one inch to 20 feet.
  - (b) Proposed plant location, spacing, size, species (common and botanical name) and necessary descriptions for use within required landscape areas.
  - (c) Existing and proposed contours on-site and 100 feet beyond the site at intervals not to exceed two feet.
  - (d) Straight cross section, including slope, height and width of berms and type of ground cover, or height and type of construction of wall or fence, including footings.
  - (e) Significant construction details to resolve specific site conditions, such as tree wells to preserve existing trees or culverts to maintain existing natural drainage patterns.
  - (f) Planting and staking details in either text or drawing form to ensure proper installation and establishment of proposed materials.
  - (g) Identification of existing trees proposed to be saved, including individual tree caliper size and species. Clearly reference on the plan the total number of trees proposed to be preserved, category of preserved tree caliper size and number of trees requested for credit consideration.

- (h) Identification of tree protection method for trees proposed to be preserved.
- (i) Identification of existing trees over two-and-one-half-inch caliper proposed to be removed.
- (j) Identification of grass and other ground cover and method of planting.
- (k) Clearly reference on the plan the total number of proposed parking spaces and number of parking lot trees required to be placed within the interior of the parking area.
- (l) Site plan review for preexisting sites shall clearly identify the proposed building and/or parking expansion and label the net percent site increase and calculated landscape requirement. **[Amended 6-25-2015]**
- (m) Any of the informational requirements above may be waived by the Planning Commission or Planning Department by general rule or on an individual basis if they determine that the information is not necessary to verify compliance with this chapter. **[Amended 6-25-2015]**

C. Overlapping Landscaping Requirements. Where multiple landscaping requirements apply to the same site (e.g., parking lot landscaping, and buffer yards), the required trees and shrubs may be used to satisfy more than one requirement, provided all quantitative and design standards are met. Plant materials must be appropriately located to fulfill the functional intent of each applicable landscaping section.

D. Landscaping waivers. All waivers must be submitted along with the required landscaping plan. An applicant may request a landscaping waiver from the Planning Commission of up to 50% from no more than two landscaping requirements. In making such a determination, the Planning Commission shall consider the following points. The Planning Commission may deny a waiver request if one of the following points is not met.

- (1) Site constraints, such as lot configuration, topography, existing site footprint limiting planting area, utility easements, or general impracticality of the required standard.
- (2) The proposed reduction will not negatively impact adjacent properties, the public right-of-way, or the overall character of the site and surrounding area
- (3) The remaining proposed landscaping is designed to meet the intent and purpose of this ordinance.

E. Replacement of removed trees. A tree survey shall be submitted with any site plan for new development, and for additions to or expansion of existing development. The survey shall identify the location, species and size of existing trees on the proposed site. Existing trees that are greater than eight caliper inches that are planned to be removed shall be replaced on the site in accordance with the following standards: **[Amended 6-25-2015]**

- (1) Removed trees must be replaced with a 1 to 1 ratio. When 1 tree is removed, 1 tree must be replanted. The applicant must demonstrate what the existing caliper size of trees to be removed is, before removal. Trees must be replanted at the same or similar caliper size of the removed (once full growth maturity is reached). ~~Removed trees between eight and 18 caliper inches shall be replaced at a rate of 50% of the total diameter breast height (dbh).~~

(2) Trees planted that are replacing removed trees described above must be replanted as the same or similar tree species that was removed.

(+)(3) When prohibited trees as shown in table 7.15.4 are discovered on site and planned for removal, they shall be replaced with recommended plant materials as shown in table 7.15.3.

~~(2) Removed trees greater than 18 caliper inches shall be replaced at a rate of 75% of the total dbh.~~

~~(3) Removed trees greater than 30 caliper inches shall be replaced at a rate of 100% of the total dbh.~~

(4) Trees that are dead, prohibited, or diseased are exempt from replacement requirements. When the quantity of identified dead, prohibited, or diseased trees exceeds 50 trees or over 5% of the total trees, the City Arborist shall verify the status of the trees. **[Amended 12-19-2022]**

(5) A summary table of existing trees shall be provided, indicating those trees that will be removed.

**D.F.** Incentives to preserve existing trees. The standards listed below are intended to encourage the preservation of quality and mature trees within a development area by providing credits toward required landscape components. Prohibited trees cannot be counted towards preservation tree credits. **[Amended 6-25-2015; 12-19-2022]**

(1) Trees intended to be preserved shall be indicated on the site plan.

(2) To obtain credit, the preserved trees shall be arranged to meet the intent of this section, be of high quality, as confirmed by the City, and at least two-and-one-half-inch caliper in size for deciduous trees, six feet in height for evergreen trees.

(3) Each deciduous tree preserved that is between 2.5 inch to 7.9 inch caliper in size and evergreen tree that is between six feet to 19 feet shall be calculated as one required tree, two credits for deciduous trees with a caliper of eight inches or greater and evergreen trees greater than 19 feet.

(4) The landscape plan shall include a matrix that lists required trees and credits for preserved trees.

(5) During construction, tree protection fencing shall be placed 10 feet beyond the dripline of the tree. Unless space does not allow, in which case they shall at a minimum be placed at the dripline. The ground area within the fence line shall be maintained with vegetative landscape material or pervious surface cover. The Planning Commission may allow pedestrian pathways, driveways or parking within the dripline upon determination that the setback from the trunk of the tree is suitable to reasonably ensure protection of the tree and the public. Storage of soils or other materials within the dripline is prohibited.

(6) If trees are lost within three years after completion of the construction, the property owner shall replace with new trees equal to the number of tree credits granted.

(7) Tree credits may account for up to 50% of the required trees and be applied anywhere on the site.

1000 feet away from any existing residential zone or use. Other sports field lighting may be approved by the Planning Commission after a determination that compliance with the standards in this article have been met to the greatest extent possible, and that all efforts possible were made to minimize any negative impacts to surrounding uses.

- (2) Swimming pools.
- (3) Holiday decorations.
- (4) Window displays without glare.
- (5) Shielded pedestrian walkway lighting.
- (6) Residential lighting with no off-site glare.
- (7) Streetlights.

F. Lamp or fixture substitution. Should any light fixture regulated under this section, or the type of light source therein, be changed after the permit has been issued, a change request must be submitted to the Planning Department for approval, together with adequate information to assure compliance with this chapter, which must be received prior to substitution.

#### **§ 7-15.06. Waste receptacles.**

A. Waste receptacles, including dumpsters and compactors, shall be required in all multiple-family and nonresidential developments unless indoor facilities are provided as determined by the Planning Commission. These requirements do not apply to single-family residences

B. When a property has multiple tenants waste receptacles may be shared if a signed agreement is submitted to the Planning Department. The agreement must include the following:

- (1) A statement which confirms trash production will not exceed the capacity of the dumpster on site.
- (2) Signatures and indication of all parties involved. (Dumpster owner, dumpster leasers)

A.—.

B-C. All waste receptacles must be located within an enclosure meeting the following standards:

- (1) Waste receptacles shall have an enclosing lid or cover and be enclosed on three sides with a gate on the fourth side. The enclosure shall be constructed of brick or decorative masonry block material consistent with the principal building with a maximum height of six feet or at least one foot higher than the waste receptacle and spaced at least three feet from the waste receptacle. Suggested timber materials for the gate include Cedar, No. 2 Cedar rough sawn seasoned, Redwood, No. 2 Common Finish (S4S), Douglas Fir-larch or Southern Pine. Chain-link fencing with vinyl or wood strips is not acceptable screening material.
- (2) Waste receptacle enclosures shall be located in the rear yard or non-required side yard, at least 10 feet from any nonresidential property line, combustible walls, or combustible roof eaves and in no case be less than 20 feet from any residential district.

- (3) Waste receptacle enclosures shall be easily accessed by refuse vehicles without potential to damage automobiles parked in designated parking spaces.
- (4) The waste receptacle enclosure base shall be at least nine feet by six feet, constructed of six inches of reinforced concrete pavement. The base shall extend six feet beyond the waste receptacle pad or gate to support the front axle of a refuse vehicle.
- (5) No refuse or trash shall be permitted to be stored higher than the waste receptacle enclosure.

D. Waste Receptacle and Enclosure Maintenance. All waste receptacles, enclosures, and surrounding ground area shall be maintained in a neat and orderly appearance free of all trash. It shall be the responsibility of the owner or lessee of the dumpster, to maintain the waste receptacle, enclosure, and surrounding area so as not to create a blight condition or eyesore to the surrounding properties.

#### **§ 7-15.07. Mechanical equipment.**

- A. Mechanical equipment and utilities, including but not limited to blowers, ventilating fans, heating, ventilation and air-conditioning units (HVAC), water and gas meters, elevator housing, and tanks shall meet the following standards:
  - (1) Such equipment and utilities shall not be located in any front yard and shall be placed not closer than three feet to any lot line in the CBD Central Business District, and not closer than 12 feet to any lot line in all other districts.
  - (2) All such equipment shall be screened by a solid wall, fence, landscaping and/or architectural feature that is compatible in appearance with the principal building.
- B. Roof-mounted equipment shall not exceed a height of 10 feet above the surrounding roof surface, and shall occupy no more than 15% of the total roof area.
  - ~~B-(1)~~ When visible from the right of way or residential use, roof-mounted equipment must be screened from view. A solid wall, or other architectural feature, shall be utilized for screening.
- C. All roof-mounted mechanical units must be screened so they are not visible from ground level; even if not specifically addressed as part of site plan review.

procedures or projects on vehicles in any residential district, when such work is not conducted entirely within the interior of the vehicle, shall be subject to the following limitations:

- (1) All vehicles parked or being worked on outside shall be on an improved driveway surface, licensed, and operable.
- (2) Procedures exceeding 48 hours in duration or which require the vehicle to be inoperable in excess of 48 hours shall be conducted within an enclosed building.
- (3) Inoperable vehicles and vehicle parts shall be stored inside an enclosed building.

N. Parking of commercial vehicles.

- (1) Parking of commercial vehicles over two tons shall be prohibited in all Residential Districts; except this restriction shall not apply to essential public service vehicles.
- (2) It shall be unlawful for the owner, tenant, or lessee of any lot to permit the open storage or outdoor parking of semi-tractor (WB-50 or larger) trucks and/or semitrailers, bulldozers, earth carriers, cranes, or any other similar equipment or machinery, unless the storage or display of such vehicles is an approved use or unless the vehicles are temporarily parked while in use for approved construction on such lot.

O. The requirements of this section shall not apply to property located within the area zoned CBD-1 Central Business District. **[Added 12-19-2022]**

P. For the determination of the number of required parking spaces, outdoor seating area not in an enclosure suitable for year-round use shall not be included as part of the formula for the total number of required parking spaces. **[Added 12-19-2022]**

Q. Two options to decrease the number of required parking spaces for any new development are Parking Requirement Waivers and Parking Deferments. A potential applicant will work with the Planning Department to determine which option is most appropriate for their given situation.

(1) Parking Requirement Waivers. An applicant may request a waiver from the Planning Commission of up to 50% of the minimum required off-street parking spaces upon demonstrating compliance with the following points:

(a) Site constraints limit the amount of parking that could be installed on site.

(b) A parking demand analysis or similar evidence shows that the proposed use(s) will not require the full number of parking spaces required.

(2) Parking deferment. A smaller amount of parking may be approved by a finding by the Planning Commission that the required amount of parking is excessive, provided that the area to meet the full parking requirement is retained as open space. The site plan shall note the area where parking is being deferred with a dotted parking lot layout. If within a two-year period following issuance of a certificate of occupancy the Planning Commission determines based on observed use that the deferred parking is needed, then the parking shall be constructed by the applicant within six months of being informed in writing by the City Planner. The Planning Commission may require posting of a performance bond to cover the estimated construction cost of the deferred

parking with a refund in two years if the additional parking is not found to be necessary.

~~P.~~

**§ 7-16.02. Number of spaces required. [Amended 5-17-2012; 2-19-2018; 11-19-2018; 10-5-2020; 1-4-2021; 7-6-2021; 12-19-2022]**

The minimum number of off-street parking spaces by type of use shall be determined in accordance with the following schedule.

| <b>Table 7.16.1: Parking Space Numerical Requirements</b> |                                                                                                                             |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>GFA = Gross Floor Area<br/>UFA = Usable Floor Area</b> |                                                                                                                             |
| <b>Residential</b>                                        |                                                                                                                             |
| One-family dwellings                                      | 2 spaces per dwelling unit                                                                                                  |
| Multiple-family dwellings                                 | 2 spaces for each dwelling unit having 2 or less bedrooms and 2 1/2 spaces for each dwelling unit having 3 or more bedrooms |
| Manufactured homes in a manufactured housing park         | 3 spaces for each mobile home site and 1 space for each employee of the mobile home park                                    |

Lapeer Construction Specifications or engineer's specifications and shall include: **[Amended 8-3-2020]**

- (1) Existing and proposed grades;
  - (2) Indication that stormwater runoff shall be accommodated on-site through approved drainage facilities, including catch basins, runoff calculations, pipe sizes and connections to existing drainage structures; and
  - (3) Indication of surface and base materials to be used during construction.
- B. Required parking lots shall be installed and completed within six months of receipt of a building permit and before issuance of an occupancy permit. The Planning Department may grant a single extension for an additional six months in the event of adverse weather conditions or unusual delays beyond the control of the property owner.
- C. All parking areas shall be maintained free of dust, trash, and debris. Surfacing, curbing, lighting fixtures, signs, and related appurtenances shall be maintained in good condition. The visibility of pavement markings delineating parking spaces and directional control shall be maintained.
- D. All off-street parking and loading facilities required by this article shall be maintained free of accumulated snow or standing water which prevents full use and occupancy of such facilities, except for temporary periods of no more than five days in the event of heavy rainfall or snowfall.

~~E.A. Parking deferment. A smaller amount of parking may be approved by a finding by the Planning Commission that the required amount of parking is excessive, provided that the area to meet the full parking requirement is retained as open space. The site plan shall note the area where parking is being deferred with a dotted parking lot layout. If within a two-year period following issuance of a certificate of occupancy the Planning Commission determines based on observed use that the deferred parking is needed, then the parking shall be constructed by the applicant within six months of being informed in writing by the City Planner. The Planning Commission may require posting of a performance bond to cover the estimated construction cost of the deferred parking with a refund in two years if the additional parking is not found to be necessary. (Relocated this standard)~~

E. Limits on excessive parking. In order to minimize excessive areas of pavement which reduces aesthetic standards and contribute to high rates of stormwater runoff, exceeding the minimum parking space requirements by more than 20% shall only be allowed with approval by the Planning Commission. In granting such additional space, the Planning Commission shall determine that such parking will be required, based on documented evidence, to accommodate the use on a typical day.

F. Full compliance with current City Standards at time of re-surfacing. Any time a parking lot is re-stripped it must come into full compliance with all standards within this ordinance.

#### **§ 7-16.06. Off-street loading and unloading requirements.**

- A. Compliance with the loading space regulations set forth herein shall be required in order to avoid interference with the public use of streets, alleys, parking areas, driveways, sidewalks, and other public areas.



- A. Device signs. Permanent signs on vending machines, ATMs, gas station pumps, or other containers indicating only the contents or purpose of such devices, provided that the sign area of each device shall not exceed three square feet and there are no more than one sign per device.
- B. Directional signs. The sign shall bear no advertising other than logos.
- C. Flags. Flags, provided there shall be no more than three flags per lot, the maximum size of each flag shall be 50 square feet, and the flag poles comply with relative height limitations.
- D. Employment signs. "Help wanted" signs soliciting employees for the place of business where posted, provided that the maximum area for all such signs shall not exceed six square feet.
- E. Enclosed signs. Any sign that is located completely within a building and is not visible from the outside.
- F. Historical signs. Plaques or signs designating a building or premises as a historic structure or premises not to exceed six square feet.
- G. Identification signs. Signs for the sole purpose of designating an assigned house number, owner name, occupant, or building name. Identification signs shall not be counted in the total sign area allowed on the premises; however, such signs in excess of one square foot in surface display area may be allowed as part of the total sign area otherwise allowed by this chapter.
- H. Incidental signs. Small signs, emblems, or decals informing the public of goods, facilities, or services available on the premises. The total of all such incidental signs shall not exceed two square feet.
- I. Nonconforming signs. Legal nonconforming signs existing on the effective date of the adoption of the chapter. Removal of the sign shall constitute an elimination of the nonconforming status.
- J. Noncommercial message sign. Consistent with the other requirements of this chapter, any permitted sign may contain a lawful noncommercial message. This does not apply to traffic signs, railroad crossing signs, danger or other emergency signs, and directional signs. **[Amended 12-7-2015; 12-19-2022]**
- K. Public signs. Public signs, authorized signs by a government body or public utility, including traffic signs, legal notices, railroad crossing signs, warnings of a hazard, and similar signs.

### **§ 7-17.03. Temporary signs.**

The following regulations shall be applicable to all temporary signs placed or situated at any place other than inside a "building" as defined in this chapter. All temporary signs shall be in accordance with Table 7.17.1.

- A. Projection into right-of-way. No temporary sign shall be strung across any public right-of-way nor shall any temporary sign project beyond the property line except as authorized by the City Commission.

- B. Removal. Temporary signs shall be removed promptly at the end of the permitted period in Table 17.17.1. **[Amended 12-19-2022]**
- C. Damaged signs. Any temporary sign found by the Building Official to be in a torn, damaged ~~or in~~ unsafe condition, or not properly maintained, shall be removed by the owner within three days after receipt of notice to do so from an Authorized City Official. ~~the Building Official~~. **[Amended 12-19-2022]**

| Table 7.17.1: Temporary Sign Regulations                                                                        |                                                                    |                                                      |                                                   |                                                                                                                                                                                                                                      |                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type of Sign                                                                                                    | Maximum Size                                                       | Maximum Height                                       | Maximum Number                                    | Permitted Duration and Other Requirements                                                                                                                                                                                            |                                                                                                                                                                                                                      |
| Temporary Signs Not Requiring a Permit                                                                          |                                                                    |                                                      |                                                   |                                                                                                                                                                                                                                      |                                                                                                                                                                                                                      |
| Garage sale signs in residential districts                                                                      | 5 square feet                                                      | 4 feet                                               | 1 per lot, 2 on corner lot (1 facing each street) | Shall be erected no more than 10 business days before and removed within 1 business day after the sale                                                                                                                               |                                                                                                                                                                                                                      |
| Small temporary signs in the R-1, R-2, R-3, RM-1, or RM-2 districts                                             | 5 square feet                                                      | 4 feet                                               | 1 per lot, 2 on corner lot (1 facing each street) | Signs advertising a residential property for sale or lease may remain until the property is sold or leased. The sign must be removed within 14 days of all units or lots being sold or leased.                                       |                                                                                                                                                                                                                      |
| Temporary Signs Requiring a Permit                                                                              |                                                                    |                                                      |                                                   |                                                                                                                                                                                                                                      |                                                                                                                                                                                                                      |
| Banners and pennants                                                                                            | Discretion of the Building Official and considering the following: |                                                      |                                                   | May be erected 2 times per calendar year, for a maximum of 30 days each time                                                                                                                                                         |                                                                                                                                                                                                                      |
|                                                                                                                 | •                                                                  | Must be securely attached to a building or structure |                                                   |                                                                                                                                                                                                                                      |                                                                                                                                                                                                                      |
| Signs on an active construction site                                                                            | 64 square feet                                                     | 15 feet                                              | 1 per lot, 2 on corner lot (1 facing each street) | 1.                                                                                                                                                                                                                                   | Shall be removed from premises within 30 days after issuance of the occupancy permit or temporary occupancy permit.                                                                                                  |
|                                                                                                                 |                                                                    |                                                      |                                                   | 2.                                                                                                                                                                                                                                   | In the case of renovations (e.g. addition to a building) or maintenance or repair (e.g. roofing or siding), rather than the construction of a new building, the sign may have a maximum sign area of 16 square feet. |
| Temporary wall signs in the OS-1, B-1, B-2, B-3, CBD-1, I-1, or I-2 zoning districts                            | 16 square feet                                                     | Wall sign not higher than building                   | 1 per lot, 2 on corner lot (1 facing each street) | May be erected for a maximum of 30 consecutive days every 6 months                                                                                                                                                                   |                                                                                                                                                                                                                      |
| Large free-standing temporary signs in the RM-1, RM-2, OS-1, B-1, B-2, B-3, CBD-1, I-1, or I-2 zoning districts | 64 square feet                                                     | 10 feet                                              | 1 per lot, 2 on corner lot (1 facing each street) | May be erected for 6 months in any one year period. Signs advertising a property for sale or lease may remain until the property is sold or leased. The sign must be removed within 7 days of all units or lots being sold or leased |                                                                                                                                                                                                                      |

### § 7-17.04. Prohibited signs.

| Table 7.17.2: Prohibited Signs                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Any sign not expressly permitted.                                                                                                                                                                                                                     |
| <b>String lights.</b> Spinners, strings of light bulbs, pennants, or streamers, hung overhead to draw attention to a business or its merchandise on display. In no case does this restrict the use of string lights for holidays or religious events. |

**Table 7.17.3: Schedule of Sign Regulations**

| <b>Type of Sign</b>        | <b>Maximum Area</b>                                                                                                                                                                                                                                                                                           | <b>Height</b>                                                                                                                                                                             | <b>Illumination</b>                                                                                                                                                       | <b>Number Permitted/<br/>Other Provisions</b>                                                                                                                      |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Wall sign (see § 7-17.06A) | Total surface area of all wall signs placed on the front, side or rear of a building shall not exceed the <del>greater</del> <del>lesser</del> of 10% of the area of the front face of the building or tenant space, or <del>1.53</del> square feet for each lineal feet of building frontage or tenant space | Must not exceed maximum building height in district.<br>Must not be higher than wall upon which it is attached.<br>Bottom of sign must be at least 8 feet above ground level or sidewalk. | Permitted                                                                                                                                                                 | Must not extend beyond the ends of the wall on which it is attached.<br>Sign may not be more than 12 inches thick, measured from the wall on which it is attached. |
| Awnings and canopies       | Lettering shall not project above, below or beyond the physical dimensions of the awning or canopy.                                                                                                                                                                                                           | Bottom of awning or canopy must be at least 7 feet above ground level or sidewalk.                                                                                                        | Not permitted under awning or canopy, except for gas station canopy.<br>Building-mounted lighting may indirectly illuminate the area above or below the awning or canopy. | Individual letters shall not be larger than <del>2415</del> inches from top to bottom.                                                                             |
| Directional signs          | 4 square feet per sign                                                                                                                                                                                                                                                                                        | 4 feet maximum                                                                                                                                                                            | Permitted                                                                                                                                                                 | Determined by City Building Official                                                                                                                               |

**Table 7.17.3: Schedule of Sign Regulations**

| Type of Sign                                                                                                                             | Maximum Area                                                                                                                                                                           | Height                                                                                                                                                               | Illumination                             | Number Permitted/<br>Other Provisions                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monument signs<br>(see § 7-17.06B)                                                                                                       | Areas zoned<br>CBD-1: 20<br>square feet per<br>side; 40 square<br>feet total.<br>Other areas:<br><del>56</del> 80 square<br>feet per side;<br><del>112</del> 160 square<br>feet total. | <del>8</del> 10 feet<br>maximum <u>and</u><br><u>shall include the</u><br><u>“base” of the sign</u><br><u>for total sign</u><br><u>height.</u>                       | Permitted                                | 1 per each side of<br>parcel facing a<br>street                                                                                                      |
| Poster panel signs<br>(sandwich signs,<br>A-frames) (see<br>§ 7-17.06C)                                                                  | 7 square feet per<br>side;<br>14 square feet<br>total                                                                                                                                  | 3.5 feet<br>maximum                                                                                                                                                  | Not permitted                            | —                                                                                                                                                    |
| Business center<br>sign, including<br>multiple tenant<br>commercial or<br>shopping centers<br>and multiple<br>tenant office<br>buildings | 64 square feet<br>per sign face;<br>128 total square<br>feet for both<br>sides                                                                                                         | Areas zoned<br>CBD-1: 10 feet<br>maximum.<br>Other areas: 16<br>feet maximum.                                                                                        | Permitted                                | 1 per business<br>center.<br>Individual<br>businesses are not<br>allowed to have<br>individual<br>monument signs.<br>Must meet sign<br>requirements. |
| Window signs                                                                                                                             | <del>N/A Not more<br/>than 25% of<br/>surface of<br/>window</del>                                                                                                                      | N/A                                                                                                                                                                  | Not permitted,<br>except for LED<br>sign | <u>All entry doors</u><br><u>shall remain clear</u><br><u>of all signs for</u><br><u>public safety.</u> <del>N/A</del>                               |
| Projecting signs<br>(see § 7-17.06D)                                                                                                     | <del>8</del> 20 square feet<br>per side;<br><del>16</del> 40 square<br>feet, total                                                                                                     | Must not be<br>higher than wall<br>upon which it is<br>attached.<br>Bottom of sign<br>must be at least<br><del>10</del> 8 feet above<br>ground level or<br>sidewalk. | Permitted                                | Only permitted in<br>the CBD-1 zoning<br>districts.<br>1 per business,<br>provided not<br>within 20 feet of<br>another projecting<br>sign.           |

**Table 7.17.3: Schedule of Sign Regulations**

| <b>Type of Sign</b>               | <b>Maximum Area</b>                                                                            | <b>Height</b>                                                                                                                                               | <b>Illumination</b> | <b>Number Permitted/<br/>Other Provisions</b>                                                                       |
|-----------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------|
| Rear entry signs                  | Wall sign: 6 square feet;<br>Projecting sign: 6 square feet per side;<br>12 square feet total. | Bottom of sign must be a minimum of 8 feet above the ground or sidewalk                                                                                     | Permitted           | 1 per business                                                                                                      |
| Marquee signs<br>(see § 7-17.06E) | 10% of the wall, up to maximum of 100 square feet                                              | Must not exceed building height in district.<br>Must not be higher than building.<br>Bottom of sign must be at least 8 feet above ground level or sidewalk. | Permitted           | 1 per parcel                                                                                                        |
| Billboards (see § 7-17.06F)       | 175 square feet per side;<br>350 square feet total                                             | See § 7-17.06F(2).                                                                                                                                          | Permitted           | Only allowed in the I-2 Zoning District.<br>Must be on property fronting an expressway or state trunk line highway. |

**Table 7.17.3: Schedule of Sign Regulations**

| <b>Type of Sign</b>                                            | <b>Maximum Area</b>                                                                                                                                                                                                                                    | <b>Height</b>                                             | <b>Illumination</b>                                                     | <b>Number Permitted/<br/>Other Provisions</b>                                                                                                                     |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Interstate corridor signs (see § 7-17.06G)                     | 200 square feet per side (total signage = 400 square feet) with a maximum of 2 sides permitted. 250 square feet for two businesses and an additional 50 square feet for each business (tenant) thereafter and not to exceed 400 square feet each side. | 20 feet for single tenant.<br>30 feet for multiple tenant | Permitted - internal and concealed only. Spotlighting is not permitted. | 1 per every 1,000 linear feet, up to 2 sign structures per lot/parcel within 200 feet of I-69.<br>Must be on property which is adjacent to the I-69 right-of-way. |
| Electronic or manual changeable message signs (see § 7-17.06H) | 24 square feet                                                                                                                                                                                                                                         | Per type of sign as listed above                          | Permitted                                                               | 1 per parcel                                                                                                                                                      |

**§ 7-17.06. Additional provisions for Schedule of Sign Regulations in Table 7.17.3.****A. Wall signs.**

- (1) Materials required. All wall signs of a greater area than 50 square feet shall have a surface or facing of noncombustible material.
- (2) Limitation on placement. No wall sign shall cover wholly or partially any wall opening.
- (3) Supports and attachments. All wall signs shall be safely and securely attached to structural members of the building by means of metal anchors, bolts or expansion screws. In no case shall any wall sign be secured with wire, strips of wood or nails.
- (4) Wall sign area allowed. No single business shall be allowed more than 125sq ft of wall signage. When one of the following conditions are met, an applicant may apply for an additional 50sq ft of wall signage.
  - (a) Primary structure is setback more than 175' from the front lot line.
  - (3)(b) Primary structure front face is greater than 1,300sq ft

**B. Monument signs. [Amended 5-17-2012]**

- (8) Quality. Hand-lettered or stenciled sign faces are prohibited, with the exception of restaurant daily specials. All sign faces shall be professionally created in conformance with the specifications for sidewalk signs adopted by the City of Lapeer Downtown Development Authority.

D. Projecting signs.

- (1) Construction. Every part of a projecting sign, with a total surface area greater than 10 square feet, shall be constructed of noncombustible material.
- (2) Movable parts to be secured. Any movable part of a projecting sign, such as the cover of a service opening, shall be securely fastened by chains or hinges.
- (3) Thickness limitation. The distance measured between the principal faces of any projecting sign shall not exceed 18 inches.
- (4) Projection over public property. No projecting sign may project beyond the property line unless approved by the City.
- (5) Bracing, anchorage and supports. Projecting signs of a greater total surface area than 10 square feet or 50 pounds in weight shall not be attached to nor supported by frame buildings nor the wooden framework of a building. All projecting signs shall be thoroughly secured to the building by iron or other metal anchors, bolts, supports, rods or braces.

~~(5)~~(6) Projecting signs must be constructed out of durable, weather resistant materials such as aluminum, steel, or high-grade plastics. Acceptable high-grade plastics include acrylic, polycarbonate, high density polyethylene, PVC, PETG, or equivalent materials with comparable strength and durability.

E. Marquee signs.

- (1) Material required. Every marquee sign, including the upright supports and braces thereof, shall be constructed entirely of noncombustible materials.
- (2) Bracing, anchorage and supports. Every marquee sign shall be thoroughly secured to the building by iron or metal anchors, bolts, supports, rods or braces.

F. Billboards.

- (1) Minimum lot size. Such signs shall be allowed on premises with a minimum total area of one acre and a minimum dimension of 200 feet on any one side (based on the deed or recorded legal description).
- (2) Height. Such signs shall comply with the height limitations and with the front, rear, and side setback provisions of the I-2 zoning district.

G. Interstate corridor signs (ICS). [Added 4-17-2017]

- (1) Placement. All Interstate Corridor Signage (ICS) must be located along Interstate-69 (I-69) and shall be no closer than a distance that is equal to or greater than the height of the sign (20 feet to 30 feet) and set back from the interstate right-of-way (ROW). An ICS 20 feet tall or less must maintain a minimum distance of 20 feet from the I-69 ROW. The interstate ROW includes all entrance and exit ramps on to I-69. Setbacks

**§ 7-18.03. Site plan and administrative site plan review procedures.**

Site plans and administrative site plans must be submitted in accordance with the following procedures and requirements:

- A. Submittal. The application shall be submitted by the owner of an interest in the land for which site plan approval is sought, or the designated agent of the owner, or with a statement signed by the owner granting permission from the property owner for the application. The application shall include the following:
  - (1) A complete application form, with original signatures.
  - (2) Proof of ownership.
  - (3) A written use statement.
  - (4) The required fee, as established by the City Commission.
  - (5) A complete site plan that includes the information as detailed in the site plan application. Information requirements may be waived by the Planning Commission if they determine they are not necessary to verify compliance with this chapter's requirements.
- B. Administrative review. The process for administrative review of a site plan shall involve submittal of the site plan and required application form and fee to the Planning Department. The Planning Department shall review the site plan in accordance with the same standards used by the Planning Commission for a full site plan. Information requirements may be waived by the Planning Department if the Department determines they are not necessary to verify compliance with this chapter's requirements. The Planning Department shall make a report of administrative reviews to the Planning Commission.
- C. Planning Commission review.
  - (1) Application and review. Following Planning Department review, site plans requiring Planning Commission approval shall be placed on the agenda of the Planning Commission. The Planning Commission shall review the application, together with the reports and recommendations from the Planning Department and other reviewing departments and agencies, as appropriate.
  - (2) Planning Commission action. The Planning Commission shall make a determination based on the requirements and standards of this chapter and Planning Department review letter to approve, approve with conditions, postpone a decision, or deny approval of the plan. If approved, any conditions shall be made part of the motion to approve and documented in the Planning Commission's minutes, a copy of which shall be provided to the applicant.
- D. Recording of site plan review action. The site plan shall be revised to reflect any conditions of approval and submitted to the Planning Department. Copies of the approved site plan will be filed with the Planning Department, including digital files of the approved plan.
- E. Electronic drawings. Digital files of the approved plans shall be submitted to the Building Department. The files shall be compatible with the City's geographic information system



of the sign elements within a parallelogram or rectangle.

- (3) The area of a double-faced monument sign shall be computed using only one face of the sign, provided that: the outline and dimensions of both faces are identical; and the faces are back to back so that only one face is visible at any given time.
- (4) Window sign regulation shall not include season drawings or other graphics not related to signage. **[Amended 12-19-2022]**

**I.** City official may periodically inspect signs for compliance. **[Added 12-19-2022]**

**I.J.** Removal of Sign Copy Following Business Closure. Within one year of business closure, sign contents must be removed from all sign cabinets or sign structures and replaced with either a blank panel or advertising content, as determined by an Authorized City Official. The sign structures may remain.

#### **§ 7-17.10. Legal nonconforming signs.**

- A. Any sign legally existing at the time of adoption of these regulations which does not comply with all provisions shall be considered a legal nonconforming sign and may be permitted to continue if the sign is properly maintained and not detrimental to the health, safety and welfare of the community. **[Amended 5-17-2012]**
- B. Subject to exceptions below, any legal nonconforming signs may be continued in operation and maintained after the effective date of these regulations, provided that the signs shall not be: **[Amended 5-17-2012]**
  - (1) Structurally altered so as to extend their useful life;
  - (2) Expanded;
  - (3) Moved to another location on the original site or on a different site;
  - (4) Reestablished after damage of more than 50% of the value at the time of such damage or destruction;
  - (5) Modified in any way that would increase the degree of nonconformity of such sign.
- C. When a sign or sign structure is removed or destroyed, replacement signs and sign structures must comply with the current standards, except for the purpose of sign maintenance or repair: **[Added 5-17-2012]**
  - (1) A nonconforming sign or sign structure may be removed temporarily to perform sign maintenance or sign repair, not to exceed 50% of the current market value of the existing sign structure.
  - (2) In order to preserve the nonconforming sign status, the person removing the sign must inform the Building Official in writing before the sign is removed. If the responsible party fails to provide written notification, any re-erected sign will be considered a new sign.
- D. Abandonment or obsolescence of a nonconforming sign shall terminate immediately the right to maintain such a sign.

- (g) Smoking policy to include identification of areas where smoking is to be permitted on the site.
  - (h) A written fire safety and emergency escape plan.
- (13) Operators shall keep a list to account for all persons staying at the facility, and the register shall be available for inspection by City Public Safety, Housing, Building or Health Officials at any time.
- E. Apartments above business establishments. The minimum floor area for apartment units shall be the same as shown in Table 7.04.3. **[Added 12-19-2022]**
- F. Apartments on the first floor: **[Added 12-19-2022]**
  - (1) The minimum floor area for apartment units shall be the same as shown in Table 7.04.3.
  - (2) The apartments shall not exceed 50% of the total gross floor area on the first floor.
  - (3) The apartment shall be located in the rear part of the building where apartment's entrance or unit windows shall not be visible from the front lot line.

#### **§ 7-13.02. Animal and agriculture uses.**

- A. Commercial kennels:
  - (1) Shall not abut any area zoned for residential purposes.
  - (2) Are subject further to all health standards of the City.
- B. Farms. Farms on those parcels of land separately owned outside the boundaries of either a proprietary or assessor's plat are subject to the health and sanitation provisions of the City of Lapeer, and shall be further subject to the following:
  - (1) Property shall be used for agriculture or horticulture for commercial, hobby or personal purposes, including but not limited to: greenhouses, nurseries, orchards, chicken hatcheries, poultry farms and apiaries.
  - (2) Buildings, structures, or yard areas used for the keeping of animals shall be located not less than 100 feet from a property line.
  - (3) No farms shall be operated as garbage-fed piggeries, or for the disposal of garbage, sewage, rubbish, offal or rendering plants, or for the slaughtering of animals, except such animals as have been raised on the premises or have been maintained on the premises for at least a period of one year immediately prior thereto and for the use and consumption by persons residing on the premises.
  - (4) Establishments keeping or operating fur-bearing animals, public riding, or boarding stables or commercial dog kennels, shall not be considered a farm under this chapter unless combined with bona fide farm operations on the same continuous tract of land.
  - (5) None of the provisions of this chapter is intended to conflict with those rights protected under the Michigan Right to Farm Act, MCLA § 286.471 et seq.

ARTICLE XV  
**General Site Development Requirements**

**§ 7-15.01. Building appearance.**

- A. Intent. The purpose of this section is to provide a set of exterior building wall material standards, the intent of which is to enhance the visual environment of the City. Furthermore, the review of exterior building wall design and the consistent administration of standards can help to maintain the City's sense of place by encouraging consistent quality and character when structures are built or redeveloped. All development shall utilize quality architecture to ensure that a building protects the investment of adjacent landowners, blends harmoniously into the streetscape, and maintains a positive image for the City's various multifamily developments, business areas and commercial shopping districts.
- B. Applicability.
- (1) This section shall apply to the exterior building walls of all construction, except one-family detached and two-family residential structures and their associated accessory buildings.
  - (2) Architecture shall be reviewed by the Planning Commission as a part of site plan review under the requirements of this section.
  - (3) Where additions or remodeling of existing buildings is proposed, the following standards shall apply:
    - (a) Where a new wall material is proposed for an existing building wall, only that portion of the building being altered shall be subject to the standards of this section. However, in considering the proposed alteration, the Planning Commission may modify the material requirements of the section so it will be consistent with the architecture of the entire building.
    - (b) Where an addition is proposed to an existing building, the Planning Commission may allow the use of existing wall materials for the addition provided that the design of the alteration is compatible with the existing building wall design during a full site plan review. The Planning Department in the case of an administrative review may modify the material requirements of the section so it will be consistent with the architecture of the entire building and may allow the use of existing wall materials for the addition, provided that the design of the alteration is compatible with the existing building wall design. **[Amended 12-19-2022]**
- C. Exterior building design.
- (1) Buildings shall possess architectural variety, but enhance the overall cohesive community character.
  - (2) Building walls and roofs over 50 feet in length shall be broken up with varying building

lines, windows, gables, and/or architectural accents such as pilasters, columns, dormers, and awnings.

- (3) Window area shall make up at least 20% of the exterior wall area facing the principal street(s) from which access is gained. Bars shall not be put over windows and doors that are visible from the street.
- (4) Overhead doors shall not face a residential district. The Planning Commission or Building Official can modify this requirement upon a determination that there is no reasonable alternative and the visual impact will be moderated through use of building materials, architectural features and landscaping beyond that required in § 7-15.02. **[Amended 6-25-2015]**
- (5) Additions to existing buildings must complement the current building design with regard to height, proportions, scale, materials, and rhythm of openings. **[Amended 6-25-2015]**

#### D. Building Architectural Features Standards

##### (1) General Architectural Standards

- (a) Window. Window glazing surfaces cannot be flush with the façade plane. Windows shall be recessed a minimum of 3-inches or defined by a projecting, defined sill, lintel, and trim.
  - (b) Utilities. HVAC, dryer ventilation areas, and utility boxes located on the building must be screened and the same color as the façade material. This includes any rooftop mechanical equipment visible from the right of-way or a residential use/district.
  - (c) Balconies. The balcony support structure shall be integrated with the building façade; separate columns or posts supporting any balcony from the ground are prohibited.
- (2) Table 7-15.01. The following standards shall apply to all buildings in the City of Lapeer (Excluding single- and two-family dwellings)

| <b>Table 7-15.01</b>                           | <b>Zoning District</b> |                                                              |              |                 |
|------------------------------------------------|------------------------|--------------------------------------------------------------|--------------|-----------------|
| <b>“P” = Permitted<br/>“R” = Required</b>      | <b>RM-1, RM-2</b>      | <b>OS-1, B-1, B-2,<br/>B-3<br/>MU, Mixed-Use<br/>Overlay</b> | <b>CBD-1</b> | <b>I-1, I-2</b> |
| Arcades                                        | P                      | P                                                            | P            | -               |
| Archways                                       | R                      | R                                                            | R            | R               |
| Awning (gabled<br>awning or straight-<br>shed) | P                      | P                                                            | P            | P               |

| <b>Table 7-15.01</b>                                                                                                                                                                                                                                                                                                                                                                  | <b>Zoning District</b> |                                                              |              |                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------|--------------|-----------------|
| <b>“P” = Permitted<br/>“R” = Required</b>                                                                                                                                                                                                                                                                                                                                             | <b>RM-1, RM-2</b>      | <b>OS-1, B-1, B-2,<br/>B-3<br/>MU, Mixed-Use<br/>Overlay</b> | <b>CBD-1</b> | <b>I-1, I-2</b> |
| Columns<br>(colonnades),                                                                                                                                                                                                                                                                                                                                                              | P                      | P                                                            | P            | P               |
| Community<br>amenities.<br>Community<br>amenities such as<br>patio/seating areas,<br>water features,<br>artwork or sculpture,<br>clock towers,<br>pedestrian plazas<br>with park benches,<br>or other features<br>located adjacent to<br>the primary entrance<br>to the building(s) are<br>highly encouraged<br>and may be<br>calculated as part of<br>the landscaping<br>requirement | P                      | P                                                            | P            | P               |
| Decorative Cornices                                                                                                                                                                                                                                                                                                                                                                   | P                      | P                                                            | R            | P               |
| Projections                                                                                                                                                                                                                                                                                                                                                                           | P                      | P                                                            | P            | P               |
| Recesses                                                                                                                                                                                                                                                                                                                                                                              | P                      | P                                                            | P            | P               |
| Roof Line variations<br>in architectural style<br>are highly<br>encouraged. Visible<br>roof lines and roofs<br>that project over the<br>exterior wall of a<br>building enough to<br>cast a shadow on<br>the ground are highly<br>encouraged, with a<br>minimum overhang<br>of 12 inches.                                                                                              | R                      | R                                                            | R            | R               |
| Towers                                                                                                                                                                                                                                                                                                                                                                                | P                      | P                                                            | P            | P               |

| <b>Table 7-15.01</b>                      | <b>Zoning District</b> |                                                              |              |                 |
|-------------------------------------------|------------------------|--------------------------------------------------------------|--------------|-----------------|
| <b>“P” = Permitted<br/>“R” = Required</b> | <b>RM-1, RM-2</b>      | <b>OS-1, B-1, B-2,<br/>B-3<br/>MU, Mixed-Use<br/>Overlay</b> | <b>CBD-1</b> | <b>I-1, I-2</b> |
| Wall insets                               | P                      | P                                                            | P            | P               |
| Window Display<br>Areas                   |                        | P                                                            | P            |                 |

E. Building materials.

- (1) All building materials shall be durable and weather-resistant, provide an attractive, quality appearance, and must be properly maintained by the property owner or tenant at all times.
- (2) Metal roofs may be allowed if deemed by the Planning Department to be compatible with the overall architectural design of the building. **[Amended 12-19-2022]**

### G. General Building Material Standards

- (1) Primary Materials shall comprise a minimum of 75% of the first-floor façade and 50% of the façade for upper floors. See table 7-15.02.
- (2) Secondary materials comprise a maximum of 25% of the first-floor façade and 50% of the façade for upper floors. See table 7-15.02.
- (3) In addition to permitted primary and secondary materials, the planning commission may accept other materials for architectural details, accent, or trim to not exceed 10% of the façade. Example materials: glass reinforced fiber cement; molded polyurethane; glass block.
- (4) The following exterior finish materials are prohibited for all buildings, due to their environmental impact or lack of durability: plywood siding materials, sheet / corrugated metal.
- (5) Table 7-15.02, Building Material Standards. The following shall apply to all buildings (except for single-family R-1, R-2, and R-3 dwellings and duplex homes):

| Table 7-15.02                |                                  | Zoning Districts |           |                                             |           |         |           |          |           |
|------------------------------|----------------------------------|------------------|-----------|---------------------------------------------|-----------|---------|-----------|----------|-----------|
| "P" = Permitted              |                                  | RM-1, RM-2       |           | OS-1, B-1, B-2, B-3, MU – Mixed Use Overlay |           | CBD-1   |           | I-1, I-2 |           |
|                              |                                  | Primary          | Secondary | Primary                                     | Secondary | Primary | Secondary | Primary  | Secondary |
| Masonry                      | Brick (natural, glazed, painted) | P                | P         | P                                           | P         | P       | P         | P        | P         |
|                              | Stone (natural, synthetic)       | P                | P         | P                                           | P         | P       | P         | P        | P         |
|                              | Terra Cotta                      | P                | P         | P                                           | P         | P       | P         | P        | P         |
| Concrete                     | Cast in Place                    | -                | -         | P                                           | P         | -       | -         | P        | P         |
|                              | Precast                          | -                | -         | P                                           | P         | -       | -         | P        | P         |
| Concrete Masonry Units (CMU) | Burnished and Split Face         | P                | P         | P                                           | P         | P       | P         | P        | P         |
|                              | Tinted (dyed block) Prohibited.  | -                | -         | -                                           | -         | -       | -         | -        | P         |
|                              |                                  |                  |           |                                             |           |         |           |          |           |

| <b>Table 7-15.02</b>      |                                       | <b>Zoning Districts</b> |                  |                                             |                  |                |                  |                |                  |
|---------------------------|---------------------------------------|-------------------------|------------------|---------------------------------------------|------------------|----------------|------------------|----------------|------------------|
| <b>“P” = Permitted</b>    |                                       | RM-1, RM-2              |                  | OS-1, B-1, B-2, B-3, MU – Mixed Use Overlay |                  | CBD-1          |                  | I-1, I-2       |                  |
|                           |                                       | <b>Primary</b>          | <b>Secondary</b> | <b>Primary</b>                              | <b>Secondary</b> | <b>Primary</b> | <b>Secondary</b> | <b>Primary</b> | <b>Secondary</b> |
| Siding                    | Wood (natural, composite)             | P                       | P                | P                                           | P                | P              | P                | P              | P                |
|                           | Fiber Cement Board (e.g. Hardi Panel) | P                       | P                | P                                           | P                | -              | -                | P              | P                |
|                           |                                       |                         |                  |                                             |                  |                |                  |                |                  |
| Stucco                    | Traditional Stucco (cementitious)     | P                       | P                | P                                           | P                | -              | P                | P              | P                |
|                           | Synthetic EIFS                        | P                       | P                | P                                           | P                | -              | -                | P              | P                |
| Architectural Metal Panel | Insulated                             | P                       | P                | P                                           | P                | P              | P                | P              | P                |
|                           | Composite                             | P                       | P                | P                                           | P                | P              | P                | P              | P                |
|                           |                                       |                         |                  |                                             |                  |                |                  |                |                  |
| Glass Panel               | Panel Windows                         | P                       | P                | P                                           | P                | P              | P                | P              | P                |

#### H. Building colors.

- (1) The use of trademark colors not meeting this requirement shall require approval by the



## Planning Commission.

- (2) Mechanical and service features such as gutters, ductwork, service doors, etc. that cannot be screened must be of a color that blends in with the color of the building.
- (3) Building Color Guide, Table 7-15.03. The following standards shall apply to all buildings (except for single-family and duplex homes in R-1, R-2, or R-3)

| Table 7-15.03                                                         |                   | Zoning Districts |           |                                   |           |         |           |          |           |
|-----------------------------------------------------------------------|-------------------|------------------|-----------|-----------------------------------|-----------|---------|-----------|----------|-----------|
| <b>“P” = Permitted</b><br><b>“R” = Restricted, only 10% of façade</b> |                   | RM-1, RM – 2     |           | OS-1, B-1, B-2, B-3, MU-Mixed Use |           | CBD-1   |           | I-1, I-2 |           |
|                                                                       |                   | Primary          | Secondary | Primary                           | Secondary | Primary | Secondary | Primary  | Secondary |
| High Intensity                                                        | Fluorescent       | -                | -         | R                                 | R         | -       | -         | -        | -         |
|                                                                       | Metallic          | -                | -         | R                                 | R         | -       | -         | -        | -         |
|                                                                       | Neon              | -                | -         | R                                 | R         | -       | -         | -        | -         |
|                                                                       | Reflective        | -                | -         | -                                 | -         | -       | -         | -        | -         |
|                                                                       |                   |                  |           |                                   |           |         |           |          |           |
| Earth Tone                                                            | Brown             | P                | P         | P                                 | P         | P       | P         | P        | P         |
|                                                                       | Green             | P                | P         | P                                 | P         | P       | P         | P        | P         |
|                                                                       | Grey              | P                | P         | P                                 | P         | P       | P         | P        | P         |
|                                                                       | Beige             | P                | P         | P                                 | P         | P       | P         | P        | P         |
|                                                                       | Copper            | P                | P         | P                                 | P         | P       | P         | P        | P         |
|                                                                       |                   |                  |           |                                   |           |         |           |          |           |
| Muted Earth Tone                                                      | Orange            | P                | P         | P                                 | P         | P       | P         | P        | P         |
|                                                                       | Red               | P                | P         | P                                 | P         | P       | P         | P        | P         |
|                                                                       | Yellow            | P                | P         | P                                 | P         | P       | P         | P        | P         |
|                                                                       | Blue (Navy)       | P                | P         | P                                 | P         | P       | P         | P        | P         |
|                                                                       |                   |                  |           |                                   |           |         |           |          |           |
| Black                                                                 | Black             | R                | R         | R                                 | R         | R       | R         | R        | R         |
|                                                                       |                   |                  |           |                                   |           |         |           |          |           |
| Grey                                                                  | Grey              | P                | P         | P                                 | P         | P       | P         | P        | P         |
|                                                                       | Grey Light        | P                | P         | P                                 | P         | P       | P         | P        | P         |
|                                                                       | Dark Grey (Krank) | P                | P         | P                                 | P         | P       | P         | P        | P         |

I. Roof design.

- (1) Roofs shall be designed to reduce the apparent exterior mass of a building, add visual interest, and be appropriate to the architectural style of the building.
- (2) Variations in architectural style are highly encouraged. Visible roof lines and roofs that project over the exterior wall of a building enough to cast a shadow on the ground are highly encouraged, with a minimum overhang of 12 inches.
- (3) Architectural methods shall be used to conceal flat rooftops and mechanical equipment.
- (4) Overhanging eaves, peaked roofs, and multiple roof elements are highly encouraged.

J. Customer entrances. Clearly defined, highly visible customer entrances shall be included in the design. Features such as canopies, porticos, arcades, arches, wing walls or integral planters shall be used to identify such entrances.

K. Community amenities. Community amenities such as patio/seating areas, water features, artwork or sculpture, clock towers, pedestrian plazas with park benches, or other features located adjacent to the primary entrance to the building(s) are highly encouraged and may be calculated as part of the landscaping requirement.

L. (Reserved)<sup>1</sup>

M. Natural features. Buildings shall be sited to protect existing natural areas such as steep natural grades, trees, significant groupings of healthy vegetation (shrubs and trees), and rock outcroppings. To the extent practical, these areas shall be incorporated into the overall site plan.

N. Building location and orientation. New buildings shall have at least one principal building entrance visible from the front lot line.

O. Administrative waiver. The Planning Department may waive the requirements of this section, provided they find the use demonstrates compliance with the following criteria:

- (1) The improvement covered by the waiver still meets the spirit and intent of this section.
- (2) The waiver is the minimum necessary to ensure equitable treatment to the applicant.
- (3) The waiver will not have a significant negative impact on the surrounding property.

Planning Commission.

- (3) Mechanical and service features such as gutters, ductwork, service doors, etc. that cannot be screened must be of a color that blends in with the color of the building.
- F. Roof design.
  - (1) Roofs shall be designed to reduce the apparent exterior mass of a building, add visual interest, and be appropriate to the architectural style of the building.
  - (2) Variations in architectural style are highly encouraged. Visible roof lines and roofs that project over the exterior wall of a building enough to cast a shadow on the ground are highly encouraged, with a minimum overhang of 12 inches.
  - (3) Architectural methods shall be used to conceal flat rooftops and mechanical equipment.
  - (4) Overhanging eaves, peaked roofs, and multiple roof elements are highly encouraged.
- G. Customer entrances. Clearly defined, highly visible customer entrances shall be included in the design. Features such as canopies, porticos, arcades, arches, wing walls or integral planters shall be used to identify such entrances.
- H. Community amenities. Community amenities such as patio/seating areas, water features, artwork or sculpture, clock towers, pedestrian plazas with park benches, or other features located adjacent to the primary entrance to the building(s) are highly encouraged and may be calculated as part of the landscaping requirement.
- I. (Reserved)<sup>1</sup>
- J. Natural features. Buildings shall be sited to protect existing natural areas such as steep natural grades, trees, significant groupings of healthy vegetation (shrubs and trees), and rock outcroppings. To the extent practical, these areas shall be incorporated into the overall site plan.
- K. Building location and orientation. New buildings shall have at least one principal building entrance visible from the front lot line.
- L. Administrative waiver. The Planning Department may waive the requirements of this section, provided they find the use demonstrates compliance with the following criteria:
  - (1) The improvement covered by the waiver still meets the spirit and intent of this section.
  - (2) The waiver is the minimum necessary to ensure equitable treatment to the applicant.
  - (3) The waiver will not have a significant negative impact on the surrounding property.

**§ 7-15.02. Landscaping.**

A. Intent.

- (1) The intent of this section is to promote the public health, safety and welfare by

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1. Editor's Note: Former Subsection I, regarding signs, was repealed 12-19-2022 by Ord. No. 2022-05.

establishing minimum standards for the design, installation and maintenance of landscaping as buffer zones between zoning districts, along roadways, between adjacent buildings and in parking lots.

- (2) The standards of this section are intended to guide and encourage the protection and enhancement of the environment through requirements for site design and the use of landscape materials. Applicants are encouraged to provide landscaping in addition to the minimum requirements of this chapter to further improve the ecological, infrastructural and programmatic functions, appearances and values of their property.

B. Applicability.

- (1) The requirements set forth in this article shall apply to all uses for which site plan review is required under Article XVIII of this chapter. No site plan or land use shall be approved unless said site plan provides landscaping consistent with the provisions of this article.
- (2) The Planning Commission may also determine that landscaping requirements due to the unique features of the parcel would prevent development of required buffer zones, off-street parking area, landscaping or green belts. If such a determination is made, the Planning Commission may grant an exception from the landscaping provisions of this article. In the case of an administrative site plan review, the Planning Department may grant an exception based on the same site conditions. **[Amended 6-25-2015; 12-19-2022]**
- (3) The following landscape information shall be submitted as part of a site plan review. The landscape plan shall include, but not be limited to the following items:
  - (a) Minimum scale of one inch to 20 feet.
  - (b) Proposed plant location, spacing, size, species (common and botanical name) and necessary descriptions for use within required landscape areas.
  - (c) Existing and proposed contours on-site and 100 feet beyond the site at intervals not to exceed two feet.
  - (d) Straight cross section, including slope, height and width of berms and type of ground cover, or height and type of construction of wall or fence, including footings.
  - (e) Significant construction details to resolve specific site conditions, such as tree wells to preserve existing trees or culverts to maintain existing natural drainage patterns.
  - (f) Planting and staking details in either text or drawing form to ensure proper installation and establishment of proposed materials.
  - (g) Identification of existing trees proposed to be saved, including individual tree caliper size and species. Clearly reference on the plan the total number of trees proposed to be preserved, category of preserved tree caliper size and number of trees requested for credit consideration.

- (h) Identification of tree protection method for trees proposed to be preserved.
  - (i) Identification of existing trees over two-and-one-half-inch caliper proposed to be removed.
  - (j) Identification of grass and other ground cover and method of planting.
  - (k) Clearly reference on the plan the total number of proposed parking spaces and number of parking lot trees required to be placed within the interior of the parking area.
  - (l) Site plan review for preexisting sites shall clearly identify the proposed building and/or parking expansion and label the net percent site increase and calculated landscape requirement. **[Amended 6-25-2015]**
  - (m) Any of the informational requirements above may be waived by the Planning Commission or Planning Department by general rule or on an individual basis if they determine that the information is not necessary to verify compliance with this chapter. **[Amended 6-25-2015]**
- C. Overlapping Landscaping Requirements. Where multiple landscaping requirements apply to the same site (e.g., parking lot landscaping, and buffer yards), the required trees and shrubs may be used to satisfy more than one requirement, provided all quantitative and design standards are met. Plant materials must be appropriately located to fulfill the functional intent of each applicable landscaping section.
- D. Landscaping waivers. All waivers must be submitted along with the required landscaping plan. An applicant may request a landscaping waiver from the Planning Commission of up to 50% from no more than two landscaping requirements. In making such a determination, the Planning Commission shall consider the following points. The Planning Commission may deny a waiver request if one of the following points is not met.
  - (1) Site constraints, such as lot configuration, topography, existing site footprint limiting planting area, utility easements, or general impracticality of the required standard.
  - (2) The proposed reduction will not negatively impact adjacent properties, the public right-of-way, or the overall character of the site and surrounding area
  - (3) The remaining proposed landscaping is designed to meet the intent and purpose of this ordinance.
- E. Replacement of removed trees. A tree survey shall be submitted with any site plan for new development, and for additions to or expansion of existing development. The survey shall identify the location, species and size of existing trees on the proposed site. Existing trees that are greater than eight caliper inches that are planned to be removed shall be replaced on the site in accordance with the following standards: **[Amended 6-25-2015]**
  - (1) Removed trees must be replaced with a 1 to 1 ratio. When 1 tree is removed, 1 tree must be replanted. The applicant must demonstrate what the existing caliper size of trees to be removed is, before removal. Trees must be replanted at the same or similar caliper size of the removed (once full growth maturity is reached). I
  - (2) Trees planted that are replacing removed trees described above must be replanted as the same or similar tree species that was removed.

- (3) When prohibited trees as shown in table 7.15.4 are discovered on site and planned for removal, they shall be replaced with recommended plant materials as shown in table 7.15.3.
  - (4) Trees that are dead, prohibited, or diseased are exempt from replacement requirements. When the quantity of identified dead, prohibited, or diseased trees exceeds 50 trees or over 5% of the total trees, the City Arborist shall verify the status of the trees. **[Amended 12-19-2022]**
  - (5) A summary table of existing trees shall be provided, indicating those trees that will be removed.
- F. Incentives to preserve existing trees. The standards listed below are intended to encourage the preservation of quality and mature trees within a development area by providing credits toward required landscape components. Prohibited trees cannot be counted towards preservation tree credits. **[Amended 6-25-2015; 12-19-2022]**
- (1) Trees intended to be preserved shall be indicated on the site plan.
  - (2) To obtain credit, the preserved trees shall be arranged to meet the intent of this section, be of high quality, as confirmed by the City, and at least two-and-one-half-inch caliper in size for deciduous trees, six feet in height for evergreen trees.
  - (3) Each deciduous tree preserved that is between 2.5 inch to 7.9 inch caliper in size and evergreen tree that is between six feet to 19 feet shall be calculated as one required tree, two credits for deciduous trees with a caliper of eight inches or greater and evergreen trees greater than 19 feet.
  - (4) The landscape plan shall include a matrix that lists required trees and credits for preserved trees.
  - (5) During construction, tree protection fencing shall be placed 10 feet beyond the dripline of the tree. Unless space does not allow, in which case they shall at a minimum be placed at the dripline. The ground area within the fence line shall be maintained with vegetative landscape material or pervious surface cover. The Planning Commission may allow pedestrian pathways, driveways or parking within the dripline upon determination that the setback from the trunk of the tree is suitable to reasonably ensure protection of the tree and the public. Storage of soils or other materials within the dripline is prohibited.
  - (6) If trees are lost within three years after completion of the construction, the property owner shall replace with new trees equal to the number of tree credits granted.
  - (7) Tree credits may account for up to 50% of the required trees and be applied anywhere on the site.
- G. Greenbelts. A greenbelt shall be planted or preserved along public rights-of-way. The greenbelt is intended to provide a transition between the roadway and an existing or proposed land use. Greenbelts shall be provided in accordance with the following requirements:
- (1) The green belt plantings shall be planted within the required setback. Such plantings may be placed anywhere within the front yard if there is no front yard parking. **[Amended 6-25-2015]**

1000 feet away from any existing residential zone or use. Other sports field lighting may be approved by the Planning Commission after a determination that compliance with the standards in this article have been met to the greatest extent possible, and that all efforts possible were made to minimize any negative impacts to surrounding uses.

- (2) Swimming pools.
  - (3) Holiday decorations.
  - (4) Window displays without glare.
  - (5) Shielded pedestrian walkway lighting.
  - (6) Residential lighting with no off-site glare.
  - (7) Streetlights.
- F. Lamp or fixture substitution. Should any light fixture regulated under this section, or the type of light source therein, be changed after the permit has been issued, a change request must be submitted to the Planning Department for approval, together with adequate information to assure compliance with this chapter, which must be received prior to substitution.

#### **§ 7-15.06. Waste receptacles.**

- A. Waste receptacles, including dumpsters and compactors, shall be required in all multiple-family and nonresidential developments unless indoor facilities are provided as determined by the Planning Commission. These requirements do not apply to single-family residences
- B. When a property has multiple tenants waste receptacles may be shared if a signed agreement is submitted to the Planning Department. The agreement must include the following:
  - (1) A statement which confirms trash production will not exceed the capacity of the dumpster on site.
  - (2) Signatures and indication of all parties involved. (Dumpster owner, dumpster leasers)
- C. All waste receptacles must be located within an enclosure meeting the following standards:
  - (1) Waste receptacles shall have an enclosing lid or cover and be enclosed on three sides with a gate on the fourth side. The enclosure shall be constructed of brick or decorative masonry block material consistent with the principal building with a maximum height of six feet or at least one foot higher than the waste receptacle and spaced at least three feet from the waste receptacle. Suggested timber materials for the gate include Cedar, No. 2 Cedar rough sawn seasoned, Redwood, No. 2 Common Finish (S4S), Douglas Fir-larch or Southern Pine. Chain-link fencing with vinyl or wood strips is not acceptable screening material.
  - (2) Waste receptacle enclosures shall be located in the rear yard or non-required side yard, at least 10 feet from any nonresidential property line, combustible walls, or combustible roof eaves and in no case be less than 20 feet from any residential district.
  - (3) Waste receptacle enclosures shall be easily accessed by refuse vehicles without potential to damage automobiles parked in designated parking spaces.

- (4) The waste receptacle enclosure base shall be at least nine feet by six feet, constructed of six inches of reinforced concrete pavement. The base shall extend six feet beyond the waste receptacle pad or gate to support the front axle of a refuse vehicle.
  - (5) No refuse or trash shall be permitted to be stored higher than the waste receptacle enclosure.
- D. Waste Receptacle and Enclosure Maintenance. All waste receptacles, enclosures, and surrounding ground area shall be maintained in a neat and orderly appearance free of all trash. It shall be the responsibility of the owner or lessee of the dumpster, to maintain the waste receptacle, enclosure, and surrounding area so as not to create a blight condition or eyesore to the surrounding properties.

#### **§ 7-15.07. Mechanical equipment.**

- A. Mechanical equipment and utilities, including but not limited to blowers, ventilating fans, heating, ventilation and air-conditioning units (HVAC), water and gas meters, elevator housing, and tanks shall meet the following standards:
  - (1) Such equipment and utilities shall not be located in any front yard and shall be placed not closer than three feet to any lot line in the CBD Central Business District, and not closer than 12 feet to any lot line in all other districts.
  - (2) All such equipment shall be screened by a solid wall, fence, landscaping and/or architectural feature that is compatible in appearance with the principal building.
- B. Roof-mounted equipment shall not exceed a height of 10 feet above the surrounding roof surface, and shall occupy no more than 15% of the total roof area.
  - (1) When visible from the right of way or residential use, roof-mounted equipment must be screened from view. A solid wall, or other architectural feature, shall be utilized for screening.
- C. All roof-mounted mechanical units must be screened so they are not visible from ground level; even if not specifically addressed as part of site plan review.



procedures or projects on vehicles in any residential district, when such work is not conducted entirely within the interior of the vehicle, shall be subject to the following limitations:

- (1) All vehicles parked or being worked on outside shall be on an improved driveway surface, licensed, and operable.
- (2) Procedures exceeding 48 hours in duration or which require the vehicle to be inoperable in excess of 48 hours shall be conducted within an enclosed building.
- (3) Inoperable vehicles and vehicle parts shall be stored inside an enclosed building.

N. Parking of commercial vehicles.

- (1) Parking of commercial vehicles over two tons shall be prohibited in all Residential Districts; except this restriction shall not apply to essential public service vehicles.
- (2) It shall be unlawful for the owner, tenant, or lessee of any lot to permit the open storage or outdoor parking of semi-tractor (WB-50 or larger) trucks and/or semitrailers, bulldozers, earth carriers, cranes, or any other similar equipment or machinery, unless the storage or display of such vehicles is an approved use or unless the vehicles are temporarily parked while in use for approved construction on such lot.

O. The requirements of this section shall not apply to property located within the area zoned CBD-1 Central Business District. **[Added 12-19-2022]**

P. For the determination of the number of required parking spaces, outdoor seating area not in an enclosure suitable for year-round use shall not be included as part of the formula for the total number of required parking spaces. **[Added 12-19-2022]**

Q. Two options to decrease the number of required parking spaces for any new development are Parking Requirement Waivers and Parking Deferments. A potential applicant will work with the Planning Department to determine which option is most appropriate for their given situation.

- (1) Parking Requirement Waivers. An applicant may request a waiver from the Planning Commission of up to 50% of the minimum required off-street parking spaces upon demonstrating compliance with the following points:
  - (a) Site constraints limit the amount of parking that could be installed on site.
  - (b) A parking demand analysis or similar evidence shows that the proposed use(s) will not require the full number of parking spaces required.
- (2) Parking deferment. A smaller amount of parking may be approved by a finding by the Planning Commission that the required amount of parking is excessive, provided that the area to meet the full parking requirement is retained as open space. The site plan shall note the area where parking is being deferred with a dotted parking lot layout. If within a two-year period following issuance of a certificate of occupancy the Planning Commission determines based on observed use that the deferred parking is needed, then the parking shall be constructed by the applicant within six months of being informed in writing by the City Planner. The Planning Commission may require posting of a performance bond to cover the estimated construction cost of the deferred

parking with a refund in two years if the additional parking is not found to be necessary.

**§ 7-16.02. Number of spaces required. [Amended 5-17-2012; 2-19-2018; 11-19-2018; 10-5-2020; 1-4-2021; 7-6-2021; 12-19-2022]**

The minimum number of off-street parking spaces by type of use shall be determined in accordance with the following schedule.

| <b>Table 7.16.1: Parking Space Numerical Requirements</b> |                                                                                                                             |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>GFA = Gross Floor Area<br/>UFA = Usable Floor Area</b> |                                                                                                                             |
| <b>Residential</b>                                        |                                                                                                                             |
| One-family dwellings                                      | 2 spaces per dwelling unit                                                                                                  |
| Multiple-family dwellings                                 | 2 spaces for each dwelling unit having 2 or less bedrooms and 2 1/2 spaces for each dwelling unit having 3 or more bedrooms |
| Manufactured homes in a manufactured housing park         | 3 spaces for each mobile home site and 1 space for each employee of the mobile home park                                    |

Lapeer Construction Specifications or engineer's specifications and shall include: **[Amended 8-3-2020]**

- (1) Existing and proposed grades;
  - (2) Indication that stormwater runoff shall be accommodated on-site through approved drainage facilities, including catch basins, runoff calculations, pipe sizes and connections to existing drainage structures; and
  - (3) Indication of surface and base materials to be used during construction.
- B. Required parking lots shall be installed and completed within six months of receipt of a building permit and before issuance of an occupancy permit. The Planning Department may grant a single extension for an additional six months in the event of adverse weather conditions or unusual delays beyond the control of the property owner.
- C. All parking areas shall be maintained free of dust, trash, and debris. Surfacing, curbing, lighting fixtures, signs, and related appurtenances shall be maintained in good condition. The visibility of pavement markings delineating parking spaces and directional control shall be maintained.
- D. All off-street parking and loading facilities required by this article shall be maintained free of accumulated snow or standing water which prevents full use and occupancy of such facilities, except for temporary periods of no more than five days in the event of heavy rainfall or snowfall.
- E. Limits on excessive parking. In order to minimize excessive areas of pavement which reduces aesthetic standards and contribute to high rates of stormwater runoff, exceeding the minimum parking space requirements by more than 20% shall only be allowed with approval by the Planning Commission. In granting such additional space, the Planning Commission shall determine that such parking will be required, based on documented evidence, to accommodate the use on a typical day.
- F. Full compliance with current City Standards at time of re-surfacing. Any time a parking lot is re-striped it must come into full compliance with all standards within this ordinance.

**§ 7-16.06. Off-street loading and unloading requirements.**

- A. Compliance with the loading space regulations set forth herein shall be required in order to avoid interference with the public use of streets, alleys, parking areas, driveways, sidewalks, and other public areas.

- A. Device signs. Permanent signs on vending machines, ATMs, gas station pumps, or other containers indicating only the contents or purpose of such devices, provided that the sign area of each device shall not exceed three square feet and there are no more than one sign per device.
- B. Directional signs. The sign shall bear no advertising other than logos.
- C. Flags. Flags, provided there shall be no more than three flags per lot, the maximum size of each flag shall be 50 square feet, and the flag poles comply with relative height limitations.
- D. Employment signs. "Help wanted" signs soliciting employees for the place of business where posted, provided that the maximum area for all such signs shall not exceed six square feet.
- E. Enclosed signs. Any sign that is located completely within a building and is not visible from the outside.
- F. Historical signs. Plaques or signs designating a building or premises as a historic structure or premises not to exceed six square feet.
- G. Identification signs. Signs for the sole purpose of designating an assigned house number, owner name, occupant, or building name. Identification signs shall not be counted in the total sign area allowed on the premises; however, such signs in excess of one square foot in surface display area may be allowed as part of the total sign area otherwise allowed by this chapter.
- H. Incidental signs. Small signs, emblems, or decals informing the public of goods, facilities, or services available on the premises. The total of all such incidental signs shall not exceed two square feet.
- I. Nonconforming signs. Legal nonconforming signs existing on the effective date of the adoption of the chapter. Removal of the sign shall constitute an elimination of the nonconforming status.
- J. Noncommercial message sign. Consistent with the other requirements of this chapter, any permitted sign may contain a lawful noncommercial message. This does not apply to traffic signs, railroad crossing signs, danger or other emergency signs, and directional signs. **[Amended 12-7-2015; 12-19-2022]**
- K. Public signs. Public signs, authorized signs by a government body or public utility, including traffic signs, legal notices, railroad crossing signs, warnings of a hazard, and similar signs.

### **§ 7-17.03. Temporary signs.**

The following regulations shall be applicable to all temporary signs placed or situated at any place other than inside a "building" as defined in this chapter. All temporary signs shall be in accordance with Table 7.17.1.

- A. Projection into right-of-way. No temporary sign shall be strung across any public right-of-way nor shall any temporary sign project beyond the property line except as authorized by the City Commission.

- B. Removal. Temporary signs shall be removed promptly at the end of the permitted period in Table 7.17.1. **[Amended 12-19-2022]**
- C. Damaged signs. Any temporary sign found by the Building Official to be in a torn, damaged in unsafe condition, or not properly maintained, shall be removed by the owner within three days after receipt of notice to do so from an Authorized City Official. **[Amended 12-19-2022]**

| Table 7.17.1: Temporary Sign Regulations                                                                        |                                                                    |                                                      |                                                   |                                                                                                                                                                                                                                      |                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type of Sign                                                                                                    | Maximum Size                                                       | Maximum Height                                       | Maximum Number                                    | Permitted Duration and Other Requirements                                                                                                                                                                                            |                                                                                                                                                                                                                      |
| Temporary Signs Not Requiring a Permit                                                                          |                                                                    |                                                      |                                                   |                                                                                                                                                                                                                                      |                                                                                                                                                                                                                      |
| Garage sale signs in residential districts                                                                      | 5 square feet                                                      | 4 feet                                               | 1 per lot, 2 on corner lot (1 facing each street) | Shall be erected no more than 10 business days before and removed within 1 business day after the sale                                                                                                                               |                                                                                                                                                                                                                      |
| Small temporary signs in the R-1, R-2, R-3, RM-1, or RM-2 districts                                             | 5 square feet                                                      | 4 feet                                               | 1 per lot, 2 on corner lot (1 facing each street) | Signs advertising a residential property for sale or lease may remain until the property is sold or leased. The sign must be removed within 14 days of all units or lots being sold or leased.                                       |                                                                                                                                                                                                                      |
| Temporary Signs Requiring a Permit                                                                              |                                                                    |                                                      |                                                   |                                                                                                                                                                                                                                      |                                                                                                                                                                                                                      |
| Banners and pennants                                                                                            | Discretion of the Building Official and considering the following: |                                                      |                                                   | May be erected 2 times per calendar year, for a maximum of 30 days each time                                                                                                                                                         |                                                                                                                                                                                                                      |
|                                                                                                                 | •                                                                  | Must be securely attached to a building or structure |                                                   |                                                                                                                                                                                                                                      |                                                                                                                                                                                                                      |
| Signs on an active construction site                                                                            | 64 square feet                                                     | 15 feet                                              | 1 per lot, 2 on corner lot (1 facing each street) | 1.                                                                                                                                                                                                                                   | Shall be removed from premises within 30 days after issuance of the occupancy permit or temporary occupancy permit.                                                                                                  |
|                                                                                                                 |                                                                    |                                                      |                                                   | 2.                                                                                                                                                                                                                                   | In the case of renovations (e.g. addition to a building) or maintenance or repair (e.g. roofing or siding), rather than the construction of a new building, the sign may have a maximum sign area of 16 square feet. |
| Temporary wall signs in the OS-1, B-1, B-2, B-3, CBD-1, I-1, or I-2 zoning districts                            | 16 square feet                                                     | Wall sign not higher than building                   | 1 per lot, 2 on corner lot (1 facing each street) | May be erected for a maximum of 30 consecutive days every 6 months                                                                                                                                                                   |                                                                                                                                                                                                                      |
| Large free-standing temporary signs in the RM-1, RM-2, OS-1, B-1, B-2, B-3, CBD-1, I-1, or I-2 zoning districts | 64 square feet                                                     | 10 feet                                              | 1 per lot, 2 on corner lot (1 facing each street) | May be erected for 6 months in any one year period. Signs advertising a property for sale or lease may remain until the property is sold or leased. The sign must be removed within 7 days of all units or lots being sold or leased |                                                                                                                                                                                                                      |

### § 7-17.04. Prohibited signs.

| Table 7.17.2: Prohibited Signs                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Any sign not expressly permitted.                                                                                                                                                                                                                     |
| <b>String lights.</b> Spinners, strings of light bulbs, pennants, or streamers, hung overhead to draw attention to a business or its merchandise on display. In no case does this restrict the use of string lights for holidays or religious events. |

**Table 7.17.3: Schedule of Sign Regulations**

| <b>Type of Sign</b>        | <b>Maximum Area</b>                                                                                                                                                                                                                                                  | <b>Height</b>                                                                                                                                                                             | <b>Illumination</b>                                                                                                                                                       | <b>Number Permitted/<br/>Other Provisions</b>                                                                                                                      |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Wall sign (see § 7-17.06A) | Total surface area of all wall signs placed on the front, side or rear of a building shall not exceed the greater of 10% of the area of the front face of the building or tenant space, or 1.5 square feet for each lineal feet of building frontage or tenant space | Must not exceed maximum building height in district.<br>Must not be higher than wall upon which it is attached.<br>Bottom of sign must be at least 8 feet above ground level or sidewalk. | Permitted                                                                                                                                                                 | Must not extend beyond the ends of the wall on which it is attached.<br>Sign may not be more than 12 inches thick, measured from the wall on which it is attached. |
| Awnings and canopies       | Lettering shall not project above, below or beyond the physical dimensions of the awning or canopy.                                                                                                                                                                  | Bottom of awning or canopy must be at least 7 feet above ground level or sidewalk.                                                                                                        | Not permitted under awning or canopy, except for gas station canopy.<br>Building-mounted lighting may indirectly illuminate the area above or below the awning or canopy. | Individual letters shall not be larger than 24 inches from top to bottom.                                                                                          |
| Directional signs          | 4 square feet per sign                                                                                                                                                                                                                                               | 4 feet maximum                                                                                                                                                                            | Permitted                                                                                                                                                                 | Determined by City Building Official                                                                                                                               |

**Table 7.17.3: Schedule of Sign Regulations**

| <b>Type of Sign</b>                                                                                                                      | <b>Maximum Area</b>                                                                                                                                    | <b>Height</b>                                                                                                                                           | <b>Illumination</b>                      | <b>Number Permitted/<br/>Other Provisions</b>                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monument signs<br>(see § 7-17.06B)                                                                                                       | Areas zoned<br>CBD-1: 20<br>square feet per<br>side; 40 square<br>feet total.<br>Other areas: 80<br>square feet per<br>side; 160 square<br>feet total. | 10 feet maximum<br>and shall include<br>the “base” of the<br>sign for total sign<br>height.                                                             | Permitted                                | 1 per each side of<br>parcel facing a<br>street                                                                                                      |
| Poster panel signs<br>(sandwich signs,<br>A-frames) (see<br>§ 7-17.06C)                                                                  | 7 square feet per<br>side;<br>14 square feet<br>total                                                                                                  | 3.5 feet<br>maximum                                                                                                                                     | Not permitted                            | —                                                                                                                                                    |
| Business center<br>sign, including<br>multiple tenant<br>commercial or<br>shopping centers<br>and multiple<br>tenant office<br>buildings | 64 square feet<br>per sign face;<br>128 total square<br>feet for both<br>sides                                                                         | Areas zoned<br>CBD-1: 10 feet<br>maximum.<br>Other areas: 16<br>feet maximum.                                                                           | Permitted                                | 1 per business<br>center.<br>Individual<br>businesses are not<br>allowed to have<br>individual<br>monument signs.<br>Must meet sign<br>requirements. |
| Window signs                                                                                                                             | N/A                                                                                                                                                    | N/A                                                                                                                                                     | Not permitted,<br>except for LED<br>sign | All entry doors<br>shall remain clear<br>of all signs for<br>public safety.                                                                          |
| Projecting signs<br>(see § 7-17.06D)                                                                                                     | 20 square feet per<br>side;<br>40 square feet,<br>total                                                                                                | Must not be<br>higher than wall<br>upon which it is<br>attached.<br>Bottom of sign<br>must be at least<br>10 feet above<br>ground level or<br>sidewalk. | Permitted                                | Only permitted in<br>the CBD-1 zoning<br>districts.<br>1 per business,<br>provided not<br>within 20 feet of<br>another projecting<br>sign.           |

**Table 7.17.3: Schedule of Sign Regulations**

| <b>Type of Sign</b>            | <b>Maximum Area</b>                                                                            | <b>Height</b>                                                                                                                                               | <b>Illumination</b> | <b>Number Permitted/<br/>Other Provisions</b>                                                                       |
|--------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------|
| Rear entry signs               | Wall sign: 6 square feet;<br>Projecting sign: 6 square feet per side;<br>12 square feet total. | Bottom of sign must be a minimum of 8 feet above the ground or sidewalk                                                                                     | Permitted           | 1 per business                                                                                                      |
| Marquee signs (see § 7-17.06E) | 10% of the wall, up to maximum of 100 square feet                                              | Must not exceed building height in district.<br>Must not be higher than building.<br>Bottom of sign must be at least 8 feet above ground level or sidewalk. | Permitted           | 1 per parcel                                                                                                        |
| Billboards (see § 7-17.06F)    | 175 square feet per side;<br>350 square feet total                                             | See § 7-17.06F(2).                                                                                                                                          | Permitted           | Only allowed in the I-2 Zoning District.<br>Must be on property fronting an expressway or state trunk line highway. |



**Table 7.17.3: Schedule of Sign Regulations**

| <b>Type of Sign</b>                                            | <b>Maximum Area</b>                                                                                                                                                                                                                                    | <b>Height</b>                                             | <b>Illumination</b>                                                     | <b>Number Permitted/<br/>Other Provisions</b>                                                                                                                     |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Interstate corridor signs (see § 7-17.06G)                     | 200 square feet per side (total signage = 400 square feet) with a maximum of 2 sides permitted. 250 square feet for two businesses and an additional 50 square feet for each business (tenant) thereafter and not to exceed 400 square feet each side. | 20 feet for single tenant.<br>30 feet for multiple tenant | Permitted - internal and concealed only. Spotlighting is not permitted. | 1 per every 1,000 linear feet, up to 2 sign structures per lot/parcel within 200 feet of I-69.<br>Must be on property which is adjacent to the I-69 right-of-way. |
| Electronic or manual changeable message signs (see § 7-17.06H) | 24 square feet                                                                                                                                                                                                                                         | Per type of sign as listed above                          | Permitted                                                               | 1 per parcel                                                                                                                                                      |

**§ 7-17.06. Additional provisions for Schedule of Sign Regulations in Table 7.17.3.****A. Wall signs.**

- (1) Materials required. All wall signs of a greater area than 50 square feet shall have a surface or facing of noncombustible material.
- (2) Limitation on placement. No wall sign shall cover wholly or partially any wall opening.
- (3) Supports and attachments. All wall signs shall be safely and securely attached to structural members of the building by means of metal anchors, bolts or expansion screws. In no case shall any wall sign be secured with wire, strips of wood or nails.
- (4) Wall sign area allowed. No single business shall be allowed more than 125sq ft of wall signage. When one of the following conditions are met, an applicant may apply for an additional 50sq ft of wall signage.
  - (a) Primary structure is setback more than 175' from the front lot line.
  - (b) Primary structure front face is greater than 1,300sq ft

**B. Monument signs. [Amended 5-17-2012]**

- (8) Quality. Hand-lettered or stenciled sign faces are prohibited, with the exception of restaurant daily specials. All sign faces shall be professionally created in conformance with the specifications for sidewalk signs adopted by the City of Lapeer Downtown Development Authority.

D. Projecting signs.

- (1) Construction. Every part of a projecting sign, with a total surface area greater than 10 square feet, shall be constructed of noncombustible material.
- (2) Movable parts to be secured. Any movable part of a projecting sign, such as the cover of a service opening, shall be securely fastened by chains or hinges.
- (3) Thickness limitation. The distance measured between the principal faces of any projecting sign shall not exceed 18 inches.
- (4) Projection over public property. No projecting sign may project beyond the property line unless approved by the City.
- (5) Bracing, anchorage and supports. Projecting signs of a greater total surface area than 10 square feet or 50 pounds in weight shall not be attached to nor supported by frame buildings nor the wooden framework of a building. All projecting signs shall be thoroughly secured to the building by iron or other metal anchors, bolts, supports, rods or braces.
- (6) Projecting signs must be constructed out of durable, weather resistant materials such as aluminum, steel, or high-grade plastics. Acceptable high-grade plastics include acrylic, polycarbonate, high density polyethylene, PVC, PETG, or equivalent materials with comparable strength and durability.

E. Marquee signs.

- (1) Material required. Every marquee sign, including the upright supports and braces thereof, shall be constructed entirely of noncombustible materials.
- (2) Bracing, anchorage and supports. Every marquee sign shall be thoroughly secured to the building by iron or metal anchors, bolts, supports, rods or braces.

F. Billboards.

- (1) Minimum lot size. Such signs shall be allowed on premises with a minimum total area of one acre and a minimum dimension of 200 feet on any one side (based on the deed or recorded legal description).
- (2) Height. Such signs shall comply with the height limitations and with the front, rear, and side setback provisions of the I-2 zoning district.

G. Interstate corridor signs (ICS). **[Added 4-17-2017]**

- (1) Placement. All Interstate Corridor Signage (ICS) must be located along Interstate-69 (I-69) and shall be no closer than a distance that is equal to or greater than the height of the sign (20 feet to 30 feet) and set back from the interstate right-of-way (ROW). An ICS 20 feet tall or less must maintain a minimum distance of 20 feet from the I-69 ROW. The interstate ROW includes all entrance and exit ramps on to I-69. Setbacks

of the sign elements within a parallelogram or rectangle.

- (3) The area of a double-faced monument sign shall be computed using only one face of the sign, provided that: the outline and dimensions of both faces are identical; and the faces are back to back so that only one face is visible at any given time.
  - (4) Window sign regulation shall not include season drawings or other graphics not related to signage. **[Amended 12-19-2022]**
- I. City official may periodically inspect signs for compliance. **[Added 12-19-2022]**
  - J. Removal of Sign Copy Following Business Closure. Within one year of business closure, sign contents must be removed from all sign cabinets or sign structures and replaced with either a blank panel or advertising content, as determined by an Authorized City Official. The sign structures may remain.

**§ 7-17.10. Legal nonconforming signs.**

- A. Any sign legally existing at the time of adoption of these regulations which does not comply with all provisions shall be considered a legal nonconforming sign and may be permitted to continue if the sign is properly maintained and not detrimental to the health, safety and welfare of the community. **[Amended 5-17-2012]**
- B. Subject to exceptions below, any legal nonconforming signs may be continued in operation and maintained after the effective date of these regulations, provided that the signs shall not be: **[Amended 5-17-2012]**
  - (1) Structurally altered so as to extend their useful life;
  - (2) Expanded;
  - (3) Moved to another location on the original site or on a different site;
  - (4) Reestablished after damage of more than 50% of the value at the time of such damage or destruction;
  - (5) Modified in any way that would increase the degree of nonconformity of such sign.
- C. When a sign or sign structure is removed or destroyed, replacement signs and sign structures must comply with the current standards, except for the purpose of sign maintenance or repair: **[Added 5-17-2012]**
  - (1) A nonconforming sign or sign structure may be removed temporarily to perform sign maintenance or sign repair, not to exceed 50% of the current market value of the existing sign structure.
  - (2) In order to preserve the nonconforming sign status, the person removing the sign must inform the Building Official in writing before the sign is removed. If the responsible party fails to provide written notification, any re-erected sign will be considered a new sign.
- D. Abandonment or obsolescence of a nonconforming sign shall terminate immediately the right to maintain such a sign.



## ITEM G-3

**Meeting Date:** December 1, 2025  
**Department:** City Manager  
**Requestor:** Mike Womack, City Manager  
**Agenda Item:** Modification to introduction of an ordinance

### **RECOMMENDATION (motion):**

Approve the modification of the Commission's ordinance introduction procedure to require:

1. First reading- which requires motion and second, discussion and majority vote of the Commission to move to a second reading and approval.
2. Second reading with the possibility of approval of the proposed ordinance- which requires motion and second, discussion and a vote of the majority of the Commission.

### **AGENDA ITEM INFORMATION:**

The City has traditionally and customarily introduced ordinances using the following method:

1. Introduction of ordinance by one motion only, requiring no second and allowing for no discussion.
2. Approval of ordinance by motion, second, discussion and majority vote.

My preference, for governmental transparency purposes, to allow for greater public input and to allow a more forthright discussion between Commission members and staff, I think that modifying the City's current practice to reflect the above changes will be beneficial to the City and its citizens.

While certain aspects of ordinance adoption are already in the City's Charter and State Law, I could find nothing that specifically justifies or requires the City's current practice nor anything that specifies the method for the ordinance introduction process.

By changing to the method proposed above, there can be early upfront productive discussion on proposed ordinances which can help improve an ordinance and guide it towards approval and this method can also help slow down or eliminate ordinances that might need a little bit more work before being acceptable to the Commission.

As an unwritten custom of the Commission, this motion only requires a majority vote but would likely be a good addition/modification to the Commission's Rules and Procedures.

|                            |     |                            |      |
|----------------------------|-----|----------------------------|------|
| Budgeted Amount:           | N/A | Funds Requested:           | None |
| Funding Source:            |     | CIP Project #:             | None |
|                            |     | Budget Amendment Needed:   | No   |
| # of Bids/Quotes Obtained: |     | Budget Amendment Attached: | No   |
| Explanation:               |     |                            |      |



## ITEM G-4

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**Meeting Date:** December 15, 2025  
**Department:** City Manager  
**Requestor:** Mike Womack  
**Agenda Item:** Master Plan and Non-motorized Plan update

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### **RECOMMENDATION (motion):**

1. Motion to approve the proposal from \_\_\_\_\_ to complete the requested updates to the City's Master Plan and Non-motorized plan for a fee not to exceed \_\_\_\_\_ and to authorize the City Manager to sign all necessary documents on behalf of the City.
2. Motion to approve of the Agreement with the Michigan Economic Development Corporation to update the City's Master Plan and Non-Motorized Plan and to authorize the City Manager to sign all necessary documents on behalf of the City.
3. Motion to approve of the budget adjustment provided by the Finance Department regarding approval of the proposal by \_\_\_\_\_ and authorize the City Manager to sign all necessary documents.

### **AGENDA ITEM INFORMATION:**

Working with Ben Keller from ROWE, I was able to obtain a \$50k grant from the MEDC to help the City complete an update to our current Master Plan and our Non-Motorized pedestrian plan. The City's Master Plan is originally from 2008 but was updated in 2014 and 2021 and is supposed to be updated every 5 years, the Non-Motorized plan is from 2012 and has not been updated since.

The City has seen some significant changes over the last 2.5 years that I have been here and now is an appropriate time to take stock of what we have accomplished and what our future priorities should be. As I believe that residential housing will be a huge part of our future development, I have asked each firm to be sure to address that aspect of our future in greater than normal detail.

Since we were not previously aware of this grant when completing the budget last year, we did not budget any additional funding for this work. However, since we were likely to add the Master Plan update to the 26-27 budget anyways, this grant timing was fortuitous. I believe that it would be entirely appropriate to amend the budget to account for any overages, if the Commission sees fit. Due to the importance of these plans and their impact on the future of the community, I would implore the Commission choose the firm that they want to work with instead of choosing the firm based upon price.

The City approached a number of well-known firms to complete this work but only two responded to this RFP, the primary reasons for not submitting a proposal were that the firm was located too far from Lapeer or that the \$50k budget was insufficient for the work the City asked for in our RFP request.

The Commission should also approve of the MEDC grant agreement by motion and one of the Budget Adjustments as provided by the Finance Department

|                            |                           |                            |                   |
|----------------------------|---------------------------|----------------------------|-------------------|
| Budgeted Amount:           | \$50,000                  | Funds Requested:           | \$50,000-\$70,567 |
| Funding Source:            | Grant+Fund<br>Balance     | CIP Project #:             |                   |
|                            |                           | Budget Amendment Needed:   | Maybe             |
| # of Bids/Quotes Obtained: | 7-8 sought, 2<br>obtained | Budget Amendment Attached: | Yes-option        |
| Explanation:               |                           |                            |                   |



**PROPOSAL FOR  
NEW MASTER PLAN AND NON-MOTORIZED  
MASTER PLAN**

CITY OF LAPEER, MICHIGAN

**DECEMBER 4, 2025**







540 S. Saginaw Street , Suite 200  
Flint, MI 48504  
(810) 340-7500 | [www.rowepsc.com](http://www.rowepsc.com)

**December 4, 2025**

City of Lapeer  
Mike Womack, Lapeer City Manager  
Liberty City Hall, 2nd Floor  
576 Liberty Street  
Lapeer, MI 48446

## **RE: New Master Plan and Non-Motorized Master Plan**

**Dear Mr. Womack:**

**ROWE Professional Services Company** appreciates the opportunity to present this proposal to the City of Lapeer to assist with creating a new Master Plan and Non-Motorized Master Plan. We look forward to working with you to solve problems and provide guidance within the planning process. We will deliver a comprehensive update for use as a guidebook for future city improvements that everyone on the project team will be proud of.

Our master plan team includes a unique blend of planning, design, economic development, and engagement experts who will help create clear direction and vision, as well as sound implementation plans that drive action. This project will be managed by **Senior Planner, Kevin L. Andrews, AICP**, who has over 20 years of experience with community planning and zoning, census data, and geographic information system (GIS) mapping. He will serve as the primary point of contact, keeping the project on schedule, within budget, and aligned with the city's goals. Kevin brings a wealth of knowledge and a proven track record of successfully managing similar projects. He will blend our "hometown" understanding of Lapeer with our combined team expertise.

We will be partnering with Community Research Services, LLC, based in St Johns, to focus additional resources on future housing trends. With a tested and proven methodology, their firm can quickly and accurately analyze demographic, supply, and demand characteristics, and translate that data into meaningful information. Their goal is to provide recommendations, directions, and documentation, leading to highly successful development strategies.

Our non-motorized master plan team complements our planning team with landscape architects and engineers with over 30 years of experience providing park and recreation services statewide. **Douglas R. Schultz, PLA**, will lead this effort. Doug has provided as-needed services for cities, townships, and park systems across Michigan. He has assisted with the City of Lapeer's Five-Year Parks Plan, various park and trail projects, including Oakdale Trails, and has been involved in additional community engagement through board roles with the Flint River Watershed Coalition. We look forward to working together to reevaluate the vision of the city to promote pedestrian access and public spaces as being your citizen's "third place", drawing citizens into the downtown areas, and come closer to becoming a "15-minute city".

Each plan will be a stand-alone document, and we propose to complete the Non-Motorized Master Plan first so it can be referenced in the Master Plan. We have included multiple public engagement options to gather input from stakeholders which can be tailored to the city's specific needs. Public engagement will be coordinated between the Master Plan and the Non-Motorized Master Plan for efficiency to maximizing the city's outreach.

We are vested in your progress, providing services to the city and neighboring communities from our local office for over 30 years. This history provides ROWE a breadth of knowledge and history unmatched by our competitors. We look forward to meeting with you to tailor our approach to best meet your budget and goals. Please contact Kevin Andrews or Doug Schultz at **(810) 341-7500** if you have any questions

Sincerely,  
**ROWE Professional Services Company**

**Kevin L. Andrews, AICP**  
Project Manager

**Leanne H. Panduren, PE**  
Chief Executive Officer/Principal in Charge





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## FIRM INFORMATION



Since our start in 1962, ROWE Professional Services Company has continued to grow as a leading professional engineering consulting firm who combines large-firm resources with broad expertise to deliver the personal service and attention you deserve. Our staff of more than 250 professionals in Michigan and South Carolina strives for 100 percent client satisfaction.

### Planning

- Master/Land Use Plans
- Parks & Recreation Plans
- Downtown Development Plans
- Tax Increment Finance Plans
- Neighborhood Plans
- Strategic Plans
- Zoning Ordinances
- Capital Improvement Programs
- Feasibility Studies
- Urban Design

### Landscape Architecture

- Streetscapes
- Parks
- Historic Landscapes
- Transportation Corridors
- Recreation Areas
- Walkways & Trails
- Waterfronts
- Residential Development
- Planting Plans
- Site Enhancements
- Campus Planning
- Sensitive Environments

### Surveying

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- Right-of-Way
- Construction Staking
- Retracement
- Government Corners
- Wind/Solar/Pipeline
- ALTA
- Cadastral/Boundary
- Pipeline Locators
- Remonumentation
- Mobile LiDAR
- LiDAR Data Extraction

### Civil Engineering

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- Roads
- Water Systems
- Traffic Engineering
- Sewer Systems
- Pumping Stations
- Parks & Recreation Facilities
- Land Development
- Signal Design
- Demolition
- Wastewater Treatment
- Parking Lots

### Aerial Imagery/Mapping

- Vertical & Oblique Photography
- Analytic Aerial Triangulation
- DTM-DEM Surface Modeling
- Digital Orthophotography
- GIS Base-Mapping
- UAS Imaging & Mapping
- Digital Orthophotography
- GIS Base-Mapping
- UAS Imaging & Mapping

### Reality Capture

- 3D Object Modeling
- 3D Site Point Clouds
- BIM & Industrial Modeling
- Point Cloud Classification & Analysis
- Mesh Modeling
- Terrain Modeling & Contouring
- Structural Modeling
- Contouring & Volumes
- Dimensioned Exhibits
- Building Forensics
- Historic Preservation
- Monitoring

## OFFICE LOCATIONS

### FLINT

540 S. Saginaw Street  
Suite 200  
Flint, MI 48502  
Ph. (810) 341-7500  
Fax (810) 341-7573

### LAPEER

128 N. Saginaw Street  
Lapeer, MI 48446  
Ph. (810) 664-9411  
Fax (810) 664-3451

### FARMINGTON HILLS

27280 Haggerty Road  
Suite C-2  
Farmington Hills, MI 48331  
Ph. (248) 675-1096  
Fax (800) 974-1704

### GRAND RAPIDS

507 36th Street, SE  
Grand Rapids, MI 49548  
Ph. (616) 272-7125  
Fax (800) 974-1704

### MT. PLEASANT

127 S. Main Street  
Mt. Pleasant, MI 48858  
Ph. (989) 772-2138  
Fax (989) 773-7757

### OSCODA

212 N. State Street  
Oscoda, MI 48750  
Ph. (800) 837-9131  
Fax (800) 974-1704

### GRAYLING

2342 Industrial Street  
Suite A  
Grayling, MI 49738  
Ph. (989) 348-4036  
Fax (989) 348-5416

### MYRTLE BEACH, SC

6009 N. Kings Highway  
Myrtle Beach, SC 29577  
Ph. (843) 444-1020  
Fax (843) 448-3936

Work for the City of Lapeer Master Plan and Non-Motorized Master Plan will be completed by staff based in our Flint and Lapeer offices. We have built our reputation on providing service and responsiveness to our clients. We will provide an organized and efficient approach to meetings and site visits.



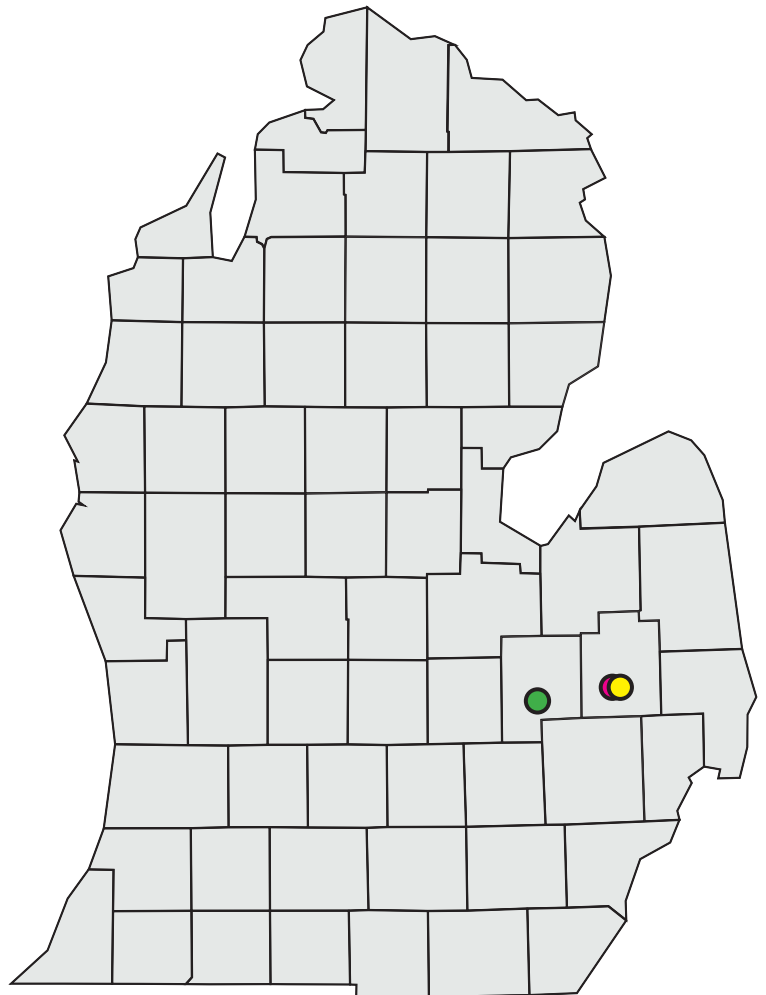
**FLINT, MI** ●  
Distance to project:  
21.5 miles | 22 minutes



**LAPEER, MI** ●  
Distance to project:  
0.07 miles | 3 minutes



**CITY OF LAPEER, MI** ●



## FIRM QUALIFICATIONS

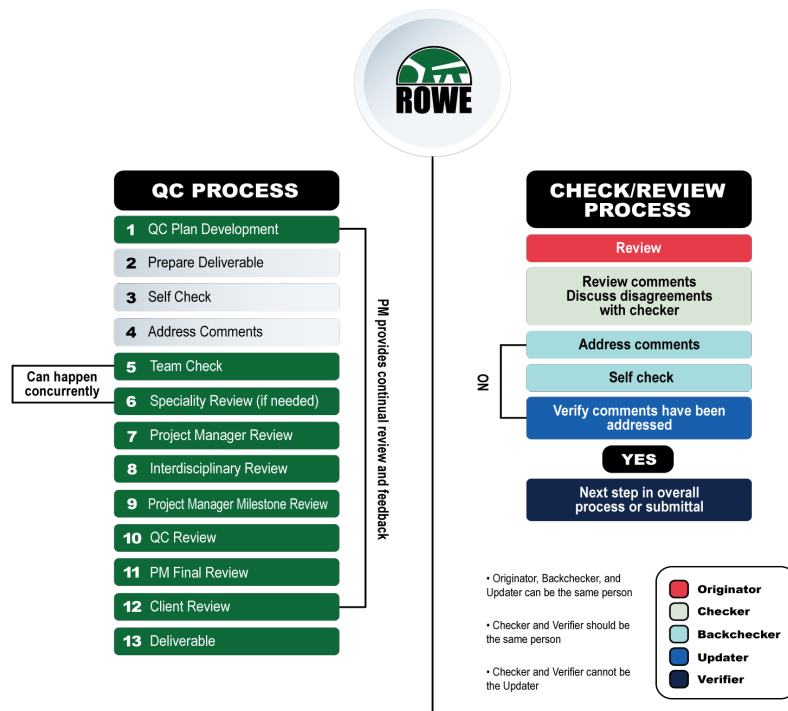
### Beyond Technical Excellence

You expect technical expertise and broad experience from a capable consulting firm. We go one step further, combining expertise and experience with dedication to provide personal service. Our commitment focuses on:

- Building and maintaining long-standing client relationships and treating clients as partners in developing and improving the communities in which we work and live.
- Being readily available to our clients to provide project advice, answer questions, or address concerns as quickly as possible.
- Educating and informing our clients of the latest technology, trends, and regulations.

### Quality Assurance and Control

Effective quality assurance and control is key to every project and is the final gate our projects pass through before reaching the home stretch – presentation to the client. We review each project at key milestones for conformity to our standards. This review is completed by qualified personnel not directly involved with the project to provide an unbiased review.



### Summary

ROWE Professional Services Company is enthusiastic about working with the City of Lapeer. In business for 63 years, we have built a strong foundation from which our knowledge and experience has grown. We use the current technology you find in large firms but remain small enough to deliver our trademark personal service.

Plans for cities like Lapeer must carefully balance growth aspirations with the preservation of community character and quality of life, creating places both vibrant and attractive to residents, businesses, and developers. Our team has completed master plans for numerous cities, villages, townships, and counties in Michigan. Currently, we are in the process of updating master plans for Marathon Township, Village of Byron, Arenac County, Oscoda Township, Bridgeport Township, and City of Burton.

Our non-motorized experience includes both planning, design, and construction of local and regional systems. We include traffic engineers and designers on our team to thoroughly examine safety, function, and long-term maintenance. We also provide keen insight into funding while developing our recommendations.

Additional projects can be found in the **Master Plan Experience** and **Non-Motorized Master Plan Experience** sections.

# MASTER PLAN

## Introduction

At ROWE, we believe that a successful master plan is built on a strong foundation of understanding—knowing where the community stands today, envisioning where it aspires to be in the future and charting a realistic and strategic path to get there as shown in the figure below. Our planning philosophy is grounded in collaboration, data-informed decision making, and a commitment to shared community values.



We believe ROWE is best fit to assist the City of Lapeer with its new Master Plan due to our long standing relationship with the city and our current roles providing planning, zoning, and engineering services. Through a thoughtful and inclusive process, we will work closely with the City of Lapeer to refine its community vision, articulate long-term goals, and establish a clear roadmap for achieving them. Our team will guide the city in developing a comprehensive framework that translates aspirations into action. This framework will be structured into three integrated tiers:

**BROAD GOALS:** High-level, visionary statements that reflect the community's desired future.

**MEASURABLE OBJECTIVES:** Specific, quantifiable targets that support each goal and provide a basis for tracking progress.

**IMPLEMENTATION STRATEGIES:** Concrete actions, policies, and initiatives designed to achieve the objectives and bring the vision to life.

This approach makes the Master Plan both visionary and inspiring, while remaining practical, measurable, and grounded in real-world implementation. By aligning community input with technical expertise and best practices, we aim to deliver a plan that is both aspirational and achievable.

## Planning Process and Scope of Services

### Project Management

ROWE will work closely with a designated staff member or official who will oversee the project. This includes regular communication through phone calls, progress reviews, meeting preparation, and schedule adjustments, as needed.

ROWE will work closely with the planning commission or the Master Plan subcommittee to review technical analyses and assess necessary updates to the plan. To ensure a seamless and transparent process, we will:

- Provide the planning commission with draft materials at least one week prior to meetings to allow ample time for review.
- Track and document all revisions, ensuring commissioners clearly understand proposed changes and their implications.

### Project Process

#### Kick-off

The review process begins with a kick-off meeting involving city leaders, commission members, and key staff to assess the strengths of the existing Master Plan and identify sections to retain, revise, or remove based on current community needs. This comprehensive evaluation includes an analysis of recent rezonings, zoning amendments, and special approvals to determine alignment with the current plan, uncover deficiencies, and identify elements to be incorporated into the new Master Plan.

#### Community Input and Public Engagement

A comprehensive public engagement process is critical for credible plan development. Key public engagement options included within the budget provided are:

- Survey - Facilitated public attitude survey (online and in print) to capture perspectives from a broad cross-section of residents, business owners, developers, etc.
- Open House - Before the public hearing for the Master Plan adoption, ROWE will host an open house featuring:
  - > Thematic stations covering key planning topics
  - > Opportunities for residents to review public input and draft strategies
  - > Public feedback collection through comment cards and surveys

This approach creates varied and accessible avenues for stakeholder participation and cultivates widespread ownership of the plan. This proposal includes a chart outlining additional public engagement options the city may choose to incorporate into the Master Plan process, along with the associated costs which would be billed in addition to the proposed budget.

## Existing Conditions Analysis

ROWE will review and update the demographic data in the current Master Plan, incorporating additional sources related to land use, property values, housing, and infrastructure to inform planning decisions.

- **Socioeconomic Analysis** - Updated demographic and economic data will assess changes over time, comparing trends with surrounding communities or peer municipalities.
- **Natural Features** - The plan will include a detailed review of natural features such as wetlands, floodplains, and woodlands. Strategies will be developed to protect these resources while accommodating responsible development.
- **Economic Analysis** - Using Longitudinal Employer-Household Dynamics (LEHD) data and other sources, we will evaluate economic trends, commuting patterns, and property values.
- **Housing** - The Master Plan will include a housing analysis that evaluates inventory, affordability, and overall housing needs in compliance with Public Act 153 of 2024. A market study and housing analysis will be conducted to examine the current and futures needs of housing supply. Specific strategies and funding sources will be identified to achieve housing goals. The plan will promote a diverse housing stock that supports all income levels and life stages, while preserving neighborhood character and encouraging sustainable growth.

We have partnered with Community Research Services, LLC, to focus additional resources on future housing trends. With a tested and proven methodology, their firm quickly and accurately analyzes demographic, supply, and demand characteristics, and translates the data into meaningful information and reports. Their goal is to provide recommendations, directions, and documentation, leading to highly successful development strategies. Additional firm information can be found starting on page 11.

- **Existing Land Use Map and Analysis** - ROWE will perform a detailed parcel-level analysis of current land use patterns utilizing Geographic Information Systems (GIS) mapping tools. Following the creation of the map, we will conduct an evaluation to identify trends, inconsistencies, and opportunities for future planning.

## Goals and Objectives Development

ROWE will use the existing Master Plan goals as a foundation, while collaborating with the Planning Commission and other officials.

- We will evaluate existing goals and objectives to determine which have been achieved, which are in progress, and which require further attention.
- This assessment will also consider the implications of a population changes noted in the socioeconomic analysis findings, input from the public engagement, and regional changes. Based on these findings, we will incorporate

new goals and policies to ensure the Master Plan reflects current and future community needs.

- Structure goals into three tiers, which ensures that the plan serves as an effective tool for guiding action and measuring progress:

**BROAD GOALS:** High-level, visionary statements that reflect the community's desired future.

**MEASURABLE OBJECTIVES:** Specific, quantifiable targets that support each goal and provide a basis for tracking progress.

**IMPLEMENTATION STRATEGIES:** Concrete actions, policies, and initiatives designed to achieve the objectives and bring the vision to life.

## Future Land Use and Implementation

To facilitate action, ROWE will complete the following:

- **Future Land Use Plan and Map:** The Future Land Use Plan will align with zoning classifications and reflect the community's aspirations for growth and preservation. In evaluating future land use designations, we will consider the sustainability of existing commercial and industrial development, identifying opportunities for mixed-use areas.
- **Relations to Neighboring Municipal Master Plans:** We will review the master plans of adjacent municipalities to identify opportunities for collaboration and regional planning. This will help address shared challenges such as transportation, environmental protection, and economic development.
- **Zoning Plan:** The zoning plan will include targeted recommendations to address existing ordinance limitations and propose future amendments that align zoning regulations with the Master Plan's land use goals and overall community vision.
- **Implementation Chapter:** The plan will include a five-year strategic schedule that outlines immediate, short- and long-term goals, identifies responsible parties, and proposes funding strategies, while also establishing measurable benchmarks to track progress and ensure accountability.
- **Annual Progress Reporting:** An annual review process will be recommended to track progress and ensure accountability.

## RRC Certification Compliance

The City of Lapeer achieved Redevelopment Ready Communities (RRC) certification through the Michigan Economic Development Corporation by demonstrating its commitment to best practices in planning, zoning, and economic development. This designation confirms that Lapeer has streamlined development processes, enhanced transparency, and removed barriers to investment,



positioning the community as a competitive and attractive location for growth. The city's RRC status provides a solid foundation for updating the Master Plan to support and align with RRC best practices.

Our team's familiarity with the program positions us to help the city create a Master Plan that conforms to RRC Certified Status. This includes a review of existing economic and marketing strategies, with targeted recommendations for improvement based on RRC guidelines. We will integrate streamlined policies, updated zoning recommendations, clear implementation steps, and public engagement documentation—supported by performance tracking and regular updates to ensure long-term compliance and effectiveness. *(For recent work completed with these same requirements, please see the Village of Port Sanilac Master Plan in the Master Plan Experience section.)*

#### **Plan Review, Public Hearing and Adoption**

ROWE will prepare multiple drafts of the Master Plan for review by the planning commission, staff, and local officials. Documents will be provided in both PDF and editable formats for accessibility. The final plan will integrate high-quality visuals, maps, and graphics to enhance readability and appeal to a broad audience, including residents, stakeholders, funders, and developers.

Following this period:

- A pre-public hearing draft will be reviewed by the planning commission and city council before distribution for formal public comment.
- Distribution of the draft by City Council will initiate the 63-day review period required under the Michigan Planning Enabling Act.

- After the review period concludes, the Planning Commission will hold a public hearing and take action to adopt the new Master Plan.

- Upon approval, ROWE will deliver digital and printed copies, as well as GIS-compatible data for city use.

#### **Deliverables**

ROWE will provide copies of draft chapters and maps one week one week prior to the scheduled meeting where such materials are to be presented. We will work with city staff to review materials and gather feedback early and often throughout the process.

All deliverable materials will be provided in both digital and hard copy formats. Digital formats of preliminary documents will be provided in PDF format, with editable formats (Word or similar) available upon request. Final documents will be provided to the city in both PDF and Word format. ROWE will also provide the township with data files (Excel or Excel compatible) and GIS shapefiles that are developed for the final plan and any preliminary information that is of interest to the city.

#### **Meeting Attendance**

This proposal includes ROWE staff attendance at up to 12 public meetings, 11 planning commission/subcommittee meetings and one city council meeting. Attendance at additional public meetings will be billed in addition to the provided Cost Proposal.

## MASTER PLAN PUBLIC ENGAGEMENT STRATEGIES

Below is an overview of the diverse engagement strategies that ROWE can implement during master planning projects. Many of these approaches can be adapted for hybrid or fully virtual formats using ROWE's Zoom or Microsoft Teams platforms.

| Public Engagement                                                                                                                                                                                                                                                                                                                                                                                                                                              | Advantages                                                                                                                                                                                                                                         | Disadvantages                                                                                                                                                        | Cost                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Stakeholder Interviews</b><br>Conduct a series of one-on-one meetings or phone interviews (half-hour each, maximum of 10) with developers, property owners, and residents within the community.                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>Detailed feedback.</li> <li>Allows for a one-on-one conversation about the community.</li> <li>Allow for follow-up questions.</li> </ul>                                                                    | <ul style="list-style-type: none"> <li>Relatively low proportion of the community's population involved.</li> </ul>                                                  | \$ 3,000                                                                                                                              |
| <b>Focus Group Interviews</b><br>Conduct a series of meetings (one hour each, three to seven people per meeting, maximum of seven meetings). The focus groups can include people with a variety of age groups that shop or otherwise visit the city that might not otherwise participate (high school students, college age, young working people, seniors, etc.) as well as other groups, such as local business organizations and neighborhood associations. | <ul style="list-style-type: none"> <li>Detailed feedback.</li> <li>Ability of participants to build on one another's ideas.</li> <li>More members are included than the stakeholder interviews.</li> <li>Allow for follow-up questions.</li> </ul> | <ul style="list-style-type: none"> <li>Small groups are sometimes dominated by one or two people.</li> </ul>                                                         | \$ 3,000                                                                                                                              |
| <b>Public Attitude Survey</b><br>Short questionnaire available to be filled out online or on paper by residents of the community.                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>Often gets the greatest number of participants of any other approach.</li> <li>Relatively low cost.</li> <li>Available at resident's convenience.</li> </ul>                                                | <ul style="list-style-type: none"> <li>No opportunity for follow-up questions.</li> <li>More effective with mailing or social media to get participation.</li> </ul> | \$4,000*<br><br>*City responsible for mailing cost<br><br><b>Note:</b> One public attitude survey is included in our proposed budget. |
| <b>Town Hall Meeting</b><br>Citizens attend a meeting to discuss their thoughts on the community and bring up ideas for the plan.                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>Relatively low cost.</li> </ul>                                                                                                                                                                             | <ul style="list-style-type: none"> <li>Somewhat low participation rate.</li> <li>Not very detailed information.</li> </ul>                                           | \$6,000                                                                                                                               |



| Public Engagement                                                                                                                                                                                                                                                                                                                                | Advantages                                                                                                                                                                                                                                                           | Disadvantages                                                                                                                                                                                                                                            | Cost                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Youth Charrette</b><br>A half-day session with youth from elementary to high school age. The participants will be taken through a series of designs and/or maps. Small group discussions will be facilitated to brainstorm issues, opportunities, and their vision of the community's future.                                                 | <ul style="list-style-type: none"> <li>Get the youth of the community engaged.</li> <li>Very detailed feedback.</li> <li>Direct engagement allows for follow-up questions.</li> </ul>                                                                                | <ul style="list-style-type: none"> <li>Depends on relationships with schools.</li> <li>Participation size may vary.</li> </ul>                                                                                                                           | \$ 6,000                                                                                                          |
| <b>Community Visioning Meeting</b><br>Citizens attend a meeting and break into small groups to brainstorm on community issues and their vision of the community's future.                                                                                                                                                                        | <ul style="list-style-type: none"> <li>Very detailed feedback.</li> <li>The ability of participants to build on one another's ideas.</li> </ul>                                                                                                                      | <ul style="list-style-type: none"> <li>Relatively low participation rate.</li> <li>Small groups are sometimes dominated by one or two people.</li> </ul>                                                                                                 | \$ 6,000                                                                                                          |
| <b>Master Plan Open House</b><br>After preliminary plan alternatives are prepared for the development plan, the public attends one or more open houses featuring multiple stations where alternatives are presented in an "open house" atmosphere. Participants come and go as they please and investigate the stations that most interest them. | <ul style="list-style-type: none"> <li>Detailed feedback.</li> <li>Participants have opportunity for one-on-one discussions with planning commissioners.</li> <li>Improved participation over interviews.</li> <li>Multiple open houses can be conducted.</li> </ul> | <ul style="list-style-type: none"> <li>Somewhat low participation rate.</li> <li>Requires greater up-front preparation than interviews.</li> </ul>                                                                                                       | \$5,400 (each)<br><br><i><b>Note:</b> One master plan open house is included in the proposed budget provided.</i> |
| <b>Social Media</b><br>Establishment of a Master Plan Facebook page to post surveys, notice of meetings, and other news and relevant information regarding the master planning process.                                                                                                                                                          | <ul style="list-style-type: none"> <li>Available at resident's convenience.</li> </ul>                                                                                                                                                                               | <ul style="list-style-type: none"> <li>This tool is more effective with more online tools such as online survey and community remarks.</li> <li>May exclude residents without access to the internet or uncomfortable with online technology.</li> </ul> | \$ 4,000                                                                                                          |

## MASTER PLAN HOUSING SUBCONSULTANT



### ***Community Research Services, LLC***

Community Research Services, LLC is a multi-faceted community development consulting firm, providing a wide variety of products and services throughout the United States. We have assisted developers, non-profit organizations, government agencies and financial institutions with development and/or strategic solutions on housing of various types. With market experience within over 30 states, our personnel have been conducting market studies since the 1980s, preparing some of the first market feasibility reports for affordable rental housing projects in the Midwest. Memberships and affiliations have included:

- Michigan Housing Council
- National Housing and Rehabilitation Association
- National Council of Housing Market Analysts

Within all our studies, it is our goal to provide recommendations, direction and documentation that lead to highly successful project and development strategies. With a tested and proven methodology, our firm has the ability to quickly and accurately analyze demographic, supply, and demand characteristics, and translate this data into meaningful information and reports.

Directly examining Michigan's individual housing markets, the staff of Community Research has conducted over 1,000 market feasibility studies within all 83 counties of the state. When preliminary reports, market letters, and other types of introductory analyses are taken into consideration, the number of individual reports completed by our staff readily exceeds 3,000 analyses of Michigan housing markets over a 37-year period.

### **BACKGROUND – KELLY J. MURDOCK**

Mr. Murdock has vast experience in the analysis of housing markets. Since 1988, he has provided market analyses and studies on single-family developments, apartment complexes, condominium proposals, senior citizen communities, and other community development opportunities. Mr. Murdock has also assisted numerous nonprofit groups and communities with the use and regulations of various federal and state housing programs. He has been featured within several published articles on housing research, and has served as a speaker at numerous housing seminars on market-related issues.

Mr. Murdock is the Managing Partner of Community Research Services, LLC (CRS), a full-service community development consulting company, providing a wide variety of products and services ranging from market feasibility to development assistance. Over the years our organization is proud of the support provided to developers, non-profit organizations, government agencies and financial institutions regarding the improvement of our neighborhoods and communities. Providing expertise and analysis are the tools used by Community Research to make a positive impact upon our clients and the markets we service.

Prior to the establishment of CRS, Mr. Murdock was the founder of Community Research Group, LLC and Community Targeting Associates. Both companies provided a large degree of affordable housing research over a twelve-year period (1992 to 2004) across 31 states for over 250 clients. This included research conducted under contract with Rural Housing Service, HUD, and six state housing agencies.

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Previously, Mr. Murdock served as the Senior Market Analyst of Target Market Systems, the market research division of First Centrum Corporation. At TMS, Mr. Murdock was responsible for market research services for all development and management divisions of the corporation, and completed some of the first market reviews and studies within Michigan under the LIHTC program (IRS Section 42).

A graduate of Eastern Michigan University, Mr. Murdock holds a degree in Economics and Business, with a concentration in economic modeling and analysis. Mr. Murdock is a member of the Michigan Housing Council, a statewide affordable housing advocacy group. He previously served on the Council's Board of Directors. Mr. Murdock and CRS are also charter members of the National Council of Housing Market Analysts (NCHMA), an organization dedicated to the establishment of standard practices and methods in housing research across the nation. Mr. Murdock currently serves on the executive committee of NCHMA as Past Chair, after a two-year term as Chair of the Council (2020 – 2022).

Mr. Murdock has been awarded the Professional Member designation by NCHMA, the highest level of membership offered by the organization.

***Recent Publications/Presentations by Kelly Murdock:***

- Suttons Bay – Housing Needs Assessment Presentation – Peninsula Housing – November 2025
- Chippewa County/Sault Ste. Marie – Housing Needs Assessment – Sault Ste. Marie EDC – February 2025
- Otsego County/Gaylord – Housing Needs Assessment Update – Otsego County Economic Alliance Inc. – December 2024
- Mackinac County/Mackinac Island – Housing Needs Assessment – Mackinac County – December 2024
- Luce County – Housing Needs Assessment – Luce County Economic Development Corporation – September 2024
- Roscommon County – Housing Needs Assessment – Village of Roscommon/Roscommon County – March 2024
- Beaver Island – Housing Needs Assessment/Presentation – Beaver Island Community Development Corporation/Northern Homes CDC – September 2023
- Alpena/Alpena County – Housing Needs Assessment/Presentation – Target Alpena/Alpena Housing Task Force - January 2023
- Gaylord/Otsego County Housing Needs Assessment/Presentation – Otsego County Economic Alliance Inc. - December 2022
- “Rent Analysis & AMI Trending in the Age of COVID” – Affordable Housing Investment Council Webinar – October 2020
- “Understanding Housing Demand During COVID-19” – NH&RA Townhall Meeting – October 2020
- “Rural Market Update – Status & Issues” – Michigan Housing Council 30<sup>th</sup> Annual Meeting – October 2019
- Mancelona - Housing Needs Assessment & Presentation – August 2019

- MEDC Project Rising Tide – Housing Needs Assessment presentations for the following cities:
  - Marlette – August 2019
  - Ionia – June 2019
  - Eaton Rapids – April 2019
  - Beaverton – February 2019
  - West Branch – December 2018
- “*Target Market Analysis & Calculating Housing Demand*” – The Affordable Housing Finance, Development, and Policy Exchange – October 2017
- Cadillac/Wexford County - Housing Needs Assessment & Presentation – August 2017
- Mackinac Island - Housing Study & Presentation – June 2017
- Benzie County - Housing Needs Assessment & Presentation – May 2017
- “*State of the Market – Today & Tomorrow*” – Cinnare University of Affordability Conference – May 2016
- Summary Presentation - United States Virgin Islands: Housing Needs Assessment/Study – VIHFA – August 2015
- “*Housing Markets – Pre-Feasibility Concepts*” – Indiana Association of Community & Economic Development Conference – March 2015
- “*Market Update – Michigan*” – Michigan Housing Council Fall Meeting – October 2013
- “*Market Study – Target Market and Demand*”, *Avenues to Affordability*, Spring 2013 issue
- “*Revisiting Market Areas – Best Practices for PMA Designation*” – NCHMA Spring Meeting – March 2012

***Expert Witness Experience - Kelly Murdock:***

- Hemlock Crossing, LLC v. Logan Township, PA, and Frank J. Meloy, James A. Patterson, and Jerry C. Fulare. Retained by Hemlock Crossing, LLC in May 2007 to provide expert testimony and analysis.
- Sam Saboury v. City of Lansing. Retained by Mr. Saboury through Sullivan, Ward, Asher & Patton, P.C. in January 2017 to provide expert testimony and analysis.

***Contact/Social Media Options:***

Website: [www.cr-services.com](http://www.cr-services.com)

Facebook: <https://www.facebook.com/CommunityResearchServices?ref=hl>

Twitter/X: <https://twitter.com/CommResearchSvs>

LinkedIn: <http://www.linkedin.com/in/kellymurdock>

## MASTER PLAN TIMELINE

| Tasks                                         | 2026 |     |     |      |      |     |      |     |     |     | 2027 |     |     |     |
|-----------------------------------------------|------|-----|-----|------|------|-----|------|-----|-----|-----|------|-----|-----|-----|
|                                               | Mar  | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan  | Feb | Mar | Apr |
| Kick-off Meeting                              |      |     |     |      |      |     |      |     |     |     |      |     |     |     |
| Subcommittee Creation                         |      |     |     |      |      |     |      |     |     |     |      |     |     |     |
| <b>Public Engagement</b>                      |      |     |     |      |      |     |      |     |     |     |      |     |     |     |
| Community Survey                              |      |     |     |      |      |     |      |     |     |     |      |     |     |     |
| Community Open House                          |      |     |     |      |      |     |      |     |     |     |      |     |     |     |
| <b>Technical Analysis and Update</b>          |      |     |     |      |      |     |      |     |     |     |      |     |     |     |
| Socioeconomic Analysis                        |      |     |     |      |      |     |      |     |     |     |      |     |     |     |
| Economic Analysis                             |      |     |     |      |      |     |      |     |     |     |      |     |     |     |
| Housing                                       |      |     |     |      |      |     |      |     |     |     |      |     |     |     |
| Natural Features                              |      |     |     |      |      |     |      |     |     |     |      |     |     |     |
| Existing Land Use Analysis                    |      |     |     |      |      |     |      |     |     |     |      |     |     |     |
| Future Land Use Map                           |      |     |     |      |      |     |      |     |     |     |      |     |     |     |
| Goals and Objectives                          |      |     |     |      |      |     |      |     |     |     |      |     |     |     |
| Future Land Use Plan                          |      |     |     |      |      |     |      |     |     |     |      |     |     |     |
| Zoning Plan                                   |      |     |     |      |      |     |      |     |     |     |      |     |     |     |
| Implementation Plan                           |      |     |     |      |      |     |      |     |     |     |      |     |     |     |
| RRC Compliance                                |      |     |     |      |      |     |      |     |     |     |      |     |     |     |
| <b>Adoption Process</b>                       |      |     |     |      |      |     |      |     |     |     |      |     |     |     |
| Notice of Intent to Plan                      |      |     |     |      |      |     |      |     |     |     |      |     |     |     |
| Final Draft Creation                          |      |     |     |      |      |     |      |     |     |     |      |     |     |     |
| Approval of Draft Plan                        |      |     |     |      |      |     |      |     |     |     |      |     |     |     |
| Approval for Distribution by City Council     |      |     |     |      |      |     |      |     |     |     |      |     |     |     |
| 63-Day Review Period                          |      |     |     |      |      |     |      |     |     |     |      |     |     |     |
| Planning Commission Public Hearing & Adoption |      |     |     |      |      |     |      |     |     |     |      |     |     |     |

# NON-MOTORIZED MASTER PLAN

## Introduction

ROWE understands the existing 2012 Non-Motorized Master Plan will be used as the starting point with primary direction from an advisory committee established by the city.

*Note: Our scope of work does not include analysis or cost opinions for new routes beyond what are included in the prior plan. If during the planning process additional areas are discussed, we can provide this work on a time and materials basis. No engineering design, permits, easements, or grant applications are included in this scope of work but can be provided as an additional service.*

## Scope of Services

### Project Process

#### Kick-Off Meeting – Advisory Committee Meeting 1

Conduct in-person meeting with city staff and the advisory/steering committee staff to review the project schedule and review existing information. Establish a schedule for future public input and review methods to be used to solicit input and key issues to be addressed. Review what has been accomplished since the last plan and identify any changes in the proposed routes/alternate routes or action plan items.

#### Site Investigations

ROWE will complete a review of three key existing routes as identified in the prior plan. Our intent will be to complete a site visit with members of the committee following the kick-off meeting and complete subsequent follow-up investigations separately. We will also update photos of other key locations and completed projects in the plan. ROWE, and the Acting Lapeer City Engineer, will review any new suggested routes to consider any high-cost/feasibility issues that may be present. We will look at it from a safety and Americans with Disabilities Act (ADA) compliance/engineering perspective to help identify issues or ideas that should be considered at this stage.

#### Plan Updates

ROWE will update the plan including proposed route images based on aerial base maps, revised narrative, and construction cost opinions. An action plan will include phasing and updated grant sources for funding.

#### Advisory Committee Meeting 2

A draft plan will be prepared for review by the Advisory Committee. The plan will be presented at an in-person meeting and based on input from this meeting, the plan will be revised for review by the committee.

#### Community Input and Public Engagement

Information gathered from the public engagement survey for the Master Plan update will be used to assist with the Non-Motorized Master Plan update. The survey will strategically include questions tailored towards non-motorized priorities.

Our base scope includes an open house in collaboration with the Master Plan. We will present a draft of the plan and gather input at a separate table dedicated to the non-motorized plan. The open house will include maps of key routes and comment cards and surveys for attendees.

The intent is not to have a formal presentation, but to allow for time to interact with attendees as they drop in. ROWE staff, as well as the advisory committee, will be present to answer questions. Comment cards or surveys may ask for input on strategies, priorities, etc. to help guide the committee and reinforce recommendations. The meeting will be promoted by the committee. ROWE will provide a meeting agenda/flyer.

Information on optional items for public input which the city may choose to include as additional services are included with this proposal. Several engagement techniques are described listing advantages and disadvantages for each.

#### Final Draft

The plan will be updated to include public input and any necessary revisions as directed by the committee in a single set of comments. A final draft will be provided for review by city staff.

#### Public Hearing

The city will provide a legal public notice for a public hearing on the plan. ROWE will attend and assist city staff at the public hearing meeting with the Planning Commission, seeking recommendation for approval.

#### Adoption of Non-Motorized Plan

ROWE will attend the City Commission meeting where the plan is considered for adoption.

#### Deliverables

Following adoption of the plan, ROWE staff will provide the city with ten bound copies and a digital copy of the plan.

## NON-MOTORIZED MASTER PLAN PUBLIC ENGAGEMENT STRATEGIES

Below is an overview of the diverse engagement strategies that ROWE can implement during master planning projects. Many of these approaches can be adapted for hybrid or fully virtual formats using ROWE's Zoom or Microsoft Teams platforms.

| Public Engagement                                                                                                                                                                                                                                                                                                                                                                                                                                              | Advantages                                                                                                                                                                                                                                         | Disadvantages                                                                                                                                                                                                                                                                                                                                      | Cost                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Stakeholder Interviews</b><br>Conduct a series of one-on-one meetings or phone interviews (half-hour each, maximum of 10) with developers, property owners, and residents within the community.                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>Detailed feedback.</li> <li>Allows for a one-on-one conversation about the community.</li> <li>Allow for follow-up questions.</li> </ul>                                                                    | <ul style="list-style-type: none"> <li>Relatively low proportion of the community's population involved.</li> </ul>                                                                                                                                                                                                                                | \$ 2,900                                                                                                                                         |
| <b>Focus Group Interviews</b><br>Conduct a series of meetings (one hour each, three to seven people per meeting, maximum of seven meetings). The focus groups can include people with a variety of age groups that shop or otherwise visit the city that might not otherwise participate (high school students, college age, young working people, seniors, etc.) as well as other groups, such as local business organizations and neighborhood associations. | <ul style="list-style-type: none"> <li>Detailed feedback.</li> <li>Ability of participants to build on one another's ideas.</li> <li>More members are included than the stakeholder interviews.</li> <li>Allow for follow-up questions.</li> </ul> | <ul style="list-style-type: none"> <li>Small groups are sometimes dominated by one or two people.</li> </ul>                                                                                                                                                                                                                                       | \$ 2,900                                                                                                                                         |
| <b>Public Attitude Survey</b><br>Short questionnaire available to be filled out online or on paper by residents of the community.                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>Often gets the greatest number of participants of any other approach.</li> <li>Relatively low cost.</li> <li>Available at resident's convenience.</li> </ul>                                                | <ul style="list-style-type: none"> <li>No opportunity for follow-up questions.</li> <li>May exclude residents without access to the internet or uncomfortable with online technology.</li> <li>Requires more effort than interacting with a social media posting.</li> <li>May require a prize/ coupon offer to collect more responses.</li> </ul> | \$1,800*<br><br>*City responsible for mailing costs<br><br><b>Note:</b> One included in conjunction with the Master Plan public attitude survey. |
| <b>Town Hall Meeting</b><br>Citizens attend a meeting to discuss their thoughts on the community and bring up ideas for the plan.                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>Relatively low cost.</li> </ul>                                                                                                                                                                             | <ul style="list-style-type: none"> <li>Somewhat low participation rate.</li> <li>Not very detailed information.</li> </ul>                                                                                                                                                                                                                         | \$2,000                                                                                                                                          |



| Public Engagement                                                                                                                                                                                                                                                                                                                    | Advantages                                                                                                                                                                                                           | Disadvantages                                                                                                                                                                                                                      | Cost                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>Community Visioning Meeting</b><br>Citizens attend a meeting and break into small groups to brainstorm on community issues and their vision of the community's future.                                                                                                                                                            | <ul style="list-style-type: none"> <li>Very detailed feedback.</li> <li>The ability of participants to build on one another's ideas.</li> </ul>                                                                      | <ul style="list-style-type: none"> <li>Relatively low participation rate.</li> <li>Small groups are sometimes dominated by one or two people.</li> </ul>                                                                           | \$ 3,600                                                                                               |
| <b>Open House</b><br>After preliminary plan alternatives are prepared for the development plan, the public attends one or more open houses featuring multiple stations where alternatives are presented in an "open house" atmosphere. Participants come and go as they please and investigate the stations that most interest them. | <ul style="list-style-type: none"> <li>Detailed feedback.</li> <li>Participants have opportunity for one-on-one discussions with planning commissioners.</li> <li>Improved participation over interviews.</li> </ul> | <ul style="list-style-type: none"> <li>Somewhat low participation rate.</li> <li>Requires greater up-front preparation than interviews.</li> </ul>                                                                                 | \$3,800 (each)<br><br><i><b>Note:</b> One included in conjunction with the Master Plan open house.</i> |
| <b>Social Media</b><br>Facebook and similar online social media platforms are used to track comments during the entire planning process to provide a portal for reporting to the public the status of the planning process.                                                                                                          | <ul style="list-style-type: none"> <li>Available at resident's convenience.</li> </ul>                                                                                                                               | <ul style="list-style-type: none"> <li>This tool is more effective with more online tools such as online survey.</li> <li>May exclude residents without access to the internet or uncomfortable with online technology.</li> </ul> | \$ TBD                                                                                                 |
| <b>Individual Meeting</b><br>Additional meetings with the advisory committee can be added to the base scope as needed.                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>Provides an opportunity for further review of routs and recommendations</li> </ul>                                                                                            | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                              | \$1,000 (each)                                                                                         |

### NON-MOTORIZED MASTER PLAN TIMELINE

We are proposing the following tentative schedule for plan development:

| Tasks / Months                       | 2026 |     |     |     |      |
|--------------------------------------|------|-----|-----|-----|------|
|                                      | Mar  | Apr | May | Jun | July |
| Kick-off Meeting                     |      |     |     |     |      |
| Collect Data/Update Chapters         |      |     |     |     |      |
| Meeting/Community Open House*        |      |     |     |     |      |
| Final Draft Creation                 |      |     |     |     |      |
| Public Hearing                       |      |     |     |     |      |
| Assistance with the Adoption Process |      |     |     |     |      |

\* Addition of optional public engagement activities may modify the schedule. Timeline and number of meetings depends on options selected.



## PROJECT TEAM

ROWE staff members for each project are listed below with resumes following. Our teams will bring their experience to your planning process, along with the resources to work through any issues that arise, and will deliver a quality project on time and on budget. All staff members will collaborate and hold regular progress meetings throughout the project. These teams are also supported by ROWE's complete staff of over 250 professionals.

### Master Plan Team



**Kevin L. Andrews, AICP | Senior Planner I and Project Manager**

Kevin joined ROWE's Planning Department in 2025 as a Senior Planner. Kevin's expertise in land use planning, mapping and spatial analysis, demographics, census data and programs, and transportation planning spans numerous projects and programs at the local and county levels. He has been involved in developing master plans, redevelopment plans, zoning and land use applications, and has provided technical assistance in specialty fields including housing, transportation, redistricting, water supply planning, and emergency management. His responsibilities include map preparation and spatial data analysis, development review, master plan updates, zoning ordinance amendments and rewrites, and other planning and zoning activities.



**Wade F. Burkholder, AICP | Senior Planner I**

Wade joined ROWE's Planning Department as a dedicated professional with expertise in community development, project management, and administrative leadership. With a strong foundation in community planning, land use, policy development, and historic preservation, Wade brings a calm and composed approach to managing complex projects and supporting municipal clients. Wade is focused on advancing planning and zoning initiatives while contributing to the success of the team and the communities served by ROWE.



**Amy C. Bontempo, AICP, NCI | Senior Planner I**

Amy joined ROWE's Planning Department in 2024 as a senior planner I. Since beginning her career in planning in 2004, she has been responsible for a wide range of planning projects including capital improvement plans, a master plan update, development of a rental registration and inspection program, zoning ordinance amendments, site plan review, and various board staffing. Her responsibilities at ROWE include supporting planning and zoning activities with municipal clients.



**Brandon M. Jonas | Planner III**

Brandon joined ROWE's Planning Department in 2024. Since beginning his career in economic development in 2013, he has been responsible for a wide range of projects including downtown design charrettes, DDA development plans, corridor studies, creation of development proposals and grant programs, numerous economic development strategies, State and Federal advocacy. His responsibilities at ROWE include economic development activities, marijuana ordinance review, development of master plans and capital improvement plans, and supporting planning and zoning activities.



**Benjamin H. Keller | Planner II**

Ben joined ROWE's Construction group in Spring of 2022 and moved to the Planning group in Fall of 2022. Since joining our Planning Department, Ben has become an expert in Zoning Administration work, taking over as acting Zoning Administrator in several communities. Ben currently handles the as-needed services from the City of Lapeer. In addition to Zoning Administration, Ben has been a primary contributor to several zoning ordinance and master plan update projects, including leading two Zoning Ordinance Update projects. Furthermore, Ben has taken a special interest in assisting communities with ongoing Solar ordinances and projects. He was recently promoted to planner II in Spring of 2024.



**Noah Bussell, AICP | Planner II**

Noah joined ROWE's Planning Department in 2025 as a Planner II and was previously with ROWE from 2019 to 2021. Noah's expertise across land use planning, mapping and spatial analysis, broadband, renewable energy, and transportation planning spans numerous projects and programs at the local, county, state, and federal level. He has been involved in developing Master Plans, downtown plans, zoning ordinance updates, and grant writing and management. He has provided technical assistance in specialty fields including housing, non-motorized transportation, broadband and digital access, solid waste and recycling management, electric vehicle infrastructure, protected species stewardship, and renewable energy development. His responsibilities include map preparation and spatial data analysis, development review, zoning ordinance amendments and rewrites, economic development planning, and other planning and zoning activities.



**Hrilekha Bogapati | Planner I**

Hrilekha Bogapati is an emerging Urban Planner with a strong foundation in GIS mapping, transportation planning, and sustainable land use. She has worked on projects in both the U.S. and India, supporting master planning, zoning compliance, and public engagement. Her contributions



**Douglas R. Schultz | Senior Landscape Architect II**

Doug joined ROWE in 2000, after nine years as a landscape architect with a Lansing-area multi-disciplined firm. As a senior project manager, Doug assists clients corporate-wide with quality of life issues on all projects, from concept to completion. He was named an associate (company shareholder) in 2003. Doug calls Lapeer his family's hometown. He will assist the planning team with public engagement and liaison with the non-motorized planning effort.



**Kelly J. Murdock and Community Research Services, LLC | Housing Subconsultant**

Kelly Murdock is the Managing Partner of Community Research Services, LLC, a full-service community development consulting company providing a wide variety of products and services ranging from market feasibility to development assistance. Community Research Services has been conducting market studies since the 1980s. Kelly has vast experience in housing market analysis. He has provided market analyses and studies on single-family developments, apartment complexes, condominium proposals, senior citizen communities, and other community development opportunities. Mr. Murdock has also assisted numerous nonprofit groups and communities with the use and regulations of various federal and state housing programs.

## Non-Motorized Master Plan Team



**Douglas R. Schultz | Sr. Landscape Architect II and Project Manager**

Doug came to ROWE 24 years ago with nine years of professional experience. He has extensive experience with parks and recreation planning and development with an emphasis on non-motorized design state-wide. Doug will work with the city identify and prioritize connections within the city. Doug lives within 15 minutes of the city and calls Lapeer home. He will be the primary point of contact and project manager for the non-motorized plan.



**Amy C. Bontempo, AICP, NCI | Senior Planner I**

Amy joined ROWE's Planning Department in 2024 as a senior planner I. Since beginning her career in planning in 2004, she has been responsible for a wide range of planning projects including capital improvement plans, a master plan update, development of a rental registration and inspection program, zoning ordinance amendments, site plan review, and various board staffing. Her responsibilities at ROWE include supporting planning and zoning activities with municipal clients. Amy will assist with public engagement and act as a liaison with the master plan update.



**Paul T. O'Meara, PE | Sr. Project Manager and Quality Assurance / Quality Control (QA/QC)**

Paul joined ROWE in January 2020. He has over 40 years of experience as a project engineer for municipal systems. His vast public service experience encompasses road reconstruction, water distribution systems, sewer collection, streets, environmental stewardship, public parks, transportation, and parking facilities. Paul's combination of previous experience from a city engineer perspective, as well as knowledge of local City of Lapeer projects, will be used to help guide planning efforts with an eye towards safety, function and long-term maintenance. He will serve as the lead QA/QC reviewer, providing a review of the work generated in the non-motorized planning effort.



**Michael C. Carpenter | Sr. Project Administrator**

Mike has more than 20 years of civil design experience, which he has utilized at ROWE since 1992. He uses this experience on various projects, including site design, railway design, road design, and infrastructure projects. Mike has worked on a variety of City of Lapeer projects for the past 20 years, including a majority of the city's non-motorized projects. He provides a local understanding of routes and a designer's eye for the feasibility of developing non-motorized systems and how to overcome challenges. He will assist Doug with evaluation and planning for the study.



## Kevin L. Andrews, AICP

Senior Planner I



### Role on this Project

Senior Planner I and Project Manager

Kevin joined ROWE's Planning Department in 2025 as a Senior Planner. Kevin's expertise in land use planning, mapping and spatial analysis, demographics, Census data and programs, and transportation planning spans numerous projects and programs at the local and county levels. He has been involved in developing master plans, redevelopment plans, zoning and land use applications and has provided technical assistance in specialty fields including housing, transportation, redistricting, water supply planning, and emergency management. His responsibilities include map preparation and spatial data analysis, development review, master plan updates, zoning ordinance amendments and rewrites, and other planning and zoning activities.

### Firm

ROWE Professional Services Company

### Licenses & Registrations

AICP, Michigan, 2005 – No. 35299

### Education

University of Michigan, Ann Arbor, MI

M.S./2005/Urban and Regional Planning

Michigan State University, East Lansing, MI

B.S./2003/Urban and Regional Planning



### Years of Experience

<1 Years with ROWE

20 Years in the field

### Affiliations

- American Institute of Certified Planners
- American Planning Association
- Michigan Association of Planning

### Certifications / Continuing Education

- Federal Emergency Management Agency (FEMA) ICS Certification

## Project Experience

### Master Plan Updates

- Arenac County
- Marathon Township

### Palm Beach County, FL

- Principal Planner in Data Analytics and Mapping section within the Zoning Division
- Oversaw the Palm Beach County Population Projection GIS model
- Coordinated with MPO on Long Range Transportation Plan
- Lead staff for Census 2020 redistricting
- Key GIS staff for Condo Re-Certification Program
- Sea Level Rise mapping using LiDAR and DEM data
- Demographic analysis of revitalization areas
- Workforce housing spatial database and tracking
- Member of emergency management GIS team
- Completed data and mapping requests from executive staff and County Commissioners

### Phoenix, AZ

- Project manager for zoning applications and land use amendments
- Wrote and presented staff reports with findings and recommendations for board action
- GIS data and mapping

### Detroit, MI

- GIS data entry/analysis for UrbanSim transportation forecast model



## Wade F. Burkholder, AICP

Senior Planner I



**Role on this Project**

Senior Planner I

Wade joined ROWE's Planning Department as a dedicated professional with expertise in community development, project management, and administrative leadership. With a strong foundation in community planning, land use, policy development, and historic preservation, Wade brings a calm and composed approach to managing complex projects and supporting municipal clients. Wade is focused on advancing planning and zoning initiatives while contributing to the success of the team and the communities served by ROWE.

### Firm

ROWE Professional Services Company

### Licenses & Registrations

AICP, Michigan, 2005 – No. 19492

### Education

Bowling Green State University, Bowling Green, Ohio  
B.S./1995/Arts in Geography/Geology

University of Oklahoma, Norman, Oklahoma  
M.S./1998/Regional and City Planning



### Years of Experience

**<1** Years with ROWE

**27** with other firms

### Affiliations

- American Institute of Certified Planners
- American Planning Association
- Michigan Association of Planning

### Certifications / Continuing Education

- Lincoln Institute of Land Policy - Advanced Leadership and Community Building
- Emergency Management Institute - Continuity of Operations Program Management
- Michigan State University Extension - Lake Ecology
- Hazard Mitigation and Structural Assessment - Oakland County
- Michigan Economic Development Corporation Redevelopment Ready Communities Best Practice Training
- Michigan State University Extension Citizen Planner Program
- FEMA Emergency Management Institute Continuity of Operations Program Management
- FEMA Emergency Manager Orientation
- FEMA Introduction to Incident Command System
- FEMA Fundamentals of Emergency Management
- FEMA Local Damage Assessment
- FEMA National Incident Management System Introduction

### Following is Experience with Other Firms

#### West Bloomfield Township, MI

- Management of day-to-day operations of the Department, including Planning, Environmental, Engineering, and Building Divisions.
- Meeting with residents, contractors, and developers to process land use applications.
- Presentations to the Township Planning Commission, Township Board of Trustees, and Zoning Board of Appeals.
- Review and processing of Zoning Board of Appeals applications.
- Research of specific zoning ordinance text amendments.
- Grant Manager and oversight.
- Sustainability Coordinator
- Invasive species management.

#### Englewood, CO

- Served as a division head and member of the management team of the Community Development Department .
- Led, managed, and participated in all current and long-range planning projects and programs.
- Supervised four professional staff responsible for plan review and approval, board/commission activities, zoning administration, comprehensive planning, area planning, and regional land use partnerships.
- Acted as a professional and technical advisor to the Planning and Zoning Commission, all boards and commissions of the Department, City Council, Community Development Director, and other municipal officials on matters related to community planning programs, projects, and services.
- Led community input sessions regarding the restructuring of the Unified Development Code.
- Led, managed, and participated in all current and long-range planning projects and programs.
- Pursued grants related to attainable housing goals for the city.



## Wade F. Burkholder, AICP (Continued)

Senior Planner I



### Manitou Springs, CO

- Oversight of the Planning Department and its staff of three to five employees.
- Championed a zoning code update.
- Lead project manager for the Parks, Open Space, and Trails Master Plan.
- Project manager for Plan Manitou, the city's first comprehensive Community Master Plan.
- Managed the City Open Space program and staffed the Open Space Advisory Committee.
- Oversaw the National Register Historic District in Manitou Springs and reviewed material change of appearance applications.
- Staff liaison to the City Council, Planning Commission, and Urban Renewal Authority in Manitou Springs.
- Led efforts to address the long-term residential conversion of hotels and motels in the city.
- Oversight of the short-term vacation rental issue within the city.

### Fincastle, VA

- Management of professional and administrative planning and zoning functions for the county.
- Worked with developers, businesses, and individuals on the County Comprehensive Plan, application for zoning permits, rezoning requests, variance requests, site plans, and reviews and approvals of subdivision plats for conformance with all county regulations.
- Management of staff in administration and enforcement of County Zoning and Subdivision Ordinances and related codes.
- Staff liaison to the Planning Commission, Board of Zoning Appeals, and the Board of Supervisors.
- Revision of County Sign Ordinance.
- Management of Small Area Plans related to redevelopment of the County Gateway.
- Certified Floodplain Management
- Principal contact for all development proposals in Botetourt County.
- Maintains and updates County GIS.
- Provide advice on planning and zoning matters to the County Administration.

### Leesburg, VA

- Oversaw and directed the Zoning Permit and Inspections Division in accordance with organizational goals and objectives.
- Trained, mentored, and supervised a cross-functional, five-member team in all aspects of scheduling, issuing of permits, and administration of the Zoning Ordinance.
- Applied strategic planning, prioritization, and management skills toward consistently achieving critical deadlines while maintaining high quality standards.
- Spearheaded projects and led staff in day-to-day activities, including assessing and enforcing zoning code violations, drafting reports on zoning issues, and actively liaising between the Board of Zoning Appeals.
- Evaluated and reviewed process permits and associated plans including zoning on new structures, sign applications, home occupations, and occupancy certifications.
- Educated the public on zoning ordinances, interpreted zoning ordinances and regulations to property owners, and investigated and resolved complaints.
- Presented multiple land use and community projects to the Planning Commission, Town Council, Board of Architectural Review, Economic Development Commission, and Dulles Area Association of Realtors.
- Trained, mentored, and supervised training on new policies and procedures for processing applications.
- Authored and submitted Leesburg Procedures Manual for Rezoning and Special Exception applications.
- Appointed to serve as the Interim Historic Preservation Planner, with responsibility for evaluating and summarizing applications to the Board of Architectural Review in two overlay zoning districts.
- Served as the Chair, Compensation and Benefits Committee.

### Coweta, OK

- Performed all aspects of community development activities, with a focus on coordination of Zoning Code and Subdivision Regulations.
- Oversaw the comprehensive plan update and established a mapping database.
- Conducted ongoing research and analysis of community development project logistics.
- Facilitated the performance of the Coweta Economic Development Council with emphasis on business expansion, retention, and attraction.
- Served on the Coweta Downtown Advisory Board and as staff liaison to City Council and Coweta Downtown Façade Rehabilitation Grant Program.
- Analyzed internal processes to define inefficiencies and provided expert recommendations to boost productivity and performance.
- Established and developed the Community Development Department; first Director.
- Presented multiple land use and community projects to the Planning Commission, City Council, Downtown Advisory Board, Economic Development Commission, and Tulsa Area Association of Homebuilders.
- Developed and implemented a National Register nomination of the Coweta Presbyterian Church.
- Earned more than \$1.5 million dollars in grant awards: FEMA Floodplain Acquisition Grant, CDBG Water/Wastewater Grants, ODOT Tea-21 Beautification grants.
- Played a key role in overseeing and leading the construction of the \$3 million Coweta Sports Complex renovations.
- Earned a key distinction as a Certified Floodplain Administrator for the State of Oklahoma.



## Amy C. Bontempo, AICP, NCI

Senior Planner I



Role on this Project

Senior Planner I

Amy joined ROWE's Planning Department in 2024 as a Senior Planner I. Since beginning her career in planning in 2004, she has been responsible for a wide range of planning projects including capital improvement plans, a master plan update, development of a rental registration and inspection program, zoning ordinance amendments, site plan review, and various board staffing. Her responsibilities at ROWE include supporting planning and zoning activities with municipal clients.

### Firm

ROWE Professional Services Company

### Licenses & Registrations

AICP, Michigan, 2017 – No. 30386

### Education

Michigan State University, Lansing, MI  
B.S./2004/Urban and Regional Planning

Central Michigan University, Mt. Pleasant, MI  
M.S./2012/Public Administration



### Years of Experience

<1 Years with ROWE

20 with other firms

### Affiliations

- American Institute of Certified Planners
- American Planning Association
- Michigan Association of Planning

### Certifications / Continuing Education

- NCI Complete Charrette System Training Certificate
- MSU Extension Master Citizen Planner (MCP)
- Redevelopment Ready Communities Best Practices Certificate
- National Charrette Institute Complete Charrette System Certificate, December 2024
- MSU Extension Zoning Administrator Certificate (ZAC)

## Relevant Experience

### Planning and Zoning Review/Administration Services

- Lapeer Township
- City of Lapeer
- City of Mt. Morris
- Birch Run Township
- Caldonia Township
- City of Caro
- Chesaning Township
- City of Flushing
- Flushing Township
- City of Gladwin
- Village of Holly
- Taymouth Township
- Vienna Township
- Owosso Township
- Buena Vista Charter Township
- City of Auburn
- City of Beaverton

### Zoning Ordinance Update

- Village of Merrill

### Master Plan

- Village of Byron
- Marathon Township

## Following is Experience with Other Firms

### ZoneCo

- Created professional proposals and statement of qualifications in response to RFPs and RFQs.
- Provided project assistance – GIS measurements, creation of spreadsheets, research of zoning ordinances.
- Maintained a library of sample ordinance sections on various topics, definitions and terms spreadsheets, and graphics.
- Acquired necessary insurance documents for projects.

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### Corrigan Oil

- Conducted ordinance and process related research for potential projects or land purchases.
- Created zoning verification reports for property purchases for the legal department.
- Permit and application management for various departments within the company.

### City of Owosso, MI

- Provided staff support, reports, and presentations to various city boards.
- Oversaw the city's building department and filled in when employees were absent.
- Administered the city's first capital improvement plan (CIP) which included scheduling meetings, working with department heads to meet deadlines, creation of the final document, and presentation.
- Drafted amendments to various city ordinances
- Created and implemented Redevelopment Ready Community requirements.
- Reviewed site plan, permit, and variance applications.

### City of Brighton, MI

- Researched and drafted zoning ordinance amendments.
- Drafted and implemented the city's rental registration and inspection program.
- Acted as the principal staff member responsible for the master plan and worked with the planning commission to amend/update the master plan.
- Administered the capital improvement plan (CIP) process.
- Oversaw the city's building department and filled in when employees were absent.
- Provided staff support, reports and presentations to City Council, Planning Commission.
- Zoning Board of Appeals, Downtown Development Authority.
- Reviewed all permits for ordinance requirements.
- Responded to ordinance inquiries.
- Reviewed and managed the site plan and variance processes.
- Provided staff support for grants.

### Charter Township of Grand Blanc, MI

- Reviewed site plans, sign permits, and shed permits for ordinance requirements.
- Attended meetings.
- Responded to ordinance inquiries.





## Brandon M. Jonas

Planner III



Role on this Project

Planner III

Brandon joined ROWE's Planning Department in 2024 as a Planner III. Since beginning his career in economic development in 2013, he has been responsible for a wide range of projects including downtown design charrettes, DDA development plans, corridor studies, creation of development proposals and grant programs, numerous economic development strategies, State and Federal advocacy. His responsibilities at ROWE include economic development activities, marihuana ordinance review, development of master plans and capital improvement plans, and supporting planning and zoning activities.

### Firm

ROWE Professional Services Company

### Licenses & Registrations

N/A

### Education

Central Michigan University, Mt. Pleasant, MI  
B.S./2011/Business Administration



### Years of Experience

1

Years with ROWE

10

Years in the field

### Affiliations

- Macomb County Brownfield Redevelopment Authority Board Member - Vice Chairman
- Member of Michigan Economic Developers Association (MEDA) - Emerging Leaders Committee; Member
- Member of Michigan Municipal League

### Certifications / Continuing Education

- Michigan Citizens Planner Course
- Leadership Macomb
- IEDC: Economic Development Basic Course Certificate
- IEDC: Managing Economic Development Organizations Course Certificate
- IEDC: Business Attraction and Retention Course Certificate
- IEDC: Marketing and Business Attraction Course Certificate
- IEDC: Real Estate Development and Reuse Course Certificate
- IEDC: Economic Development Credit Analysis Course Certificate
- Redevelopment Ready Communities Best Practices Certificate

## Relevant Experience

### Planning and Zoning Review/Administration Services

- Lapeer Township
- Chesaning Township
- Village of Holly
- Caldonia Township
- City of Gladwin
- Vienna Township

### Other Projects

- City of Gladwin DDA Development and TIF Plan Update
- Village of North Branch Capital Improvement Plan Update
- Antrim Township Master Plan

## Following is Experience with Other Firms

### City of Center Line

- Oversee, manage and direct all aspects of the City's economic development, community development, and D.D.A. activities.
- Created a 30-year downtown development authority master plan.
- Manage the City's Downtown Development Authority, Planning Commission and Zoning Boarding of Appeals and serve as the liaison between the boards and the City.
- Certified the City as an EV smart community offered through the Great Plain Institute EV Smart Technical Assistance program.

### City of Center Line

- Oversee, manage and direct all aspects of the City's economic development, community development, and D.D.A. activities.
- Created a 30-year downtown development authority master plan.
- Manage the City's Downtown Development Authority, Planning Commission and Zoning Boarding of Appeals and serve as the liaison between the boards and the City.
- Certified the City as an EV smart community offered through the Great Plain Institute EV Smart Technical Assistance program.
- Review, score, and make recommendations for all cannabis permit applications to the City Manager and City Council.
- Lobby for appropriations from local, state, and federal agencies to ensure development in the City.
- Act as primary contact and technical advisor to the City's business and entrepreneurial community.
- Implement and manage numerous grant programs totaling over 10 million dollars
- Serve as Grants Administrator for the City.
- Serve as Communications and Marketing Director for the city.

### Clinton Township

- Oversee, manage and direct all aspects of economic development, redevelopment and Downtown Development Authority (DDA) activities for the most populous Township in the state of Michigan.
- Created a Township property database and marketing plan to encourage development.
- Act as primary contact and technical advisor to the Township's business and entrepreneurial community.
- Created business attraction materials to attract developers and potential business owners.
- Developed an on-going Economic Development Strategic Vision Plan process that spurs new growth in the Township.
- Manage the Township's Residential and Commercial Tax Reversion property process.

### City of Roseville

- Manage and assisted in the creation of the city's first downtown development authority (DDA) and serve as the liaison between the DDA board and the City Council.
- Worked with SEMCOG to generate a "Creating Successful Corridors Study" by physically gathering building footprint data to show redevelopment opportunities.
- Created the City's first Economic Development Strategy Profile to help spur economic growth and new investment.
- Act as primary contact and technical advisor to the City's business and entrepreneurial community.
- Serve as the City's Community Development Block Grant (CDBG) program and Home Investment Partnership Grants (HOME) administrator.
- Created the City's first Commercial Rehabilitation Policy and Incentive Guidelines.
- Created Business Attraction packaging materials to developers and potential business owners.

### Grant Management Experience

- Transportation Alternatives Program (TAP)
- Transportation Economic Development Fund (TEDF Category A and B)
- HUD Federal Grant Program: Community Project Funding
- Stormwater, Asset Management, and Wastewater (SAW) Grant Program
- Spark Grant Program
- COPS Grant Program
- Community Development Block Grant Program including SHPO Reviews
- Macomb County Regional Housing Partnership Grants (Housing Rehab Grants)
- COVID 19 - Economic Relief Grant Program
- Michigan Department of Natural Resources: Green Infrastructure Grant Program
- DDA Façade Improvement Programs
- DDA New Business Development Grant Programs
- Redevelopment Ready Community (RRC) Grants
- MEDC Community Development Grant Programs
- DIA (Detroit Institute of Arts) Placemaking Grant Program



## Benjamin H. Keller

Planner II



Role on this Project

Planner II

Ben joined ROWE's Construction group in Spring of 2022 and moved to the Planning group in Fall of 2022. Since joining our Planning Department, Ben has become an expert in Zoning Administration work, taking over as acting Zoning Administrator in several communities in Shiawassee and Saginaw Counties. In addition to Zoning Administration, Ben has been a primary contributor to several Zoning Ordinance and Master Plan update projects, including leading two Zoning Ordinance Update projects. Furthermore, Ben has taken a special interest in assisting communities with ongoing Solar ordinances and projects. He was recently promoted to Planner II in Spring of 2024.

### Firm

ROWE Professional Services Company

### Licenses & Registrations

N/A

### Education

University of Michigan, Ann Arbor, MI  
B.A./2021/Environment and Urban Planning



### Years of Experience

**3** Years with ROWE

**1** with other firms

### Affiliations

- American Planning Association
- Michigan Planning Association

### Certifications / Continuing Education

- Michigan State Extension, Citizen Planner

## Relevant Experience

### Master Plan Updates

- Eaton County
- Almont Township
- Dryden Township
- Kenockee Township

### Zoning Ordinance Updates

- Oregon Township
- Buena Vista Township, Zoning and Solar Ordinances
- City of Flushing
- Village of Merrill

### Zoning Administration / As-Needed Planning Services

- City of Flint
- City of Lapeer
- City of Auburn
- City of Beaverton
- Buena Vista Township
- Owosso Charter Township
- Caledonia Charter Township
- Metamora Charter Township
- Mundy Charter Township



## Noah Bussell, AICP

Planner II



Role on this Project

Planner II

Noah joined ROWE's Planning Department in 2025 as a Planner II and was previously with ROWE from 2019 to 2021. Noah's expertise across land use planning, mapping and spatial analysis, broadband, renewable energy, and transportation planning spans numerous projects and programs at the local, county, state, and federal level. He has been involved in developing Master Plans, downtown plans, zoning ordinance updates and grantwriting, and has provided technical assistance in specialty fields including housing, nonmotorized transportation, broadband and digital access, solid waste and recycling management, electric vehicle infrastructure, and renewable energy development. His responsibilities include map preparation and spatial data analysis, development review, zoning ordinance amendments and rewrites, economic development planning, and other planning and zoning activities.

### Firm

ROWE Professional Services Company

### Licenses & Registrations

AICP, 2025, State of Michigan - No. 37144

### Education

Michigan State University, East Lansing, MI  
B.S./2020/Urban & Regional Planning

Wayne State University, Detroit, MI  
2024/Masters of Urban Planning



### Years of Experience

**1** Year with ROWE

**2** with other firms

**4** with public and nonprofit agencies

### Affiliations

- American Planning Association (APA) | 2018 - Present
  - » Economic Development Division
- Michigan Association of Planning (MAP) | 2018 – Present
  - » Emerging Planning Professionals Committee, 2023 – 2025
  - » Student Michigan Association of Planning Organizing Committee, 2018 – 2019
- Gamma Theta Upsilon International Geographical Honor Society | Inducted 2018

### Certifications / Continuing Education

- Citizen Planner Certificate, 2020, Michigan State University Extension

## Project Experience

### Standale Downtown Development Authority, Walker, Kent County, Michigan

- Prepared a detailed market analysis examining retail demand, economic throughput, demographics, and market “tapestry” segments for the Standale area as part of their new DDA Plan.
- Utilized ArcGIS Business Analyst to create individual drivesheds that approached access to the DDA area as a function of true travel time, providing a clearer approximation of how residents and visitors could access the area.

### City of Lapeer, Lapeer County, Michigan

- Assisted with the City's Redevelopment Ready Communities certification process, including preparation of the marketing plan and reviewing the Downtown Development Authority boundary.
- Provided on-site planning and zoning services, including development review, rezoning analyses, and applications for zoning variances.
- Provided field review and assurance services, including documenting and preparing notices of zoning violations and verifying parking calculations for multitenant commercial areas.
- Assisted with the preparation of due diligence site plan review for the Michigan Army National Guard Lapeer Armory.

### City of Corunna, Shiawassee County, Michigan

- Assisted with the preparation of the City's DDA and Tax Increment Financing Plan by preparing maps for referencing and analyzing the characteristics of the DDA area, including existing and future land uses, zoning, infrastructure, and community facilities.

### **Owosso Charter Township, Shiawassee County, Michigan**

- Coordinating preparation of the 2025 Master Plan Update, including refining land use analyses and preparing the Existing Land Use and Future Land Use Maps to have a modern, navigable format with the data packaged to be easily referenced for future GIS analysis.

### **Caledonia Charter Township, Shiawassee County, Michigan**

- Providing development review services for site plans, including for novel commercial developments such as a drive-through-only café establishment.
- Assisted in the preparation of the updated 2025 Master Plan, including revising the demographic chapter to exist existing conditions, revise population projections for the 2030, 2040, and 2050 census years, and updating the Future Land Use Map.
- Developed guidance documents for residents on the requirements for fences and accessory structures when applying for zoning permits, providing a clearer interpretation of the applicable Zoning Ordinance standards to reduce the risk of resubmittals or administrative errors.

### **City of Caro, Tuscola County, Michigan**

- Providing development review services for commercial and industrial sites in the city.
- Prepared license applications reviews for medical and recreational marihuana facilities to ensure more complete coordination between the city licensing process and the site plans and Special Condition Use permits required for issuance.

### **Buena Vista Charter Township, Saginaw County, Michigan**

- Providing development review services for commercial and industrial sites in the township.
- Applied knowledge of airport layouts and regulations for a proposed hangar expansion, including automobile and aircraft access within the zoning district encompassing H. W. Browne Airport.

### **Metamora Township, Lapeer County, Michigan**

- Providing planning and zoning services, including site plan reviews for commercial equestrian activity developments that form a substantial component of the township's local economy.
- Assisted with preparing the Township's 2020 Master Plan Update, including mapping and background information on the township.

### **Oscoda Charter Township, Iosco County, Michigan**

- Coordinating preparation of the 2025-2026 Master Plan Update, including preparing the Natural Features, Existing Land Use, and Future Land Use maps.
- Revising and expanding on the Master Plan's public engagement survey for usage both online and with physical paper copies. Expanded the survey to focus on elements specific to the township and of importance to the community, such as the potential for tourism along Lake Huron and the Au Sable River and the economic and environmental impacts of Wurtsmith Airport.
- Working with the Township Supervisor and Attorney to draft zoning text amendments comprehensively addressing solar and wind energy and battery electric storage systems (BESS) when below the 50/100 MW threshold that invokes P.A. 233 regulations.

### **Bridgeport Charter Township, Saginaw County, Michigan**

- Revised and reconstructed the Existing Land Use and Future Land Use Maps for the Township's 2025 Master Plan Update.
- Providing planning and zoning advisory assistance, including clarifying zoning regulations for ore novel uses such as wedding barns.

### **Marathon Township, Lapeer County, Michigan**

- Revised the Existing Land Use and Future Land Use Maps for the township, using a particular focus on clean and navigable formatting that reflected the overall design of the plan, while having a straightforward appearance to clearly identify land use categories and reference to streets and natural features.
- Prepared rezoning recommendations for city-owned property that had an ongoing nonconforming use at the time. Presented the report and successfully argued for the planning commission to take a novel approach in recommending deed restrictions on the property if a sale was negotiated prior to downzoning to a conforming district.
- Prepared a parcel map for the township that provides important reference data, while also relating to more regional context by showing relationships with bordering townships, roadways, and the Villages of Otter Lake and Columbiaville.

### **City of Flushing, Genesee County, Michigan**

- Providing development review and zoning interpretation services for the planning commission.
- Prepared rezoning recommendations for city-owned property that had an ongoing nonconforming use at the time. Presented the report and successfully argued for the planning commission to take a novel approach in recommending deed restrictions on the property if a sale was negotiated prior to downzoning to a conforming district.



# Hrilekha Bogapati

Planner I



Role on this Project

Planner I

Hrilekha Bogapati is an emerging Urban Planner with a strong foundation in GIS mapping, transportation planning, and sustainable land use. She has worked on projects in both the U.S. and India, supporting master planning, zoning compliance, and public engagement. Her contributions include Safe Routes to School audits, economic revitalization planning, and last-mile connectivity strategies. She is proficient in ArcGIS Pro and SketchUp, using these tools to support data-driven and equitable planning efforts.

## Firm

ROWE Professional Services Company

## Licenses & Registrations

N/A

## Education

Michigan State University, East Lansing, MI  
B.S./2025/Urban and Regional Planning



## Years of Experience

<1 Years with ROWE

<1 with other firms

## Affiliations

- Former Secretary, Urban and Regional Planning Student Association (URPSA) Board

## Project Experience with other Firms

### East Lansing, MI

- Graduate research assistant at School of Planning, Design and Construction - Michigan State University.
- Conducted Safe Routes to School audits for 2 schools, generating strategic recommendations for safer pedestrian access.
- Assist in downtown revitalization research for Lexington, MA, formulating major zoning and economic development suggestions to guide urban development.
- Support literature reviews for research papers, synthesizing key insights to inform urban planning strategies.

### Flint, MI

- Urban Planning Intern at Crim Fitness Foundation.
- Reviewed Flint's past engagement efforts and innovative strategies, synthesizing key insights to inform project strategies.
- Created diverse communication tools, including presentations and printed materials like policy signs, to make information accessible and understandable for residents.
- Assisted in audits and assessments, organizing and analyzing neighborhood data and resident feedback, particularly during the Better Block event.
- Facilitated onsite engagement activities to gather candid responses from residents and educate them about new policies, using tailored communication methods to address varying degrees of effectiveness.

### Hyderabad, Telangana (India)

- Urban Planning intern at Hyderabad Metropolitan Development Authority.
- Hyderabad Unified Metropolitan Transportation Authority: Developed recommendations for Last Mile connectivity for 4 metro stations and mapped the proposed solutions to enhance urban mobility using ArcGIS.
- Master Plan Unit: Assisted in the preparation of the Master Plan, focusing on data management and urban planning strategies.
- Land Pooling Research: Conducted in-depth research on building bylaws and group housing regulations to inform land pooling strategies.
- Development Permission Management System: Analyzed and documented the procedures for building permissions, contributing to the efficiency of urban development processes.





## Douglas R. Schultz, PLA

Senior Landscape Architect II



### Role on this Project

Senior Landscape Architect II and Project Manager

Doug joined ROWE in 2000, after nine years as a landscape architect with a Lansing-area multi-disciplined firm. As a senior project manager, Doug assists clients corporate-wide with quality of life issues on all projects, from concept to completion. He was named an associate (company shareholder) in 2003.

### Firm

ROWE Professional Services Company

### Licenses & Registrations

LA, 1994, State of Michigan – No. 3901001190  
LA, 2007, South Carolina – No. 1020

### Education

Michigan State University, East Lansing, MI  
B.L.A./1991/Landscape Architecture



MICHIGAN STATE  
UNIVERSITY

### Years of Experience

**25** Years with ROWE  
with other firms

**9**

### Affiliations

- American Society of Landscape Architects
- Michigan Downtown Association
- Michigan Urban and Community Forestry Council (Michigan Department of Natural Resources)
- Flint River Watershed Coalition Board Chairman
- Southeast Michigan Council of Governments (SEMCOG) Parks and Recreation Task Force

### Certifications / Continuing Education

- AASHTO Bicycle Facility Design Training, MDOT (2020)
- Graduate of Community Leadership Program for Flint and Genesee County

## Project Experience

### As-Needed Landscape Architecture Services, various locations, MI

- Genesee County Parks and Recreation Commission
- Shiawassee County Board of Commissioners
- Oakland County Parks and Recreation Commission
- St. Clair County Parks and Recreation Commission
- Washtenaw County Parks and Recreation Commission
- City of Ann Arbor Parks and Recreation Commission

### Michigan Health Endowment, MI

- Grant Reviewer Consultant for the review of nutrition and Healthy Lifestyles Initiative grant applications dealing with Physical Activity and the Built Environment for populations experiencing health disparities. (2025)

### Delta Charter Township, MI

- Non-Motorized Plan: Landscape architect crafting an extensive public input process and engineering analysis to prioritize routes and update long-range capital plan in conjunction with regional stakeholders, funding, and other strategic factors. (2018)

### Council of Michigan Foundations

- Technical Assistance for Opportunity Communities: Provided extensive, tailored public engagement, scoping and grant application assistance to key communities including City of Saginaw, Imlay City and Hamilton Township to develop successful SPARK funded applications / park improvement projects. (2023)

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### **City of West Branch, MI**

- Corridor / Growth Assessment Plan: Project manager for the development of a master plan for the DDA to design a four-mile pathway connecting exits off of I-75 through downtown West Branch. An MDOT Enhancement Grant was prepared for the first phase of development. (2008)

### **City of Omer, MI**

- Five-Year Parks, Recreation, and Non-Motorized Plan: Project manager leading committee through development of its five-year recreation plan, including goals, objectives, and action plan for various park facilities, concept plan development, and non-motorized plan. Project was paid for with grant funds from the Central Michigan District Health Department. (2013; 2018)

### **Eastern Upper Peninsula Regional Planning & Development Commission**

- North Huron Scenic Pathway: Developed a feasibility plan, site analysis, exhibits, and cost estimates for 80 miles of trail from St. Ignace to Drummond Island. Included coordination with MDOT, National Forest Service, Land Conservancies, and multiple local agencies to determine a preferred route. (2007)

### **City of Flint DDA, MI**

- Downtown Placemaking Master Plan (Phase I-Riverbank Park and Buckham Alley): Coordinated with DDA, UM-Flint, "Project for Public Spaces," and community stakeholders to develop concepts and estimates for redevelopment of two blocks of Riverbank Park and three blocks of Buckham Alley, to make them more accessible, engaging, and safe. Community input helped guide the new design to maintain the intent of the park's original design. Also addressed the issues associated with the proposed transition of the alleys into pedestrian zones. (2008)

### **City of St. Clair, MI**

- Pedestrian Trail Study: Conceptual design of trail extending from Rotary Park west to Fred Moore Highway, and along Fred Moore Highway to 15th Street where it will connect to the existing trail. Prepared drawings and conceptual costs and assisted the city in funding applications. (2010)

### **City of Lapeer, MI**

- Woods at Oakdale Master Plan: Project manager for feasibility analysis to assess 30 acres of woodlands adjacent to a middle school. The concept encompasses a passive recreation area including places for technical mountain bike skill areas and connections to regional trail systems. A timber study was completed to evaluate the forest and identify a sustainable method to selective-cut within the property to revitalize the forest as well as provide a revenue source for improvements. (\$9.8K construction; 2017)
- Linear Trail: Landscape architect for development of preliminary concept and design of one mile of trailhead, parking lot, stream crossing, and neighborhood connections for a paved non-motorized path, using an abandoned rail corridor. The structure utilized existing bridge abutments. (Enhancement Grant funds; \$700K construction; 2006)

### **City of Grayling, MI**

- Rayburn Community Connector Project: Lead Landscape Architect for the public engagement and design for a trail master plan, pickleball courts and mountain bike course funded through the Department of Natural Resources administered by the Council of Michigan Foundations. (ongoing)

### **Village of Port Sanilac, MI**

- Waterfront Development Plan: Prepared concept options for lakefront accessibility and development,
- Five-Year Recreation and Non Motorized Plan: Project manager for development of a five-year recreation plan, including development of waterfront parks along Lake Huron and marina facilities. Also developed linear path routing to connect improvements at an existing community center. Utilized concept sketches to aid in visualization of proposed projects. (2004 & 2009)

### **Pittsfield Township, MI**

- Platt Road Green Way: Project manager for assistance to the Green Way Committee's first trail project. Evaluated a six-mile route for feasibility and routing options. Route included at-grade signalized crossings at MDOT highways and pedestrian overpass over US-23, as well as connections to residential neighborhoods, parks, and county facilities. Explored use of new design materials, such as permeable pavement. Completed design for road commission, using Transportation Equity Act (TEA-21) funds. (2004)





## Paul T. O'Meara, PE

Senior Project Manager



### Role on this Project

Senior Project Manager & QA/QC

Paul joined ROWE in January 2020. He has over 38 years of experience as a project engineer for municipal systems. His vast public service experience encompasses road reconstruction, water distribution systems, sewer collection, streets, environmental stewardship, public parks, transportation, and parking facilities.

### Firm

ROWE Professional Services Company

### Licenses & Registrations

PE, 1991, State of Michigan – No. 6201036842

### Education

Wayne State University, Detroit, MI

M.S./1991/Public Works Administration

Michigan State University, East Lansing, MI

B.S./1985/Civil Engineering



WAYNE STATE  
UNIVERSITY



MICHIGAN STATE  
UNIVERSITY

### Years of Experience

5

Years with ROWE

35

with municipalities  
in Michigan

### Affiliations

- Board of Trustees, Southeast Oakland County Water Authority (2009-2020)
- Voting Member, Oakland County Federal Aid Committee (2010-2020)
- Southeast Oakland County Municipal Engineers, Past President
- Member, Evergreen-Farmington Sewage Disposal System Technical Committee (2009-2020)
- Staff Liaison, Birmingham Advisory Parking Committee (1991-2018)
- Staff Liaison, Birmingham Multi-Modal Transportation Committee (2013-2020)
- Member, American Public Works Association
- Member, American Society of Civil Engineers

### Certifications / Continuing Education

- Michigan Certified Water System Operator, S-2 License (2000 to 2021)
- Soil Erosion and Sedimentation Control Plan Review (1996-2019)

## Project Experience

### City of Caro, MI

- Montague Parking Lot: QA/QC engineer and designer for design and construction engineering services for a new municipal parking lot. Project included stormwater, curb and gutter, HMA pavement, decorative lighting, landscaping, and related. (local funds 2025)
- Columbia Street Resurfacing Project: QA/QC engineer for design and construction engineering services for resurfacing of Columbia Street from the intersection of Montague Avenue/Columbia Street, northerly to Frank Street and Montague Avenue from the westerly side of the intersection of Green Street/Montague Avenue, easterly to the Columbia Street intersection. Project included cold milling the existing HMA pavement for a 2.5-inch HMA overlay, drainage improvements including curb and gutter work, gravel shoulders, sign replacement, pavement markings, and related work. (2024)
- City Hall Parking Lot: QA/QC engineer for design and construction engineering services for a new parking lot next to city hall. Project included storm sewer, storm water detention, curb and gutter, HMA pavement, decorative lighting, landscaping, fencing and related. (2023)
- Gilford Road Resurfacing Project: QA/QC engineer for design and construction engineering services for resurfacing of Gilford Road from the west city limits to Fremont Street. Project included cold milling the existing HMA pavement for a 3-inch HMA overlay, gravel shoulders, sign replacement, pavement markings, and related work. (2022)

### City of Lapeer, MI

- M-24 Non-Motorized Tunnel Connection Path: Project manager for design of a non-motorized path connecting pedestrians and bicyclists from the west side M-24 sidewalk at Farmer's Creek to Cramton Park on the east side of M-24. The project will include a switchback and retaining walls due to extreme grade change, and will require a permit from EGLE due to work in the floodplain and wetland. (\$750K construction costs, ongoing)
- Oregon Street Reconstruction: Project manager for a major street in the City of Lapeer. Full reconstruction of pavement will result in improved drainage and ride surface. Lack of pedestrian accessibility was considered, and 400-feet of new public sidewalk was added to provide important pedestrian connection between downtown and Lapeer's northeast Linear Park Pathway. (\$460K construction cost, completed in November, 2022)

## Paul T. O'Meara, PE (Continued)

Senior Project Manager & QA/QC



- Genesee St. Trail Extension: Project Manager for 900 ft. long non-motorized trail, including 360 ft. of elevated boardwalk adjacent to existing wetland. Project represents a multi-phase effort to improve multi-modal options in Lapeer. (\$615K construction cost, completed in August, 2022)
- Lapeer Community Center Parking Lot Rehabilitation: Project manager for site parking lot and driveways rehabilitation serving municipal indoor gym and swimming pool facility. (\$310K construction cost, completed September, 2021)
- Millville Road Water Main and Pavement Rehabilitation: Project manager for construction phase of directionally drilled water main and pavement rehabilitation. (\$1,450K construction, completed 2020)

### Village of Armada

- Capital Improvements Plan: Project manager for study and report that involves researching all existing village records pertaining to water, sewer, and street systems; creating a scoring system that identifies which areas of the village should be focused on; and developing cost opinions to allow the village to have a 25-year master plan for future needed capital improvements. The ROWE team worked with a specially designated committee to report to at various stages and to ultimately prepare a recommendation to the Village Council (\$21.5K fee, to be completed in January 2024).
- Lathrop Street Improvements: Project manager for two-phase project that involved drainage improvements, followed by pavement replacement, sidewalk and driveway approach upgrades, and grading. The project was split into two phases to allow for a budget that the village could accommodate both years (\$43K fee, both phases of design, \$31K construction administration fee, completed November 2023).

### Village of Metamora, MI

- Capital Improvement Plan (CIP): Project manager for CIP encompassing all village operations, including streets, sewer, water, parks, and Public Services facilities. ROWE worked with village staff to document and determine suggested projects and preventative maintenance plans for the period of 2023-2028. (\$24K fee, completed May, 2023)
- 2023 Asphalt Maintenance Program: Project manager for asphalt milling and resurfacing project on two streets within the village. ROWE scoped project with staff, provided design and construction services. (\$75K construction cost, completed May, 2023)

### Village of Ortonville, MI

- Oakwood Road Sidewalk: Project Manager for design of 900 feet of sidewalk to connect pedestrians from downtown to village park. Construction is being funded with Small Urban funding, and includes obtaining seven private property easements. (\$125K construction cost, to be completed in 2024)

### Village of Romeo, MI

- DDA Enhanced Pedestrian Crosswalks: Project Manager for design development of enhanced crosswalks at seven intersections in Romeo's CBD. Prepared TAP Grant application to help fund project jointly supported by Village and DDA to improve pedestrian accessibility. Worked with DDA Director to develop public relations plan to advise merchant community about project impacts during and after construction. (\$700K construction cost, completed August 2022)
- DDA Parking System Inventory: Worked with DDA to inventory existing map and table forms current public and parking stock as first step in implementing better parking system management plan.

## Experience with Other Firms

### City of Birmingham, MI

- Engineering Department Head: In charge of planning, budgeting, designing, and administering construction of heavy civil capital improvement projects for densely populated City mostly developed prior to 1930. Construction budget was approximately \$7-\$11 million annually geared toward maintaining and improving all facets of City's infrastructure. (2009-2020)
- W. Maple Rd. Road Diet Project: Worked with City Manager and Planner to form stakeholder committee to discuss in detail pros and cons of converting four-lane major street with 20,000 ADT to three-lanes amidst significant public opposition. Conversion went in steps and was ultimately accepted by community.
- Annual Sidewalk and Concrete Street Maintenance Program: Annual program designed to both maintain facilities and eliminate accident claims against the City. Oversaw preparation of work plan, removing trip hazards for over 20 miles of sidewalks each year. Developed process to enable specialty contractor to sawcut over 1,300 trip hazards each year, reducing cost and disruption to property owners.
- Parking Lot #6 Upgrades: Redeveloped municipal parking lot (130 spaces) to direct storm water through bioswale, added seating area adjacent to Rouge River, resurfaced pavement, and added landscaping and new lighting throughout.



## Michael C. Carpenter

Senior Project Administrator



**Role on this Project**

Project Engineer

Mike has more than three decades of CAD and more than 25 years of civil design experience, which he has utilized at ROWE since 1992. He utilizes his experience on various projects, including site design, railway design, road design, drainage, sanitary and storm sewer, and water main projects.

### Firm

ROWE Professional Services Company

### Licenses & Registrations

N/A

### Education

Delta College, University Center, MI  
A.A.S./1989/ Mechanical Design Technology



### Years of Experience

**33** Years with ROWE

**3** with other firms

### Affiliations

- City of Caro Planning Commission, Chairman

### Certifications / Continuing Education

- MCA Concrete Construction Inspection (2013)
- MCA/ACI Certified Concrete Technician Level I (2013)
- Michigan Department of Transportation–Density Certification (2012)
- Michigan Department of Transportation–Designing Pedestrian Facilities for Accessibility with Public Rights-of-way (2010)
- Michigan Department of Transportation–Prevailing Wage Training (2011)
- Michigan Department of Environment, Great Lakes, and Energy -Soil Erosion /Sedimentation Control Part 91 Inspector (2021)
- Michigan Department of Environment, Great Lakes, and Energy –Stormwater Operator (2021)

## Project Experience

### City of Lapeer, MI

- M-24 Non-Motorized Tunnel Connection Path: Project manager for design of a non-motorized path connecting pedestrians and bicyclists from the west side M-24 sidewalk at Farmer's Creek to Cramton Park on the east side of M-24. The project will include a switchback and retaining walls due to extreme grade change, and will require a permit from EGLE due to work in the floodplain and wetland. (\$750K construction costs, ongoing)
- Park Project Scoping: Project Manager for various park concepts for MDNR grant applications including disc golf course and associated parking lots, replacement of boardwalk and HMA pathways, replacement of tennis court/conversion to pickle ball courts, new pump-track park.
- Parks and Recreation Master Plan Update: Provided assistance to city consultant regarding routes for future trail connections within the City of Lapeer. After review of several trail route options, final schematic plan maps and descriptions were developed to be included in the 2014 update. Scope of work included walking various routes to identify challenges of trail construction, both physical and environmental, preparing a summary and a presentation map of each route, attending review meetings, and preparing plan maps and descriptions for the final routes to be included in the master plan update. (2014)
- 2013 Paving Project: Designer / lead field technician for design and construction services for three project locations using local funds (2013).
  - » Lake Drive: Reconstruction of 950-feet of street and 750-feet of street rehabilitation by cold milling two inches of the existing HMA pavement and overlaying with two inches of new HMA. The reconstruction portion included new storm sewer and under drains, subbase, base, curb and gutter, HMA pavement, sidewalk and sidewalk ramps, signage, and pavement markings.
  - » Public Safety Parking Lot: Rehabilitated by cold milling two inches of the existing HMA pavement and overlayed with two inches of new HMA. Base repairs were made for areas that were not stable.
  - » Train Depot Parking Lot: Reconstructed and expanded with new storm sewer, aggregate base, curb and gutter, HMA pavement, new signage, and pavement markings. Project also included new decorative fencing to separate the railroad tracks from the parking lot.

## Michael C. Carpenter (Continued)

Project Engineer



- John Conley Drive Reconstruction: Designer for project design and construction engineering for the reconstruction of 6,800 feet of a dead-end industrial street. Project included widening the entering intersection quadrant, catch basin chimney reconstruction, curb and gutter repairs, removal of existing HMA pavement, regrading aggregate base, and HMA pavement. Project also included 8,300 square feet of new concrete sidewalk and ADA ramps. (local funds; \$600K construction; 2013)
- Village West Trailway: Designer for design engineering for a new 0.95-mile-long HMA trail. Project included wetland permitting and pedestrian signal crossing of M-21 (MDOT/CMAQ funds; 2013).
- Prairies and Ponds at Oakdale River Walk: Designer for the design and construction engineering services for 0.3-mile pedestrian access to nature areas. One portion of the project involved paving an existing trail to a pond and constructing a floatable dock to allow the students access to the water for observing habitat. The second portion of the project included constructing a new trail along Farmers Creek to a new teaching pavilion and observation deck. The pavilion will be used for student instruction and the observation deck will provide students access to the creek. Both portions were designed in accordance with universal access requirements. Project was funded by the Lapeer Community Development Foundation (\$237K; 2010).
- Saginaw Street Reconstruction (Awarded 2010 Asphalt Paving Award of Excellence, 2,500-50,000 Ton Category, Asphalt Pavement Association of Michigan-MDOT): Designer providing design engineering services for reconstruction of approximately 1,700 linear feet of Saginaw Street. The project includes subbase, base, curb and gutter, HMA pavement, driveways, and sidewalks, as well as decorative lighting and brick pavers. This project extended the existing streetscape / pedestrian-friendly elements of the downtown. Design met current MDOT accessibility requirements. Existing drainage structures were replaced and minor storm sewer improvements were made. Project also includes replacement of 1,800 linear feet of sanitary sewer with new 42-inch/30-inch sewers and 800 linear feet of water main (STP funds; \$600K construction; 2009).
- Lapeer Linear Trail: Design, construction engineering, and construction oversight for a new 0.4 mile-long HMA trailway, including a prefabricated bridge over the Flint River (MDOT funds; 2008).
- Oregon Street Reconstruction: Designer for design and construction engineering for replacement of approximately 550 linear feet of existing water main on Oregon Street (from 100 feet east of Cedar to Pine Street) and approximately 440 linear feet of new water main (Pine to Saginaw Street). Roadway reconstruction included approximately 1,200 linear feet of Oregon (from 100 feet east of Cedar to Saginaw Street) with storm sewer, concrete curb and gutter, and new bituminous pavement. Also repaired the sidewalk along Oregon Street between Cedar and Saginaw Street. Replaced existing sanitary sewer pipe and service leads for 550 linear feet of sanitary sewer along Oregon, from the existing stub 100 feet east of Cedar to Pine Street. This was a MDOT local agency project involving considerable engineering detail to construct utilities around the existing 72-inch water main in the center of the road (\$500K construction; 2007).
- Soccer Complex: Design and construction of the expansion of a tournament athletic facility, including 10 fields, restroom/concession building, picnic pavilion, maintenance shed, pathways, play equipment and new well/irrigation system (2005).
- West Genesee Street Reconstruction: Design for reconstruction of 600 meters of 4-lane street, including widening to 5 lanes at intersection, and replacing water main (MDOT funds; 2001).
- McCormick Street Extension: Project designer for design of 260-meter street extension and 13.4-meter prestressed concrete box-beam bridge over Hunters Creek, and associated utilities (MDOT funds; 1998).

### Village of Lake Orion DDA, MI / Michigan Department of Transportation

- Paint Creek Trail Extension: Engineering technician for project that included preparing a successful TIP application and completing survey and design. This included routing a one mile of trail within an urban setting that includes a central business district and historic residential neighborhoods, connecting existing trails and key destinations. The project required negotiating easements through a commercial property, coordination with an existing county sewer easement, Michigan Department of Environmental Quality joint flood plain permit, inclusion of an existing timber bridge, and the addition of a rapid flashing beacon pedestrian crossing. Extensive ADA upgrades at intersections were needed. (\$360K construction; 2018)

### County of Lapeer, MI / Michigan Department of Natural Resources

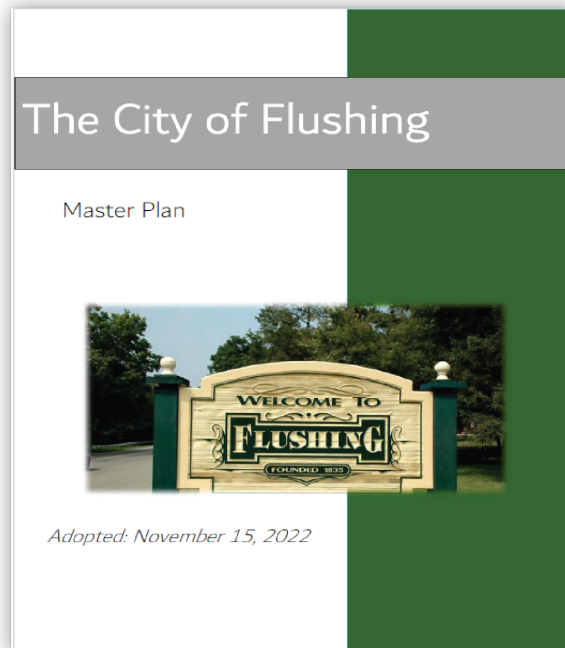
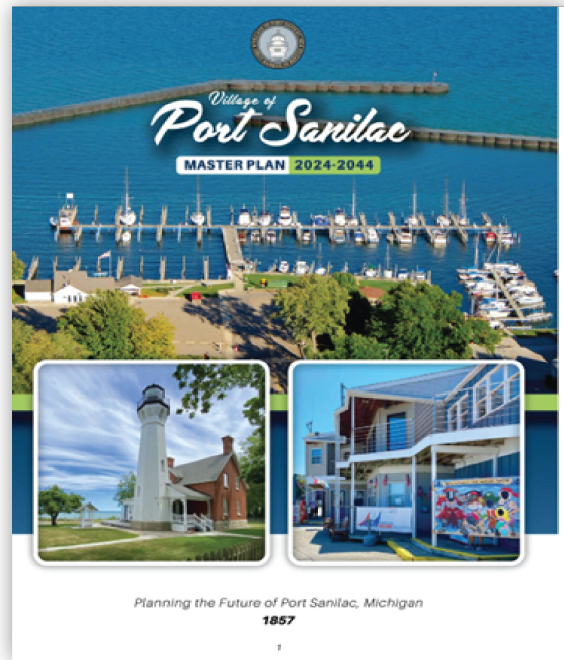
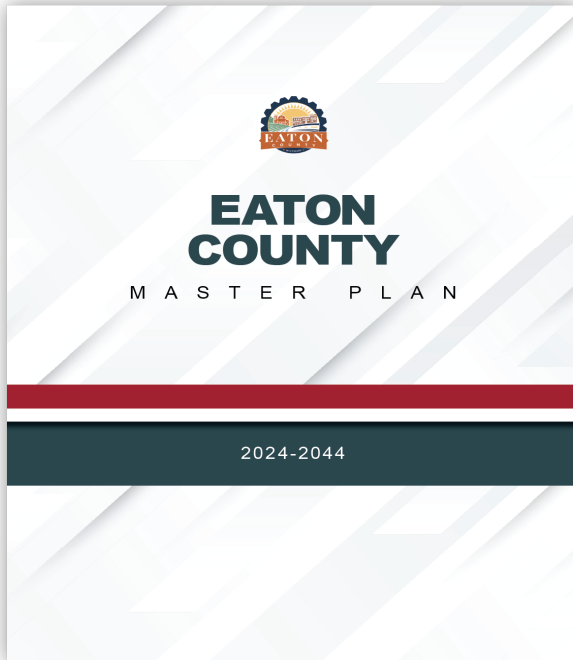
- Polly Ann Trail: Engineering technician for improving an existing rail trail corridor, 1.3 miles of accessible crushed limestone surface and reconstruction of 3 timber pedestrian bridges and replacement of culverts. Included prior study and coordination with the Friends of Polly Ann Trail. Utilizing a SPARK grant using ARPA funding. (\$60K, 2024)

### City of Caro DDA, MI

- Farmers Market: Project manager and designer for the site work design and construction engineering services for a new Farmers Market Pavilion including bathrooms and parking lot. Site work included utility services, storm sewer, curb and gutter, HMA pavement, decorative lighting, landscaping, fencing and related (MEDC/CDGB grant and local funds \$916K construction; 2020).

## MASTER PLAN WORK SAMPLES AND REFERENCES

Please click [here](#) to view our recent work samples:





References



Eaton County

**Brandy Miller**

Planning and Zoning Administrator/Code Enforcement Officer



(517) 543-3689  
constructioncode@  
eatoncounty.org



1045 Independence Boulevard  
Room 150  
Charlotte, MI 48813



Village of Port Sanilac

**Larry O'Keefe**

Business Manager



(810) 622-9963  
jlawrenceokeefe@gmail.com



56 N. Ridge Street  
Port Sanilac, MI 48469



Village of Byron

**Rob Vandemark**

Planning Commission Chairperson



(810) 266-5090  
rvandemark@byronmi.com



146 S. Saginaw Street  
Byron, MI 48418



City of Flushing

**Michelle M. King**

City Manager



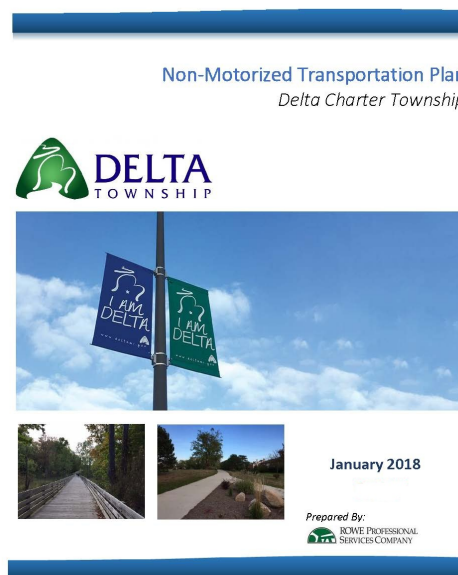
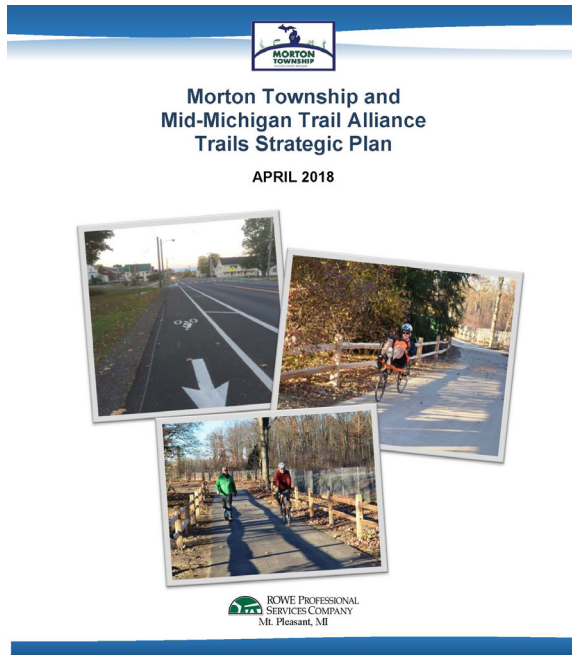
(810) 659-3130  
mking@flushingcity.com



725 E. Main Street  
Flushing, MI 48433

## NON-MOTORIZED MASTER PLAN WORK SAMPLES AND REFERENCES

Please click [here](#) to view our recent work samples:



## NON-MOTORIZED MASTER PLAN WORK SAMPLES AND REFERENCES

### References

We have experience with parks and recreation planning along with similar award-winning projects with elements similar to the scope of this project. Note the references and project details below.

| <b>Client Information</b>                                                                                                     | <b>Projects</b>                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>City of Grayling</b><br>Erich Podjaske, Manager<br>(989) 348-2131 ext: 105; manager@cityofgrayling.org                     | Non-motorized planning, design, and grant applications                                                                          |
| <b>Oscoda Township</b><br>Rick Freeman<br>(989) 739-3211; freemanr@oscodatownshipmi.gov                                       | Township Engineering including IET Phase 3 grant funding applications and design, various park concepts, and grant applications |
| <b>Grand Blanc Township</b><br>Matt Kimmer, Assistant Township Superintendent<br>(810) 424-2662, kimmer@twp.grand-blanc.mi.us | Non-motorized planning, design, and grant applications                                                                          |
| <b>City of Clio</b><br>Niel Rankin, Administrator<br>(810) 686-5850, cityadministrator@cliomi.gov                             | Non-motorized planning, design, and grant applications                                                                          |
| <b>Alabaster Township</b><br>James Witherspoon, Parks Committee Chair<br>(248) 449-9941, jimwspoon@aol.com                    | Non-motorized planning, design, and grant applications                                                                          |

### ♥ Oscoda Township

**Arenac Exploration Trail Phase 3 (Iron Belle Route):** Survey and design of a 5.4-mile multi-phase trail project along River Road and the AuSable River. Project consisted of preparing preliminary layouts and evaluating various route options based on safety and mobility through a village with limited right-of-way and vehicular conflicts. The planning process included coordination with a trail committee including various municipalities as part of a multi-phase trail effort. The route includes easements with Consumers Energy, US Forest Service, and MDNR. Design included threatened and endangered EMR habitat and sensitive archeological sites. The route is a mixture of HMA and accessible crushed limestone surface. ROWE continues to work with the Northeast Michigan Council of Governments for funding applications from MDOT, Iron Belle Challenge Grants, and MNRTF.



**Client:** Charter Township of Oscoda  
**Contact:** Rick Freeman, (989) 739-3211  
**Fee:** \$500K

**Completed:** 2023  
**Project Manager:** Doug Schultz, PLA



## Iosco County

**5-Year Parks and Recreation Plan:** County-wide 5 Year Parks and Recreation Plan. Public engagement methods are being shared between ROWE and park staff to maximize project budget. The planning process worked with commission members to evaluate and make plans for use of millage funding and activate tourism opportunities.

**Client:** Iosco County  
**Contact:** Jamie Cruthers, (989) 362-4212  
**Fee:** \$18K

**Completed:** 2023  
**Project Manager:** Doug Schultz, PLA  
**Landscape Designer:** Blake Strozier

## Alabaster Township

**Lake Huron Coastal Preserve:** ROWE worked with a planning committee to refine a site concept master plan for 144 acres of Lake Huron shoreline property that includes 60 acres of forested coastal dune and 6 acres of wet meadow as well as some hardwood forest. The property is bisected by US-23 and includes the Alabaster Bike Path segment of the Iron Belle Trail. Topographic/aerial survey, wetland determination/permitting guidance, master planning and assistance with a successful MNRTF grant application for pathways, trailheads, dune overlook, visually impaired interpretive trail and other features. Phase 1 design is in-progress.

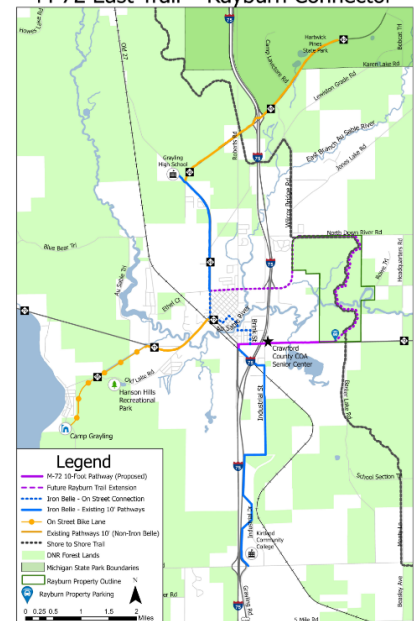
**Client:** Alabaster Township  
**Contact:** James Whitherspoon, (248) 449-9941  
**Fee:** \$40K  
**Completed:** Ongoing

**Project Manager:** Doug Schultz, PLA  
**Project Team:** Alison Swanson, Amanda Hemeyer, PE, Blake Strozier

## City of Grayling

**Rayburn Community Connector:** Development of a Master Plan providing key connections through the city and construction plans and community engagement for a pickleball court facility, mountain bike course and. Council of Michigan Foundations (CMF) / MDNR grant funded project.

M-72 East Trail – Rayburn Connector



**Client:** City of Grayling  
**Contact:** Erich Podjaske, Manager, (989) 348-2131  
**Fee:** \$120K

**Completed:** Ongoing  
**Project Manager:** Aaron Wendzel, PE  
**Lead Landscape Architect:** Doug Schultz, PLA

## 📍 Morton Township

**Trails Strategic Plan:** Creation of a master plan for development of bike lanes and separated trails throughout Morton and several other townships in the county. Tasks included field review of the routes, meetings with stakeholders, creation of conceptual cost opinions, route maps, and a final trail plan for planning purposes.



**Client:** Morton Township  
**Contact:** Yo Bellingar, Trustee, trustee3@mortontownship.org  
**Fee:** \$10K

**Completed:** 2018  
**Project Manager:** Aaron Wendzel, PE  
**Lead Landscape Architect:** Doug Schultz, PLA

## 📍 City of Lapeer

**Genesee Street Non-Motorized Trail Extension:** Survey and design of a 0.17-mile westerly extension of a 10-foot non-motorized trail from the existing Village West trail crossing Genesee Street just east of Lake Drive. Project includes new HMA trail, timber boardwalk, culverts, signs, and restoration. Project is funded by MDOT Congestion Mitigation and Air Quality (CMAQ) and City of Lapeer funds.



**Client:** City of Lapeer, Parks and Recreation  
**Contact:** Rodney Church, (810) 664-4431  
rchurch@ci.lapeer.mi.us  
**Service Fee:** \$32.8K  
**Construction Budget:** \$375K

**Completed:** 2022  
**Project Manager:** Paul O'Meara, PE  
**Project Engineer:** Ryan Bair, PE, and Amanda Hemeyer, PE

## City of Lapeer

**Genesee Street and Davison Road Non-Motorized Trail:** Survey, design, and construction engineering of a 0.64-mile westerly extension of a 10-foot non-motorized trail from the existing trail along Davison Road, where it crosses Genesee Street, connecting to the DeMille Road trail and then west to the Polar Palace to the east side of DeMille and Millville Roads. Project included new HMA trail, culverts, signs, sidewalk, and driveway repairs, and upgraded ADA barrier-free ramps, where required. Project is funded by MDOT Congestion Mitigation and



**Client:** City of Lapeer, Parks and Recreation  
**Contact:** Rodney Church, (810) 664-4431  
rchurch@ci.lapeer.mi.us  
**Service Fee:** \$31.5K  
**Construction Fee/Budget:** \$62.8K/\$435K

**Completed:** 2019  
**Project Manager:** Doug Skylis, PE  
**Project Engineer:** Ryan Bair, PE

## City of Lapeer

**Village West Trailway:** ROWE worked with the City of Lapeer to submit an application for funding using the Congestion Mitigation and Air Quality (CMAQ) improvement initiative. We were successful in demonstrating there could be significant improvements to air quality by providing a trail that would connect several densely populated areas to the large commercial district. This resulted in MDOT approving the project with funding covering approximately 90 percent of total project costs. ROWE then developed multiple concept plans and worked with the city to evaluate various route alternatives. Once the route was solidified, ROWE assisted the city with acquiring several easements along the route. The project also required obtaining an MDEQ permit for a wetland crossing which involved designing a boardwalk to minimize environmental impacts. The trail crossed Genesee Street (previously M-21) which required the design of a mid-block pedestrian signal crossing. Total length of the trail is 0.95 mile. The project used MDOT/CMAQ funds.



**Client:** City of Lapeer, Parks and Recreation  
**Contact:** Rodney Church, (810) 664-4431  
rchurch@ci.lapeer.mi.us  
**Consultant Fee:** \$14.8K conceptual and right-of-way acquisition and \$31.8K design engineering

**Construction:** \$361K  
**Completed:** 2013  
**Project Manager:** Doug Skylis, PE  
**Senior Engineering Technician:** Michael Carpenter

## Grand Blanc Community

**Grand Blanc Township's Non-Motorized Capital Improvement Plan:** Balancing services as township engineer and as-needed consultant for Genesys, ROWE has leveraged various projects to maximize the connections and opportunities between health care and the community. Key projects include:

- Development of Genesys site to include extensive walking paths for treatment and recreation.
- Integral role with regional stakeholders to develop a comprehensive transportation plan for the community.
- Long-term planning, funding, design, and construction of non-motorized facilities.
- Combined TAP and MDNR grant application to fund Regional Trail Connection in conjunction with the Dort Highway Extension project.

**Client:** Genesys Regional Medical Center / Grand Blanc Charter Township  
**Contact:** Matt Kimmer, Assistant Township Supervisor, (810) 424-2662

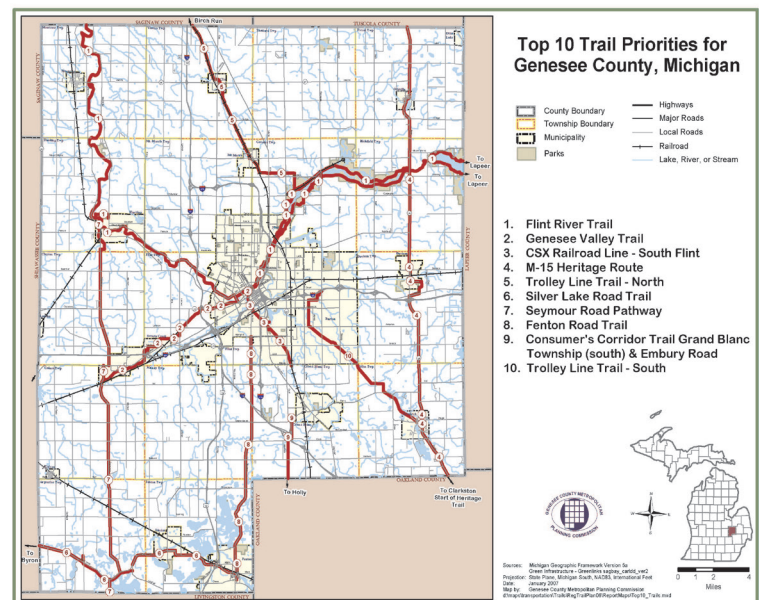
**Fee:** \$120K

**Project Manager:** Scott Hemeyer, PE

**Lead Landscape Architect:** Doug Schultz, PLA

## Various Municipalities

ROWE has worked with numerous municipalities on various stages of concept through design on seven of the top 10 projects in the county. We participated on behalf of many of these agencies in the master planning effort and ranking exercise, as well as preliminary engineering for the county on specific trail priority projects.



**Contact:** Derek Bradshaw, AICP, Genesee County Metropolitan Planning Commission, (810) 766-6546  
**Service Fee:** Varies

**Completed:** 2007 - ongoing  
**Landscape Architect:** Doug Schultz, PLA

## Grant Experience

ROWE regularly works with many grant and loan programs for funding projects. We are dedicated to assisting clients in identifying the most suitable programs to finance projects essential for preserving both quality of life and environmental protection within their community. We guide our clients through the evaluation and application process for the following programs and private grants.

### Parks and Trails Grants

- Michigan Department of Transportation (MDOT) Enhancement Grant
- Transportation Alternatives Program
- Non-motorized – Act 51
- Michigan Department of Natural Resources (MDNR) Trust Fund and Recreation Passport
- Safe Routes to School
- Land and Water Conservation Fund

- Michigan Department of Environment, Great Lakes, and Energy (EGLE) Scrap Tire Market Development Grant
- Congestion Mitigation Air Quality (CMAQ)
- Michigan Economic Development Corporation (MEDC) Community Block / Patronicity Crowd Funding
- United States Department of Agriculture (USDA)
- Iron Belle Trail Foundation (IBT)
- American Rescue Plan Act, Michigan Department of Natural Resources (SPARK)



### Previous Grant Awards

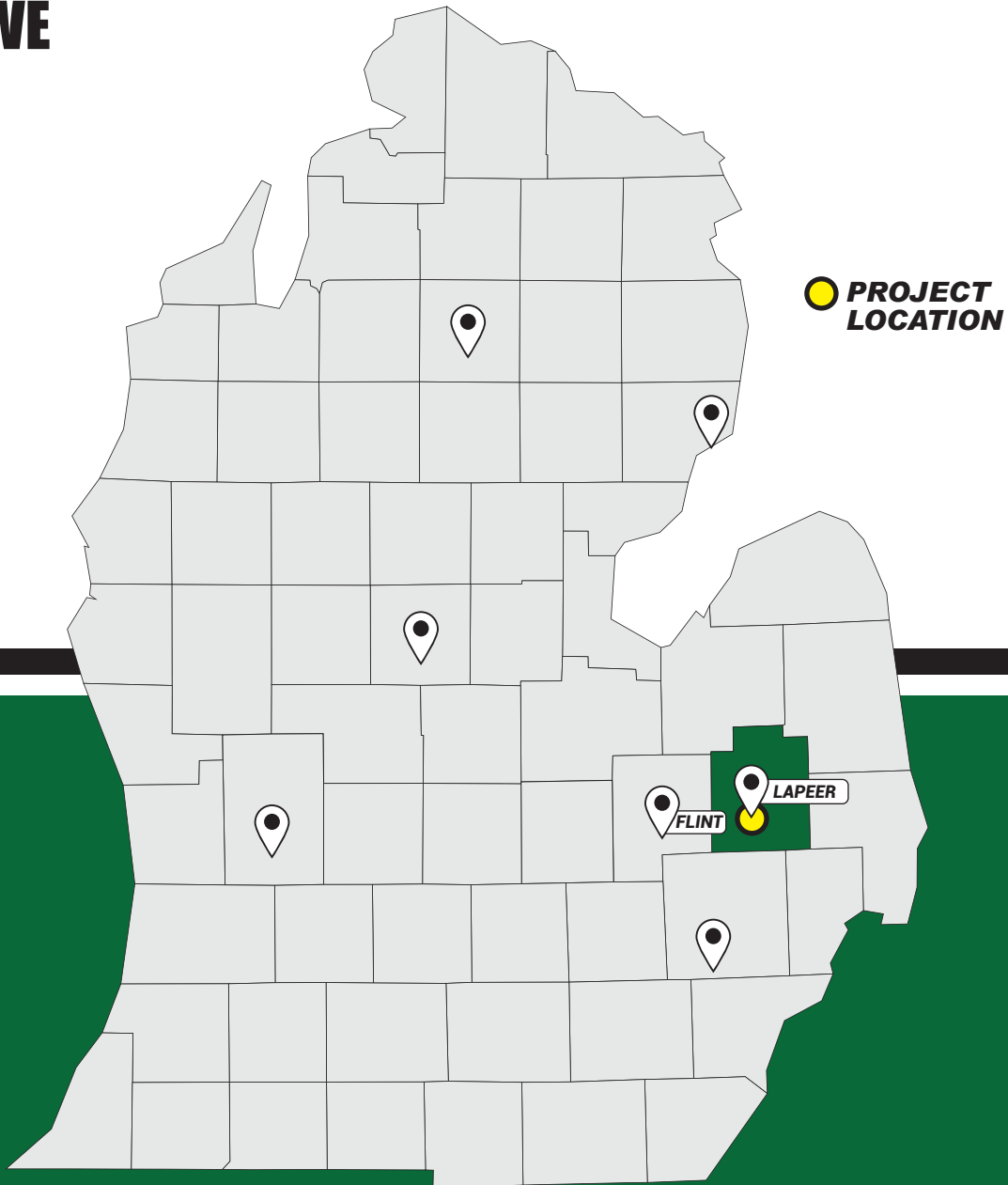
- City of Alma (MDOT) Superior Street / Heartland Trail Extension \$340K
- City of Alma (MDNR) 2013 Access Projects \$300K
- City of Alma (MDNR) 2014 Fred Meijer Heartland Trail, etc. \$1M
- City of Caro (MEDC) Farmers Market Pavilion \$1M
- City of Clio (MDNR) Riverfront Park / Trail \$262K
- City of Clio (EGLE) Scrap Tire Grant \$600K
- City of Flint (MDNR) McKinley Park \$270K
- City of Flint (MDNR / MDOT) Grand Traverse Trail \$1.5M
- City of Flint (MDOT) Genesee Valley Trail \$700K
- City of Flushing (MDNR) Trailway Extension \$300K
- City of Gladwin (MDNR) Park Improvements \$185K
- City of Imlay City (MDNR) Splash Pad \$150K
- City of Lapeer (SPARK) Rowden Park Pathway \$767K
- City of Omer (Saginaw Chippewa Indian Tribe) Park Improvements \$30K
- City of Owosso (MDNR) Restroom Improvements \$30K
- City of Port Huron (SPARK) 16th Street Park \$500K
- City of Port Sanilac (MDNR) Tennis Courts, Restroom, Trailhead \$240K
- City of Port Sanilac (MDNR) Harbor Park Site Improvements \$31,300
- City of Sanford (MDNR) Playground Improvements \$150K
- City of Stanton (MDOT TAP) Veteran's Memorial Park Trail \$362K
- City of Stanton (MDNR) Veteran's Memorial Park \$296K
- City of Swartz Creek (MDNR) Elms Park Improvements \$20K
- Flint River Watershed Coalition (Patronicity) Kayak Landing \$50K
- Garfield City (MDNR) Lake Station Trailhead \$228K
- Genesee County Parks & Recreation (MDOT TAP & CMAQ) Flint River Trail-Genesee to Vassar Road \$960K
- Genesee County Parks & Recreation (MDNR) Iron Belle Trail \$300K
- Genesee County Parks & Recreation (MDNR) Hegel Road Acquisition \$540K
- Genesee County Parks & Recreation Commission (MDNR) Bluebell Beach Trail \$45K
- Grand Blanc Charter Township (MDOT) Trail Improvements \$700K
- Independence City (U.S. Tennis Association) Tennis Courts \$50K
- Lapeer County (SPARK) Polly Ann Trail \$287K
- Mid-Michigan Pathway – Mt. Pleasant to Shepherd (MDOT/MNRTF) \$1.6M
- Mid-Michigan Pathway – Ithaca to Alma / St. Louis (MDOT) \$2M
- Montrose City (MDNR) Park Expansion \$103K
- Oscoda Township IET Trail Phase 3 (MDOT/MNRTF/ USDA/IBT) \$2M
- Imlay City (CMF/SPARK) Lions Park \$790.8K
- City of Saginaw (CMF/SPARK) Riverfront Trail \$862.5K

**TOTAL IN PAST TEN YEARS: \$20+ MILLION**

## PROPOSED BUDGET

ROWE Professional Services Company proposes to provide services for the following fees:

| Fee Breakdown             |                  |
|---------------------------|------------------|
| Master Plan               | \$ 28,000        |
| Housing Analysis          | \$ 7,000         |
| Non-Motorized Master Plan | \$ 15,000        |
| <b>Total</b>              | <b>\$ 50,000</b> |



# MICHIGAN

 **ROWE OFFICE LOCATIONS**

Flint | Lapeer | Farmington Hills | Grand Rapids | Mt. Pleasant | Oscoda | Grayling

BUDGET AMENDMENT  
REQUEST FORM

2025/2026

TO: CITY MANAGER

The following budget adjustments are requested. **All Budget adjustments must be whole dollars. Negative numbers should be in parenthesis ( ).**

| ACCOUNT #       | ACCOUNT NAME               | AMOUNT OF<br>ADJUST. (+/-) |
|-----------------|----------------------------|----------------------------|
| 101-721-540.002 | MEDC Grant                 | \$ 50,000.00               |
| 101-721-815.000 | Other Contractual Services | \$ 50,000.00               |

**TOTAL NET AMOUNT** 0

Enter Description: Amend budget for grant revenue and contractual services for Master Plan Update with Rowe Engineering

Fund/Department: General Fund

Kelly Hanna, Director of Financial Services  
Department Head Signature

TO: FINANCE DEPARTMENT

- ☐ The above indicated Budget Adjustments are approved by the City Manager.
- ☒ The above indicated Budget Amendment is approved by the City Commission, at their \_\_\_\_\_ Commission meeting. Please make the appropriate entries to reflect the approved amount.

Date

City Manager's Signature





# City of Lapeer

## Master Plan RFP







Passionately employing  
**community-centric**  
solutions through  
active listening and  
multidisciplinary expertise.





DUNS Number: 017098112

FEIN: 38-1752417

December 4, 2025

Mike Womack, Lapeer City Manager  
City Manager's Office  
576 Liberty St, Lapeer, MI 48446  
manager@ci.lapeer.mi.us

**RE: City of Lapeer Master Plan RFP**

Dear Mr. Womack and the Selection Committee,

Progressive Companies is pleased to submit our proposal to partner with the City of Lapeer on the creation of its new Master Plan. We recognize that this is a significant undertaking and that expectations are high. Lapeer is a community with a rich history, strong neighborhood identities, and a growing desire for high-quality development, safe and connected public spaces, and a robust nonmotorized transportation network. At the same time, the challenges are real. Housing affordability, economic opportunity, and building trust in local planning processes are critical issues facing not just Lapeer, but nearly all Michigan communities. This master plan is an opportunity to address these issues through a transparent and action-oriented process.

We believe that Lapeer's next master plan must be community-led, accessible, and grounded in lived experience. It should reflect the aspirations of residents across every neighborhood, while also providing a clear, implementable roadmap for land use, housing, mobility, and economic development. This means deep engagement, honest conversations, and tools that help residents, businesses, and stakeholders not only participate but shape the direction of the plan.

At Progressive Companies, we specialize in making complex planning topics understandable and meaningful. Our expertise in urban planning, zoning, development, urban design, and public engagement will be central to this effort. We will work hand-in-hand with city staff to devise an approach that reflects Lapeer's unique opportunities and respects local processes, ensuring the final outcome has broad-based support that drives positive change.

Our team has a rich history working in medium-sized cities across Michigan. We understand the opportunities in their neighborhoods, the importance of purposeful reinvestment, and the need for planning that transitions quickly from vision to measurable action. Your city is one we look forward to learning from and partnering with as we develop a plan that reflects Lapeer's unique strengths and aspirations. We are ready to start when you are! For any questions or additional information, please contact me at 616.822.1020 or sschulz@weareprogressive.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Suzanne Schulz'.

**Suzanne Schulz, FAICP**  
Urban Planning Practice Leader  
616.822.1020 m

A handwritten signature in black ink, appearing to read 'James F. Horman'. Below the signature is a small, faint line of text: 'James F. Horman (Dec. 3, 2025 09:44:50 EST)'.

James F. Horman (Dec. 3, 2025 09:44:50 EST)

**James F. Horman, AIA**  
Principal, Civic Practice Leader  
616.447.3322 m



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## *Firm History & Experience*

# Urban Design & Planning

Progressive Companies' planning practice is relatively young, having been founded in 2019 by Suzanne Schulz. Since Suzanne joined Progressive Companies as its sole planner at the time, the practice has evolved into the current Urban Design & Planning Team, comprising a total of 19 team members, including six AICP planners, two urban designers, and nine landscape architects, within a larger firm that features a full civil engineering team.

Our approach to planning is focused on implementation. We craft community plans with an eye toward implementation and development because that is what motivates our team the most. We also have a history of working closely with our clients to help bring key projects and plans to successful implementation. For example, in Plainfield Township, we started with a corridor planning effort, helped secure funding for key improvements to the corridor, and have now supported updates to the City's Master Plan, Corridor Improvement Authority, and Zoning Ordinance.

Our experience, both across Michigan and nationally, in completing high-quality planning projects for our clients, positions us well for the work in Lapeer. However, our Project Manager's experience working directly with the City of Lapeer as a planner further solidifies our unique position to deliver on this project. As a Senior Planner for ROWE Professional Services Company, Jason Ball served the City of Lapeer in a variety of capacities, including acting as the primary staff planner and presenting to the Planning Commission regularly between 2021 and 2024.





# Transforming Spaces. Empowering People.



Progressive Companies is a multidisciplinary national design firm that connects people, places, and communities through transformative spaces, structures, pathways, and environments. We believe innovation is more than leading with the best technologies and latest trends – it's a creative process beginning with curiosity and diving deep into understanding your world. As problem-solvers, our team of designers, planners, architects, and engineers enthusiastically work alongside you to envision a bold, new future.

From modest beginnings of four original engineering partners in 1962, to over 350 employees serving clients across the nation today, Progressive Companies has always thrived on an entrepreneurial mindset. As an employee-owned business, individuals take personal accountability for representing the firm's values of leadership, learning, trust, and diversity.

Our talented workforce brings decades of expertise in all facets of architecture, engineering construction, and planning – with a broad and deep portfolio representing 12 markets and projects in 49 states. Strategically located in Grand Rapids, MI; Detroit, MI; Asheville, NC; Charlotte, NC; Durham, NC; and Greenville, NC, our teams are poised to help you reach new heights from a strong foundation.

## Expertise

- Architecture
- Civil Engineering
- Community Engagement
- Construction Management
- Controlled Environments
- Electrical Engineering
- Healthcare Planning
- Interior Design
- Landscape Architecture
- Lighting Design
- Logistics
- Master Planning
- Mechanical Engineering
- Program Design and Delivery
- Roads and Utilities
- Structural Engineering
- Sustainable Design
- Traffic Engineering
- Universal Design
- Workplace Strategy
- Zoning

## Markets

- Automotive
- Civic
- Education
- Health and Wellness
- Mixed Use
- Science and Industry
- Transportation
- Urban Design and Planning
- Water Resources
- Workplace



# Experience Across Michigan

At Progressive Companies, we excel in the Urban Design and Planning market by helping our public sector clients assess existing conditions, facilitate meaningful stakeholder engagement, and establish clear priorities for investment so that we collectively arrive at a clear road map of where and how growth and development should happen in the future.

We approach each project with curiosity and empathy. To us, design thinking means a holistic, people-first approach — boldly seeking the simplest and most cost-effective solutions, while also the right ones for the community. We walk alongside community leaders to face difficult and complicated challenges — and honestly, we have fun doing it! We are creative problem-solvers who use our expertise to make the world better.

Our goal? To create beautifully integrated, sustainable environments that are meaningful, measurable, and vital for generations to come.

## Partners in Placemaking

We proudly serve communities throughout Michigan as their implementation partner. Our team would love the opportunity to bring your vision to life!





# Commitment to Community Engagement

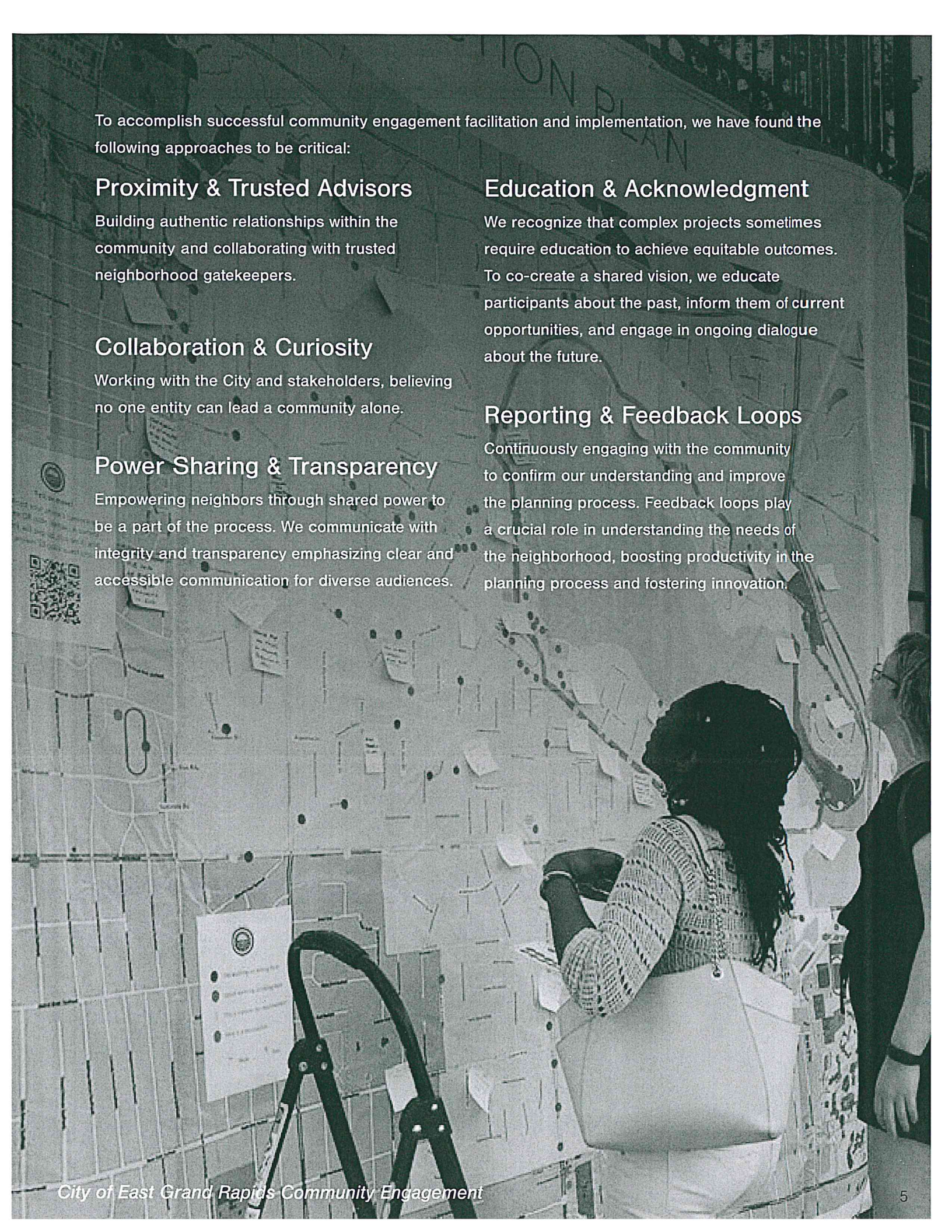
To ensure clarity throughout the planning process, we work closely with you, key stakeholders, and your community. Adherence to our meticulous discovery process enables our team to gather feedback and make informed, creative decisions. **Community engagement sessions provide an opportunity for two-way discussion and active engagement in the planning process.**

Through the use of discussion panels, focus groups, design charrettes, interactive games, pop-up events, kids' activities, virtual presentations, social media, surveys, and other techniques, our team will help you develop an inspirational vision that leads to new investment.

We have a passion for community-based projects and have worked on projects for a variety of clients including:

- Ada Township, Envision Ada Master Plan – 2013
- Ada Township, Connect Ada Plan - 2020
- Ada Township, Comprehensive Master Plan - 2023
- East Grand Rapids, Mobility-Bike Action Plan – 2020
- Village of Lawton, Downtown Streetscape Plan – 2020
- Downtown Grand Rapids, Inc. Wayfinding Project – 2021
- Dwelling Place, Michigan Community Land Trust – 2021
- City of Grand Haven Master Plan Update – 2022
- City of Traverse City, Mobility Action Plan – 2022
- City of Houghton, Downtown Placemaking – 2023
- Traverse City, TART Trails Expansion – 2023
- Habitat for Humanity, Pleasant Hills Development – 2024
- Grand Action 2.0, Acrisure Amphitheater & Amway Stadium Engagement – 2023-24
- Village of Lawton, Community Master Plan – 2024
- Village of Lawton Zoning Ordinance - 2024
- City of Danville Comprehensive Plan – 2024
- Plainfield Township, Community Master Plan – 2024
- Plainfield Township, Reimagine Plainfield Plan - 2021
- Plainfield Township, Plainfield Avenue Zoning Amendments - 2022
- Plainfield Township, Zoning Ordinance - 2025 (in process)
- City of Dearborn, Housing Needs Assessment – 2024
- City of Grand Rapids, Oxford Trails Redesign – 2024
- City of Grand Rapids, Zoning Amendments - 2023 - 2024
- City of Kalamazoo, 2-Way Street Conversion – 2025
- City of Battle Creek, Beckley Road Corridor Plan – 2025
- City of Mt. Pleasant, Mission Street Corridor Plan – 2025
- City of Marshall, Economic Development, Non-Motorized, & Master Plan – Ongoing
- City of North Muskegon, Master Plan - 2022
- City of North Muskegon, Zoning Ordinance - 2024
- City of Portage, Portage Road Street Redesign – Ongoing
- City of Pottsville, Zoning Ordinance - 2025
- West Michigan Shoreline Regional Development Commission, Trail Planning – Ongoing
- Oshtemo Township, Master Plan – Ongoing
- Oshtemo Township, Transportation & Mobility Ordinance - 2024





To accomplish successful community engagement facilitation and implementation, we have found the following approaches to be critical:

## Proximity & Trusted Advisors

Building authentic relationships within the community and collaborating with trusted neighborhood gatekeepers.

## Collaboration & Curiosity

Working with the City and stakeholders, believing no one entity can lead a community alone.

## Power Sharing & Transparency

Empowering neighbors through shared power to be a part of the process. We communicate with integrity and transparency emphasizing clear and accessible communication for diverse audiences.

## Education & Acknowledgment

We recognize that complex projects sometimes require education to achieve equitable outcomes. To co-create a shared vision, we educate participants about the past, inform them of current opportunities, and engage in ongoing dialogue about the future.

## Reporting & Feedback Loops

Continuously engaging with the community to confirm our understanding and improve the planning process. Feedback loops play a crucial role in understanding the needs of the neighborhood, boosting productivity in the planning process and fostering innovation.



## Similar Projects

# City of Marshall 2024-2025 Plan Updates

### Marshall, MI

[Link to online plan](#)

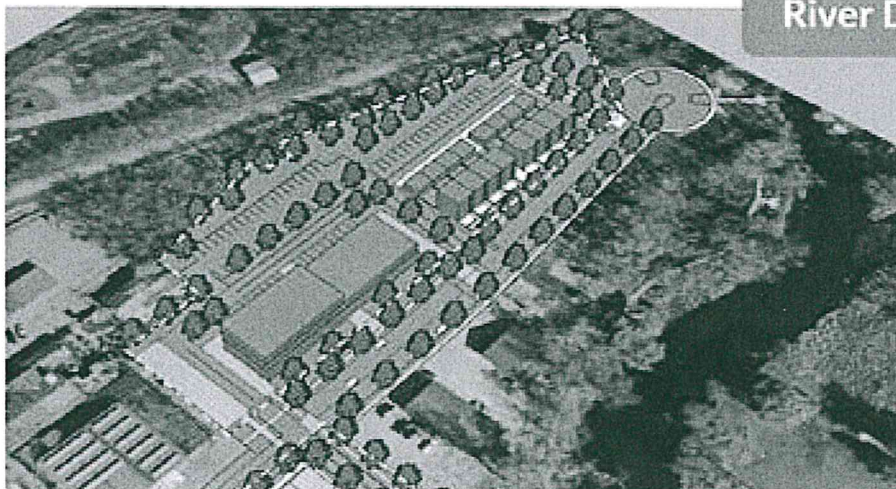
Progressive Companies was selected by the City of Marshall to lead a comprehensive update of several community plans in 2024. With the anticipated opening of Ford's Blue Oval battery plant in 2025-2026, which will house over 1,800 jobs in its first phase, the community is committed to ensuring that its historic downtown maintained its vibrancy and that the city continues to provide an outstanding quality of life for its residents.

Progressive Companies was contracted by the city to update or create its Five-Year Parks and Recreation Plan, RRC Public Participation Plan, Master Plan, Non-Motorized Transportation Plan, and Economic Development & Marketing Plan.

Robust public engagement and outreach was identified as a critical component of the process. To ensure effective representation of the community, Progressive Companies worked with city staff to create a project steering committee composed of elected and appointed officials and key stakeholders to guide the planning process, and then worked with the steering committee to conduct outreach and engagement throughout the community. Pop-Up events were held during local concerts and at the Farmer's Market, Marshall Middle School students participated in project surveys and outreach, and open house events were held in the city's library, a local brewery, and city hall.

As of January 2025, the project is ongoing, with the final public open house scheduled for early February and adoption of the Master Plan and Economic Development & Marketing Plan anticipated in spring 2025.

*Reference: Derek Perry, City Manager, City of Marshall, [dperry@cityofmarshall.com](mailto:dperry@cityofmarshall.com), 269-558-0315*



### River District Site Concept

#### 98 Total Units

- (13) Townhomes with Tuck-Under Parking
  - 13 Units
- (8) Townhomes
  - 8 Units
- (1) Apartment Building
  - 77 Units
  - Commercial Space: 14,625 SF



# Grand Haven Master Plan Update

## Grand Haven, MI

[Link to online plan](#)

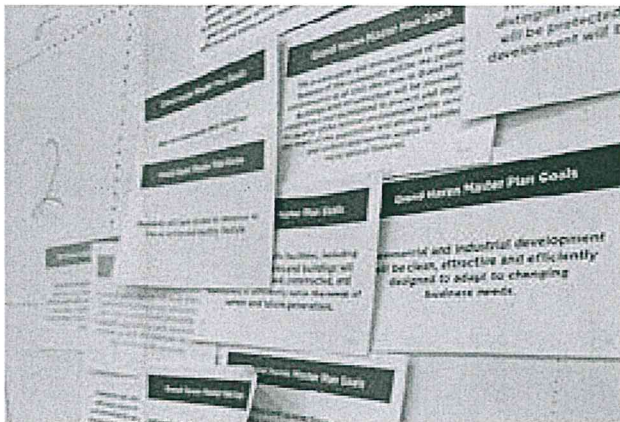
After completing a comprehensive master planning process for the 2016 plan in partnership with the Resilient Grand Haven partnership, this update built upon the successes of that effort. As a coastal city, Grand Haven has placed resiliency at the forefront of their community vision along with affordable and attractive neighborhoods, safe mobility choices, a competitive and adaptable economy, natural features protection, and government efficiency and transparency.

Since its passage, the City of Grand Haven has made great strides in its execution of the 21 goals of the 2016 Master Plan. Earlier this year, a robust set of zoning ordinance amendments were approved to allow for expanded housing supply and affordability, increased mobility options, and more streamlined development processes.

Using the nine guiding principles of the 2016 Master Plan, the Progressive Companies team facilitated Grand Haven's steering committee discussions to craft an updated vision, and prioritize future work. Building on what is working, and planning for smart growth, walkability, and a strong sense of place, Grand Haven must prepare for significant growth demand. A key priority was for Grand Haven to be a resilient community, prepared for changes in the climate and economy.

Grand Haven's public participation plan was the foundation for community involvement in the plan process. The Progressive Companies team utilized a range of online communication methods for virtual engagement including online surveys with QR codes for easy access, virtual town halls, and frequent Facebook and website posts to engage and brief the public. Coordination with Grand Haven Charter Township also occurred to maintain concurrence with the Resilient Grand Haven planning effort.

*Reference: Brian Urquhart, City Planner, City of Grand Haven,  
burquhart@grandhaven.org, 616.935.3276*





# Battle Creek Suburban Retrofit

## Battle Creek, MI

[Link to online plan](#)

Progressive Companies played a pivotal role in reshaping the vision for the Lakeview Downtown Development Authority (LDDA) district in Battle Creek, solving long-standing challenges and setting the stage for a vibrant future. Starting in October 2023, Progressive Companies partnered with the City of Battle Creek, the LDDA, and a dedicated Steering Committee to address the district's critical issues: aging infrastructure, car dependency, an under-performing retail landscape, and a lack of housing diversity.

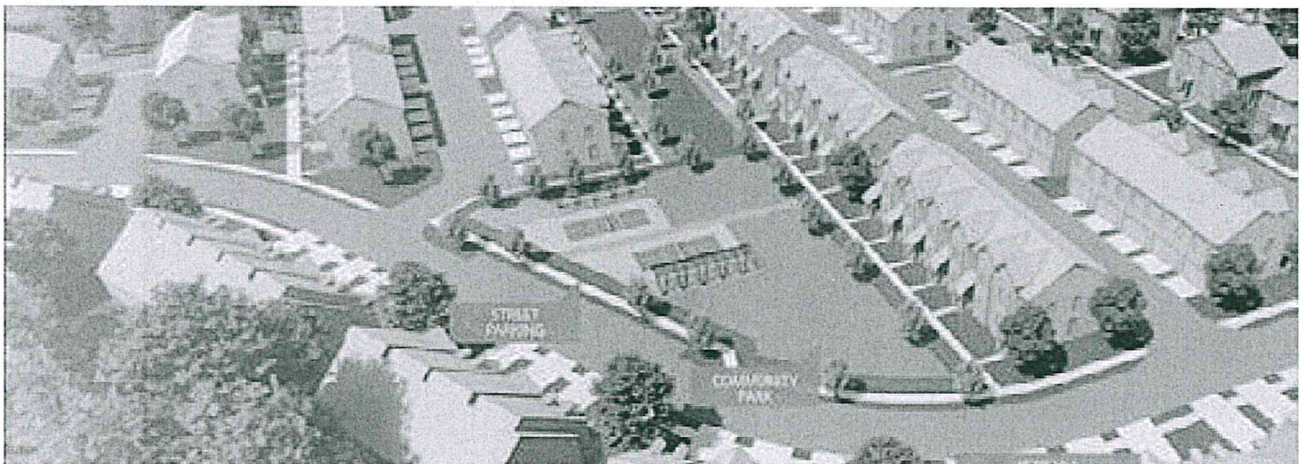
Through extensive stakeholder engagement, land use and market analysis, and community outreach, Progressive Companies identified three key themes to guide the redevelopment: enhancing green infrastructure, fostering placemaking, and reducing car dependence. By leveraging the Brickyard Creek Trail as a central asset, the plan reimagines the district with vibrant public spaces, improved stormwater management, and a transformation of vast surface parking areas into green, people-friendly environments.

Progressive Companies also tackled the car-centric nature of the area by proposing a network of non-motorized pathways, better transit infrastructure, and road redesigns to prioritize pedestrian and cyclist safety. A groundbreaking suburban retrofit strategy outlined compact, mixed-use developments that integrate diverse housing types with walkable amenities, creating a more livable and connected neighborhood.

Crucially, the plan addresses the economic and environmental challenges posed by the aging Lakeview Square Mall. Progressive Companies proposed a phased redevelopment approach, integrating housing, public parks, and commercial spaces while daylighting Brickyard Creek to mitigate flooding and enhance ecological sustainability.

This comprehensive, forward-thinking plan has positioned the LDDA as a model for suburban retrofitting, turning a once-struggling area into an opportunity-rich district poised for long-term success. The firm's leadership and innovative strategies have made them the City's hero in revitalizing the heart of Battle Creek.

*Reference: Ted Dearing, Assistant City Manager, [tedearing@battlecreekmi.gov](mailto:tedearing@battlecreekmi.gov), 269.966.3355*



*Conceptual plan to replace underutilized surface parking with missing middle housing*



# Shoreline Trails & Greenways Plan

**West Michigan Shoreline Regional Development Commission**

[Link to online plan](#)

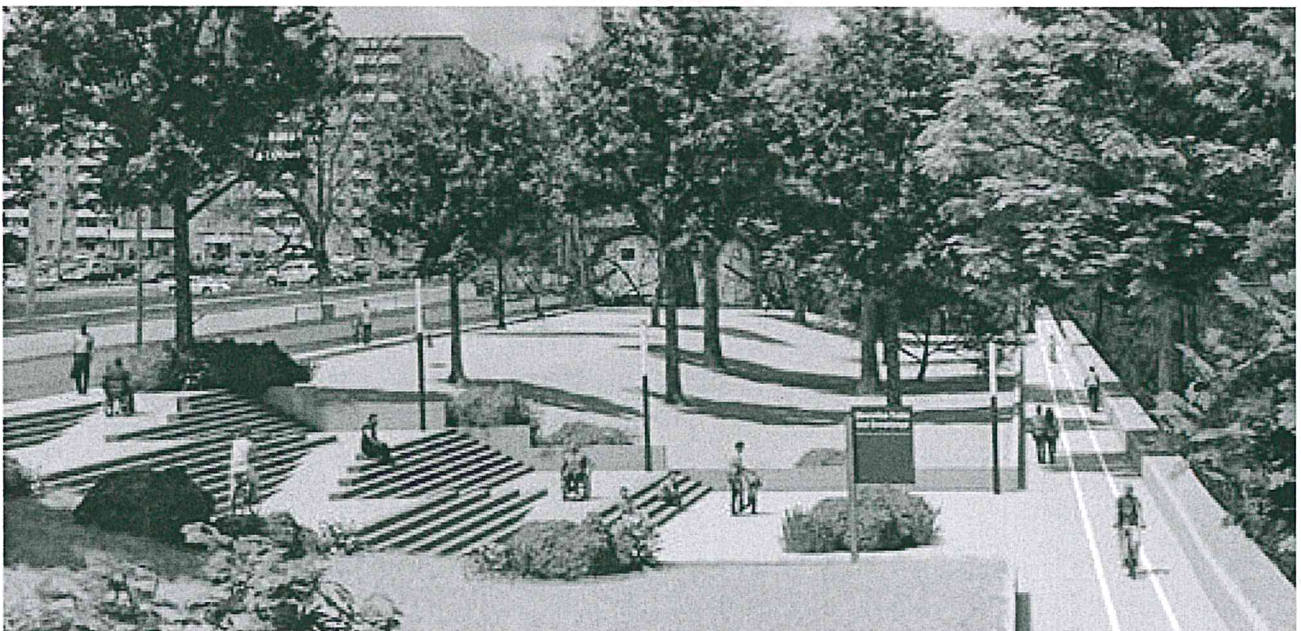
The planning process for the Shoreline Trails and Greenways (STAG) Plan began with the formation of a Steering Committee representing all areas of the WestPlan WMSRDC Metropolitan Planning Organization (MPO). Members included municipal representatives, the Michigan Department of Transportation, and the Muskegon County Bicycling Coalition.

A broad engagement effort ensured diverse community input through focus groups, pop-up events, an interactive game, community meetings, and an online survey. In total, more than 700 residents and stakeholders contributed to shaping the vision for the Shoreline Trails and Greenways network.

Both quantitative data (demographics, amenities, existing conditions, and water access sites) and qualitative input (community feedback and survey responses) informed the network's design. Key trail connections were identified and prioritized based on network connectivity, efficiency, safety, accessibility, and equity.

The final plan outlines a comprehensive implementation framework, including trail enhancement options, construction and signage standards, cost estimates, funding opportunities, a phased timeline, and performance measures for tracking success.

*Reference: Joel Fitzpatrick, Transportation Planning Director, West Michigan Shoreline Regional Development Commission, [jfitzpatrick@wmsrdc.org](mailto:jfitzpatrick@wmsrdc.org), 231.722.7878*





# Plainfield Township DDA, CIA, Corridor Plan, & Master Plan

## Plainfield Township, MI

[Link to online plan](#)

Plainfield Avenue, also known as M-44, is an arterial in Kent County, Michigan, carrying nearly 36,000 cars per day. Once dubbed the “Motor Mile,” this post-World War II corridor has many tired and vacant buildings and parcels, with its commercial property taxes remaining stagnant for a decade. Plainfield Charter Township hired Progressive Companies to create a corridor plan to chart the next chapter in Plainfield Avenue’s history.

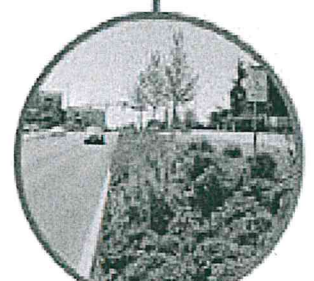
The Reimagine Plainfield Plan process included listening and learning about factors affecting the corridor and its people. In conjunction with Disability Advocates of Kent County (DAKC), Steering Committee members were able to experience the corridor from the perspective of someone who is restricted to a wheelchair or is sight impaired.

Additionally, focus group sessions included meeting with the real estate and development community; MDOT, County Road Commission, and the Rapid (transit authority); the Lower Grand River Organization of Watersheds (LGROW) to discuss stormwater; and interacting with Planning staff on the development approval process. Community input was solicited through a series of surveys during Covid.

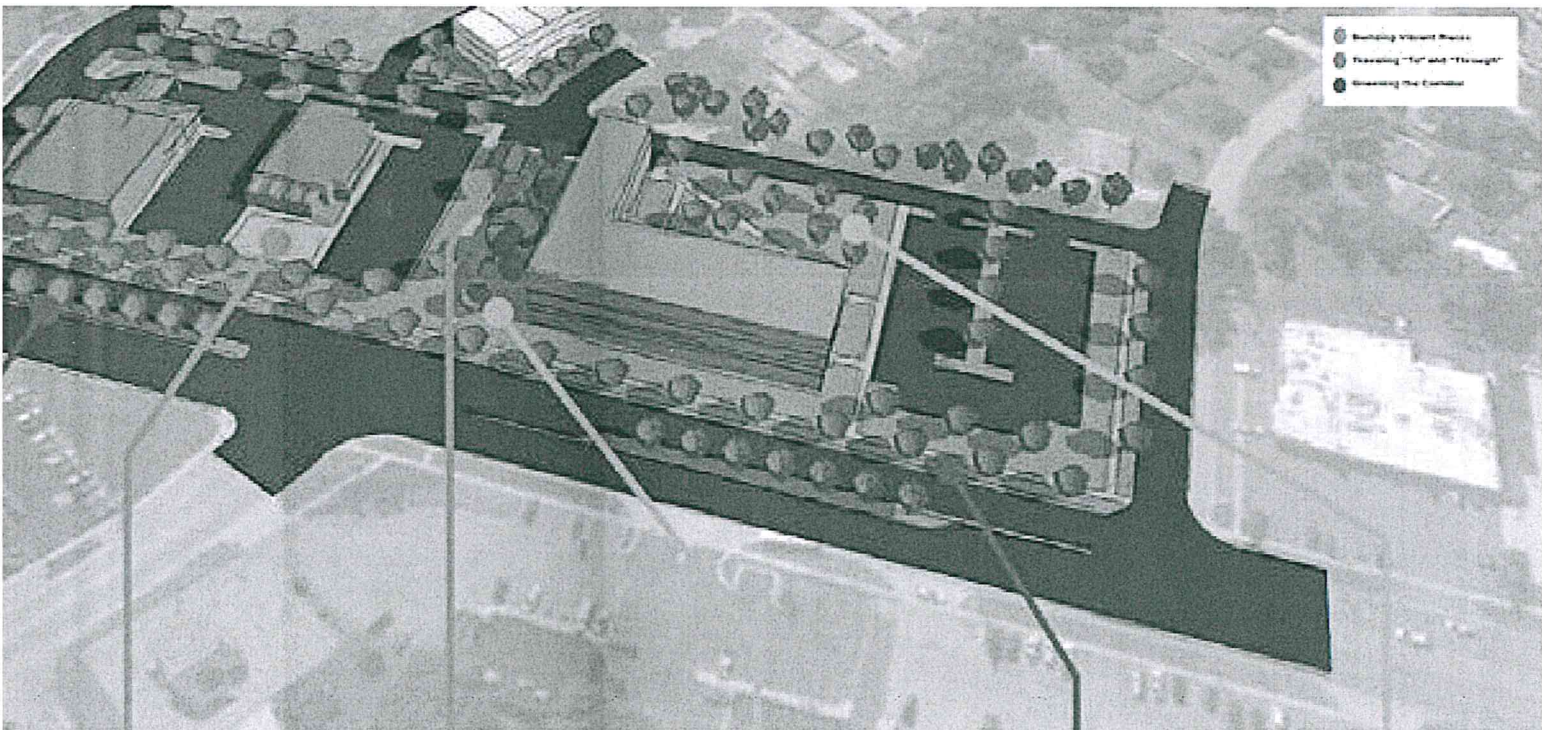
A series of development scenarios were developed for key locations. The scenarios informed modifications to the Township’s Zoning Ordinance, which included a new mixed-use zone district that allows by-right development to create pedestrian-oriented mixed-use areas, design and landscape standards, and provisions that allow the corridor to transition over time through the use of flexible non-conforming standards and administrative departures.

The Reimagine Plainfield process led to a series of zoning ordinance amendments to actualize the vision of a mixed-use corridor along Plainfield Avenue. Later, Progressive Companies worked to update the entire Master Plan for Plainfield Township. Zoning Ordinance amendments to implement the Master Plan are currently underway.

*Reference: Cameron Van Wyngarden, Township Superintendent, Plainfield Township, [vanwyngardenc@plainfieldmi.org](mailto:vanwyngardenc@plainfieldmi.org), 616.264.8466*







- Building Vibrant Places
- Providing "For" and "Through"
- Connecting the Corridor





## References

Progressive Companies has helped numerous communities to update their master plans and revise their zoning ordinances to encourage high-quality development, and create downtown plans and economic development plans to drive community prosperity. Below are references for similar projects and communities.

### **City of Marshall Master Plan/Non-Motorized Plan/Economic Development Plan**

Derek Perry, City Manager, [dperry@cityofmarshall.com](mailto:dperry@cityofmarshall.com), 269-558-0315

### **City of Battle Creek**

Ted Dearing, Assistant City Manager, [tedearing@battlecreekmi.gov](mailto:tedearing@battlecreekmi.gov), 269.966.3355 x1202

### **Plainfield Township Corridor Plan and Master Plan**

Jennifer M. DeHaan, MPA, Assistant Township Manager/Superintendent, Plainfield Township, 616.262.1343





## Team Overview



**Suzanne Schulz, FAICP**  
Project Executive,  
Urban Planning Practice  
Leader



**Jason Ball, AICP**  
Project Manager



**Sara Moring-Hilt**  
Urban Designer



**Lauren Pedigo, AIA**  
Senior Urban Designer



**Josué Centeno**  
Planner



**Matthew Boelkins, PE**  
Transportation Engineer



### **Suzanne Schulz, FAICP**

URBAN PLANNING  
PRACTICE LEADER,  
PROJECT EXECUTIVE



#### **CONTACT**

616.988.4809  
sschulz@weareprogressive.com

#### **EDUCATION**

Michigan State University  
*Bachelor of Science, Urban  
Planning*

#### **CREDENTIALS**

Certified Planner

As an experienced change agent and community leader, Suzanne confidently listens, guides, and respectfully challenges the status quo. She has 30 years of experience in urban planning, community engagement, transportation planning, and policy development. Whether working with institutions, developers, non-profits, schools, business owners, or neighborhoods, she believes everyone has a voice and diverse viewpoints improve development projects and communities.

Suzanne possesses extensive knowledge in local government and development, having served the City of Grand Rapids for 20 years as Planning Director and Managing Director of Design and Development, where she oversaw the City's Development Center. She was instrumental in leading community-led processes for the 2002 Master Plan, Green Grand Rapids, Vital Streets Plan and Design Guidelines, Michigan Street Corridor Plan, and Zone Grand Rapids.

Her work at Progressive Companies has included being the principal author of the Zoning Reform Toolkit: 15 Tools to Expand Housing Choice + Supply for the Michigan Association of Planning, modifying zoning language to support development efforts, facilitating project entitlements for private sector clients, and creating place-based master plans and zoning ordinances.

Recognized as an expert in her field, Suzanne was appointed by Governor Gretchen Whitmer to join the State Transportation Commission in October 2023. She was inducted as a Fellow into the AICP College of Fellows in 2022, an honor bestowed upon only 1% of all AICP-certified planners in the country and a designation held by only six practicing planners in Michigan.

*"Our team's passion is implementation. Very few things are as rewarding as seeing a vision come to life. We help make policies and plans become projects."*



# Jason Ball, AICP

PROJECT MANAGER



## CONTACT

970.531.7435  
jball@weareprogressive.com

## EDUCATION

Grand Valley State University  
*Bachelor of Arts, Political Science*

Michigan State University  
*Master of Urban & Regional  
Planning*

## CREDENTIALS

Certified Planner  
National Cherrette Institute  
Form Based Code Institute

Jason is an experienced consultant, facilitator, and leader who has worked in both large organizations and small consulting settings. What most motivates him is integrating the vision of a community or leader into a plan of action, and supporting implementation of that plan. Since 2010, he has led major multi-stakeholder projects and supervised teams of colleagues and collaborators while being responsible for successful delivery of a wide range of work products and projects, including community plans, ordinance updates, economic development strategies, strategic plans, reports and white papers, grant applications, and training programs. In addition to traditional community planning, Jason has completed downtown and tax increment financing plans for a range of contexts, written zoning codes to support redevelopment, and worked closely with grassroots nonprofit organizations to facilitate neighborhood investment strategies.

### **Northeast Flint Choice Neighborhoods**

As the local subconsultant for Northeast Flint Community Plan, which is part of a U.S. Housing and Urban Development (HUD)-funded 24-month planning process awarded to the Flint Housing Commission (FHC), in partnership with the City of Flint. The Plan is centered on the FHC's River Park Apartments, which includes 180 units of low-income housing. The Plan seeks to replace 100% of those housing units within the neighborhood, or in other areas of opportunity as part of new mixed-income developments along with associated programs to develop neighborhood assets and programs.

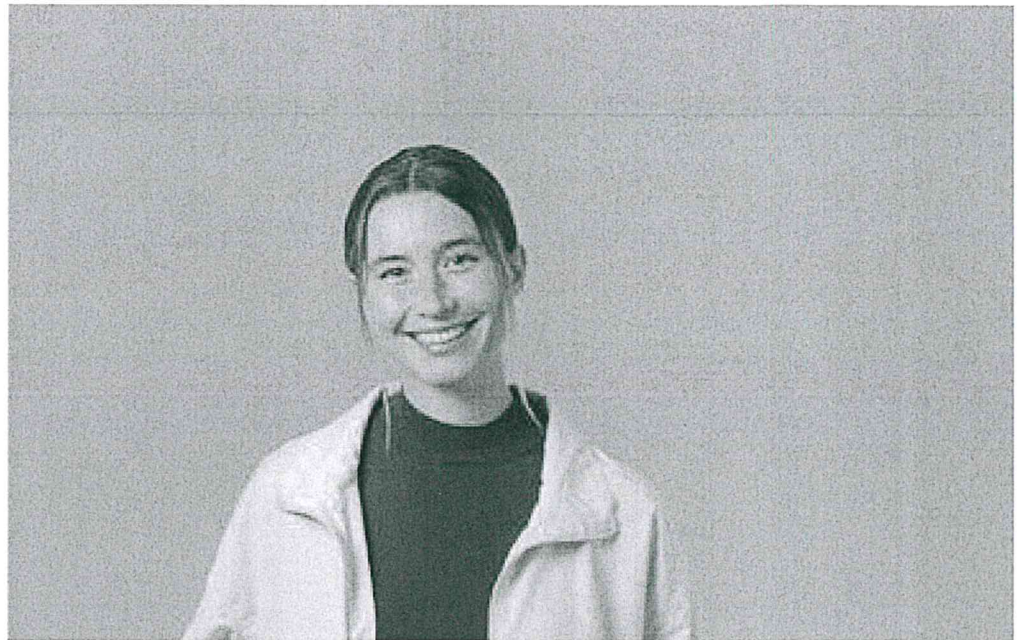
### **Marshall, MI Master Plan, Parks and Recreation Plan & Nonmotorized Plan**

Jason is Progressive's lead consultant on a comprehensive planning process for Marshall, MI. Marshall is home to the new Ford Blue Oval Battery Plant, which is bringing over 1,800 new jobs to the historic community of less than 7,000 people. He has led engagement of a Steering Committee of community residents and leaders that has overseen a comprehensive engagement process whereby hundreds of residents have contributed to a vision for growth in the community that celebrates Marshall's history.



# Sara Moring-Hilt

URBAN DESIGNER



## CONTACT

616.365.8562  
smoring-hilt@weareprogressive.com

## EDUCATION

Michigan State University  
*Bachelor of Science in Urban Planning*

Sara has three years of experience in Urban Planning in a diverse range of planning environments. As a part of the Infrastructure Team, she works to create exciting engagement opportunities and development plans for communities of all kinds. She enjoys being able to think creatively and formulate solutions that will truly help people. Sara has experience with ordinance revision and interpretation, land use planning, master planning, and community engagement and extends her capabilities to new heights with each project.

### **Oshtemo Charter Township Master Plan**

Currently embarking on the Comprehensive Master Planning process for the Township, building upon the work of a wide array of past planning efforts and the evolving needs of the growing area. Together with Oshtemo, we will facilitate a nearly two-year process engaging with different sectors of the community, using the voices of all to create a master plan that prepares the Township for their exciting future!

### **Plainfield Charter Township Master Plan**

Currently updating the Township's master plan by looking through a new lens. Progressive Companies is focusing on bringing in new housing typologies, connections to nature, and a reimagined transportation network to prepare Plainfield to be a place of resilient flexibility, ready and desirable for vibrant development for its people.

### **Plainfield Charter Township Access Management Plan**

Through close coordination with Plainfield and MDOT, we are working to change the functionality and quality of the Plainfield Avenue Corridor. By thinking critically with safety and prosperity at the forefront, we are developing an access management plan with recommendations that will bring the Corridor into its potential.

### **Village of Lawton Master Plan**

Assisted in the process of creating a new Community Master Plan for the Village of Lawton centered around its small-town charm and strong sense of community pride displayed by its people.



# Lauren Pedigo, AIA

SENIOR URBAN DESIGNER



## CONTACT

810.423.9347

lpedigo@weareprogressive.com

## EDUCATION

Lawrence Technological University  
*Bachelor of Science, Architecture*

Lawrence Technological University  
*Master of Architecture*

## CREDENTIALS

Licensed Architect

AIA Michigan Board of Directors

Urban Land Institute Larson Center for  
Leadership

Lauren brings a decade of experience in architecture and urban design, working with public and private clients on projects including neighborhood plans, opportunity assessments, adaptive reuse, and mixed-use development. Her work integrates intuitive creativity and analytical methods to yield transformative impacts for clients, stakeholders, and communities. She carries technical and creative skill sets to execute high-quality design and strategy concepts, implementation-based solutions and storytelling through inclusive and accessible plans and visuals.

### Traverse City Rotary Square

Lauren led community engagement and supported project management for Rotary Square — a catalytic downtown public space envisioned as a year-round “everyday” park for residents, businesses, and visitors. She coordinated a collaborative design process with the City, Downtown Development Authority, and community stakeholders, guiding the project through multiple rounds of feedback, surveys, and public events to shape a design that reflects community goals.

### Hamtramck DDA Joe Louis Greenway Alleyway Improvements

Project manager and urban designer transforming a key alleyway corridor into a safe, inclusive, and vibrant urban greenway. Building on earlier efforts to secure a SPARK Grant for the project, Lauren is guiding the design and implementation of this high-impact placemaking and mobility initiative. Her role emphasizes inclusive engagement, coordination with local businesses, and the integration of traffic calming, accessibility, and placemaking strategies that reflect Hamtramck’s unique cultural identity.

### Lakeview Square Mall Redevelopment Plan, City of Battle Creek

Leading with green infrastructure, the area’s redevelopment plan will strategize suburban retrofitting for an aging, auto-oriented commercial corridor on the southern boundary of the City of Battle Creek. The plan will provide redevelopment concepts, fiscal impact analyses, green infrastructure and placemaking elements, and a new non-motorized trail network, along with detailed implementation and financing strategies.



# Josué Centeno

PLANNER



## CONTACT

616.988.4867  
jcenteno@weareprogressive.com

## EDUCATION

University of Michigan  
*Bachelor of Science, Environmental  
Studies (Currently Underway)*

Josué's passion for creating thriving and inclusive spaces stems from his environmental studies at the University of Michigan, where he developed a deep curiosity about how people connect with their surroundings. Bilingual in English and Spanish, he excels at fostering collaboration and engaging stakeholders across diverse communities.

As a key contributor to the City of Grand Rapids Oxford Trails Improvements, Josué has been instrumental in shaping the project through meaningful community engagement. He has facilitated dialogues that empower residents to express their needs and ideas, ensuring the trails reflect shared values and aspirations. Josué's approach goes beyond consultation—he views engagement as an ongoing collaboration, weaving community input into every phase of the project. His dedication to inclusivity and teamwork makes him a vital force in transforming spaces into vibrant, community-driven environments.

### City of Grand Rapids Oxford Trails Improvements

Josué has been a driving force behind the Oxford Trails Improvement Project, leading thoughtful and inclusive community engagement to ensure the space reflects the needs, priorities, and aspirations of residents. He has focused on creating meaningful interactions—meeting people where they are, listening closely, and encouraging participation from voices often overlooked in planning processes. Through surveys, conversations, pop-up events, and ongoing dialogue, Josué has empowered community members to shape the project's direction and outcomes.

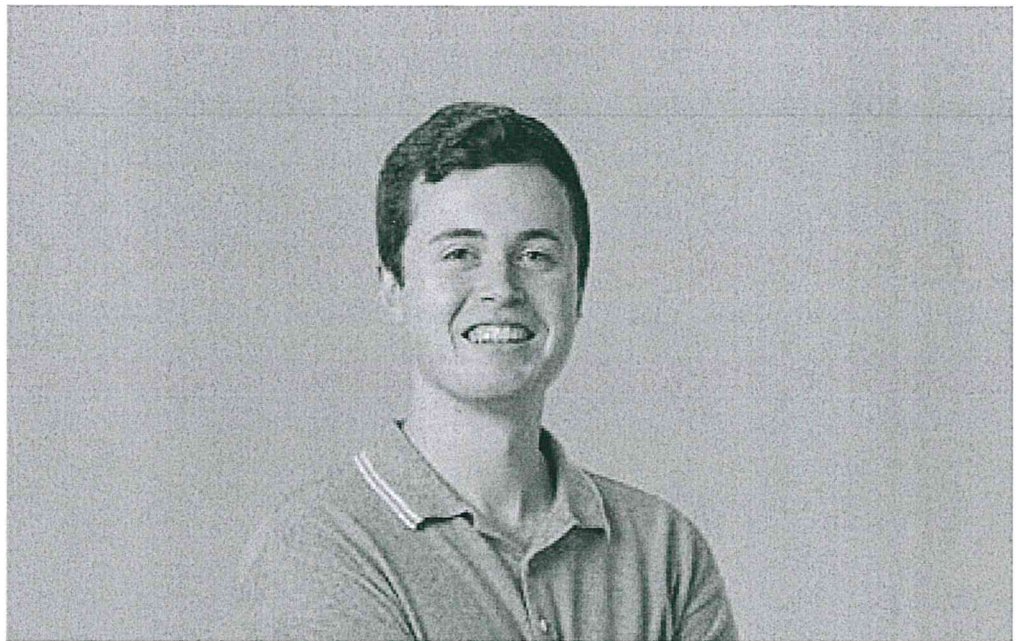
### Kent County Strategic Plan

Josué played a key role in Kent County's Strategic Plan by engaging diverse communities across the county and ensuring all voices were represented. He excelled in survey outreach, designing accessible tools and meeting residents where they were. His efforts resulted in responses from all 52 ZIP codes—demonstrating broad reach, inclusive engagement, and a deep commitment to capturing countywide perspectives.



# Matthew Boelkins, PE

TRANSPORTATION  
ENGINEER



## CONTACT

970.531.7435  
mboelkins@weareprogressive.com

## EDUCATION

Calvin University  
*Bachelor of Science, Civil and  
Environmental Engineering*

Matthew has four years of experience as a transportation engineer. He is a part of the Progressive Companies Infrastructure Team, in the Transportation Group.

Matthew has experience with road design, safety analysis, non-motorized network planning, traffic management, and traffic signal design and operations. Matthew is passionate about creating equitable transportation networks that enhance safety and mobility for all users, with a particular emphasis on improvements for non-motorized users.

### **Grand Rapids, Jefferson Avenue Median Reconstruction**

The project consisted of designing a center-lane median along Jefferson Avenue in downtown Grand Rapids, intended to improve pedestrian mobility and decrease vehicular speeds along the corridor. Due to space restrictions imposed by the median, an alternate bicycle route along Lafayette Avenue was identified to provide protected connectivity.

### **TART Trails Expansion: Grandview Parkway from Division to Garfield**

Assisted in the conceptual layout for the expansion of the TART Trail system along Grandview Parkway/E. Front Street, spanning 2 miles. This project included neighborhood connections, wayfinding, and connectivity to downtown.

### **Grand Rapids, Breton Road & Boston Street Traffic Signal Upgrades**

Assisted in designing a pedestrian signal and audible pushbutton upgrades to the signal on Boston Street at Breton Road as part of the pedestrian safety improvement project in East Grand Rapids. These updates included new pedestals, countdown pedestrian signals, and pushbuttons.



## Project Approach

The Progressive Companies team is an interdisciplinary group of experts in land use, urban design, historic preservation, zoning, housing development, and technical analysis. As demonstrated in our work samples, and by our references, our team is committed to delivering exceptional work products to our clients that drive positive change in communities. This scope provides an overview of our approach and confirms our commitment to provide the deliverables as defined in the request for proposals.



The Progressive Planning and Urban Design Team takes pride in producing high-quality planning documents that are visually appealing, concise, and effectively communicating with all community members. The City of Lapeer Master Plan will include high-quality design elements that attract the reader's attention, prioritizing substance and communicating key concepts over length and superfluous content.

Our Project Manager's high degree of familiarity with the City of Lapeer, combined with our best-in-class ability to engage stakeholders and the public, ensures that the overall planning process will be efficient and effective. As part of the planning process, we will collaborate with City staff and officials to determine whether maintaining a separate nonmotorized plan and master plan is necessary or if incorporating the nonmotorized plan into the master plan as a critical aspect of implementation is more suitable.

## ① Review & Analysis

To support the planning process, Progressive will complete technical analyses of demographic, economic, and parcel data that inform decision-making. This will include an analysis of changes over time in Lapeer and an evaluation of land use trends and changes that should inform the comprehensive planning process. Our civil and transportation engineering team will also review infrastructure data to identify potential gaps and opportunities within the city's various systems.

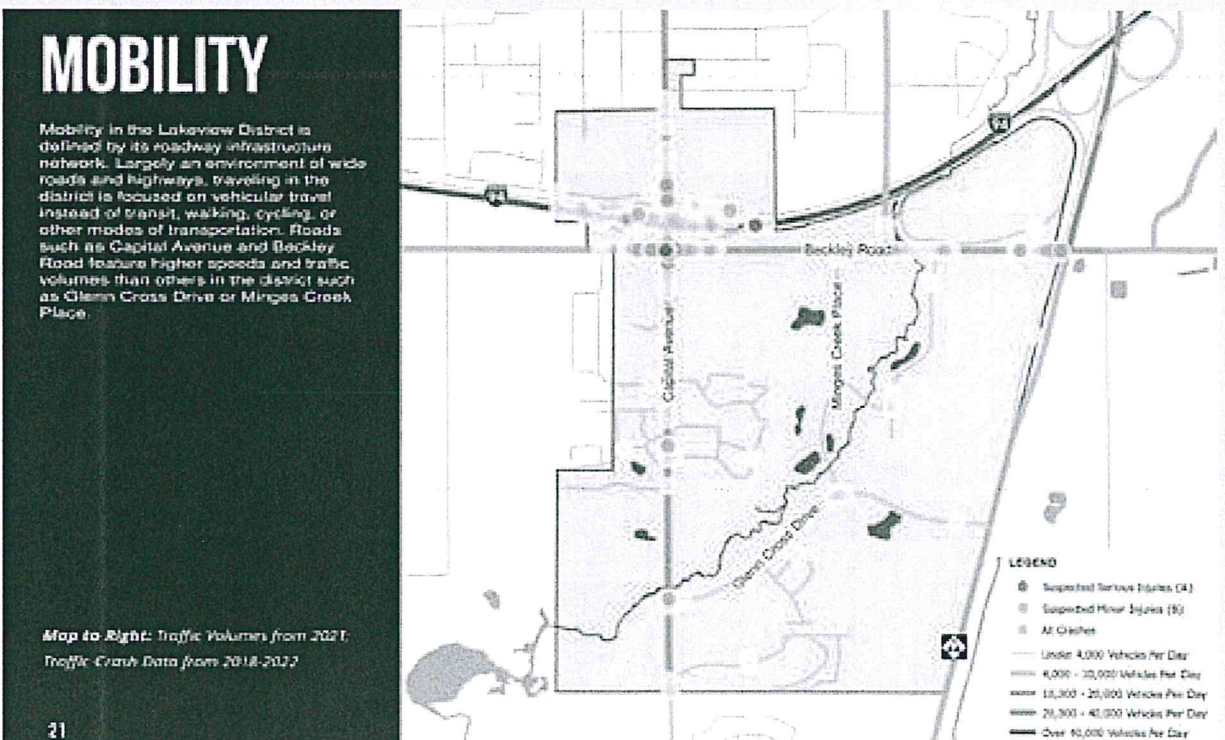
- **Review of Existing Plans:** Progressive Companies will complete a review of existing plans to identify priority areas for updating. This review will be presented in the form of a "Plan Audit," which will be delivered to the Planning Commission and City Commission to ensure alignment on the status of existing plans, as well as key elements to address during the Master Planning process.
- **Targeted Housing Data Analysis and Research:** While understanding socio-economic data and trends is helpful, we find that the typical approach of casting a wide net, hoping to catch relevant tidbits of information, is inefficient and makes the process inaccessible. Rather, we prefer to make data analysis and market research an integral part of the planning process. In this case, we propose conducting a basic analysis concurrently with the community survey, but not completing the Community Profile until after the visioning events. Understanding issues and the community's desires for the future allows our team to be strategic with our analysis and use pertinent data to inform decision-making. Our analysis will include a review of housing data and trends in Lapeer and the surrounding area, with an emphasis on identifying potential gaps in housing types and demographic changes that are driving housing demand.



- **Infrastructure & Transportation:** As a full-service architecture, engineering, and planning firm, we have the necessary expertise to evaluate city infrastructure systems and challenges to ensure Master Plan objectives correspond with realities on the ground and respect real-world constraints. Our team will review the city's Capital Improvement Plan and meet with City DPW and Engineering staff to discuss issues and opportunities related to city infrastructure. This ensures that plan goals reflect reasonable and fiscally responsible approaches to development.
- **Traffic Patterns and Crash Data:** Utilizing data available from the Michigan Department of Transportation as well as local sources, Progressive Companies will identify crash patterns and corridors and intersections that are particularly dangerous, both for vehicles and pedestrians.
- **Nonmotorized Routes and Mapping:** Progressive Companies will utilize existing city data to develop a comprehensive nonmotorized network map of the City of Lapeer. At a minimum, this map will include the pathways identified in the existing plan, as well as new pathways that have been added since the plan was adopted in 2012. Depending on the amount of available data, Progressive Companies may also create a new sidewalk map of the city.

#### Task 1 Deliverables:

- Existing Plan "Audit" presentation and memorandum presented to the Planning Commission and City Commission
- Memorandum summarizing demographic, housing, and economic trends since the previous master plan was originally adopted (2014)
- Maps of existing and proposed infrastructure improvements relevant to the master plan update
- Memorandum summarizing traffic patterns and crash data
- Nonmotorized facilities map of the entire City of Lapeer



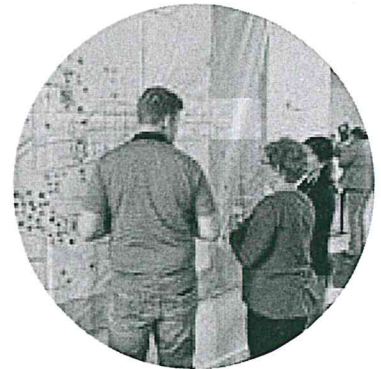
Lakeview District DDA (Battle Creek, MI) Crash Map



## ② Public Engagement

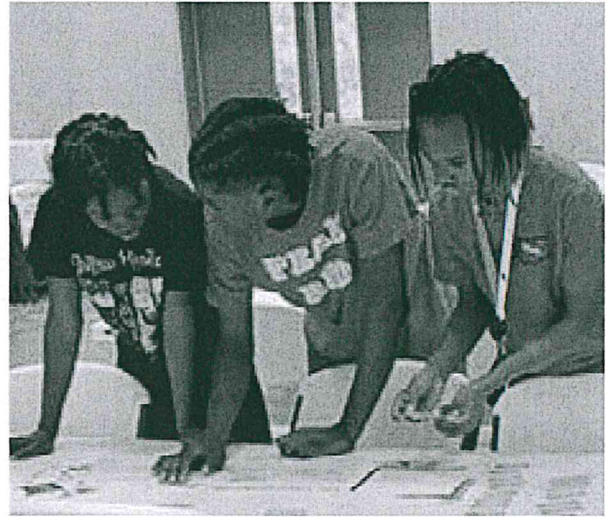
Recognizing that the overall Master Planning process has a limited budget, we recommend a modest approach to public engagement that addresses the priorities outlined in the RFP. However, we have found over time that a flexible approach to engagement is invaluable, as new opportunities may arise during the planning process to engage the community that we were not aware of at the time of developing this proposal. Given the project's timing, this is especially relevant, as events like the Summer Concert Series and Farmers Market provide unmatched opportunities to raise awareness among the general public about the planning process.

- **Community Surveys (x3):** Given the limited budget, community surveys are an efficient way to gather broad community feedback with limited staff time. We propose conducting three surveys during the planning process. The first of which will measure broad community opinion regarding key topics of the master plan and nonmotorized plan, including preferences for housing as well as key destinations and issues related to nonmotorized transportation. Two additional surveys will be conducted as a follow-up to the open houses, allowing residents who cannot attend to provide their feedback virtually.
- **Focus Group Meetings:** Our team will spend a day in Lapeer meeting with key stakeholders from the community to understand their vision for the future, along with the primary issues and opportunities they see today. During these focus group meetings, our team will meet with small groups of stakeholders that share a common interest. These may include downtown business/building owners, neighborhood organizations, civic organizations, economic development agencies, city department heads, and other relevant groups identified by city staff. These meetings would coincide with the presentation of the existing plan audit and presentation to the Planning Commission.
- **Open Houses (x2):** Two community open houses will be conducted during the planning process. The first open house will take place following the community survey, during which the public will be engaged on key issues identified in the survey and potential strategies for addressing those issues. The second open house will present proposed goals, objectives, implementation strategies, along with a proposed future land use and nonmotorized plan to the public. Progressive Companies will collaborate with city staff to promote open houses by creating promotional materials that the city can share on its website and social media pages, as well as with local news outlets.





- **Youth Engagement:** Our team has worked with local school systems to engage youth in community planning processes in a variety of ways. Our primary lesson learned from this work is that the school system and teachers must be the primary drivers of the approach, so we ensure that whatever approach we take aligns well with their needs. For this project, we are adopting an engagement approach that involves sharing surveys with students and conducting an abbreviated version of our first open house specifically for them. If awarded the project, we will collaborate with city staff and school district representatives to develop an approach that is effective and aligns with the school's constraints.
- **Planning Commission and City Commission Meetings:** During the Master Plan update process, Progressive Companies will attend up to four Planning Commission and/or City Commission meetings. This will allow us to provide regular updates on the planning process and solicit feedback from officials on key topics throughout the process.



#### **Task 2 Deliverables:**

- Summaries of each community engagement activity conducted, including presentations to the Planning Commission and City Commission that summarize the results of engagement activities.
- Open House materials and community engagement documents will be left with the City of Lapeer for use as appropriate. For example, Open House boards may be displayed in City Hall for the week following an open house to raise awareness and solicit additional feedback.

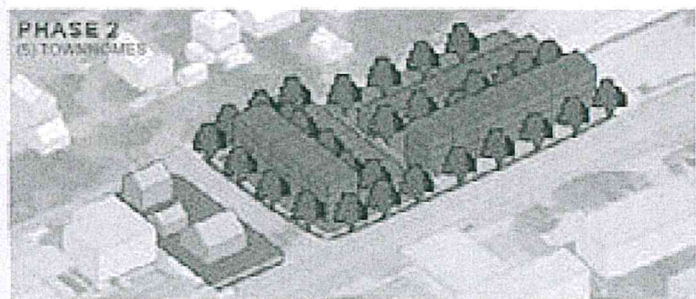




### ③ Implementation

Following a review and analysis of relevant data and input from the public and stakeholders, Progressive Companies will work with City staff to develop a series of recommendations for ensuring that the plan's goals and objectives translate into tangible outcomes.

- **Vision, Goals, and Objectives:** In crafting a plan, Progressive Companies will work with the Planning Commission and city staff to establish a vision for Lapeer. This vision will provide a clear direction for development over the next twenty years. Utilizing this statement, we will define a few broad goals that respond to the results of community engagement and technical analysis, along with clear, concise, and measurable objectives.
- **Project Identification:** Once broad goals and objectives are identified, we will develop a series of 5-10 projects the city can commit to pursuing over the next 5-year planning cycle that drive results. For example, if a zoning code update is on the horizon, it is likely to affect many goals within the plan. Conversely, pursuing redevelopment of the former White Junior High site is likely to support goals related to housing supply, but depending on the ultimate approach, it may also provide opportunities for economic development and nonmotorized transportation.
- **Redevelopment Sites:** Consistent with the requirements of the RRC program, we will identify key sites for redevelopment with the City of Lapeer and provide a basic summary of feasibility for each site in supporting development. During Open Houses we will also solicit public feedback on the ultimate use of each site and provide a series of precedent images that help both the public and key stakeholders understand what is, and is not feasible for each site. General desired development patterns for each site will be incorporated into the Master Plan to provide the City with a clear starting point for negotiating development agreements on publicly-owned parcels, or potential PUD or other agreements on privately owned properties.



*Redevelopment Scenarios, Mt. Pleasant, MI*



- **Zoning Plan:** Progressive Companies will create a clear zoning plan that relates future land use policy in the plan to the city's existing zoning ordinance. This will ensure that any rezoning request has clear guidance on whether or not it is supported by the plan. In addition, we will make a series of recommendations for updating the zoning ordinance based on the results of the master planning process. As authors of the Michigan Association of Planning's Zoning Reform Toolkit, we understand the practicalities of zoning reform well, and have experience as both public sector planners and private developers that informs our approach.
- **Nonmotorized Improvements:** Consistent with the overall goals of the community master plan, we will recommend nonmotorized infrastructure improvements and prioritize those improvements based on community feedback as well as cost/benefit analysis for each improvement. Our civil engineering team will also provide opinions of probable cost for each priority improvement identified.



*Rendering of Nonmotorized Improvements, Kalkaska, MI*

### **Task 3 Deliverables:**

- Memoranda delivered to City Staff summarizing proposed vision, goals, and objectives, as well as recommendations related to projects, redevelopment sites, zoning plan, and nonmotorized improvements
- At least one presentation to the Planning Commission during a workshop session summarizing key elements of the plan to solicit feedback prior to finalization of the draft document



## ④ Plan Development

The development of key elements of the plan will occur on an iterative basis throughout the project. Final plan documents and designs will be presented following the final public open house, during which we will receive feedback on goals, objectives, and other key elements of the document. Progressive Companies will draft all required public notices and information to be sent by the City of Lapeer and attend up to two Planning Commission meetings and two City Commission meetings to guide the plan through the adoption process.

The final document(s) produced during the process will be visually appealing and concise, and able to be viewed as a printed document as well as on a mobile device. Progressive Companies will also provide the City of Lapeer with all relevant data and GIS files created during the planning process.

### **Task 4 Deliverables:**

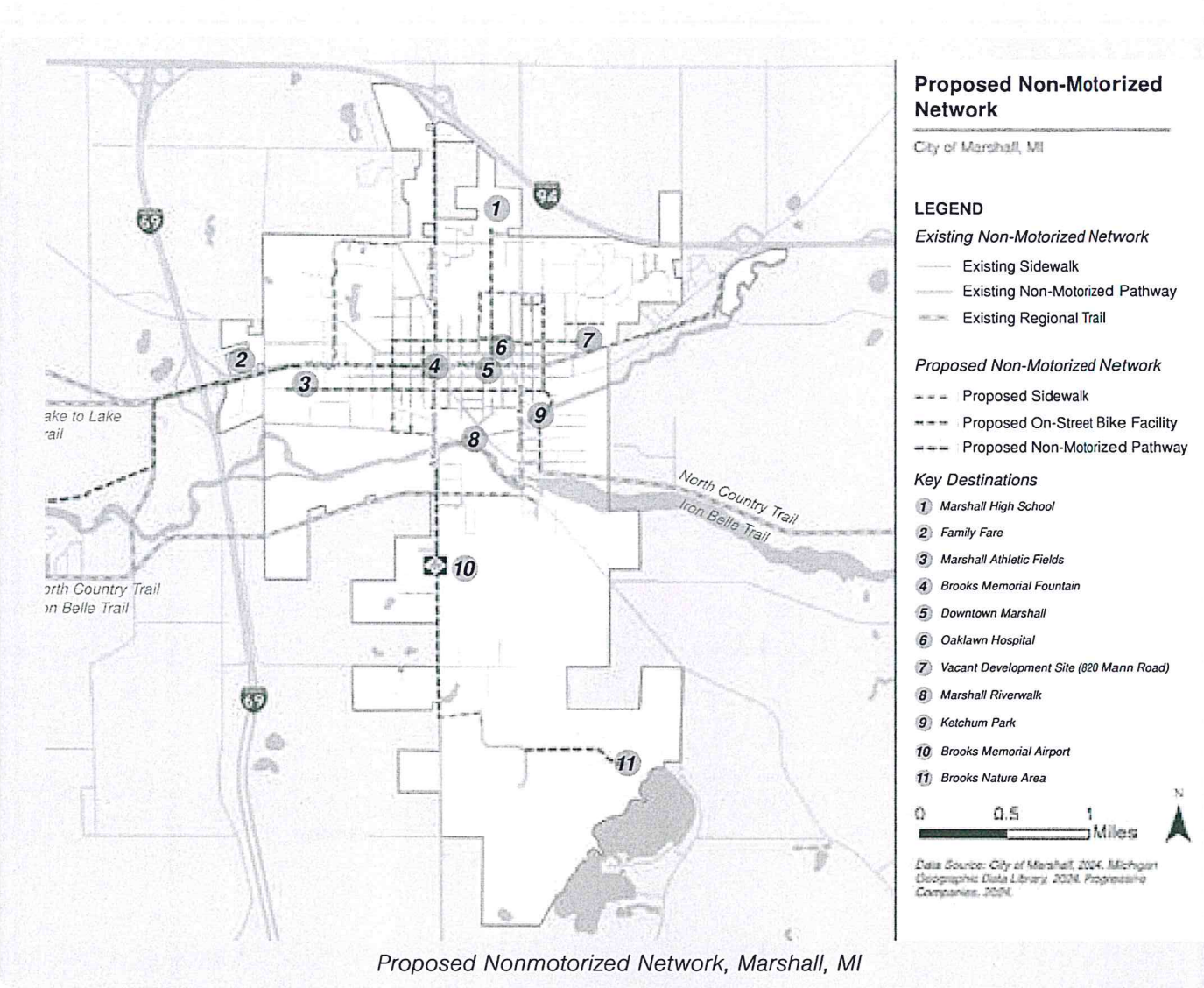
- Final City of Lapeer Master Plan and Nonmotorized Plan, if the Nonmotorized Plan remains a separate document
- Required public notices and draft resolutions to support the adoption process
- Presentations to Planning Commission and City Commission to guide adoption



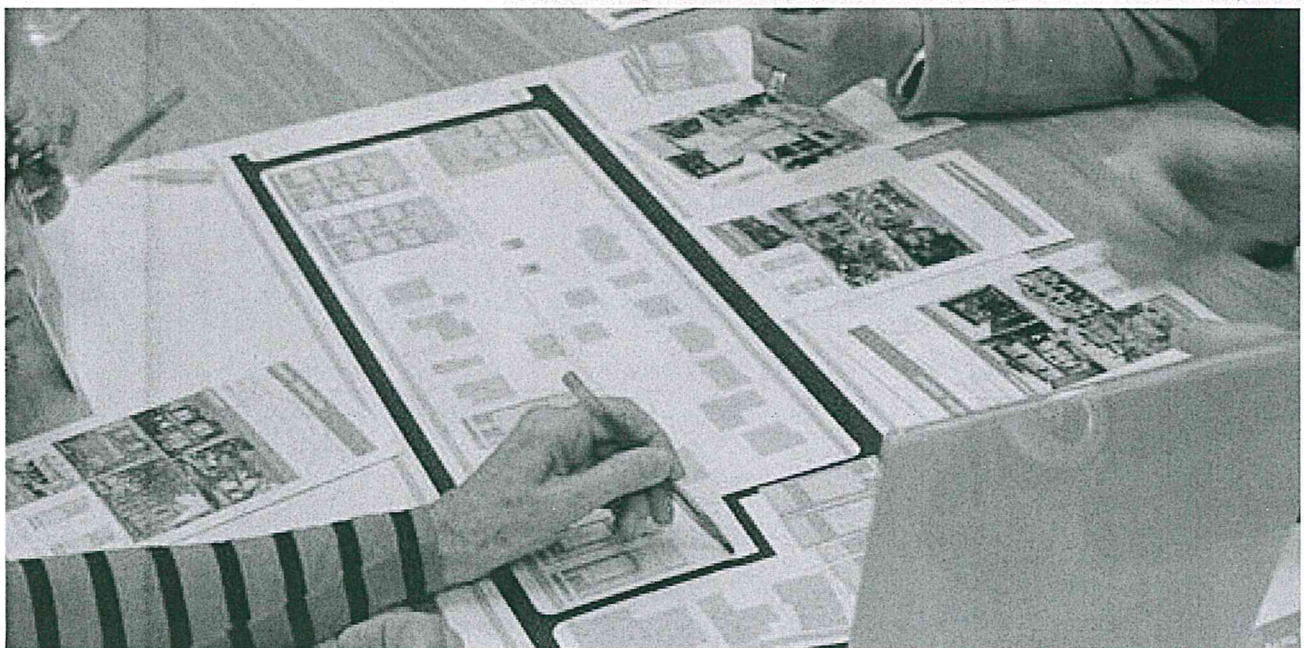
## *RRC Best Practices*

Progressive Companies has completed multiple RRC-approved plans, zoning ordinance updates, and other relevant documents. These include the recently-adopted City of Marshall Master Plan, an update to the City of Mt. Pleasant's Master Plan, and support for the Village of Kingsley in meeting a range of RRC requirements. Additionally, Practice Leader Suzanne Schultz has served as an advisory to the RRC program in various capacities.





Proposed Nonmotorized Network, Marshall, MI





## Project Timeline

Assuming the project starts in January, 2026, we anticipate a total project timeline of 13 months, including required notice and review periods. The full planning process is ten months, with three months required for formal review, notice and adoption.

| Tasks                                               | 2026 |     |     |     |     |     |     |     |      |     |     |     | 2027 |     |
|-----------------------------------------------------|------|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|------|-----|
|                                                     | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan  | Feb |
| <b>Task 1: Review &amp; Analysis</b>                |      |     |     |     |     |     |     |     |      |     |     |     |      |     |
| Review existing plans to identify deficiencies      |      |     |     |     |     |     |     |     |      |     |     |     |      |     |
| Housing Analysis                                    |      |     |     |     |     |     |     |     |      |     |     |     |      |     |
| Water/Sewer & Infrastructure Analysis               |      |     |     |     |     |     |     |     |      |     |     |     |      |     |
| Demographics & Existing Conditions                  |      |     |     |     |     |     |     |     |      |     |     |     |      |     |
| Mapping Nonmotorized Routes & Destinations          |      |     |     |     |     |     |     |     |      |     |     |     |      |     |
| <b>Task 2: Public Engagement</b>                    |      |     |     |     |     |     |     |     |      |     |     |     |      |     |
| Open Houses (x2)                                    |      |     |     |     |     |     |     |     |      |     |     |     |      |     |
| Community Survey (x3)                               |      |     |     |     |     |     |     |     |      |     |     |     |      |     |
| Youth Engagement                                    |      |     |     |     |     |     |     |     |      |     |     |     |      |     |
| Focus Group Meetings (x4)                           |      |     |     |     |     |     |     |     |      |     |     |     |      |     |
| Planning Commission & City Commission Meetings (x4) |      |     |     |     |     |     |     |     |      |     |     |     |      |     |
| <b>Task 3: Implementation</b>                       |      |     |     |     |     |     |     |     |      |     |     |     |      |     |
| Vision, Goals & Objectives                          |      |     |     |     |     |     |     |     |      |     |     |     |      |     |
| Project Identification                              |      |     |     |     |     |     |     |     |      |     |     |     |      |     |
| Redevelopment Sites                                 |      |     |     |     |     |     |     |     |      |     |     |     |      |     |
| Zoning Plan                                         |      |     |     |     |     |     |     |     |      |     |     |     |      |     |
| <b>Task 4: Document Development &amp; Adoption</b>  |      |     |     |     |     |     |     |     |      |     |     |     |      |     |
| Prepare Final Document(s)                           |      |     |     |     |     |     |     |     |      |     |     |     |      |     |
| Planning Commission Meetings (x2)                   |      |     |     |     |     |     |     |     |      |     |     |     |      |     |
| City Commission Meetings (x2)                       |      |     |     |     |     |     |     |     |      |     |     |     |      |     |

## Fee Proposal

The total fee for the scope of work included in this proposal is **\$70,567**. The primary driver of the fee exceeding the available \$50,000 in grant funds is the level of public engagement proposed. Given our experience working in communities like Lapeer, as well as our understanding of the community, we feel a more robust approach to community engagement is warranted above the minimum requirement for one public workshop.

The total cost for public engagement as proposed is approximately \$23,000. **If selected, we are happy to work with the City of Lapeer to devise an engagement approach that fits the city's budget while ensuring a robust planning process and final product that drives high-quality growth and development.**

| Task                                               | Hours & Fee     |
|----------------------------------------------------|-----------------|
| <b>Task 1: Review &amp; Analysis</b>               |                 |
| Subtotal (hours)                                   | 92              |
| Subtotal (cost)                                    | \$12,180        |
|                                                    |                 |
| <b>Task 2: Public Engagement</b>                   |                 |
| Subtotal (hours)                                   | 144             |
| Subtotal (cost)                                    | \$21,840        |
|                                                    |                 |
| <b>Task 3: Implementation</b>                      |                 |
| Subtotal (hours)                                   | 120             |
| Subtotal (cost)                                    | \$19,720        |
|                                                    |                 |
| <b>Task 4: Document Development &amp; Adoption</b> |                 |
| Subtotal (hours)                                   | 76              |
| Subtotal (cost)                                    | \$10,820        |
|                                                    |                 |
| <b>Project Management</b>                          |                 |
| Project Management (5%)                            | \$3,228         |
| Subtotal (hours)                                   | 22              |
| Subtotal (cost)                                    | \$3,228         |
|                                                    |                 |
| Total Labor (Hours)                                | 378             |
| Total Labor (Cost)                                 | \$67,788        |
| Expenses                                           | \$2,779         |
|                                                    | <b>\$70,567</b> |





PROGRESSIVE  
COMPANIES

[weareprogressive.com](http://weareprogressive.com)



# Progressive Companies Proposal - City of Lapeer New Master Plan

Final Audit Report

2025-12-03

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2025-12-03                                   |
| By:             | Jolie Foor (jfoor@weareprogressive.com)      |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAOeT6VX-8l3tg0zHvkaOo-H6Xu4M7RWW6 |

## "Progressive Companies Proposal - City of Lapeer New Master Plan" History

-  Document created by Jolie Foor (jfoor@weareprogressive.com)  
2025-12-03 - 2:27:20 PM GMT
-  Document emailed to Jim Horman (jhorman@weareprogressive.com) for signature  
2025-12-03 - 2:27:28 PM GMT
-  Email viewed by Jim Horman (jhorman@weareprogressive.com)  
2025-12-03 - 2:42:40 PM GMT
-  Signer Jim Horman (jhorman@weareprogressive.com) entered name at signing as James F Horman  
2025-12-03 - 2:44:48 PM GMT
-  Document e-signed by James F Horman (jhorman@weareprogressive.com)  
Signature Date: 2025-12-03 - 2:44:50 PM GMT - Time Source: server
-  Agreement completed.  
2025-12-03 - 2:44:50 PM GMT



BUDGET AMENDMENT  
REQUEST FORM

2025/2026

TO: CITY MANAGER

The following budget adjustments are requested. **All Budget adjustments must be whole dollars. Negative numbers should be in parenthesis ( ).**

| ACCOUNT #       | ACCOUNT NAME               | AMOUNT OF<br>ADJUST. (+/-) |
|-----------------|----------------------------|----------------------------|
| 101-721-540.002 | MEDC Grant                 | \$ 50,000.00               |
| 101-721-815.000 | Other Contractual Services | \$ 71,000.00               |

**TOTAL NET AMOUNT** (21,000)

Enter Description: Amend budget for grant revenue and contractual services for Master Plan Update with Progressive

Fund/Department: General Fund

Kelly Hanna, Director of Financial Services  
Department Head Signature

TO: FINANCE DEPARTMENT

- ☐ The above indicated Budget Adjustments are approved by the City Manager.
- ☒ The above indicated Budget Amendment is approved by the City Commission at their \_\_\_\_\_ Commission meeting. Please make the appropriate entries to reflect the approved amount.

Date

City Manager's Signature

**MICHIGAN ECONOMIC DEVELOPMENT CORPORATION  
GRANT WITH  
CITY OF LAPEER**

The Michigan Economic Development Corporation (the "MEDC") enters into a binding agreement (the "Agreement") with City of Lapeer (the "Grantee" or the "Municipality"). As used in this Agreement, the MEDC and Grantee are sometimes individually referred to as a "Party" and collectively as "Parties."

**Grantee:**           City of Lapeer  
                          576 Liberty Park Street  
                          Lapeer, Michigan 48446

I.     **NATURE OF SERVICES.** The purpose of this Agreement is to provide funding to the Grantee to hire services to update its master plan and non-motorized plan (the "Grant Activities").

II.   **PERFORMANCE SCHEDULE.**

Starting Date: August 25, 2025

Ending Date: February 1, 2027

The term of this Agreement (the "Term") shall commence on the Starting Date and shall continue until the occurrence of an event described in Section VIII of this Agreement.

III.  **PAYMENT SCHEDULE INFORMATION.**

A.    The MEDC agrees to pay the Grantee a sum not to exceed Fifty Thousand Dollars (\$50,000) (the "Grant"), according to the following schedule:

      (i) 25% of the Grant paid upon completion and approval of Milestone One.

      (ii) 50% of the Grant paid upon completion and approval of Milestone Two.

      (iii) 25% of the Grant paid upon completion and approval of Milestone Three.

B.    Payment under this Agreement shall be made by the MEDC to Grantee upon receipt and approval by the Grant Administrator, as identified in Section IV, of documentation evidencing the completion and achievement of each of the Milestones (the "Supporting Documentation") to the satisfaction of the Grant Administrator. The Grant Administrator shall provide the Grantee with appropriate submission instructions of the Supporting Documentation.

C.    MEDC requires that payments under this Agreement be processed by

electronic funds transfer (EFT). Grantee is required to register to receive payments by EFT at the State Integrated Governmental Management Applications (SIGMA) Vendor Self Service (VSS) website ([www.michigan.gov/VSSLogin](http://www.michigan.gov/VSSLogin)).

- D. The Grantee agrees that all funds are to be spent as specified in this Agreement. This Agreement does not commit the MEDC to approve requests for additional funds during or beyond this Grant period.

IV. **MEDC GRANT ADMINISTRATOR.** The Grantee must communicate with the MEDC representative named below or his or her designee regarding this Agreement. The Grant Administrator may be changed, at any time, at the discretion of the MEDC.

Michelle Parkkonen (the "Grant Administrator")  
Michigan Economic Development Corporation  
300 North Washington Square  
Lansing, Michigan 48913  
[parkkonenm@michigan.org](mailto:parkkonenm@michigan.org)

V. **GRANTEE DUTIES.** The Grantee agrees to undertake, perform, and complete the following during the Term, to the satisfaction of the Grant Administrator:

A. **Milestone One:**

- i. Provide a fully executed copy of a contract between the Municipality and ROWE (the "Consultant") to have the following services performed for the Municipality:
  1. Update the master plan and non-motorized plan in a manner consistent with the MEDC's Redevelopment Ready Communities ("RRC") Best Practices; and
  2. Facilitate formal adoption of the updated master plan and non-motorized plan.
- ii. Schedule a formal kick-off meeting with the MEDC, the Consultant, and key officials at the Municipality.

B. **Milestone Two:**

- i. Provide full drafts of the master plan and non-motorized plan to the Grant Administrator.
- ii. Prior to obtaining formal adoption indicated in Section V(B)(iii), obtain agreement from the MEDC that the proposed master plan aligns with the RRC Certified expectations.

C. **Milestone Three:**

- i. Obtain formal adoption by the Municipality's governing body of the updated master plan, as approved by the MEDC and obtain formal adoption by the Municipality's governing body of the updated non-



- motorized plan.
  - ii. Make the updated master plan and non-motorized plan available on Municipality's website within thirty (30) days following final approval from the Municipality.
- D. Apply all Grant funds towards paying the Consultant for its services described in Section V(A).
- E. Ensure the MEDC is invited to all key meetings throughout the project.
- F. Within 15 days of the Ending Date, provide the MEDC with written feedback summarizing feedback to the MEDC on the Grant funding process and the experience working with the Consultant.

**VI. RELATIONSHIP OF THE PARTIES.**

- A. Due to the nature of the services described herein and the need for specialized skill and knowledge of Grantee, the MEDC is entering into this Agreement with Grantee. As a result, neither Grantee nor any of its employees or agents is or shall become an employee of the MEDC due to this Agreement.
- B. Grantee will provide the services and achieve the results specified in this Agreement free from the direction or control of the MEDC as to means and methods of performance.
- C. The MEDC is not responsible for any insurance or other fringe benefits, including, but not limited to, Social Security, Worker's Compensation, income tax withholdings, retirement or leave benefits, for Grantee or its employees. Grantee assumes full responsibility for the provision of all such insurance coverage and fringe benefits for its employees.
- D. All tools, supplies, materials, equipment and office space necessary to carry out the services described in this Agreement are the sole responsibility of Grantee unless otherwise specified herein.
- E. Grantee shall retain all control of its employees and staffing decisions independent of the direction and control of the MEDC.

**VII. ACCESS TO RECORDS.** During the Term, and for Seven years after the Ending Date, the Grantee shall maintain reasonable records, including evidence that the services actually were performed and the identity of all individuals paid for such services, and shall allow access to those records by the MEDC or their authorized representative at any time during this period.

**VIII. TERMINATION.** This Agreement shall terminate upon the earlier of the following:



- A. The Ending Date.
  - B. Termination by the MEDC, by giving thirty calendar days prior written notice to the Grantee. In the event that the Legislature of the State of Michigan (the "State"), the State Government, or any State official, commission, authority, body, or employee or the federal government (a) takes any legislative or administrative action which fails to provide, terminates or reduces the funding necessary for this Agreement, or (b) takes any legislative or administrative action, which is unrelated to the source of funding for the Grant, but which affects the MEDC's ability to fund and administer this Agreement and other MEDC programs, provided, however, that in the event such action results in an immediate absence or termination of funding, cancellation may be made effective immediately upon delivery of notice to the Grantee.
  - C. Termination by the MEDC pursuant to Section XIX of this Agreement.
- IX. **MEDC EMPLOYEES.** The Grantee will not hire any employee of the MEDC to perform any services covered by this agreement without prior written approval from the Chief Executive Officer of the MEDC.
- X. **CONFIDENTIAL INFORMATION.** Except as required by law, the Grantee shall not disclose any information, including targeted business lists, economic development analyses, computer programs, databases and all materials furnished to the Grantee by the MEDC without the prior written consent of the MEDC. All information described in this Section shall be considered "Confidential Information" under this Agreement. Confidential Information does not include: (a) information that is already in the possession of, or is independently developed by, Grantee; (b) becomes publicly available other than through breach of this Agreement; (c) is received by Grantee from a third party with authorization to make such disclosures; or (d) is released with MEDC's written consent.
- XI. **PUBLICATIONS.** Except for Confidential Information, the MEDC hereby agrees that researchers funded with the Grant shall be permitted to present at symposia, national, or regional professional meetings, and to publish in journals, theses or dissertations, or otherwise of their own choosing, the methods and results of their research. Grantee shall at its sole discretion and at its sole cost and expense, prior to publication, seek intellectual property protection for any Inventions (as described in Section XIII) if commercially warranted. Grantee shall submit to the MEDC a listing of articles that Grantee has submitted for publication resulting from work performed hereunder in its quarterly report to the MEDC. Grantee shall acknowledge the financial support received from the MEDC, as appropriate, in any such publication.
- XII. **INTELLECTUAL PROPERTY RIGHTS.** Grantee shall retain ownership to the entire right, title, and interest in any new inventions, improvements, or discoveries

developed or produced under this Grant, including, but not limited to, concepts know-how, software, materials, methods, and devices ("Inventions") and shall have the right to enter into license agreements with industry covering Inventions.

- XIII. CONFLICT OF INTEREST.** Except as has been disclosed to the MEDC, Grantee affirms that neither the Grantee, nor its Affiliates or their employees has, shall have, or shall acquire any contractual, financial business or other interest, direct or indirect, that would conflict in any manner with Grantee's performance of its obligations under this Agreement or otherwise create the appearance of impropriety with respect to this Agreement.

Grantee further affirms that neither Grantee nor any affiliates or their employees has accepted or shall accept anything of value based on an understanding that the actions of the Grantee or its affiliates or either's employees on behalf of the MEDC would be influenced. Grantee shall not attempt to influence any MEDC employee by the direct or indirect offer of anything of value. Grantee also affirms that neither Grantee, nor its Affiliates or their employees has paid or agreed to pay any person, other than bona fide employees and consultants working solely for Grantee or its Affiliate, any fee, commission, percentage, brokerage fee, gift or any other consideration contingent upon or resulting from the execution of this Agreement.

In the event of change in either the interests or services under this Agreement, Grantee will inform the MEDC regarding possible conflicts of interest which may arise as a result of such change. Grantee agrees that conflicts of interest shall be resolved to the MEDC's satisfaction or the MEDC may terminate this Agreement. As used in this Paragraph, "conflict of interest" shall include, but not be limited to, conflicts of interest that are defined under the laws of the State of Michigan.

- XIV. INDEMNIFICATION AND GRANTEE LIABILITY INSURANCE.** To the extent permitted by law, the Grantee shall indemnify, defend and hold harmless the MEDC, its corporate board of directors, executive committee members including its participants, its officers, agents, and employees (the "Indemnified Persons") from any damages that it may sustain through the negligence of the Grantee pertaining to the performance of this Agreement.

The Grantee shall maintain such insurance to protect the Indemnified Persons from claims that might arise out of or as a result of the Grantee's operations; however, Grantee's indemnification obligation shall not be limited to the limits of liability imposed under the Grantee's insurance policies. The Grantee will provide and maintain its own general liability, property damage, and workers compensation insurance. The insurance shall be written for not less than any limits of liability required by law for the Grantee's obligation for indemnification under this Agreement.

- XV. TOTAL AGREEMENT.** This Agreement is the entire agreement between the Parties superseding any prior or concurrent agreements as to the services being



provided, and no oral or written terms or conditions which are not contained in this Agreement shall be binding.

- XVI. ASSIGNMENT/TRANSFER/SUBCONTRACTING.** Except as contemplated by this Agreement, the Grantee shall not assign, transfer, convey, subcontract, or otherwise dispose of any duties or rights under this Agreement without the prior specific written consent of the MEDC. Any future successors of the Grantee will be bound by the provisions of this Agreement unless the MEDC otherwise agrees in a specific written consent. The MEDC reserves the right to approve subcontractors for this Agreement and to require the Grantee to replace subcontractors who are found to be unacceptable.
- XVII. COMPLIANCE WITH LAWS.** The Grantee is not and will not during the Term be in violation of any laws, ordinances, regulations, rules, orders, judgments, decrees or other requirements imposed by any governmental authority to which it is subject, and will not fail to obtain any licenses, permits or other governmental authorizations necessary to carry out its duties under this Agreement.
- XVIII. DEFAULT.** The occurrence of any one or more of the following events or conditions shall constitute an "Event of Default" under this Agreement, unless a written waiver of the Event of Default is signed by the MEDC: (a) any representation, covenant, certification or warranty made by the Grantee shall prove incorrect at the time that such representation, covenant, certification or warranty was made in any material respect; (b) the Grantee's failure generally to pay debts as they mature, or the appointment of a receiver or custodian over a material portion of the Grantee's assets, which receiver or custodian is not discharged within Sixty calendar days of such appointment; (c) any voluntary bankruptcy or insolvency proceedings are commenced by the Grantee; (d) any involuntary bankruptcy or insolvency proceedings are commenced against the Grantee, which proceedings are not set aside within Sixty calendar days from the date of institution thereof; (e) any writ of attachment, garnishment, execution, tax lien, or similar writ is issued against any property of the Grantee, which is not removed within Sixty calendar days. (f) the Grantee's failure to comply with the reporting requirements hereof; (g) the Grantee's failure to comply with any obligations or duties contained herein; (h) Grantee's use of the Grant funds for any purpose not contemplated under this Agreement.
- XIX. AVAILABLE REMEDIES.** Upon the occurrence of any one or more of the Events of Default, the MEDC may terminate this Agreement immediately upon notice to the Grantee. The termination of this Agreement is not intended to be the sole and exclusive remedy in case any Event of Default shall occur and each remedy shall be cumulative and in addition to every other provision or remedy given herein or now or hereafter existing at law or equity.
- XX. REIMBURSEMENT.** If this Grant is terminated as a result of Section XVIII(h) hereof, the MEDC shall have no further obligation to make a Grant disbursement

to the Grantee. The Grantee shall reimburse the MEDC for disbursements of the Grant determined to have been expended for purposes other than as set forth herein as well as any Grant funds, which were previously disbursed but not yet expended by the Grantee.

- XXI. NOTICES.** Any notice, approval, request, authorization, direction or other communication under this Agreement shall be given in writing and shall be deemed to have been delivered and given for all purposes: (a) on the delivery date if delivered by electronic mail or by confirmed facsimile; (b) on the delivery date if delivered personally to the Party to whom the same is directed; (c) One business day after deposit with a commercial overnight carrier, with written verification of receipt; or (d) Three business days after the mailing date, whether or not actually received, if sent by U.S. mail, return receipt requested, postage and charges prepaid, or any other means of rapid mail delivery for which a receipt is available. The notice address for the Parties shall be the address as set forth in this Agreement, with the other relevant notice information, including the recipient for notice and, as applicable, such recipient's fax number or e-mail address, to be as reasonably identified by notifying Party. The MEDC and Grantee may, by notice given hereunder, designate any further or different addresses to which subsequent notices shall be sent.
- XXII. AMENDMENT.** This Agreement may not be modified or amended except pursuant to a written instrument signed by the Parties.
- XXIII. GOVERNING LAW.** This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced and governed under the laws of the State of Michigan without regard to the doctrines of conflict of laws. The terms of this provision shall survive the termination or cancellation of the Agreement.
- XXIV. COUNTERPARTS AND COPIES.** The Parties hereby agree that the faxed signatures of the Parties to this Agreement shall be as binding and enforceable as original signatures; and that this Agreement may be executed in multiple counterparts with the counterparts together being deemed to constitute the complete agreement of the Parties. Copies (whether photostatic, facsimile or otherwise) of this Agreement may be made and relied upon to the same extent as though such copy was an original.
- XXV. JURISDICTION.** In connection with any dispute between the Parties under this Agreement, the Parties hereby irrevocably submit to jurisdiction and venue of the Michigan circuit courts of the State of Michigan located in Ingham County. Each Party hereby waives and agrees not to assert, by way of motion as a defense or otherwise in any such action any claim (a) that it is not subject to the jurisdiction of such court, (b) that the action is brought in an inconvenient forum, (c) that the venue of the suit, action or other proceeding is improper or (d) that this Agreement or the subject matter of this Agreement may not be enforced in or by such court.



- XXVI. SEVERABILITY.** All of the clauses of this Agreement are distinct and severable and, if any clause shall be deemed illegal, void or unenforceable, it shall not affect the validity, legality or enforceability of any other clause or provision of this Agreement. To the extent possible, the illegal, void or unenforceable provision shall be revised to the extent required to render the Agreement enforceable and valid, and to the fullest extent possible, the rights and responsibilities of the Parties shall be interpreted and enforced to preserve the Agreement and the intent of the Parties. Provided, if application of this section should materially and adversely alter or affect a Party's rights or obligations under this Agreement, the Parties agree to negotiate in good faith to develop a structure that is as nearly the same structure as the original Agreement (as may be amended from time to time) without regard to such invalidity, illegality or unenforceability.
- XXVII. PUBLICITY.** At the request and expense of the MEDC, the Grantee will cooperate with the MEDC to promote the Grant Activities through one or more of the placement of a sign, plaque, media coverage or other public presentation at the project or other location acceptable to the Parties.
- XXVIII. SURVIVAL.** The terms and conditions of sections VII, VIII, XI, XV, XVII, XXIV, XXVI and XXVII shall survive termination of this Agreement.

*(remainder of page intentionally left blank)*

The signatories below warrant that they are empowered to enter into this Agreement.

**GRANTEE ACCEPTANCE:**

City of Lapeer

Dated: 09.18.2025

  
\_\_\_\_\_  
Mike Womack  
City Manager

**MEDC ACCEPTANCE:**

Michigan Economic Development Corporation

Dated: \_\_\_\_\_

\_\_\_\_\_  
Christina DeGrow  
Secretary



## ITEM G-5

**Meeting Date:** December 15, 2025  
**Department:** City Manager  
**Requestor:** Mike Womack  
**Agenda Item:** KWA Engineering Study

**RECOMMENDATION (motion):**

Motion to approve of the ROWE Engineering KWA feasibility study as presented for a fee not to exceed \$44,300 and authorize the City Manager to sign all necessary documents.

**AGENDA ITEM INFORMATION:**

The City has identified a grant that is specifically tied to utility expansions and connections for industrial and commercial uses. This potential future connection of the City to the KWA water system clearly relates to the overall expansion and capability of our water system to support current and future growth.

While no decisions have been made or even contemplated about moving the City's water system to KWA from GLWA, the possible positive impact that this change could have on the City should be explored. This has been a long-time goal of the City since prior to my arrival here and the City serves as a board member on the KWA, despite not currently being connected to the system.

Given the availability of the grant, with no cost to the City, this is an excellent opportunity that was identified and facilitated by the Lapeer Development Corporation.

|                            |                                                                                                                                                                                                                 |                            |          |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------|
| Budgeted Amount:           | \$76,941.83                                                                                                                                                                                                     | Funds Requested:           | \$44,300 |
| Funding Source:            | SSRP Allocation                                                                                                                                                                                                 | CIP Project #:             |          |
|                            |                                                                                                                                                                                                                 | Budget Amendment Needed:   |          |
| # of Bids/Quotes Obtained: | 1                                                                                                                                                                                                               | Budget Amendment Attached: |          |
| Explanation:               | I sought advice from the KWA regarding qualified firms to complete this work, ROWE was suggested as a qualified firm and as the City's regular engineering service and due to the grant, I only sought one bid. |                            |          |



December 3, 2025

Mr. Michael Womack, City Manager  
City of Lapeer  
576 Liberty Park  
Lapeer, MI 48446

Dear Mr. Womack,

As a board member of the Karegnondi Water Authority (KWA), you are familiar with its current operations within Genesee, Lapeer, and Sanilac Counties. Given current capacities of the KWA system and its water treatment plant, it is our understanding the City of Lapeer would like to explore the current and long-term cost ramifications of switching its water source from the Great Lakes Water Authority (GLWA) to KWA. As you may also know, ROWE has worked for the Genesee County Drain Commissioner's office and the KWA extensively in the past providing design and construction engineering services for various elements of the KWA system. In addition, ROWE also prepared a financial and engineering feasibility study for the City of Lapeer in 2014, studying whether Lapeer should become a customer of the KWA. Ultimately, the City of Lapeer decided to maintain its connection with GLWA, entering into a 30-year contract by becoming a direct customer of GLWA.

ROWE is pleased to provide this proposal to prepare an updated study to compare the long-term cost ramifications of the City of Lapeer maintaining its relationship with GLWA, versus using KWA as its exclusive source for fresh water. We offer the following scope of services for your consideration:

#### **SCOPE OF SERVICES:**

##### **1. Lapeer Water System:**

ROWE will review the following elements as they relate to the City of Lapeer Water System:

- Water system budget for the past five years to understand current costs and level of service.
- Water system's capital improvement plan for the next five years.
- Current Water Reliability Study (prepared by ROWE in 2019) to better understand the long-term recommendations and needs of the system.
- With the assistance of the City's Finance Director, ROWE will review current long-term projections of the water system's costs. ROWE will develop an understanding of what is included in the customer rate projections should the city continue to operate with its current GLWA connection.

**SINCE 1962**



2. GLWA Agreement:

- ROWE will review the current drinking water supply 30-year agreement between the City of Lapeer and GLWA to understand its terms and conditions. If warranted, ROWE will meet with the City Manager, Finance Director, and City Attorney to help outline the necessary steps and possible financial penalties involved, if the City of Lapeer were to break its agreement with GLWA in advance of the 30-year agreed upon time period.
- ROWE will discuss with GLWA staff to develop an understanding of what would be required to decommission the existing three metering stations within the city. ROWE will discuss the possibility of maintaining an emergency connection to the GLWA system to be used in the event of a temporary interruption of services from KWA.

3. Conceptual KWA Agreement:

- ROWE will collect information from KWA staff to develop an understanding of the necessary steps to be taken to connect to the KWA system. ROWE proposes to:
  - a) Meet with Genesee County Drain Commissioner – Water and Waste Services (GCDC-WWS) and KWA financial/administrative staff to obtain current and anticipated rates and connection fees for supplying fresh water from the KWA water treatment facility. Expected terms and conditions for an agreement between the City of Lapeer and KWA will be gathered.
  - b) Meeting with GCDC-WWS and KWA engineering staff to understand the water treatment plant operation to the extent needed to conceptualize how a connection would be physically made. Questions such as ownership of the pipeline, proposed route to Lapeer's system, metering, valves, and backflow protection requirements will be ascertained.

4. Conceptual Engineering:

- ROWE's water model for the City of Lapeer has not been updated since 2019. ROWE will verify that the demand in the model is similar to the demand in 2025. If it is not, ROWE will update the demand in the model to reflect 2025 demand. Once the demand is verified, projections of the water system can then be obtained and used for the purposes of this study.
- ROWE will review current and projected flow levels at each of the GLWA's three metering stations on Oregon Road to understand demand levels and flow characteristics within the system.
- ROWE will develop conceptual construction costs involved in constructing a new source pipeline from the KWA water treatment facility located approximately 6.5 miles from the city's northwest corner. The source pipeline will be extended across the north side of the city in order to feed the city's water system to not only match the flows provided by GLWA, but also to prepare for projected future demands of the system.
- ROWE will meet with the Lapeer County Road Commission (LCRC) Managing Director/County Engineer to review the proposal to construct a pipeline within County rights-of-way, and identifying limitations, permitting costs, and restoration expectations for such a project.

5. Final Report:

Once all relevant data has been gathered, ROWE will prepare a draft report that will present the various costs, including financing, agreement issues, construction cost opinions, and

proposed conceptual water main route to connect the City of Lapeer to KWA. Comparisons with the current connection with GLWA will also be provided. Once the city has had time to review and provide comments, we will revise the report and provide the city with copies and a digital file. ROWE will also present these findings to the City Commission at one of their scheduled meetings.

**CLARIFICATIONS:**

1. The City of Lapeer will provide access to:
  - Any available information regarding the terms and conditions that will be relevant to the KWA supplying potable drinking water to the City of Lapeer.
  - Historical water system budget information and water sales information for the past five years.
  - Current needs or plans for capital improvements to the water system.
  - Current projected rate increases for five years.
  - Agreement with GLWA.
  - Opportunity to meet with City Manager, City Finance Director, and City Attorney to help identify any limitations and obligations of the city relative to potentially breaking its 30-year agreement with GLWA. Legal discussions and strategies that may need to be developed will be outside of the scope of this study.
  - Assistance from the Finance Director to help determine how construction costs will impact the city's long term water rates, as well as anticipated bonding costs that are a necessary part of any major capital improvement project.
2. The City of Lapeer Manager and DPW Director will participate in a meeting with GCDC-WWS/KWA financial and administrative staff to gather information necessary to understand the terms and conditions of a water supply connection agreement with KWA.
3. At this time, selecting the final route of the pipeline extending from the KWA facility to the city of Lapeer's connection points would require more due diligence and research than what is warranted. Should the outcome of the study reveal that switching to KWA for the city's water source is financially feasible and appropriate, ROWE recommends that additional analysis be conducted to identify the best and final route. For example, right-of-way limitations, other existing utilities, or drain crossings will impact the selection of the most ideal route. For the purposes of this study, ROWE will make a cursory attempt to select the best route and develop costs accordingly. A conservative contingency factor will be added to this cost to help prepare for the possibility that unforeseen difficulties are identified later upon further analysis.
4. ROWE will provide sufficient information for the city to make an informed decision about whether to entertain making a connection to the KWA system. Detailed information that may be needed to finalize an agreement, permitting, and construction documents are not within the scope of this study. ROWE will be happy to provide a proposal for these services in the future if desired.
5. Meetings included in this proposal include:
  - Great Lakes Water Authority
  - Genesee County Drain Commissioner-WWS (2)
  - Lapeer County Road Commission
  - City of Lapeer (3)
  - City Commission Presentation

If direction or circumstances are modified during the course of the study for reasons outside of our control generating the need for additional meetings, a contract amendment will be required.

Mr. Michael Womack, City Manager  
December 3, 2025  
Page 4

**SCHEDULE:**

A study of this nature is reliant upon input and assistance from many outside agencies. ROWE will work within their timelines and availability. We are prepared to begin this study within two weeks of authorization, and we anticipate being able to deliver a draft version for your review, approximately six months after we begin.

**COMPENSATION:**

ROWE proposes to provide the scope of services noted above for a not to exceed amount of **\$44,300.**

ROWE appreciates the opportunity to provide this proposal and is looking forward to assisting you with this project. Upon approval of this proposal, ROWE will provide a Contract for Engineering Services to be executed.

Please contact me on my cell phone at (248) 318-1492 if you have any questions.

Sincerely,  
ROWE Professional Services Company

Paul T. O'Meara, PE  
Senior Project Manager

R:\Projects\2400002\Docs\Proposal and Contract\Karegnondi Water Connection\Proposal KWA Connection Study Final-.docx



**December 08, 2025**

**To:** Mike Womack, City Manager, City of Lapeer  
**From:** Sam Moore, Executive Director, Lapeer Development Corporation  
**Date:** December 15th, 2025  
**Subject:** City of Lapeer – SSRP Grant Allocation

Per your request, this memo outlines the amount set aside as a grant to the City of Lapeer from the Lapeer Development Corporation's Strategic Site Readiness Program (SSRP) allocation.

As you noted, the City has solicited quotes for capacity, access, and utility assessments related to your project planning. To support this work, the City of Lapeer has an SSRP grant allocation available in the amount of **\$76,941.83**.

Please let me know if you need any additional clarification or further detail regarding these funds.

A handwritten signature in black ink, appearing to read "Sam Moore".

Sam Moore  
Executive Director, Lapeer Development Corporation





## ITEM G-6

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**Meeting Date:** December 15, 2025  
**Department:** City Clerk as keeper of the Rules and Procedures  
**Requestor:** Mayor Hing  
**Agenda Item:** Proposed Amendments to the Rules & Procedures of the City Commission

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**RECOMMENDATION (motion):**

None.

**AGENDA ITEM INFORMATION:**

The Rules & Procedures of the City Commission may be altered or amended by a two-thirds vote of the entire Commission.

|                            |     |                            |     |
|----------------------------|-----|----------------------------|-----|
| Budgeted Amount:           | N/A | Funds Requested:           | N/A |
| Funding Source:            |     | CIP Project #:             |     |
|                            |     | Budget Amendment Needed:   |     |
| # of Bids/Quotes Obtained: |     | Budget Amendment Attached: |     |
| Explanation:               |     |                            |     |

**From:** [Jeremy Hing](#)  
**To:** [Mike Womack](#)  
**Cc:** [Romona Sanchez](#)  
**Subject:** Request to Place Proposed Amendments to the Rules & Procedures on the Agenda (Re: Meeting December 1, 2025)  
**Date:** Tuesday, November 25, 2025 11:54:49 AM  
**Attachments:** [Proposed Amendments to the Rules & Procedures of the City Commission.pdf](#)

---

Hello Mr. Womack,

I'd like to place the attached draft amendments to the Rules & Procedures of the City Commission on the next regular meeting agenda. My goal at this stage is to open the discussion with the full Commission and staff, gather feedback, and refine the proposal collaboratively.

The draft includes a revised Order of Business, updates to public comment and hearing procedures, and several clarifications to help streamline our meetings. This is intended as a working document rather than a final version.

Please let me know if you need anything further or if you recommend placing this under a specific agenda category.

Thank you,

**Jeremy Hing**  
**Mayor, City of Lapeer**  
**City Hall**

576 Liberty Park, Lapeer, MI 48446

(810) 664-2902

<https://www.ci.lapeer.mi.us/>



**PROPOSED AMENDMENTS TO THE  
RULES & PROCEDURES OF THE CITY COMMISSION**

City of Lapeer, Michigan – 2025

*Prepared for Commission Review and Legal Review*

*Draft for Introduction by Mayor Jeramy Hing*

## **PART 1 — RESOLUTION**



Resolution #2025-\_\_\_\_\_

RESOLUTION AMENDING THE RULES AND PROCEDURES OF THE CITY  
COMMISSION

**WHEREAS**, the City Charter of the City of Lapeer establishes the City Commission as the legislative and governing body of the City; and

**WHEREAS**, Section J(1) of the Rules and Procedures of the City Commission authorizes the Commission to alter or amend its rules by a two-thirds vote of the entire Commission; and

**WHEREAS**, the City Commission finds it necessary to revise its meeting procedures to improve transparency, public participation, accountability, and clarity in City Commission proceedings; and

**WHEREAS**, the City Commission further finds that establishing a modernized Order of Business, a Speaker Sign-Up procedure, clarified Public Hearing processes, and defined requirements for the placement and timing of action items will enhance fairness, efficiency, and public understanding of Commission actions;

**NOW, THEREFORE, BE IT RESOLVED** that the City Commission of the City of Lapeer hereby adopts the amendments to the Rules and Procedures of the City Commission attached hereto as:

- **Exhibit A – Revised Order of Business**
- **Exhibit B – Amended Rules Sections (Strike-and-Replace Format)**

**BE IT FURTHER RESOLVED** that all amendments adopted herein shall take effect immediately upon passage, and that all prior versions of **Sections E.3, E.4, and E.5 are expressly repealed in their entirety** to avoid conflicts with the amended procedures. All sections not expressly amended or repealed remain in full force and effect.

## **PART 2 — EXHIBIT A**

## **EXHIBIT A**

### **Order of Business (Revised 2025):**

An agenda for each Regular Commission meeting shall be prepared by the City Manager, City Clerk, or designee, in accordance with the following order of business:

- A. Invocation (voluntary)
- B. Pledge of Allegiance
- C. Call to Order
- D. Roll Call
- E. Approval of Agenda
- F. Proclamations, Recognitions & Ceremonial Resolutions
- G. Public Hearings
- H. Public Comment – Agenda Items Only
- I. Commission/Administration Response to Agenda Comments
- J. Postponed Business
- K. Regular Business / Action Items
- L. Bill Listing
- M. Consent Agenda (including Minutes)
- N. Administrative Reports
- O. City Manager's Report
- P. City Attorney's Report
- Q. Departmental Communications
- R. Public Comment – Non-Agenda Items
- S. Commission/Administration Response to Non-Agenda Comments
- T. Mayor/Commissioner Comments (3-minute limit each)
- U. Reminder of Meetings
- V. Reminder of Public Hearings
- W. Adjournment

## **PART 3 — EXHIBIT B**



## EXHIBIT B

### AMENDED RULES SECTIONS (STRIKE-AND-REPLACE FORMAT)

#### 1. Replacement of Section B.2 – Order of Business

Section B.2 is repealed and replaced with the text contained in **Exhibit A: Order of Business (Revised 2025)**.

#### 2. Addition of Section B.5 – Action Item Placement

##### B.5 Action Item Placement

All matters requiring a motion or vote shall appear under Postponed Business, Regular Business, Bill Listing, or Consent Agenda. No action item may be introduced elsewhere.

#### 3. Addition of Section D.8 – Mayor and Commissioner Comment Limits

##### D.8 Mayor and Commissioner Comments

Mayor and Commissioner Comments are limited to three (3) minutes per member and must relate to Commission business or matters under the City's jurisdiction. Nothing in this rule restricts a Commissioner's Charter-authorized legislative speech relating to City matters. Personal commentary unrelated to City business is not permitted.

#### 4. Replacement of Section E.3 – Process for Recognizing Speakers

##### Section E.3 Process for Recognizing Speakers

The presiding officer shall call speakers in the order provided by the Clerk based on the Speaker Sign-Up Sheet. Speakers are not required to restate their name or address unless they choose to do so.

#### 5. Replacement of Section E.4 – Public Hearings

##### Section E.4 Public Hearings

a. **Purpose:** Public Hearings allow structured input when required by statute, ordinance, or Commission action.

b. **Speaker Sign-Up:** Speakers must sign up before Call to Order following the procedure in Section E.5.c.

c. **Order of Speakers:** The presiding officer shall recognize speakers in sign-up order.

d. **Time Limits:** Three (3) minutes per person; ten (10) minutes for group representatives with presiding officer approval.

e. **Clarification by Commission:** Commissioners may ask clarifying questions after hearing comments. Debate with speakers is not permitted.

f. **Late Speakers:** Individuals who did not sign up before Call to Order may be recognized before the close of the public hearing at the presiding officer's discretion.

g. **Record:** The Clerk shall record names, addresses, and topics presented.

## 6. Replacement of Section E.5 – Public Comment Structure

### Section E.5 Public Comments

Public Comment is divided into two segments:

#### E.5.a Public Comment – Agenda Items Only

Restricted to residents, property owners, and business owners of the City of Lapeer. Comments must relate directly to that meeting's agenda items. This restriction applies only to this Agenda-Items-Only segment.

#### E.5.b Public Comment – Non-Agenda Items

Open to all individuals on matters under the City's jurisdiction.

#### E.5.c Public Comment Sign-Up Requirements

To address the City Commission during either Public Comment segment, individuals must sign up on the Speaker Sign-Up Sheet provided by the City Clerk.

- **Sign-Up Period:** Opens 30 minutes before the meeting and closes at Call to Order.
- **Required Information:**
  - Full name
  - City of residence (or business address)
  - Whether speaking under Agenda Items or Non-Agenda Items

- Agenda item number, if applicable
- **Order of Speaking:** The presiding officer shall call speakers in sign-up order.
- **Late Speakers:** Individuals who did not sign up before Call to Order may be recognized before the close of the applicable comment segment at the presiding officer's discretion.

**Nothing in this section shall be construed to deny any person a reasonable opportunity to be heard as required by the City Charter or the Open Meetings Act.**

## **7. Addition of Section F.5 – Actions Prohibited Under Reports**

### F.5 Actions Prohibited Under Reports

Administrative Reports, the City Manager's Report, and the City Attorney's Report are informational only. No motion, resolution, directive, or action may be introduced, moved, or acted upon in these sections unless required by the City Charter or State law.

## **8. Addition of Section F.6 – Commissioner Review Requirement**

### F.6 Commissioner Review Requirement

No new action item may be voted on at a newly-seated Commissioner's first meeting unless the materials were provided at least one regular meeting in advance, except by a two-thirds emergency vote.

## **9. Addition of Section F.7 – Deferred Items Return Rule**

### F.7 Deferred Items

Any item deferred by vote of the Commission shall return under the appropriate Business section at a future meeting unless removed or further deferred by majority vote.



## ITEM G-7

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**Meeting Date:** December 15, 2025  
**Department:** Mayor & City Commission  
**Requestor:** Jeramy Hing, Mayor  
**Agenda Item:** Engagement of Special Labor Counsel

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**RECOMMENDATION (motion):**

A motion to approve the engagement letter with Bodman PLC for limited labor and employment counsel, authorizing the Mayor to execute the agreement on behalf of the Commission.

**AGENDA ITEM INFORMATION:**

The purpose of this memorandum is to request that the City Commission consider approval of an engagement letter with Bodman PLC to provide specialized labor and employment legal advice for a personnel matter involving a Charter Officer.

Because the matter involves a Charter Officer, any personnel concerns must be handled with appropriate neutrality, expertise, and legal care. In situations where the City Attorney or their firm may have a structural conflict of interest due to ongoing professional relationships with the subject of review, it is standard municipal practice to engage outside counsel for this limited purpose.

The scope of representation would be restricted solely to advising the Commission on labor-related issues associated with this personnel matter. This engagement does not replace or limit the City Attorney's general role for the City in other areas.

Approval of this engagement will ensure that the Commission receives independent, specialized, and conflict-free legal guidance as it carries out its responsibilities under the Charter.

A motion to approve the engagement is requested.

|                            |                 |                            |       |
|----------------------------|-----------------|----------------------------|-------|
| Budgeted Amount:           |                 | Funds Requested:           |       |
| Funding Source:            | 101-266-826.100 | CIP Project #:             | None. |
|                            |                 | Budget Amendment Needed:   |       |
| # of Bids/Quotes Obtained: | None.           | Budget Amendment Attached: |       |
| Explanation:               |                 |                            |       |





### **Engagement of Special Labor Counsel for Personnel-Related Matter**

The purpose of this memorandum is to request that the City Commission consider approval of an engagement letter with Bodman PLC to provide specialized labor and employment legal advice for a personnel matter involving a Charter Officer.

Because the matter involves a Charter Officer, any personnel concerns must be handled with appropriate neutrality, expertise, and legal care. In situations where the City Attorney or their firm may have a structural conflict of interest due to ongoing professional relationships with the subject of review, it is standard municipal practice to engage outside counsel for this limited purpose.

The scope of representation would be restricted solely to advising the Commission on labor-related issues associated with this personnel matter. This engagement does not replace or limit the City Attorney's general role for the City in other areas.

Approval of this engagement will ensure that the Commission receives independent, specialized, and conflict-free legal guidance as it carries out its responsibilities under the Charter.

A motion to approve the engagement is requested.

Respectfully,

**Jeramy Hing**  
**Mayor, City of Lapeer**  
**City Hall**  
576 Liberty Park, Lapeer, MI 48446  
(810) 664-2902

AARON D. GRAVES  
ALSO ADMITTED IN ILLINOIS  
AGRAVES@BODMANLAW.COM  
313.392.1075

BODMAN PLC  
6TH FLOOR AT FORD FIELD  
1901 ST. ANTOINE STREET  
DETROIT, MICHIGAN 48226  
313-393-7579 FAX  
313-259-7777

December 5, 2025

**DELIVERED VIA EMAIL:**

**jhing@ci.lapeer.mi.us**

Jeremy Hing  
Mayor, City of Lapeer  
City Hall  
576 Liberty Park  
Lapeer, MI 48446

Re: **Legal Representation**

Dear Jeremy:

Thank you for selecting Bodman PLC to provide advice and counsel regarding labor and employment matters ("Labor Misc.") for City of Lapeer. The terms of our engagement on these or any other matters are set forth in the attached "Terms of Engagement (Rev. 1-2016)." This letter will confirm certain specific aspects of our engagement on the Matter. By your signature below, you agree to the Terms of Engagement generally, and the specific items as to this Matter.

**Identity of Client.** Our client in this Matter will be City of Lapeer and not any employees, partners, agents, shareholders, members, owners, subsidiaries, parent companies, affiliates or other persons related or affiliated with the Company, unless we otherwise agree in writing.

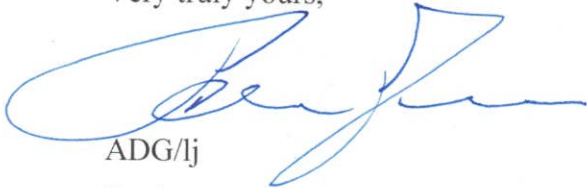
**Retainer.** This letter is to confirm that Bodman has undertaken to represent the Company as the client in connection to the Matter under the terms and conditions set forth below and those contained in the accompanying Bodman Terms of Engagement. No retainer will be required with this engagement.

**Fees.** Our fee will be billed on an hourly basis billing rates based on the hourly billing rates charged for each attorney or other professional who works on the matter. Rates for our Workplace Law Group attorneys range from \$630 to \$345 per hour. I will act as the primary client contact on this matter. My regular rate is currently \$525 per hour and will increase to \$575 per hour effective January 1, 2026. The City of Lapeer will receive a 10% discount off rates for Workplace Law Group attorneys on non-litigation matters. We can provide you with rates for other attorneys upon request. These rates are adjusted by the Firm from time to time. You will be provided with 30 days' notice prior to any adjustment.

City of Lapeer  
December 5, 2025  
Page 2

Please review this letter and the attached Terms of Engagement carefully. If it meets with your approval, sign the enclosed copy of the letter in the space provided below and return it to me so that we may begin work. Please call me if you have any questions.

Very truly yours,



ADG/lj

Enclosure

**AGREED TO AND ACCEPTED:**

By: \_\_\_\_\_  
Jeramy Hing

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

## **BODMAN TERMS OF ENGAGEMENT**

**(Rev 7-2025)**

Below are the standard terms of our engagement as your counsel. Together with the accompanying matter-specific letter, these terms shall govern any matter we undertake for you unless modified in writing by mutual agreement. Please review these terms carefully.

**Scope of Engagement.** Bodman's engagement is limited to performance of services related to the matter described in the accompanying matter-specific letter, or any subsequent matter-specific letter related to a new engagement. Because we are not your general counsel, our acceptance of any engagement does not involve an undertaking to represent you or your interests in any other matter. We may agree with you to limit or expand the scope of our representation from time to time, provided that any such change is confirmed by us in writing.

Where you obtain advice or services on a repeating or occasional basis and such activities are billed under a single matter number, you agree that in the event of future disputes relating to or arising out of such legal services, each such event of legal advice or services shall be deemed to be a separate engagement for purposes of the accrual rule of MCL 600.5838(1) (which provides that claims for malpractice accrue at the time the firm discontinues serving a client as to the matters out of which the claim for malpractice arose), and that subsequent services or activities, whether or not billed under the same matter number, shall not be deemed or asserted to be a continuation of such services or otherwise to extend the accrual date.

**Identity of Client.** Our client in this matter will be you, the party identified in the matter-specific letter, and not any of your employees, partners, agents, shareholders, members, owners, subsidiaries, parent companies, affiliates or other persons or entities related or affiliated with you, unless we otherwise agree in writing. Accordingly, for conflict of interest purposes, we may represent another client with interests adverse to any such related or affiliated person or entity without obtaining your consent.

**Client Responsibilities.** You agree to pay our statements for services and expenses as provided below. In addition, you agree to be candid and cooperative with us and to keep us informed with complete and accurate factual information, documents, and other communications relevant to the subject matter of our representation or otherwise reasonably requested by us. Because it is important that we are able to contact you regarding your representation, you agree to provide us with current contact information and inform us of any changes. If we are unable to reach you, we reserve the right to withdraw from representing you upon notice to the last address you provided to us.

We will bill you on a regular basis, normally each month, for both fees and disbursements. You agree to make payments within 30 days of receiving our statement. We will give you prompt notice if your account becomes delinquent, and you agree to bring the account or the retainer deposit current. If the delinquency continues, we reserve the right to collect interest on any amount more than thirty (30) days past due, at the rate of seven (7.0%) percent per year. Also, if the delinquency continues and you do not arrange satisfactory payment terms, you agree that we may withdraw from the representation and pursue collection of your account. You agree to pay

**bodman**



the costs we incur in collecting the debt, including court costs, filing fees and a reasonable attorneys' fee, including the reasonable value of Firm lawyers acting for the Firm.

You may have insurance policies that will pay for attorneys' fees and costs or may include coverage for payment of other parties' damages in any matter we handle for you. We urge you to contact your insurer or broker promptly to determine the nature and extent of your applicable coverage, if any. If you do not expressly request in writing that we notify your insurance carrier(s) on your behalf regarding any matter in which we may represent you, we will assume that you are taking responsibility for any such notification. It is your ultimate responsibility to pay our Firm for services rendered and to obtain reimbursement, if applicable, from your insurer. Unless otherwise expressly agreed by us in writing, we assume no duty to advise you of applicable insurance coverage, if any, with respect to any matter you engage us to handle.

If the matter for which you are engaging us involves actual or anticipated litigation, mediation, arbitration, an investigation, or a regulatory proceeding, you may be subject to statutory or common law duties to preserve certain paper documents and electronically stored information ("ESI"). The scope of a party's duty to preserve can be quite broad. Any failure to comply with your discovery obligations may subject you to severe and sometimes case-dispositive sanctions (i.e., a default judgment against you or a ruling that you cannot present evidence on certain matters). Accordingly, you agree to take all steps necessary to ensure the preservation of potentially relevant paper documents and ESI until such time as we instruct you otherwise.

In addition to document preservation, as your counsel we may have certain legal and ethical duties under court rules, applicable laws or regulations, such as Sarbanes-Oxley. You agree to cooperate with any inquiries we may conduct to discharge our legal and ethical obligations, and we reserve the right to undertake any other activities we deem appropriate to comply with our obligations under federal and state law and ethical guidelines.

**Bodman's Fees.** Unless a different method is set forth in the matter-specific letter, the principal basis for computing our fees will be the amount of time spent on the matter by various lawyers and legal assistants multiplied by their individual hourly billing rates. Our hourly billing rates for lawyers and legal assistants are normally set at the beginning of each year and the billing rates for lawyers and legal assistants participating in your representations will be furnished to you on request. The billing rates are subject to change from time to time, usually at the beginning of each year. Other factors also may be taken into consideration in determining our fees, including the novelty and difficulty of the questions involved; the skill requisite to perform the services properly; the experience, reputation, and ability of those performing the services; the time limitations imposed by you or the circumstances; the dollar amount involved; and the results obtained.

We will keep accurate records of the time we devote to your work, including conferences (both in person and over the telephone), negotiations, factual and legal research and analysis, document preparation and revision, and other related matters.

We are often requested to estimate the amount of fees and costs likely to be incurred in connection with a particular matter. In many cases, it is not possible to determine in advance the

amount of time or the total amount of fees that will be necessary to complete all work on a particular engagement. Unless we are working on a flat-fee basis, as agreed in the matter-specific letter, any estimates we provide for legal fees are intended only as guidance for the purpose of general planning and are not intended to be a binding cap on fees.

**Costs.** We will include on our statements separate charges for expenses and services such as photocopying, messenger and delivery service, computerized research, travel, and search and filing fees. You also agree to pay the charges for copying documents for retention in our files. Our charges for these services are measured by our actual out-of-pocket costs unless we disclose otherwise. We would be pleased to discuss the charges for these ancillary services with you and to answer any questions you may have.

In some situations we can arrange for these ancillary services to be provided by third-parties with direct billing to you, always with the understanding that third-party services are your responsibility to pay. In most instances, we will forward an invoice of a third-party directly to you for payment. For example, you authorize us to retain any investigators, consultants, or experts necessary in our judgment to represent your interests in a matter. Their fees and expenses of others generally will not be paid by us, but will be billed directly to you. If we foresee that the Firm will incur substantial expenditures involving outside vendors, we will require that you pay those sums to us before we engage the outside vendor.

Absent agreement to the contrary, you shall be the executing party on all services agreements with third-party vendors and will be responsible for direct payment of any costs due to third parties under such agreements. While we will attempt to provide you with advance notice before engaging third-party vendors, we may occasionally (e.g., in time-sensitive electronic discovery matters) need to retain a vendor and execute a services agreement on your behalf. In all such circumstances, you shall remain responsible for direct payment of any costs due to the third party. You agree to indemnify us for any claim made against us from an outside vendor for services rendered in connection with representing you.

If an insurer or other third party undertakes to pay any portion of the Firm's bills, you will remain responsible for payment of any amounts billed by the Firm and not paid by that third party. Similarly, if you are awarded legal fees or costs by a court or other body, you will remain responsible for payment of the Firm's billed fees and other charges, even if the award to you is less than amounts we have billed you. Where we have agreed to represent multiple clients in a matter, we will understand that each client has agreed to be jointly and severally responsible for payment of the Firm's services and related charges.

**Retainer and Trust Deposits.** New clients of the Firm are commonly asked to deposit a retainer with the Firm. The amount and terms of the retainer are determined by our Firm's Finance Committee after consultation with the billing attorney responsible for the engagement. If you deposit a retainer with us, you grant us a security interest in that deposit. Unless otherwise agreed, the retainer deposit will be credited toward your unpaid invoices, if any, at the conclusion of services and the remaining balance or an appropriate part of it will be returned to you. If the retainer deposit proves insufficient, in our view, to cover the services to be rendered during the engagement, it may have to be increased.

Payments from you will be applied as agreed, with surplus, unspecified amounts held in trust or returned to you, at our option. Deposits that are received to cover specific items will be disbursed as provided in our agreement with you, and you will be notified from time to time of the amounts applied or withdrawn. Any amount remaining after disbursement will be returned to you.

All trust deposits we receive from you, including retainers, will be placed in a trust account. In accordance with applicable rules of professional conduct or court rules, your deposit will be placed in a pooled account if it is not expected to earn a net return, taking into consideration the size and anticipated duration of the deposit and the transaction costs. Other trust deposits will also be placed in the pooled account unless you request a segregated account. Interest earned on the segregated trust account will be added to the deposit for your benefit and will be includable in your taxable income.

Certain matters may have phases that are time-consuming and expensive, such as preparation for trial. In such matters, we reserve the right to require additional advance payment before we begin such phases. The amount of advance payment will be determined and communicated to you as soon as possible and will be based on our estimate of the time required and other expenditures needed. If you do not provide this additional advance payment in a timely manner, you agree that we have the right to discontinue our representation to the extent permissible.

**Conflicts of Interest.** Bodman represents many other companies and individuals, including banks and financial institutions, insurance companies, manufacturers and others that have broad customer bases. It is possible that during the time that we are representing you, some of our other present or future clients will have disputes, transactions or lending relationships with you. You agree that Bodman may continue to represent or may undertake in the future to represent existing or new clients in any matter that is not substantially related to our work for you even if the interests of such clients in those other matters are directly adverse to yours. We will, of course, take appropriate steps to protect the confidentiality of information concerning our representation of you from being used or disclosed in any such matters, and you agree to the use of ethical information screens for that purpose. If these conditions are satisfied, you agree that we may undertake such representations, and that all conflict issues will be deemed to have been waived, and that you will not assert or argue that conflicts of interest preclude such representations.

**Electronic Communications.** In the course of representing you, we may use electronic communication systems and devices, such as electronic messages (e-mail, text messages, etc.), facsimile machines, smartphones and cellular telephones. For efficiency, such communications are not normally encrypted. The use of these methods of communication may slightly increase the risk of accidental disclosure of your confidential or privileged information. You have agreed that the efficiency gained by means of these communications outweighs the risk of accidental disclosure of information. Unless you and the Firm agree in writing to implement a specific encryption protocol, you consent to our use of such communication devices and methods, and to unencrypted communications, in the course of representing you.

**Consultation With Our Own Counsel.** In the course of representing you, we may perceive a need to consult regarding the engagement with our Firm's General Counsel, his deputies or outside counsel. To the extent that we are addressing our own rights and responsibilities, you

consent to such consultations and waive any conflict of interest that may be deemed to exist between us and you, even if a dispute has arisen between us. You also acknowledge that such communications will be protected by our own attorney-client privilege from disclosure to you, and that you will not assert or argue that such communications are unprivileged or waived.

**Termination of Engagement.** You may at any time terminate our services and representation upon written notice to the Firm. Such termination shall not, however, relieve you of the obligation to pay for all services already rendered, including work in progress and remaining incomplete at the time of termination, and to pay for all expenses incurred on behalf of you through the date of termination or in connection with the transfer of a matter to successor counsel.

We reserve the right to withdraw from our representation as required or permitted by the applicable rules of professional conduct upon written notice to you. In particular, we retain the right to withdraw from this representation if you fail to honor the terms of a matter-specific letter or these Terms of Engagement, if you fail to make payment of fees billed in a timely manner, or if any circumstance occurs that would, in our view, make our continuing to represent you unlawful or unethical and we determine that we are permitted to withdraw our representation. If we terminate the engagement, we will take such steps as are reasonably practicable to protect your interests, and you agree to take all steps necessary to free us of any obligation to perform further, including the execution of any documents necessary to perfect our withdrawal. We will be entitled to be paid for all services rendered and costs or expenses incurred on behalf of you through the date of withdrawal.

**Conclusion of Representation; Retention and Disposition of Documents.** Unless previously terminated, our representation of you on any specific matter will terminate upon sending our final statement for services rendered in the matter. At your request, your papers and property will be returned to you upon receipt of payment for outstanding fees and costs. We will retain our own files pertaining to the matter. These Firm files include, for example, Firm administrative records, time and expense reports, personnel and staffing materials, and credit and accounting records; and internal lawyers' work product such as drafts, notes, internal memoranda, and legal and factual research, including investigative reports, prepared by or for the internal use of lawyers. All such documents retained by the Firm will be transferred to the person responsible for administering our records retention program. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any such documents or other materials retained by us within a reasonable time after the termination of the engagement.

If you request that we preserve any papers and/or property in our possession in order to satisfy a duty to preserve documents to which you are subject by reason of litigation, a threat of litigation, or other obligation imposed by law or sound practice, you agree to pay all costs and expenses, including the reasonable value of professional time at our normal hourly billing rates, that we incur in complying with your request.

**Post-Engagement Matters.** After completion of the matter, changes may occur in the applicable laws or regulations that could have an impact upon your future rights and liabilities. However, unless you engage us after completion of the matter to provide additional advice on issues arising



from the matter, the Firm has no continuing obligation to advise you with respect to future legal developments.

**Related Proceedings.** If, as a result of representing you, we are required to produce documents or appear as a witness in connection with any litigation, mediation, arbitration, investigation or regulatory proceeding, you agree to pay our costs and expenses (including the value of attorney and staff time at regular hourly rates) we reasonably incur in connection such proceedings. This obligation survives termination of our representation of you.

**Entire Agreement.** These Terms of Engagement and the accompanying matter-specific letter supersede all other prior and contemporaneous written and oral agreements and understandings between us and contains our entire agreement. This agreement may be modified only through subsequent written agreement of the parties. You acknowledge that no commitments have been made regarding your legal representation other than those contained in these Terms of Engagement and any matter-specific letter. If any provision or portion of this agreement is held in part or in whole to be unenforceable for any reason, the remainder of that provision and of the entire Terms of Engagement will be severable and remain in effect.

Your agreement to this engagement constitutes your acceptance of the foregoing terms and conditions for any matter in which we represent you. If any of them is unacceptable to you, please advise us at once, so that we can resolve any differences and proceed with a clear, complete, and consistent understanding of our relationship.



# ITEM J-1

**To:** Mayor and City Commission  
**Date:** December 15, 2025  
**RE:** Boards & Commissions Appointments

## MAYORAL APPOINTMENT

| BOARD OR COMMISSION                         | MEMBER NAME                                               | CURRENT TERM EXPIRES | TERM LENGTH | NEW TERM EXPIRATION                       | COMMENTS Re: STATUS            |
|---------------------------------------------|-----------------------------------------------------------|----------------------|-------------|-------------------------------------------|--------------------------------|
| County Center Board                         | Vacancy                                                   | Jan 1, 2026          | 1 Year      |                                           | Awaiting Recommendation        |
| Downtown Development Authority              | Catherine Bostick-Tullius<br>Buddy Beyer<br>Gerald Gaecke | Jan 1, 2026          | 4 Year      | Jan 1, 2030<br>Jan 1, 2030<br>Jan 1, 2030 | Re-appointment Recommendation  |
| EDC/TIFA/Brownfield Redevelopment Authority | Vacancy                                                   | Jun 1, 2027          | 6 Year      |                                           | Awaiting Recommendation        |
| Local Finance Development Authority         | Vacancy                                                   | Aug 1, 2027          | 4 Year      |                                           | Board Recommends Reappointment |
| Local Officers Compensation Commission      | Vacancy                                                   | Oct 1, 2030          | 5 Year      |                                           | Awaiting Recommendation        |

## COMMISSION APPOINTMENTS

| BOARD OR COMMISSION       | MEMBER NAME                                | EXPIRATION                 | TERM LENGTH      | NEW TERM EXPIRATION | COMMENTS Re: STATUS     |
|---------------------------|--------------------------------------------|----------------------------|------------------|---------------------|-------------------------|
| Board of Review           | Vacancy - Alternate                        | Jan 1, 2026                | 3 Year           |                     | Awaiting Recommendation |
| Lapeer Building Authority | Vacancy<br>Vacancy                         | Jun 1, 2027<br>Jun 1, 2028 | 3 Year           |                     | Awaiting Recommendation |
| Prison Liaison Committee  | Vacancy                                    | Apr 1, 2026                | 3 Year           |                     | Awaiting Recommendation |
| Zoning Board of Appeals   | Vacancy – Alternate<br>Vacancy – Alternate | Apr 1, 2027<br>Apr 1, 2028 | 3 Year<br>3 Year |                     | Awaiting Recommendation |

The following residents have applied to a Board or Commission:

| <b>Board/Commission:</b>       | <b>Name:</b>              | <b>Date Application Submitted:</b> |
|--------------------------------|---------------------------|------------------------------------|
| Downtown Development Authority | Catherine Bostick-Tullius | 11/18/2025                         |
| Downtown Development Authority | Buddy Beyer               | 11/19/2025                         |
| Downtown Development Authority | Gerald Gaecke             | 10/30/2025                         |

**APPOINTED BY: MAYOR**

| DOWNTOWN<br>DEVELOPMENT<br>AUTHORITY | TERM ENDS     | TERM        | DATE APPOINTED |
|--------------------------------------|---------------|-------------|----------------|
|                                      | BUDDY BEYER*  | JAN 1, 2026 | 4 YEAR         |
|                                      | GERALD GAECKE | JAN 1, 2026 | 4 YEAR         |
| CATHERINE BOSTICK-<br>TULLIUS*       | JAN 1, 2026   | 4 YEAR      |                |



**DRAFT**

### **Executive Director Health Insurance**

Chair Bostick-Tullius reported the Executive Committee is researching health insurance program and cost options for the Executive Director due to recent premium increases.

#### **234 2025 11-19 Executive Director Health Insurance**

Moved by Hogan. Supported by Gillingham.

To authorize the Executive Committee to explore costs and act on a new health insurance policy for the Executive Director.

**Yeas:** Members Bostick-Tullius, Roodvoets, Gillingham, Hing, Schwab, Hogan, Herr, Rogers, Cutcher, Beyer, Gaecke and Perry.

**Nays:** None.

**Absent:** Sharkey.

**MOTION CARRIED.**

### **DDA Board Member Reappointments**

#### **235 2025 11-19 DDA Board Member Reappointments**

Moved by Roodvoets. Supported by Hogan.

To support the reappointments of Catherine Bostick-Tullius, Buddy Beyer and Gerald Gaecke to the Downtown Development Authority board.

**Yeas:** Members Bostick-Tullius, Roodvoets, Gillingham, Hing, Schwab, Hogan, Herr, Rogers, Cutcher, Beyer, Gaecke and Perry.

**Nays:** None.

**Absent:** Sharkey.

**MOTION CARRIED.**

### **OLD BUSINESS**

There was no Old Business.

### **BOARD MEMBER COMMENTS**

Each board member present listed downtown businesses they had recently visited or supported.

Beyer commented the Ladies Night Out event was successful and very well-orchestrated.

Perry commented the Ladies Night Out event was a very good event.

Hogan commented on the name change of the Winter Fest event to Christmas Fest and inquired on the downtown clock time being off.

Schwab commented the Ladies Night Out event was a good and fun event.

Bostick-Tullius commented the Executive Director Performance Evaluation Survey results will be compiled and the Executive Committee will have a report on the evaluation at the January meeting.

Schwab inquired on the status of the 2026 DDA event and meeting calendar.

Gillingham requested a Google Calendar invite for the 2026 calendar.



## Application for Boards and/or Commissions

Please complete, sign and date the application and return to:  
City Clerk's Office, 576 Liberty Park, Lapeer, MI 48446

810-664-5231

Email: [clerk@ci.lapeer.mi.us](mailto:clerk@ci.lapeer.mi.us)

|                                                                |                                                                                                                                    |                                                                 |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Accuracy Board                        | <input checked="" type="checkbox"/> Downtown Development Authority                                                                 | <input type="checkbox"/> Lapeer Neighborhoods, Inc.             |
| <input type="checkbox"/> Board of Review                       | <input type="checkbox"/> Economic Development Corporation / Tax Increment Financing Authority / Brownfield Redevelopment Authority | <input type="checkbox"/> Local Development Finance Authority    |
| <input type="checkbox"/> Cemetery Board                        | <input type="checkbox"/> Greater Lapeer Transportation Authority                                                                   | <input type="checkbox"/> Local Officers Compensation Commission |
| <input type="checkbox"/> Center for the Arts of Greater Lapeer | <input type="checkbox"/> Income Tax Board of Review                                                                                | <input type="checkbox"/> Park Board                             |
| <input type="checkbox"/> Construction Board of Review          | <input type="checkbox"/> Lapeer Building Authority                                                                                 | <input type="checkbox"/> Planning Commission                    |
| <input type="checkbox"/> County Center Board                   | <input type="checkbox"/> Lapeer Housing Commission                                                                                 | <input type="checkbox"/> Zoning Board of Appeals                |
| <input type="checkbox"/> District Library Board                | <input type="checkbox"/> Lapeer Housing Board of Appeals                                                                           |                                                                 |

Please tell us why you wish to serve on this Board or Commission; describe your relevant experience; and what do you feel you can contribute to the Board or Commission:

I currently serve on the City of Lapeer DDA. I have been on the City of Lapeer DDA since 2015. I have served as Board Chair since Jan 2024 and worked this past year with the board to amend our DDA Development Plan. I wish to continue to serve on the DDA to promote and support local business in our downtown

### Applicant Information:

Print Name: Catherine

Bostick-Tullius

(First)

(Last)

Street Address: 347 Kyles Place, Lapeer, Michigan 48446

Home Phone:

Cell Phone: same

Email:

Employer: self-employed

Occupation: Lawyer

### Educational Background:

B.S. - Northern Michigan University; J.D. - Thomas M. Cooley Law School

### Community Activities and/or Work Experience:

CMH Board Member - 2014-present; Current CMH Board Chair - 2019/2020; 2023 - current; City of Lapeer Planning Commission 2020 - present;

City of Lapeer Zoning Board of Appeals 2021 - 2024; City of Lapeer DDA 2015-present(current DDA Board Chair - 2024 to present)

MML President 2017-2018; City of Lapeer Commissioner 2009-2019; County of Lapeer Commissioner 2000-2002

/s/ Catherine Bostick-Tullius

11/18/2025

Signature

Date

Thank you for your interest in serving on one of our Boards or Commission. All information on this application is public information and subject to disclosure in response to public records request made pursuant to the Freedom of Information Act.





**Application for Boards and/or Commissions**  
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|                                                                |                                                                                                                                    |                                                                 |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Accuracy Board                        | <input checked="" type="checkbox"/> Downtown Development Authority                                                                 | <input type="checkbox"/> Lapeer Neighborhoods, Inc.             |
| <input type="checkbox"/> Board of Review                       | <input type="checkbox"/> Economic Development Corporation / Tax Increment Financing Authority / Brownfield Redevelopment Authority | <input type="checkbox"/> Local Development Finance Authority    |
| <input type="checkbox"/> Cemetery Board                        | <input type="checkbox"/> Greater Lapeer Transportation Authority                                                                   | <input type="checkbox"/> Local Officers Compensation Commission |
| <input type="checkbox"/> Center for the Arts of Greater Lapeer | <input type="checkbox"/> Income Tax Board of Review                                                                                | <input type="checkbox"/> Park Board                             |
| <input type="checkbox"/> Construction Board of Review          | <input type="checkbox"/> Lapeer Building Authority                                                                                 | <input type="checkbox"/> Planning Commission                    |
| <input type="checkbox"/> County Center Board                   | <input type="checkbox"/> Lapeer Housing Commission                                                                                 | <input type="checkbox"/> Zoning Board of Appeals                |
| <input type="checkbox"/> District Library Board                | <input type="checkbox"/> Lapeer Housing Board of Appeals                                                                           |                                                                 |

Please tell us why you wish to serve on this Board or Commission; describe your relevant experience; and what do you feel you can contribute to the Board or Commission:

Owned Beyer's Furniture - 74 years on Napeessing St  
Currently serving on the Board and I want  
to continue with the work we have been doing -  
Currently serving on the Promotion com.

**Applicant Information:**

Print Name: Buddy Beyer  
(First) (Last)

Street Address: 4137 SKINNER LAKE RD Lapeer

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Employer: Beyer's Furn Occupation: \_\_\_\_\_

Educational Background: U of M Bus. Degree

RECEIVED

Community Activities and/or Work Experience: \_\_\_\_\_

NOV 19 2025

CITY  
OF  
LAPEER

Buddy Beyer  
Signature

11/19/25  
Date

Thank you for your interest in serving on one of our Boards or Commission. All information on this application is public information and subject to disclosure in response to public records request made pursuant to the Freedom of Information Act.



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810-664-5231

Email: [clerk@ci.lapeer.mi.us](mailto:clerk@ci.lapeer.mi.us)

|                                                                |                                                                                                                                    |                                                                 |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Accuracy Board                        | <input checked="" type="checkbox"/> Downtown Development Authority                                                                 | <input type="checkbox"/> Lapeer Neighborhoods, Inc.             |
| <input type="checkbox"/> Board of Review                       | <input type="checkbox"/> Economic Development Corporation / Tax Increment Financing Authority / Brownfield Redevelopment Authority | <input type="checkbox"/> Local Development Finance Authority    |
| <input type="checkbox"/> Cemetery Board                        | <input type="checkbox"/> Greater Lapeer Transportation Authority                                                                   | <input type="checkbox"/> Local Officers Compensation Commission |
| <input type="checkbox"/> Center for the Arts of Greater Lapeer | <input type="checkbox"/> Income Tax Board of Review                                                                                | <input type="checkbox"/> Park Board                             |
| <input type="checkbox"/> Construction Board of Review          | <input type="checkbox"/> Lapeer Building Authority                                                                                 | <input type="checkbox"/> Planning Commission                    |
| <input type="checkbox"/> County Center Board                   | <input type="checkbox"/> Lapeer Housing Commission                                                                                 | <input type="checkbox"/> Zoning Board of Appeals                |
| <input type="checkbox"/> District Library Board                | <input type="checkbox"/> Lapeer Housing Board of Appeals                                                                           |                                                                 |

Please tell us why you wish to serve on this Board or Commission; describe your relevant experience; and what do you feel you can contribute to the Board or Commission:

See attached

**Applicant Information:**

Print Name: Gerald

(First)

Gaecke

(Last)

Street Address: [REDACTED]

Home Phone: [REDACTED]

Cell Phone: [REDACTED]

Email: [REDACTED]

Employer: Henry Ford Health

Occupation: Information Technology

**Educational Background:**

College graduate

**Community Activities and/or Work Experience:**

Past: Zoning board

Current: Tiffa Board / Friends of Oakdale / Pumptrack / Wednesday Night ride Leader

Signature

8.5.2025

Date

Thank you for your interest in serving on one of our Boards or Commission. All information on this application is public information and subject to disclosure in response to public records request made pursuant to the Freedom of Information Act.

As someone who's lived in cities like Rochester and Port Huron, and who's spent time traveling across the country, from major metros to small towns, I've seen firsthand what makes a downtown thrive and what causes one to fall behind. Those experiences shaped a deep appreciation for the importance of vibrant, community-focused urban spaces.

But more than that, I'm here because Lapeer is home. I want to help shape a city my kids will want to return to someday, not just to visit, but to build their lives and raise families of their own. That means investing in a future where downtown Lapeer is more than just a place you pass through. I envision a walkable, lively district filled with locally owned restaurants, retail shops, art spaces, and performance venues that reflect and serve the community. These small businesses aren't just economic engines; they're the heart of a city's identity, culture, and resilience.

My professional background spans creative leadership, technology, community building, and small business support. I currently serve as VP of the RedFox Cycling Club, sit on the TIFA Board, and am actively involved in the Friends of Oakdale Trails and the Pump Track Committee. My experience brings a balance of innovation and hands-on engagement, whether it's planning local events, strengthening trail infrastructure, or driving tourism and wellness through cycling and outdoor recreation.

I'm also deeply connected to the arts. I've been featured in *Future Music Magazine*, charted in Beatport's top ten, and built a following on platforms like Spotify. Art, music, and culture have always been part of my life, and I believe they should be woven into the fabric of Lapeer's future. The city has a rich legacy in these areas, and I want to see that legacy grow into a thriving creative economy that supports both artists and entrepreneurs.

In short, I bring a diverse set of experiences, a strong community presence, and a clear vision for what Lapeer *can* be. I care deeply about this city and want to help guide the kind of thoughtful, community-driven development that will make our downtown not just better, but magnetic.



# ITEM K-1

**To:** Mayor and City Commission  
**Date:** December 15, 2025  
**RE:** MONTHLY OPERATIONAL REPORTS

---

## **CITY DEPARTMENTS:**

- 1. BUILDING DEPARTMENT**
- 2. FINANCIAL SERVICES DEPARTMENT**
  - A. ASSESSING DIVISION
  - B. INCOME TAX DIVISION
  - C. ACCOUNTING/DATA PROCESSING DIVISION
- 3. FIRE AND RESCUE DEPARTMENT**
- 4. HOUSING AND NEIGHBORHOOD DEVELOPMENT DEPARTMENT**
  - A. LAPEER HOUSING COMMISSION (LHC)
  - B. LAPEER NEIGHBORHOOD'S INC (LNI)
- 5. PLANNING DEPARTMENT**
  - A. DEVELOPMENT ACTIVITIES
- 6. POLICE DEPARTMENT**
  - A. POLICE
  - B. ORDINANCE ENFORCEMENT
  - C. PARKING DIVISION
- 7. PUBLIC WORKS DEPARTMENT**
  - A. SEWER UTILITY DIVISION
  - B. STREET DIVISION
  - C. WATER DIVISION
  - D. WASTEWATER DIVISION
- 8. CITY CLERK'S OFFICE**
  - A. CEMETERY / VOTER INFORMATION
  - B. MARIJUANA MONTHLY REPORT
- 9. PARKS, RECREATION & CEMETERY DEPARTMENT**

## Monthly Rental Certificates

BUILDING DEPARTMENT  
576 LIBERTY PARK  
LAPEER, MI 48446  
810-245-9621

| Property Address   | Holder Name              | Certificate Number | Status    | Date Issued | Date Expires | Total Amount |
|--------------------|--------------------------|--------------------|-----------|-------------|--------------|--------------|
| 1684 LIBERTY ST    | 1684 LIBERTY ST LLC      | CR24-0622          | Certified | 11/24/2025  | 11/19/2027   | 0.00         |
| 626 N MADISON ST 1 | KONING, CRAIG & BONNIE   | CR25-1149          | Certified | 11/06/2025  | 10/08/2027   | 240.00       |
| 626 N MADISON ST 2 | KONING, CRAIG & BONNIE   | CR25-1150          | Certified | 11/06/2025  | 10/08/2027   | 140.00       |
| 807 WASHINGTON ST  | ROLLS INVESTMENTS LLC    | CR25-1169          | Certified | 11/06/2025  | 10/07/2027   | 150.00       |
| 809 WASHINGTON ST  | ROLLS INVESTMENTS LLC    | CR25-1170          | Certified | 11/06/2025  | 10/07/2027   | 50.00        |
| 1035 JEFFERSON ST  | ROLLS INVESTMENTS LLC    | CR25-1173          | Certified | 11/06/2025  | 10/07/2027   | 150.00       |
| 645 N CALHOUN ST   | HAVEN HISTORIC HOMES, IN | CR25-1174          | Certified | 11/17/2025  | 11/07/2027   | 150.00       |
| 848 LINCOLN ST     | DS8 INVESTMENTS LLC      | CR25-1175          | Certified | 11/19/2025  | 11/01/2027   | 150.00       |
| 37 MILL ST         | CASTILLO-AGUILAR, EDUAR  | CR25-1177          | Certified | 11/25/2025  | 11/17/2027   | 150.00       |

**Total # of Certificates: 9**

**Total Amount Billed: \$1180.00**

Population: All Records

Certificate.Status = Certified AND

Certificate.DateIssued Between 11/1/2025 12:00:00 AM AND  
11/30/2025 11:59:59 PM AND

Certificate.CertType = Rental



# Permit Summary Report

12/08/25

Building Department  
576 Liberty Park  
Lapeer, MI 48446  
810-245-9621

| DATE ISSUED | PERMIT TYPE          | PERMIT CATEGORY   | ADDRESS               | FEES PAID  | STATUS |
|-------------|----------------------|-------------------|-----------------------|------------|--------|
| 11/06/2025  | Com Add/Alter/Repair | Com Addition      | 555 E GENESEE ST      | \$1,740.00 | ISSUED |
| 11/04/2025  | Com New Building     | Comm New Building | 1897 RUSTIC DR        | \$4,242.00 | ISSUED |
| 11/03/2025  | Roof / Siding        | Roof              | 49 OLD FARM CT        | \$370.00   | ISSUED |
| 11/04/2025  | Roof / Siding        | Roof              | 1099 N SAGINAW ST     | \$190.00   | ISSUED |
| 11/05/2025  | Roof / Siding        | Roof              | 1444 W GENESEE ST     | \$280.00   | ISSUED |
| 11/25/2025  | Res Add/Alter/Repair | Res Alteration    | 635 OLD FARM LN       | \$460.00   | ISSUED |
| 11/25/2025  | Building             | Sign              | 404 W NEPESSING ST    | \$100.00   | ISSUED |
| 11/17/2025  | Electrical           | Electrical        | 2092 CARRIAGE HILL CR | \$677.00   | ISSUED |
| 11/17/2025  | Electrical           | Electrical        | 2096 CARRIAGE HILL CR | \$677.00   | ISSUED |
| 11/17/2025  | Electrical           | Electrical        | 555 E GENESEE ST      | \$396.00   | ISSUED |
| 11/19/2025  | Electrical           | Electrical        | 383 DOVE LN           | \$345.00   | ISSUED |
| 11/25/2025  | Electrical           | Electrical        | 635 OLD FARM LN       | \$189.00   | ISSUED |
| 11/24/2025  | Electrical           | Electrical        | 2093 CARRIAGE HILL CR | \$776.00   | ISSUED |
| 11/24/2025  | Electrical           | Electrical        | 2089 CARRIAGE HILL CR | \$776.00   | ISSUED |
| 11/24/2025  | Electrical           | Electrical        | 2055 CARRIAGE HILL CR | \$776.00   | ISSUED |
| 11/13/2025  | Mechanical           | Mechanical        | 2089 CARRIAGE HILL CR | \$458.00   | ISSUED |
| 11/04/2025  | Mechanical           | Mechanical        | 281 DEVONSHIRE DR     | \$306.00   | ISSUED |
| 11/04/2025  | Mechanical           | Mechanical        | 303 DEVONSHIRE DR     | \$306.00   | ISSUED |
| 11/04/2025  | Mechanical           | Mechanical        | 305 DEVONSHIRE DR     | \$306.00   | ISSUED |
| 11/04/2025  | Mechanical           | Mechanical        | 317 DEVONSHIRE DR     | \$306.00   | ISSUED |
| 11/19/2025  | Mechanical           | Mechanical        | 2093 CARRIAGE HILL CR | \$281.70   | ISSUED |
| 11/19/2025  | Mechanical           | Mechanical        | 2055 CARRIAGE HILL CR | \$281.70   | ISSUED |
| 11/19/2025  | Mechanical           | Mechanical        | 2089 CARRIAGE HILL CR | \$281.70   | ISSUED |
| 11/24/2025  | Mechanical           | Mechanical        | 2055 CARRIAGE HILL CR | \$458.00   | ISSUED |
| 11/18/2025  | Mechanical           | Mechanical        | 700 S MAIN ST STE 121 | \$392.00   | ISSUED |
| 11/18/2025  | Mechanical           | Mechanical        | 936 S MAIN ST         | \$606.00   | ISSUED |
| 11/20/2025  | Mechanical           | Mechanical        | 383 DOVE LN           | \$304.00   | ISSUED |
| 11/25/2025  | Mechanical           | Mechanical        | 3300 JOHN CONLEY DR   | \$279.00   | ISSUED |
| 11/04/2025  | Plumbing             | Plumbing          | 281 DEVONSHIRE DR     | \$654.00   | ISSUED |

Permit Summary Report

Building Department  
576 Liberty Park  
Lapeer, MI 48446  
810-245-9621

| DATE ISSUED | PERMIT TYPE | PERMIT CATEGORY                | ADDRESS           | FEES PAID | STATUS |
|-------------|-------------|--------------------------------|-------------------|-----------|--------|
| 11/04/2025  | Plumbing    | Plumbing                       | 303 DEVONSHIRE DR | \$654.00  | ISSUED |
| 11/04/2025  | Plumbing    | Plumbing                       | 305 DEVONSHIRE DR | \$645.00  | ISSUED |
| 11/04/2025  | Plumbing    | Plumbing                       | 317 DEVONSHIRE DR | \$654.00  | ISSUED |
| 11/04/2025  | Plumbing    | Plumbing                       | 936 S MAIN ST     | \$462.00  | ISSUED |
| 11/06/2025  | Plumbing    | Plumbing                       | 383 DOVE LN       | \$297.00  | ISSUED |
| 11/17/2025  | Plumbing    | Plumbing                       | 99 MILL CREEK AVE | \$681.00  | ISSUED |
| 11/04/2025  | R.O.W.      | New Construction Commercial    | 2400 DEMILLE RD   | \$250.00  | ISSUED |
| 11/18/2025  | R.O.W.      | Parking Lot                    | 935 BALDWIN RD    | \$250.00  | ISSUED |
| 11/18/2025  | Compliance  | Certificate of Compliance/Occu | 883 WHITTNEY DR   | \$90.00   | ISSUED |
| 11/19/2025  | Fence       | Fence                          | 652 LINCOLN CT    | \$90.00   | ISSUED |
| 11/24/2025  | Compliance  | Certificate of Compliance/Occu | 260 S MAIN ST     | \$90.00   | ISSUED |
| 11/25/2025  | Fence       | Fence                          | 347 KYLES PL      | \$90.00   | ISSUED |

TOTAL FEES PAID:

\$21,467.10



## ITEM K-1-2-A

**To:** Mike Womack, City Manager  
**C.C.** City Board of Commissioners  
**From:** Denise Marinelli, Assessor  
**Date:** December 09, 2025  
**RE:** Monthly Departmental Report

### **ASSESSING DEPARTMENT CONCENTRATION:**

- All Property Transfers received are processed and are currently up to date through December 09, 2025. Deeds have been processed through November.

Current Deed breakdown:

| Deeds         | November | Vacant land | New Construction | Prior Month |
|---------------|----------|-------------|------------------|-------------|
| Transfers     | 15       | 1           | 0                | 17          |
| Non-Transfers | 10       |             |                  | 11          |
| Forcl/Redmptn | 0        |             |                  | 1           |
| Total         | 25       |             |                  | 29          |

- The Assessing Department is currently working on determining the 2026 Land Values and Economic Condition Factors, Yearly Review and the end-of-year Construction Inspections. The annual Personal Property canvass is ongoing, and the 2026 Personal Property Statements will be sent by the end of this month.
- The December Board of Review will meet on Tuesday December 9th at 10 a.m. The Board will meet to correct errors on the assessment roll due to Qualified Errors or Mutual Mistake of Fact for the years 2024 and 2025. The 3-member board may also review and act on Poverty Exemptions and for Disabled Veteran Exemptions which had late disability determinations by the Veteran Administration . The Board does not hear property appeals at the December Board of Review. We currently have an alternate position open for the Board of Review. The Board will soon be participating in the Board of Review Updates training as required annually by the Michigan State Tax Commission.
- Once the December Board corrections are complete, all energy of the department will be concentrating on the preparation and completion of the 2026 assessment roll.

**City of Lapeer**

Page 2

- The Department has been working with Benjamin Griffin, MMAO, in preparation for his transition as the new Assessor of Record for the city. Current assessor, Denise Marinelli, MMAO, will be retiring in January. Both assessors will be present at the December Board of Review meeting.
- The Michigan STC has determined that the inflation rate multiplier to be used for the 2026 capped values and Headlee calculation is 1.027 (2.7 CPI).
- We currently have two Michigan Tax Tribunal cases for the 2025 tax year
- We continue to investigate, correct, and update property description discrepancies, omissions, errors, and changes. We assist departments, property owners, realtors and appraisers with questions and concerns as well as processing address and lot split requests.



## Item K-1-2-B

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**To:** Mike Womack, City Manager  
**From:** Kelly Hanna, Director of Financial Services  
**Date:** December 4, 2025  
**RE:** Income Tax Monthly Report for November 2025

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CITY OF LAPEER  
Monthly Financial Statement  
Income Tax Department  
November 2025

| Fiscal Year | Net Monthly Income | Net Total Yr-to-date | Original Budget for year | Current Budget for year | Actual Total for year | Excess (Deficit) Revenue |
|-------------|--------------------|----------------------|--------------------------|-------------------------|-----------------------|--------------------------|
| 2015/16     | \$247,803          | \$1,269,034          | \$2,785,000              | \$2,785,000             | \$3,069,571           | \$284,571                |
| 2016/17     | \$196,441          | \$1,418,679          | \$3,065,000              | \$3,065,000             | \$3,212,298           | \$147,298                |
| 2017/18     | \$283,036          | \$1,526,097          | \$3,165,000              | \$3,165,000             | \$3,349,223           | \$184,223                |
| 2018/19     | \$252,114          | \$1,513,955          | \$3,175,000              | \$3,175,000             | \$3,520,679           | \$345,679                |
| 2019/20     | \$332,857          | \$1,446,569          | \$3,265,000              | \$3,265,000             | \$3,881,826           | \$616,826                |
| 2020/21     | \$359,697          | \$1,441,536          | \$3,495,000              | \$3,495,000             | \$3,783,095           | \$288,095                |
| 2021/22     | \$498,412          | \$1,869,561          | \$3,476,000              | \$3,476,000             | \$4,527,734           | \$1,051,734              |
| 2022/23     | \$412,987          | \$1,794,442          | \$4,090,000              | \$4,140,076             | \$4,984,764           | \$844,688                |
| 2023/24     | \$199,392          | \$1,957,650          | \$4,833,000              | \$4,833,000             | 5,145,549             | \$312,549                |
| 2024/25     | \$428,538          | \$1,896,861          | \$5,428,000              | \$5,428,000             | 4,718,452             | -709,548                 |
| 2025/26     | \$506,784          | \$1,838,493          | \$5,400,900              | \$5,400,900             |                       |                          |

Original Budget and Current Year Budget columns for FYE 2013- 2020 adjusted to include budgeted p&l & prosecution

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## ITEM K-1-2-C

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**To:** Mike Womack, City Manager  
**From:** Kelly Hanna, Director of Financial Services  
**Date:** December 8, 2025  
**RE:** Finance Department Report for November 2025

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- 1) 144 – accounts payable checks were issued.
- 2) 341 - payroll payments were issued.
- 3) 0 - income tax refund checks were issued.
- 4) Three (3) delinquent personal property tax bills for 2023-2024 were receipted for \$20,085.97.  
  
Twenty (20) summer 2025 property tax bills were receipted for \$18,768.58.



## ITEM K-1-3

**To:** Mike Womack, City Manager  
**From:** Mike Vogt, Fire Chief  
**Date:** December 2, 2025  
**RE:** November 2025

### MONTH SUMMARIZED:

**Training:** The department conducted a total of six training sessions (3 days/3 nights). A total of 130.5 personnel-hours were spent on training during the month.

**Community Risk Reduction:** In November, our department took part in two public education events held in the City of Lapeer, engaging 44 children and 14 adults. Additionally, we participated in a parade in one of the neighboring townships. We were thrilled to welcome three lucky children who had the chance to be a "Firefighter for the Day."

**Fire & Life Safety:** In the city, there were a total of two annual inspections, ten other types of inspections, one complaint, one fire watch, and one site visit. The inspections resulted in the identification of 24 violations. Three businesses were inspected with no violations found. During November, one sprinkler plan was reviewed for the Building Department, and one revised site plan was reviewed for the Planning Department.

**Responses:** During the month, the department addressed a total of 49 incidents, which required a total of 358.0 personnel-hours. This is an increase of 26 responses compared to the same period in 2024. Notably, 57% of these incidents occur on weekdays, specifically between 6:00 a.m. and 6:00 p.m. The estimated financial loss for the month amounted to \$3,009, contributing to an estimated annual loss of \$1,967,943. The losses for the month were an oven fire and vehicle fire in the City of Lapeer and an oven fire in Lapeer Township.

The number of responses for the month by municipality was: City of Lapeer-24, Lapeer Twp-7, Mayfield Twp-7, Oregon Twp-5, Automatic/Mutual Aid-6.

The average emergency response time (in minutes) to each municipality was: City of Lapeer-5.0, Lapeer Twp-6.0, Mayfield Twp-0.0, Oregon Twp-8.0.

The calendar year's annual percentage of responses by municipality is: City of Lapeer-52.09%, Lapeer Twp-11.50%, Mayfield Twp-18.82%, Oregon Twp-8.19%, Assists-9.41%.

The number of burn permits issued for the month by the municipality was: Lapeer Twp-22, Mayfield Twp-25, Oregon Twp-18.

The breakdown of responses by type is as follows:

|                           |   |                                  |    |
|---------------------------|---|----------------------------------|----|
| Fire Alarm-Malicious      | 2 | Fire Alarm-Unintentional         | 5  |
| Fire Alarm-Malfunction    | 1 | Fire Alarm-Residential           | 2  |
| Building Fire-Residential | 0 | Building Fire-Commercial         | 0  |
| Building Fire-Other       | 0 | Vehicle Fire                     | 1  |
| Grass/Brush Fire          | 3 | Rescue                           | 0  |
| Good Intent               | 4 | Electrical Related               | 3  |
| Smoke Investigation       | 2 | Gasoline/Diesel Spill/Leak       | 1  |
| Natural Gas/Propane Leak  | 0 | Carbon Monoxide (alarm & actual) | 4  |
| Other Type Fires          | 3 | Other Type Response              | 12 |
| Assist to Other Agencies  | 6 | Washdown                         | 0  |

### IT Information:

- Continue fielding trouble tickets and work orders on a regular basis
- Working on formulating a workstation and server replacement schedule
- In the initial preparation stages for FY 25/26 scheduled workstation replacements.

### City of Lapeer Activities Calendar:

| City of Lapeer Fire & Rescue                   |                                                                                                                            |                                                                                                                                       |                                                                    |                                                                                                       |                                                 |                                                                                       |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------|
| November                                       |                                                                                                                            |                                                                                                                                       |                                                                    |                                                                                                       |                                                 |                                                                                       |
| Sunday                                         | Monday                                                                                                                     | Tuesday                                                                                                                               | Wednesday                                                          | Thursday                                                                                              | Friday                                          | Saturday                                                                              |
|                                                |                                                                                                                            |                                                                                                                                       |                                                                    |                                                                                                       |                                                 | <b>1</b><br>Incident 25-526<br>Safety Event-TSC                                       |
| <b>2</b><br>Incident 25-527<br>Incident 25-528 | <b>3</b><br>Incident 25-529<br>Incident 25-530<br>Incident 25-531<br>Incident 25-532<br>Incident 25-533<br>Incident 25-534 | <b>4</b><br>Incident 25-535                                                                                                           | <b>5</b><br>Incident 25-536<br>Incident 25-537                     | <b>6</b><br>Incident 25-538<br>Incident 25-539<br>Incident 25-540<br>Incident 25-541<br>Explorer Trng | <b>7</b><br>Incident 25-542<br>Incident 25-543  | <b>8</b><br>Incident 25-544<br>Incident 25-545<br>Command One Trng                    |
| <b>9</b>                                       | <b>10</b><br>Department Trng                                                                                               | <b>11</b>                                                                                                                             | <b>12</b><br>Incident 25-546<br>Incident 25-547<br>FF For The Day  | <b>13</b><br>Incident 25-548<br>Fire Pres-Kinder Care                                                 | <b>14</b>                                       | <b>15</b><br>Incident 25-549<br>Incident 25-550<br>Incident 25-551<br>Incident 25-552 |
| <b>16</b>                                      | <b>17</b><br>Incident 25-553<br>Incident 25-554<br>Department Trng                                                         | <b>18</b><br>Incident 25-555<br>Incident 25-556                                                                                       | <b>19</b><br>Incident 25-557<br>Incident 25-558<br>Incident 25-559 | <b>20</b><br>Incident 25-560<br>Incident 25-561<br>Incident 25-562<br>Incident 25-563                 | <b>21</b>                                       | <b>22</b>                                                                             |
| <b>23</b><br>Incident 25-564                   | <b>24</b><br>Incident 25-565<br>Department Trng                                                                            | <b>25</b><br>Incident 25-566<br>FF For The Day                                                                                        | <b>26</b><br>Incident 25-567<br>Incident 25-568<br>Incident 25-569 | <b>27</b><br>Incident 25-570                                                                          | <b>28</b><br>Incident 25-571<br>Incident 25-572 | <b>29</b><br>Incident 25-573<br>Dryden Parade                                         |
| <b>30</b><br>Incident 25-574                   |                                                                                                                            | Notes<br>Incidents (Monthly Total - 49)<br>Training<br>Public Events<br>Meetings<br>Department/Truck Maintenance<br>Public Assistance |                                                                    |                                                                                                       |                                                 |                                                                                       |



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**Dept:** Housing Improvement Department  
**Submitted To:** Mr. Mike Womack, City Manager  
**From:** Denise Soldenski, Director of Housing and Neighborhood Development  
**Date:** December 18<sup>th</sup>, 2025  
**RE:** November 11<sup>th</sup>, 2025 - December 9<sup>th</sup>, 2025  
**copy:** Lapeer Housing Commission/Lapeer Riverview Towers, LLC

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## **LAPEER HOUSING COMMISSION (LHC)/LAPEER RIVERVIEW TOWERS, LLC (LRT)**

### **A. RIVERVIEW TOWERS: HUD PROJECT BASED VOUCHER (PBV)**

1. As of December 8, Riverview has five vacant units with anticipated lease up dates starting later this week through mid-February.
2. The waitlist contains a sufficient supply of applicants to fill future vacant units.

### **B. HOUSING CHOICE VOUCHER PROGRAM (HCV)**

1. As of December 8, 84 vouchers are under contract.
2. There are currently four vouchers issued with applicants shopping for suitable rental units.
3. Pulling applicants from the waitlist will continue as funding allows for new vouchers to be issued.

### **C. ADMINISTRATION**

1. **Attachment #1** Lapeer Housing Commission (LHC)/Lapeer Riverview Towers, LLC (LRT) financials. *In the event monthly financials are not complete for report deadline, they will be presented at the meeting.*
2. **Ms Soldenski will review the 6.30.2025 FYE single audit by Anderson, Tackman, PLC for approval by the board.** The audit has been completed with zero findings! Great job to staff and fee accountant for their continued efforts for high performance.
3. **Ms. Soldenski will review the FY 7/1/2026 PHA Annual Plan with the board.** The Riverview Towers resident meeting was completed on 11/17/25 with no negative feedback. The Annual Plan must be submitted to HUD 75 days prior to the start of the fiscal year or by 4/16/25.
4. **Ms. Soldenski would like approval for changes to Ch. 3 Denial of Assistance and Ch. 12 Termination of Assistance of the HCV Administrative Plan for compliance with updated HUD policy for the rescission of three former guidance memos regarding the Use of Criminal Records.**
5. Ms. Soldenski is currently pursuing bids for a replacement generator, which has not been included in the plans for future capital expenditure, but is a necessity. Bids should be completed for review and potential approval for the Feb. 19<sup>th</sup>, 2026 meeting. The current generator is operating properly with the new motor, thanks to City of Lapeer mechanics!
6. The installation of the new fire panel by Johnson Controls, Inc. should start as soon as LRT is invoiced for the upfront contract cost for materials and materials are available.
7. HUD has changed the process/standard for Housing Quality Standard Inspections (HQS) to National Standards for the Physical Inspection of Real Estate (NSPIRE). The new standard is an inspection model that will be common across the various HUD

programs. HUD has issued PIH Notice 2023-28 for implementation guidance and administrative procedures for HCV/PBV. *On 9/10/25, HUD announced that the mandatory conversion from the HQS to NSPIRE inspection protocol for HCV/PBV has been extended from Oct. 1, 2025 to **February 1<sup>st</sup>, 2027**.* The LHC has secured a cell phone to use for inspections when a free HUD or other reasonably priced application to enter inspection data is available.

8. HUD released the Final Rule of the Housing Opportunity Through Modernization Act (HOTMA) of 2016, Sections 102, 103 and 104 on February 14<sup>th</sup>, 2023. This rule provides for income and asset changes that will affect the HCV and PBV programs. HUD released PIH Notice 2023-27 which provides implementation guidance. On 4/24/24 HUD released PIH Notice 2024-12 that covers "Housing Information Portal (HIP) Implementation"; however, that notice was officially rescinded by HUD on 7/3/24 with further guidance pending. LHC must be on-boarded to the new HUD HIP prior to implementing most of HOTMA. Prior to full implementation, staff training and tenant/landlord notifications must take place. LHC is current with all policy for partial HOTMA requirements effective through 7/1/2025 and adopted use of Nan McKay version of HCV Admin Plan effective 3/20/2025. *Date of full HOTMA implementation is still unknown.*
9. HUD occasionally updates chapters in the "Housing Choice Voucher Program Guidebook". As the chapters are released, Ms. Soldenski reviews, updates and requests approval for our HCV Administrative Plan, if necessary. *There are no updates to the Guidebook this month that affect policy.*





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**To:** Housing Improvement Department  
**Submitted To:** Mr. Mike Womack, City Manager  
**From:** Denise Soldenski, Director of Housing and Neighborhood Development  
**Date:** December 18<sup>th</sup>, 2025  
**RE:** November 11<sup>th</sup>, 2025 – December 9<sup>th</sup>, 2025  
**copy:** Lapeer Neighborhoods Inc.

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## **A. HOUSING IMPROVEMENT DEPARTMENT (HID)**

### **1. MSHDA MI-HOPE Grant:**

- a. **Project 14 – Jefferson St. – Homeowner** – Work has been completed and awaiting final inspections from Building Department which will take place on December 10, 2025.

### **2. MSHDA MI-Neighborhood Park Enhancement Grant:**

- a. Final projects are on hold until Spring 2026.

### **3. MSHDA MI-Neighborhood Grant 2025 application:** Ms. Lincoln has forwarded the environmental review to MSHDA to identify any areas that need to be corrected prior to submission. Ms. Lincoln will provide updates at meeting as received.

### **4. USDA Rural Development HPG Grant application:** Ms. Lincoln received a commitment letter from USDA Rural Development for a total grant of \$91,914 for project costs and \$13,787 in administration fees, totaling \$105,701 in the grant award. A grant agreement has not been received to date from USDA.

### **5. MSHDA Housing Choice Vouchers / Section 8**

- a. MSHDA voucher allocations have been updated recently for the limitations on MSHDA/HUD funding. Lapeer County allocation is 315 regular Housing Choice Vouchers and 6 Project Based Vouchers for a total in Lapeer County of 321. Tuscola County allocation is 81 Housing Choice Vouchers and 5 Project Based Vouchers for a total of 86 in Tuscola County. Huron County allocation is a total of 43 Housing Choice Vouchers. The total VASH allocation is currently at 33, Moving Up is at 3, and Balance of State is 2. Since the Emergency Housing Vouchers program has ended, those 17 vouchers are now included under the standard Housing Choice Voucher program. The total allocation as of 12/1/25 is 505. MSDHA allows waitlists to be populated with the exact number of names expected for waitlist pulls based on budget. Another waitlist pull is not expected to happen before 2026.
- b. Lease up rate is being waived by MSHDA until 12/31/2025.
- c. The City Commission approved the MSHDA 2026 HCV Admin. contract extension and corresponding staff contracts at the 12/1/25 meeting.

## **B. LAPEER NEIGHBORHOODS INCORPORATED (LNI)**

### **1. Projects – None at this time**

### **2. Financials - Attachment #1**

**3. Administration**

- a. *Ms. Soldenski would like review and potential approval to procure crime insurance for LNI as presented at this meeting from Highstreet Insurance and Financial Solutions (Peterson McGregor).*** The LNI Board already approved procurement of the following coverage from Highstreet (Peterson McGregor) at the Nov. 2025 meeting: Directors and Officers, General Liability, and Hired and Non-owned Vehicle; however, the Crime proposal was not yet available.

# ITEM K-1-5-A

**TO:** City Planning Commission & Lapeer City Commission  
**FROM:** Planning Department  
**DATE:** December 2, 2025  
**RE:** **December 2025 Development Activities Report**



This report summarizes activity on various development projects in the City over the past month listed by full site plans for developments reviewed and approved by the Planning Commission and administratively reviewed site plans for projects currently in the review and development process.

## **Site Plans Reviewed by Planning Commission**

### **1. Telco Hut / 123NET – Vacant Davison Road Parcel #L21-18-180-001-00**

**General Information** – Construction of a 200 sq. ft. telecommunications shelter structure for connection and maintenance of fiber optic systems for internet connections.

**Project Status** – The site plans were received on April 28, 2025, staff comments were provided to the applicant on May 13, 2025. Revised plans were received May 29, 2025. The plan was approved with conditions at the June 12<sup>th</sup> Planning Commission meeting. City staff is currently waiting on revised plans.

### **2. Michigan Dept. of Health & Human Services – 1022 W. Genesee St.**

**General Information** – Reoccupation of the 14,704 sq. ft. former Rite Aid location by the State of Michigan Department of Health & Human Services with minor site changes.

**Project Status** – The site plans were received on March 27, 2025 and approved with conditions at the May 8, 2025 Planning Commission meeting. Revised plans received May 20, 2025 were approved, signed and distributed July 15, 2025 following approval of Special Land Use on June 10, 2025 and Zoning Board of Appeals Use Determination on June 23, 2025. The Building Department received plans June 30, 2025 for review. Permits were issued by the Building Department on August 14, 2025 and construction is underway.

### **3. Aspen Dental – 936 S Main St.**

**General Information** – Construction of a 3,500 sq. ft. medical office building and related site improvements.

**Project Status** – The site plans received on February 18, 2025. Staff comments were provided on February 27, 2025. Revised site plans were received March 17, 2025 with comments provided on March 25, 2025. The site plan was approved with conditions at the April 10<sup>th</sup> Planning Commission meeting. The Zoning Board of Appeals approved setback variances for the building, parking area and landscaping on April 28, 2025. Land alteration was approved May 22, 2025. Revised plans were received May 13, 2025 and June 2, 2025. Recorded Storm Water Maintenance Agreement was received June 24, 2025. Site plans received June 2, 2025 were approved signed and distributed July 15, 2025. The Building Department issued permits on August 5, 2025 and construction has begun.

### **4. Midstate Well Drillers – 1313 Imlay City Rd.**

**General Information** – Reconstruction of a 2,800 sq. ft. commercial building on the same footprint as a previous building destroyed by fire utilizing existing pavement, entrances and parking.

**Project Status** – The site plans were received on January 7, 2025. Staff comments were provided to the applicant on January 21, 2025. On October 10, 2024 the Planning Commission approved a non-conforming building designation for overhead doors location, side yard greenbelts and front yard parking non-conformities. The Planning Commission gave contingent approval of the Site Plan on February 13, 2025. Revised plans were received March 24, 2025. Revised plans received May 1, 2025 were approved and distributed May 12, 2025. Building Department issued the building permit June 24, 2025. Construction is underway.

**5. Lapeer County Animal Control Addition – 2396 W. Genesee St.**

General Information – Construction of a 3,265 sq. ft. addition to the existing 3,500 sq. ft. Animal Control facility owned and operated by Lapeer County.

Project Status – The site plans were received on September 3, 2024. Staff comments were provided to the applicant on Sept. 17, 2024. Revised plans received Sept. 26, 2024 were approved with conditions by the Planning Commission on October 10, 2024. Revised received on Nov. 26, 2024 were approved, signed and distributed December 18, 2024. The Building Department permit were issued on March 24, 2025. Construction is underway.

**6. Lapeer Cultivation (#3) – John Conley Dr. Parcel #L20-83-358-030-00**

General Information – Construction of a new 11,480 sq. ft. marihuana grow facility.

Project Status – The site plans were received on August 29, 2024. The site plan was approved with conditions by the Planning Commission on September 12, 2024. Revised plans were received January 7, 2025, February 11, 2025 and March 6, 2025. The Property Transfer Affidavit was received on August 11, 2025. Final approved and signed site plans were distributed August 21, 2025. The Building Dept. is waiting for plans to be submitted by the general contractor.

**7. Urgent Design Addition – 3123 John Conley Dr.**

General Information – Construction of a 70,514 sq. ft. addition to the existing 55,866 sq. ft. industrial facility.

Project Status – The site plans were received on July 1 and August 5, 2024 and approved with conditions at the August 8, 2024 Planning Commission meeting. On August 14, 2025 the Planning Commission approved a site plan extension until August 14, 2026. Revised plans were received on October 22, 2025 and staff comments were sent to the applicant on October 30, 2025. City staff is waiting for submittal revised site plans.

**8. Farley Commercial Building – DeMille Blvd.**

General Information – Construction of a new 5,000 sq. ft. commercial building on the north side of DeMille Blvd. The previous plan submittal in February 2021 has expired and the project is now being re-submitted for a full review.

Project Status – The 2<sup>nd</sup> full review submission of the site plan was received June 28, 2024 and revised plans received on July 25, 2024 were approved at by the Planning Commission on August 8, 2024 Planning Commission. In December 2024 County Drain Commission confirmed a permit is not required. The recorded water main easement was received February 12, 2025. Revised plans were received on February 24, 2025. Revised plans received March 6, 2025 were approved and distributed on March 10, 2025. Permits were issued on May 7, 2025 and construction is under way.

**9. Tommy's Express Car Wash – 1068 S. Main Street**

General Information – Construction of a new automatic car wash with vacuum stations.

Project Status – The 2<sup>nd</sup> full review submission of the site plan was received on May 31, 2024 and revised plans were received on June 24, 2024 were approved with conditions at the July 11, 2024 Planning Commission meeting. The approved and signed Wakkott Road paving agreement was received on December 10, 2024. A site plan amendment was received on February 26, 2025 to add 15 ft to the south property line and add an additional stacking lane. Revised plans for the site plan amendment were received on March 25, 2025. The parcel modification process has been completed and the City Engineer assisted applicant with EGLE permit application. City staff are waiting for recorded amended sanitary sewer easement and approved EGLE permit.

**10. EL Cozumel Restaurant – 1109 S. Main Street**

General Information – Construction of new 5,692 sq. ft. restaurant and related site improvements.

Project Status – The site plan was submitted on October 31, 2023 and conditionally approved at the December 14, 2023 Planning Commission meeting. On November 19, 2024 the Planning Dept. received confirmation of MDOT's approval of the Right-of-Way permit as submitted by the applicant pending submittal of the required bond and certificate of insurance to MDOT. Approved and signed site plans were distributed on December 11, 2024. The applicant is required to provide the final approved MDOT permit and recorded required easements to the Planning Department

prior to Building Department's issuance of a Building Permit. An amended site plan incorporating an outdoor rooftop patio seating area and additional parking were submitted for administrative review on May 7, 2025 and comments were provided May 20, 2025. The issue with the annexation from the township has been resolved by the City Assessing Department and the lot combination has been finalized as of August 20, 2025. Revised plans received September 8, 2025 are ready for staff approvals after receipt of the recorded stormwater maintenance agreement. The applicant was advised on September 23, 2025 that building plans may be submitted to the Building Department to begin the review process.

#### **11. Carriage Hill Circle – New Multiple-Family Residential Units**

General Information – Construction of a new phased multiple-family residential development consisting of 32 units on Carriage Hills Circle.

Project Status – The site plan was submitted on April 3, 2023 and revised plans were received on April 26<sup>th</sup>, June 9<sup>th</sup>, July 21<sup>st</sup>. The Planning Commission approved the site plan with conditions on August 10, 2023. Revised plans were received on Aug. 31<sup>st</sup> & Oct. 19<sup>th</sup> 2023. The site plan was approved on Oct. 19, 2023 and final signed plans were distributed Oct. 31, 2023. A one-year site plan approval extension until Aug. 10, 2025 was approved by the Planning Commission on July 11, 2024. Building permits for 9 units were issued May 20, 2025 and construction is underway.

#### **12. Lapeer Villas – Baldwin Rd. – Site Plan Amendment – Pool & Clubhouse**

General Information – Construction of a pool and clubhouse at the Lapeer Villas apartment complex.

Project Status – All site requirements in Phase 1 and 2 of the development including the required berm, fencing and gate were reviewed and approved by City Planner on July 31, 2025. The applicant submitted plans for the clubhouse and pool (Phase 3) to the Building Department on September 29, 2025 and building permits were issued on November 4, 2025 .

#### **13. Woodchips Mixed Use Building #2 – Vacant Lot - 480 W. Nepessing St.**

General Information – Construction of a new three-story mixed-use building on the vacant lot with commercial and restaurant uses on the 1<sup>st</sup> floor and apartments on the 2<sup>nd</sup> and 3<sup>rd</sup> floors.

Project Status – Site plans originally received May 3, 2022 and contingently approved on June 9, 2022 expired. New site plan submittal was received June 12, 2024 and approved with conditions by Planning Commission on July 11, 2024. Planning Dept. received all approved and recorded easement documents and final approved and signed site plans were distributed on February 3, 2025. Building Department has reviewed and approved the building plans and is waiting on permit application submittals from the General Contractor. The applicant's request for a site plan approval extension to July 10, 2026 was approved at the July 10, 2025 Planning Commission meeting. The Building Department will be notifying the applicant that building plans will need to be resubmitted due to code changes and will convey DPW concerns regarding coordination with the Parking Lot #9 reconstruction project scheduled for 2026.

#### **14. Popeye's – Drive-Through Facilities – 1040 S. Lapeer Rd.**

General Information – Construction of two new buildings (a 2,143 sq. ft. building to the north and a 2,529 sq. ft. to the south) for drive-through facilities and shared parking.

Project Status – The site plan for Phase 1 received on Nov. 1, 2021. Special land use approved Dec. 9, 2021 and the site plan received contingent approval on Jan. 13, 2022. MDOT required changes to the M-24 access drive. Site plan extension approved until Jan. 13, 2024. Revised plans received on Mar. 24, June 14, Aug. 9 and Sept. 27, 2023. Final plans approved on Feb. 21, 2024 and distributed March 13, 2024. Demolition of the existing structures has been completed. Building permits have been issued and construction is underway. A minor site plan revision to the internal sidewalk design received on August 4<sup>th</sup> is being reviewed by the Planning Department and City Engineer. City staff is waiting on submittal of a revised site plan sheet showing recommended sidewalk design and retaining wall/fence changes from contractor for approval signatures.

#### **15. Woodbridge Park II – North and West of existing Woodbridge Park Development**

General Information - Construction of 58 additional attached conventional condominium units north and west of the existing Woodbridge Park development. Individual condo units will be constructed in two, three and four unit attached structures.



**Project Status** - The site plan was approved by the Planning Commission on January 10, 2019. Revised site plans were received on June 7, 2019 and approved by staff on June 14, 2019. The required performance bond was submitted on March 3, 2020 and final approved/signed were distributed March 4, 2020. Permits were renewed in June 2023. Construction is underway.

### **Administrative Review Site Plans in Process**

**Hobby Lobby** - 1875 W. Genesee St.

**General Information** – Construction of a loading dock on east side of building and exterior façade changes..

**Project Status** – The site plan was received and distributed for staff reviews on October 20, 2025. Staff approved the site plan as of Nov. 13, 2025. Final approved signed plans were distributed November 25, 2025. Building Department is waiting for submittal of building plans.

**NCG Cinemas** - 1650 DeMille Rd.

**General Information** – Ramp replacement & storm sewer utility work.

**Project Status** – The site plan was received on September 16, 2025. Staff comments were sent to the applicant on October 7, 2025. Revised site plans were received October 30 and November 6, 2025 that addressed all comments. The applicant was advised on Nov. 6, 2025 to submit plans to the Building Department for review and permit issuance. Final signed/approved site plans were distributed Nov. 18, 2025.

### **Projects on Hold:**

**HTF Hydraulic Tubes & Fittings – 524 McCormick St.**

**General Information** – Construction of a 3,645 sq. ft. building addition and resurfacing of the existing parking lot at the existing site.

**Project Status** – The site plan was received on Sept. 29, 2020. Site plans were approved on Nov. 10, 2020. The Building Department has revoked their Temporary Certificate of Occupancy. The City is waiting for construction to be completed in accordance with the approved site plan. The Building Official spoke with the property owner on July 1, 2025 and made a follow up site visit and was advised the work is anticipated to be completed by the end of the year.



## MEMORANDUM

## ITEM K-1-6



### CITY OF LAPEER POLICE DEPARTMENT

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**TO:** Mike Womack, City Manager

**FROM:** Jeremy Howe, Chief of Police

**DATE:** 12/04/2025

**RE:** Monthly Report; November 1 – November 30, 2025

In the month of November 2025, our Police Department Officers responded to 923 calls for service. Of these 923 calls for service, 100 were criminal activity reports, of which 62 required submissions to the Michigan Incident Crime Reporting System (MICRS). Our officers made 13 arrests in November, 4 felony crimes and 9 misdemeanor crimes, with 1 arrest for operating under the influence of alcohol or drugs.

This month our officers made 275 traffics stops, issued 36 citations, and gave 239 verbal warnings. Officers also handled 49 vehicle crashes.

There were no overdose cases that were reported in the month of November.

Officers from the department attended 123 hours of advanced training. That included Crime Prevention for places of Worship, Rape and Aggression Defense instructor school and 27 hours of on-line mandatory training for Michigan Commission on law enforcement Standards (MCOLES).

Code enforcement for November resulted in 56 complaint numbers issued through Clemis reporting system. There were 26 complaints for signs, 16 miscellaneous, and 10 for blight. Code Enforcement Officer Pete Haggadone continues to work with our businesses owners and residents in getting compliance over issuing citations.

The total amount of overtime hours was 317. The vast majority of those hours, 265, come from holiday pay as officers receive time and half for working those days. The remaining 52 hours were from special events, investigations, call-ins and training. We work diligently on keeping our overtime at a minimum.

As the City Commission has been made aware, I will be out of the office from January 7<sup>th</sup> until March 23<sup>rd</sup> 2026. I have been selected by the Federal Bureau of Investigations (FBI) to attend the National Academy. This is an incredible opportunity not only for me, but for the City of Lapeer as well. Only the top 1% of Law Enforcement officers gets accepted into this program. I look forward to networking with the FBI and other police agencies as well as bringing ideas back to our police department that will keep us at the top. I would like to personally thank City Manager Mike Womack for allowing me to attend.

Have a Merry Christmas and Happy New Year!

| Lapeer City Police Department            |                |                      |                      |
|------------------------------------------|----------------|----------------------|----------------------|
| Monthly Report                           |                |                      |                      |
| NOVEMBER 2025                            |                |                      |                      |
|                                          | <u>Current</u> | <u>Calendar Year</u> | <u>Previous Year</u> |
|                                          | <u>Month</u>   | <u>To Date</u>       | <u>To Date</u>       |
| Complaints Received and Investigated     | 923            | 11428                | 9350                 |
| District Court Fines Received            | \$ 1,308.78    | \$ 12,567.39         | \$ 12,677.61         |
| OUIL-Cost of Prosecution                 | \$ 500.00      | \$ 5,360.00          | \$ 4,020.00          |
| Charges for Copies of Police Reports     | \$ 140.00      | \$ 1,600.45          | \$ 1,700.96          |
| <b><u>ACCIDENTS:</u></b>                 |                |                      |                      |
| Fatal                                    | 0              | 0                    | 0                    |
| Property Damage                          | 29             | 276                  | 288                  |
| Private Property Damage                  | 14             | 216                  | 186                  |
| Personal Injury                          | 6              | 40                   | 48                   |
| <b><u>ARRESTS:</u></b>                   |                |                      |                      |
| Misdemeanor                              | 9              | 185                  | 188                  |
| Felony                                   | 4              | 77                   | 94                   |
| <b><u>HEROIN/OVERDOSE INCIDENTS:</u></b> |                |                      |                      |
| Heroin Possession/Usage                  | 0              | 1                    | 1                    |
| Overdose                                 | 0              | 0                    | 1                    |
| Overdose Deaths                          | 0              | 2                    | 1                    |





## Interoffice Memo

**To:** Mike Womack, City Manager  
**From:** Ross Slusher, Director of Public Works  
**Date:** December 8, 2025  
**RE:** Director of Public Works Monthly Report – November 2025

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### **Department of Public Works Division Summary:**

#### **Water/Sewer Utilities Division and Streets Division:**

In November the DPW continued with leaf pickup throughout the city. Plowed city streets and parking lots for the first snowstorm of the season. Finished winterizing fire hydrants throughout the city.

Other tasks completed in this month include but are not limited to the following items:

- Detail Vactor truck for upcoming sale.
- Remove all hydrant meters for winter.
- Work on downtown electrical.
- Assist contractor on First and Second St. project.
- Work on fire suppression at DPW building.
- Haul topsoil for parking lot 5 project.
- Replaced multiple signs throughout the city.
- Assist with election set up and take down.
- Decorated City Hall for Christmas.
- Moved Santa house from storage to downtown.

#### **Training and Safety:**

MIOSHA training.  
Water license classes and testing.

Water/Sewer/Streets Monthly Routine tasks included: Water sampling at all the wells (back-up water supply); Water samples: bacteria samples, and Water Quality testing of the distribution system; operate wells; meter reading; meter repair; Miss-Dig staking; add material and grade gravel streets; well house maintenance; dump maintenance; haul compost, Rotation of PRV's in GLWA LA-02 Meter Pit; barricade placement Downtown

#### **Equipment Maintenance Division:**

- Fabricate air pack mount for fire truck #173.
- Installed salter wiring and controller in #609.
- Steering system rebuild #175.
- Replaced auger on salter #609.
- 59 work orders completed.
- Replaced backup generator engine for Riverview Towers.

**Various repairs were completed on vehicles and equipment, including:**

- Tire replacements and repairs.
- Complete backup generator preventive maintenance.
- Brake system maintenance and replacements.
- Electrical system diagnostics and repairs.
- Air leak inspections and repairs.
- TPMS repairs.
- Mowing equipment repairs.
- HDT brake chamber replacement.
- Coordinate with body shop for accident repairs.
- Fabricate storage rack for wire and electrical connectors.

**Equipment Procurement:**

- Take delivery on new WWTP F150.

**On- Going Projects throughout the City;**

- First and Second Street reconstruction project is underway. This project includes replacing old watermain with new 8" main, new curbs, partial sidewalk replacements, and new asphalt surface. Project is wrapped up for the winter. Cooper Excavating will be back in the spring for final grass seeding and project cleanup if needed.



12/01/2025

Departmental Hours Detail Report  
From: 11/01/2025 To: 11/30/2025

| Employee ID                 | Pay Code ID                      | Employee Name<br>Distribution | Date       | Reg Hours | OT Hours | Total Hours |
|-----------------------------|----------------------------------|-------------------------------|------------|-----------|----------|-------------|
| Department: PUBLIC SERVICES |                                  |                               |            |           |          |             |
| 1619                        | NEWBERY, CHRISTOPHER             |                               |            |           |          |             |
|                             | REGULAR FT                       | 101-441-701.000               | 11/03/2025 | 8.00      | 0.00     | 8.00        |
|                             | - Water class                    |                               |            |           |          |             |
|                             | REGULAR FT                       | 101-441-701.000               | 11/04/2025 | 8.00      | 0.00     | 8.00        |
|                             | - LEAF COLLECTION 5 LOADS        |                               |            |           |          |             |
|                             | REGULAR FT                       | 101-441-701.000               | 11/05/2025 | 8.00      | 0.00     | 8.00        |
|                             | - Water test                     |                               |            |           |          |             |
|                             | REGULAR FT                       | 101-441-701.000               | 11/06/2025 | 8.00      | 0.00     | 8.00        |
|                             | - Leaf pickup 5 loads            |                               |            |           |          |             |
|                             | REGULAR FT                       | 101-441-701.000               | 11/07/2025 | 8.00      | 0.00     | 8.00        |
|                             | - LEAF PICKUP - 5 HRS, SHOP WORK |                               |            |           |          |             |
|                             | OT 1.5X FT                       | 202-478-704.000               | 11/09/2025 | 0.00      | 3.00     | 3.00        |
|                             | - CALL IN - SALT THE BLVD        |                               |            |           |          |             |
|                             | VACATION                         | DPW STREETS                   | 11/10/2025 | 8.00      | 0.00     | 8.00        |
|                             | HOLIDAY                          | DPW STREETS                   | 11/11/2025 | 8.00      | 0.00     | 8.00        |
|                             | REGULAR FT                       | 101-441-701.000               | 11/12/2025 | 8.00      | 0.00     | 8.00        |
|                             | - LEAF PICKUP - 7 LOADS          |                               |            |           |          |             |
|                             | REGULAR FT                       | 101-441-701.000               | 11/13/2025 | 8.00      | 0.00     | 8.00        |
|                             | - LEAF COLLECTION - 7 LOADS      |                               |            |           |          |             |
|                             | REGULAR FT                       | 101-441-701.000               | 11/14/2025 | 8.00      | 0.00     | 8.00        |
|                             | - LEAF PICKUP - 7 LOADS          |                               |            |           |          |             |
|                             | REGULAR FT                       | 101-441-701.000               | 11/17/2025 | 8.00      | 0.00     | 8.00        |
|                             | - LEAF PICKUP - 6 LOADS          |                               |            |           |          |             |
|                             | REGULAR FT                       | 101-441-701.000               | 11/18/2025 | 8.00      | 0.00     | 8.00        |
|                             | - Leaf pickup                    |                               |            |           |          |             |
|                             | OT 1.5X FT                       | 101-441-704.000               | 11/19/2025 | 0.00      | 2.50     | 2.50        |
|                             | - LEAF PICK UP                   |                               |            |           |          |             |

|                              |                      |                 |            |         |       |        |
|------------------------------|----------------------|-----------------|------------|---------|-------|--------|
|                              | REGULAR FT           | 101-441-701.000 | 11/19/2025 | 8.00    | 0.00  | 8.00   |
|                              | - Leaf collection    |                 |            |         |       |        |
|                              | OT 1.5X FT           | 101-441-704.000 | 11/20/2025 | 0.00    | 3.50  | 3.50   |
|                              | - LEAF PICK UP       |                 |            |         |       |        |
|                              | REGULAR FT           | 101-441-701.000 | 11/20/2025 | 8.00    | 0.00  | 8.00   |
|                              | - Leaf pickup        |                 |            |         |       |        |
|                              | REGULAR FT           | 101-441-701.000 | 11/21/2025 | 6.00    | 0.00  | 6.00   |
|                              | - Leaf pickup        |                 |            |         |       |        |
|                              | SICK                 | DPW STREETS     | 11/21/2025 | 2.00    | 0.00  | 2.00   |
|                              | REGULAR FT           | 101-441-701.000 | 11/24/2025 | 10.00   | 0.00  | 10.00  |
|                              | - Leaf pickup        |                 |            |         |       |        |
|                              | REGULAR FT           | 101-441-701.000 | 11/25/2025 | 10.00   | 0.00  | 10.00  |
|                              | - Leaf pickup        |                 |            |         |       |        |
|                              | HOLIDAY              | DPW STREETS     | 11/26/2025 | 10.00   | 0.00  | 10.00  |
|                              | HOLIDAY              | DPW STREETS     | 11/27/2025 | 10.00   | 0.00  | 10.00  |
|                              | OT 1.5X FT           | 202-478-704.000 | 11/29/2025 | 0.00    | 3.00  | 3.00   |
|                              | - Salt majors        |                 |            |         |       |        |
|                              | OT 1.5X FT           | 202-478-704.000 | 11/30/2025 | 0.00    | 5.50  | 5.50   |
|                              | - Plow,salt          |                 |            |         |       |        |
|                              | OT 1.5X FT           | 202-497-704.000 | 11/30/2025 | 0.00    | 2.00  | 2.00   |
|                              | - Plow and salt      |                 |            |         |       |        |
|                              | OT 1.5X FT           | 203-478-704.000 | 11/30/2025 | 0.00    | 2.00  | 2.00   |
|                              | - Plow               |                 |            |         |       |        |
| Totals for Employee ID: 1619 |                      |                 |            |         |       |        |
|                              | Pay Codes            |                 |            | 160.00  | 21.50 | 181.50 |
|                              | Leave Accruals       |                 |            | 0.00    |       |        |
|                              | Flat Amounts         |                 |            | \$ 0.00 |       |        |
| 1946                         | MOORE, SIDNEY W      |                 |            |         |       |        |
|                              | REGULAR FT           | 101-441-701.000 | 11/03/2025 | 8.00    | 0.00  | 8.00   |
|                              | - Water class        |                 |            |         |       |        |
|                              | REGULAR FT           | 101-441-701.000 | 11/04/2025 | 7.00    | 0.00  | 7.00   |
|                              | - Leaf clean up      |                 |            |         |       |        |
|                              | REGULAR FT           | 101-265-701.000 | 11/04/2025 | 1.00    | 0.00  | 1.00   |
|                              | - Trash at city hall |                 |            |         |       |        |

|                                                                                |                 |            |       |      |       |
|--------------------------------------------------------------------------------|-----------------|------------|-------|------|-------|
| REGULAR FT                                                                     | 101-441-701.000 | 11/05/2025 | 8.00  | 0.00 | 8.00  |
| - Water test in flint                                                          |                 |            |       |      |       |
| OT 1.5X FT                                                                     | 203-463-704.000 | 11/06/2025 | 0.00  | 3.00 | 3.00  |
| - CALL IN - STOP SIGN DOWN ON MONROE                                           |                 |            |       |      |       |
| REGULAR FT                                                                     | 101-441-701.000 | 11/06/2025 | 7.00  | 0.00 | 7.00  |
| - Leaf blowing pushed up Bump                                                  |                 |            |       |      |       |
| REGULAR FT                                                                     | 101-265-701.000 | 11/06/2025 | 1.00  | 0.00 | 1.00  |
| - Tried to adjust the rear handicap door at center hall                        |                 |            |       |      |       |
| REGULAR FT                                                                     | 101-441-701.000 | 11/07/2025 | 8.00  | 0.00 | 8.00  |
| - Hauled brush to the dump and cut a limb off a pine tree for parks and rec.   |                 |            |       |      |       |
| REGULAR FT                                                                     | 101-441-701.000 | 11/10/2025 | 8.00  | 0.00 | 8.00  |
| - Leaf pick up 2 loads                                                         |                 |            |       |      |       |
| HOLIDAY                                                                        | DPW STREETS     | 11/11/2025 | 8.00  | 0.00 | 8.00  |
| REGULAR FT                                                                     | 101-441-701.000 | 11/12/2025 | 8.00  | 0.00 | 8.00  |
| - Leaf blowing                                                                 |                 |            |       |      |       |
| REGULAR FT                                                                     | 101-441-701.000 | 11/13/2025 | 8.00  | 0.00 | 8.00  |
| - Leaf blowing                                                                 |                 |            |       |      |       |
| REGULAR FT                                                                     | 101-441-701.000 | 11/14/2025 | 8.00  | 0.00 | 8.00  |
| - MOVED SANTA'S HOW DOWN TOWN BRUSH ON THE WALK PATH HAULED SPOILS TO THE DUMP |                 |            |       |      |       |
| REGULAR FT                                                                     | 101-441-701.000 | 11/17/2025 | 6.00  | 0.00 | 6.00  |
| - Leaf pick up                                                                 |                 |            |       |      |       |
| SICK                                                                           | DPW STREETS     | 11/17/2025 | 2.00  | 0.00 | 2.00  |
| REGULAR FT                                                                     | 101-441-701.000 | 11/18/2025 | 8.00  | 0.00 | 8.00  |
| - Leaf clean up                                                                |                 |            |       |      |       |
| REGULAR FT                                                                     | 101-441-701.000 | 11/19/2025 | 8.00  | 0.00 | 8.00  |
| - Leaf pick up                                                                 |                 |            |       |      |       |
| REGULAR FT                                                                     | 101-441-701.000 | 11/20/2025 | 8.00  | 0.00 | 8.00  |
| - Cleaned the yard and leaf pick up                                            |                 |            |       |      |       |
| OT 1.5X FT                                                                     | 101-441-704.000 | 11/21/2025 | 0.00  | 3.00 | 3.00  |
| - Leaf pick up                                                                 |                 |            |       |      |       |
| REGULAR FT                                                                     | 101-441-701.000 | 11/21/2025 | 6.00  | 0.00 | 6.00  |
| - Leaf pick up                                                                 |                 |            |       |      |       |
| VACATION                                                                       | DPW STREETS     | 11/21/2025 | 2.00  | 0.00 | 2.00  |
| REGULAR FT                                                                     | 101-441-701.000 | 11/24/2025 | 10.00 | 0.00 | 10.00 |

|                              |                                                                               |                 |            |         |       |        |
|------------------------------|-------------------------------------------------------------------------------|-----------------|------------|---------|-------|--------|
|                              | - Leaf pick up and organized the yard.                                        |                 |            |         |       |        |
|                              | REGULAR FT                                                                    | 101-441-701.000 | 11/25/2025 | 10.00   | 0.00  | 10.00  |
|                              | - Leaf pick up Bag pick up Drive to flint to return a part.                   |                 |            |         |       |        |
|                              | HOLIDAY                                                                       | DPW STREETS     | 11/26/2025 | 10.00   | 0.00  | 10.00  |
|                              | HOLIDAY                                                                       | DPW STREETS     | 11/27/2025 | 10.00   | 0.00  | 10.00  |
|                              | OT 1.5X FT                                                                    | 202-478-704.000 | 11/30/2025 | 0.00    | 2.00  | 2.00   |
|                              | - Salt and plow                                                               |                 |            |         |       |        |
|                              | OT 1.5X FT                                                                    | 202-497-704.000 | 11/30/2025 | 0.00    | 2.00  | 2.00   |
|                              | - Salt and plow                                                               |                 |            |         |       |        |
|                              | OT 1.5X FT                                                                    | 203-478-704.000 | 11/30/2025 | 0.00    | 2.00  | 2.00   |
|                              | - Salt and plow                                                               |                 |            |         |       |        |
|                              | OT 1.5X FT                                                                    | 506-534-704.000 | 11/30/2025 | 0.00    | 1.00  | 1.00   |
|                              | - Parking lots lot 5 & 8 & 1                                                  |                 |            |         |       |        |
| Totals for Employee ID: 1946 |                                                                               |                 |            |         |       |        |
|                              | Pay Codes                                                                     |                 |            | 160.00  | 13.00 | 173.00 |
|                              | Leave Accruals                                                                |                 |            | 0.00    |       |        |
|                              | Flat Amounts                                                                  |                 |            | \$ 0.00 |       |        |
| 1976                         | BOURGOIS, ALEXANDER J                                                         |                 |            |         |       |        |
|                              | OT 1.5X FT                                                                    | 101-262-704.000 | 11/03/2025 | 0.00    | 3.00  | 3.00   |
|                              | - ELECTION SET UP                                                             |                 |            |         |       |        |
|                              | REGULAR FT                                                                    | 101-441-701.000 | 11/03/2025 | 5.00    | 0.00  | 5.00   |
|                              | - LEAF PICKUP - 2 LOADS                                                       |                 |            |         |       |        |
|                              | REGULAR FT                                                                    | 101-262-702.000 | 11/03/2025 | 3.00    | 0.00  | 3.00   |
|                              | - Load equipment and take to precinct's                                       |                 |            |         |       |        |
|                              | OT 1.5X FT                                                                    | 101-262-704.000 | 11/04/2025 | 0.00    | 3.00  | 3.00   |
|                              | - TEAR DOWN ELECTIONS                                                         |                 |            |         |       |        |
|                              | REGULAR FT                                                                    | 101-441-701.000 | 11/04/2025 | 7.00    | 0.00  | 7.00   |
|                              | - Blow leaves. Shop work move equipment from under lean 2 for fire protection |                 |            |         |       |        |
|                              | REGULAR FT                                                                    | 101-265-701.000 | 11/04/2025 | 1.00    | 0.00  | 1.00   |
|                              | - Trash                                                                       |                 |            |         |       |        |
|                              | REGULAR FT                                                                    | 101-441-701.000 | 11/05/2025 | 8.00    | 0.00  | 8.00   |
|                              | - Leaf truck                                                                  |                 |            |         |       |        |
|                              | OT 1.5X FT                                                                    | 101-441-704.000 | 11/06/2025 | 0.00    | 1.00  | 1.00   |
|                              | - BLOW LEAVES DOWNTOWN                                                        |                 |            |         |       |        |

|                                                                                        |                 |            |      |      |      |
|----------------------------------------------------------------------------------------|-----------------|------------|------|------|------|
| REGULAR FT                                                                             | 101-441-701.000 | 11/06/2025 | 6.00 | 0.00 | 6.00 |
| - Leaf blow and put out leave pickup signs                                             |                 |            |      |      |      |
| REGULAR FT                                                                             | 202-474-701.000 | 11/06/2025 | 2.00 | 0.00 | 2.00 |
| - Put up all way signs on the stop sign post at court and clay                         |                 |            |      |      |      |
| REGULAR FT                                                                             | 101-441-701.000 | 11/07/2025 | 8.00 | 0.00 | 8.00 |
| - Haul compost. Shop work and 2 hours to parks for cutting tree limb at city cemetery. |                 |            |      |      |      |
| REGULAR FT                                                                             | 101-441-701.000 | 11/10/2025 | 8.00 | 0.00 | 8.00 |
| - 5 hours leaves. 3 hours shop work                                                    |                 |            |      |      |      |
| HOLIDAY                                                                                | DPW STREETS     | 11/11/2025 | 8.00 | 0.00 | 8.00 |
| REGULAR FT                                                                             | 101-441-701.000 | 11/12/2025 | 8.00 | 0.00 | 8.00 |
| - Leaf blow. Shop work                                                                 |                 |            |      |      |      |
| REGULAR FT                                                                             | 101-441-701.000 | 11/13/2025 | 8.00 | 0.00 | 8.00 |
| - Blow leaves                                                                          |                 |            |      |      |      |
| REGULAR FT                                                                             | 101-441-701.000 | 11/14/2025 | 6.00 | 0.00 | 6.00 |
| - Brush pick up walking path.take Santa house down town                                |                 |            |      |      |      |
| REGULAR FT                                                                             | 203-463-701.000 | 11/14/2025 | 1.00 | 0.00 | 1.00 |
| - Stop sign post install Monroe and Genesse                                            |                 |            |      |      |      |
| REGULAR FT                                                                             | 506-534-701.000 | 11/14/2025 | 1.00 | 0.00 | 1.00 |
| - Install in sign post in lot 5. 10' post                                              |                 |            |      |      |      |
| REGULAR FT                                                                             | 101-441-701.000 | 11/17/2025 | 8.00 | 0.00 | 8.00 |
| - Blow leaves. Shop work                                                               |                 |            |      |      |      |
| REGULAR FT                                                                             | 101-441-701.000 | 11/18/2025 | 8.00 | 0.00 | 8.00 |
| - Blow leaves. Shop work                                                               |                 |            |      |      |      |
| REGULAR FT                                                                             | 101-441-701.000 | 11/19/2025 | 7.00 | 0.00 | 7.00 |
| - Parks and Rec. 3 hours to get rocks. Put salter in 45. Blow leaves                   |                 |            |      |      |      |
| REGULAR FT                                                                             | 101-265-701.000 | 11/19/2025 | 1.00 | 0.00 | 1.00 |
| - Trash and Recycling                                                                  |                 |            |      |      |      |
| REGULAR FT                                                                             | 101-441-701.000 | 11/20/2025 | 8.00 | 0.00 | 8.00 |
| - 5 hours blowing leaves. 3 hours shop work                                            |                 |            |      |      |      |
| REGULAR FT                                                                             | 101-441-701.000 | 11/21/2025 | 6.00 | 0.00 | 6.00 |
| - Blow leaves 2 hours. Parts pick in Almont STE for Rob 2 hours. Shop work             |                 |            |      |      |      |
| REGULAR FT                                                                             | 203-463-701.000 | 11/21/2025 | 2.00 | 0.00 | 2.00 |
| - Sweep Jackson and Lincoln between first and second street. Post road rebuild         |                 |            |      |      |      |
| REGULAR FT                                                                             | 101-441-701.000 | 11/24/2025 | 6.00 | 0.00 | 6.00 |



|                              |                                                                                          |                 |            |         |        |
|------------------------------|------------------------------------------------------------------------------------------|-----------------|------------|---------|--------|
|                              | - 2 hours Blow leaves. Shop work                                                         |                 |            |         |        |
|                              | REGULAR FT                                                                               | 101-265-701.000 | 11/24/2025 | 4.00    | 0.00   |
|                              | - Christmas decorations to city hall and set up                                          |                 |            |         | 4.00   |
|                              | REGULAR FT                                                                               | 101-441-701.000 | 11/25/2025 | 9.00    | 0.00   |
|                              | - Fix electrical cabinet on cedar street 2 hours . Pick bags 2 hours 5 hours blow leaves |                 |            |         | 9.00   |
|                              | REGULAR FT                                                                               | 101-265-701.000 | 11/25/2025 | 1.00    | 0.00   |
|                              | - Christmas lights city hall. Some not working so replaced with new ones                 |                 |            |         | 1.00   |
|                              | HOLIDAY                                                                                  | DPW STREETS     | 11/26/2025 | 10.00   | 0.00   |
|                              | HOLIDAY                                                                                  | DPW STREETS     | 11/27/2025 | 10.00   | 0.00   |
|                              | OT 1.5X FT                                                                               | 202-478-704.000 | 11/30/2025 | 0.00    | 2.00   |
|                              | - Plow and salt                                                                          |                 |            |         | 2.00   |
|                              | OT 1.5X FT                                                                               | 202-497-704.000 | 11/30/2025 | 0.00    | 2.00   |
|                              | - Plow and salt                                                                          |                 |            |         | 2.00   |
|                              | OT 1.5X FT                                                                               | 203-463-704.000 | 11/30/2025 | 0.00    | 2.00   |
|                              | - Plow and salt                                                                          |                 |            |         | 2.00   |
|                              | OT 1.5X FT                                                                               | 506-534-704.000 | 11/30/2025 | 0.00    | 0.50   |
|                              | - Lot 9 Lot4 Lot10                                                                       |                 |            |         | 0.50   |
| Totals for Employee ID: 1976 | Pay Codes                                                                                |                 |            | 160.00  | 13.50  |
|                              | Leave Accruals                                                                           |                 |            | 0.00    | 173.50 |
|                              | Flat Amounts                                                                             |                 |            | \$ 0.00 |        |
| 2050                         | WIGGINS, CLAY D                                                                          |                 |            |         |        |
|                              | REGULAR FT                                                                               | 101-441-701.000 | 11/03/2025 | 8.00    | 0.00   |
|                              | - Leaf pick up                                                                           |                 |            |         | 8.00   |
|                              | OT 1.5X FT                                                                               | 101-441-704.000 | 11/04/2025 | 0.00    | 2.00   |
|                              | - DRIVE TIME - CLASS IN MACOMB COUNTY                                                    |                 |            |         | 2.00   |
|                              | REGULAR FT                                                                               | 101-441-701.000 | 11/04/2025 | 8.00    | 0.00   |
|                              | - MIOSHA class                                                                           |                 |            |         | 8.00   |
|                              | OT 1.5X FT                                                                               | 101-441-704.000 | 11/05/2025 | 0.00    | 0.50   |
|                              | - DRIVE TIME - CLASS IN MACOMB COUNTY                                                    |                 |            |         | 0.50   |
|                              | REGULAR FT                                                                               | 101-441-701.000 | 11/05/2025 | 8.00    | 0.00   |
|                              | - OSHA class                                                                             |                 |            |         | 8.00   |
|                              | OT 1.5X FT                                                                               | 101-441-704.000 | 11/06/2025 | 0.00    | 1.00   |
|                              | - BLOW LEAVES DOWNTOWN                                                                   |                 |            |         | 1.00   |

|                                                                                                       |                 |            |      |      |      |
|-------------------------------------------------------------------------------------------------------|-----------------|------------|------|------|------|
| REGULAR FT                                                                                            | 101-441-701.000 | 11/06/2025 | 6.00 | 0.00 | 6.00 |
| - Leaf clean up. Put out leaf signs                                                                   |                 |            |      |      |      |
| REGULAR FT                                                                                            | 202-474-701.000 | 11/06/2025 | 2.00 | 0.00 | 2.00 |
| - Put up all way stop signs at court and clay                                                         |                 |            |      |      |      |
| REGULAR FT                                                                                            | 101-441-701.000 | 11/07/2025 | 6.00 | 0.00 | 6.00 |
| - Pick up signs on first and second st for coopers. Clean up limb in cemetery for parks. Wash trucks. |                 |            |      |      |      |
| REGULAR FT                                                                                            | 101-265-701.000 | 11/07/2025 | 2.00 | 0.00 | 2.00 |
| - Empty trash and clean flies out of light covers.                                                    |                 |            |      |      |      |
| REGULAR FT                                                                                            | 101-441-701.000 | 11/10/2025 | 8.00 | 0.00 | 8.00 |
| - 5 hours of leaf clean up. 3 hours shop work.                                                        |                 |            |      |      |      |
| HOLIDAY                                                                                               | DPW STREETS     | 11/11/2025 | 8.00 | 0.00 | 8.00 |
| OT 1.5X FT                                                                                            | 101-441-704.000 | 11/11/2025 | 0.00 | 7.50 | 7.50 |
| - LEAF PICK UP - 4 LOADS                                                                              |                 |            |      |      |      |
| REGULAR FT                                                                                            | 101-441-701.000 | 11/12/2025 | 8.00 | 0.00 | 8.00 |
| - Leaf pick up                                                                                        |                 |            |      |      |      |
| REGULAR FT                                                                                            | 101-441-701.000 | 11/13/2025 | 8.00 | 0.00 | 8.00 |
| - Leaf pick up                                                                                        |                 |            |      |      |      |
| PERSONAL                                                                                              | DPW STREETS     | 11/14/2025 | 1.00 | 0.00 | 1.00 |
| REGULAR FT                                                                                            | 101-441-701.000 | 11/14/2025 | 5.00 | 0.00 | 5.00 |
| - Haul Santa house downtown. Pick up brush off walking path. Shop work.                               |                 |            |      |      |      |
| REGULAR FT                                                                                            | 506-534-701.000 | 11/14/2025 | 1.00 | 0.00 | 1.00 |
| - Replace municipal parking sign at lot 5                                                             |                 |            |      |      |      |
| REGULAR FT                                                                                            | 203-474-701.000 | 11/14/2025 | 1.00 | 0.00 | 1.00 |
| - Replace stop sign at Monroe and genesee. Used 14ft pole                                             |                 |            |      |      |      |
| REGULAR FT                                                                                            | 101-441-701.000 | 11/17/2025 | 8.00 | 0.00 | 8.00 |
| - Leaf pick up                                                                                        |                 |            |      |      |      |
| REGULAR FT                                                                                            | 101-441-701.000 | 11/18/2025 | 8.00 | 0.00 | 8.00 |
| - Leaf clean up. Put out signs for leaf clean up                                                      |                 |            |      |      |      |
| REGULAR FT                                                                                            | 101-441-701.000 | 11/19/2025 | 8.00 | 0.00 | 8.00 |
| - Leaf clean up for 7 hours. Put salter in 45                                                         |                 |            |      |      |      |
| OT 1.5X FT                                                                                            | 101-441-704.000 | 11/20/2025 | 0.00 | 1.00 | 1.00 |
| - Blow leaves downtown                                                                                |                 |            |      |      |      |
| REGULAR FT                                                                                            | 101-441-701.000 | 11/20/2025 | 8.00 | 0.00 | 8.00 |
| - 5 hours leaf clean up. Put stuff under new lean to                                                  |                 |            |      |      |      |

|                              |                                                                              |                 |            |         |       |        |
|------------------------------|------------------------------------------------------------------------------|-----------------|------------|---------|-------|--------|
|                              | REGULAR FT                                                                   | 101-441-701.000 | 11/21/2025 | 8.00    | 0.00  | 8.00   |
|                              | - Leaf clean up. Put up leaf signs. Shop work                                |                 |            |         |       |        |
|                              | REGULAR FT                                                                   | 101-441-701.000 | 11/24/2025 | 6.00    | 0.00  | 6.00   |
|                              | - 3 hours leaf blowing. Shop and yard work                                   |                 |            |         |       |        |
|                              | REGULAR FT                                                                   | 101-265-701.000 | 11/24/2025 | 4.00    | 0.00  | 4.00   |
|                              | - Put up Christmas decorations                                               |                 |            |         |       |        |
|                              | REGULAR FT                                                                   | 101-441-701.000 | 11/25/2025 | 9.00    | 0.00  | 9.00   |
|                              | - 4 hours lead clean up. Pick up yard waste bags. Repair cabinet on cedar st |                 |            |         |       |        |
|                              | REGULAR FT                                                                   | 101-265-701.000 | 11/25/2025 | 1.00    | 0.00  | 1.00   |
|                              | - Put up Christmas lights at city hall                                       |                 |            |         |       |        |
|                              | HOLIDAY                                                                      | DPW STREETS     | 11/26/2025 | 10.00   | 0.00  | 10.00  |
|                              | HOLIDAY                                                                      | DPW STREETS     | 11/27/2025 | 10.00   | 0.00  | 10.00  |
|                              | OT 1.5X FT                                                                   | 202-478-704.000 | 11/29/2025 | 0.00    | 3.00  | 3.00   |
|                              | - Salt                                                                       |                 |            |         |       |        |
|                              | OT 1.5X FT                                                                   | 202-478-704.000 | 11/30/2025 | 0.00    | 5.00  | 5.00   |
|                              | - Snow plowing, salt majors                                                  |                 |            |         |       |        |
|                              | OT 1.5X FT                                                                   | 202-497-704.000 | 11/30/2025 | 0.00    | 2.00  | 2.00   |
|                              | - Snow plowing                                                               |                 |            |         |       |        |
|                              | OT 1.5X FT                                                                   | 203-478-704.000 | 11/30/2025 | 0.00    | 2.50  | 2.50   |
|                              | - Snow plowing                                                               |                 |            |         |       |        |
| Totals for Employee ID: 2050 | Pay Codes                                                                    |                 |            | 160.00  | 24.50 | 184.50 |
|                              | Leave Accruals                                                               |                 |            | 0.00    |       |        |
|                              | Flat Amounts                                                                 |                 |            | \$ 0.00 |       |        |
| 466                          | WINEMAN, CHAD R                                                              |                 |            |         |       |        |
|                              | REGULAR FT                                                                   | 101-441-701.000 | 11/03/2025 | 8.00    | 0.00  | 8.00   |
|                              | - leaf picking , delivered 2 load's of wood chip's to lot 5 for Park's Dpt.  |                 |            |         |       |        |
|                              | REGULAR FT                                                                   | 101-441-701.000 | 11/04/2025 | 8.00    | 0.00  | 8.00   |
|                              | - leaf pickup , move equipment for building work out back                    |                 |            |         |       |        |
|                              | REGULAR FT                                                                   | 101-441-701.000 | 11/05/2025 | 8.00    | 0.00  | 8.00   |
|                              | - leaf pickup, pickup leaf bag's 2600 W. Genesee                             |                 |            |         |       |        |
|                              | REGULAR FT                                                                   | 101-441-701.000 | 11/06/2025 | 8.00    | 0.00  | 8.00   |
|                              | - pickup leaves downtown, blow leaves on locals                              |                 |            |         |       |        |
|                              | REGULAR FT                                                                   | 101-265-701.000 | 11/07/2025 | 1.00    | 0.00  | 1.00   |

|                                                                                                                                                  |                 |            |       |      |       |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------|-------|------|-------|
| - Remove trash at City Hall ,remove bug's from light's and window ledges                                                                         |                 |            |       |      |       |
| REGULAR FT                                                                                                                                       | 101-441-701.000 | 11/07/2025 | 7.00  | 0.00 | 7.00  |
| - wash truck #12, set time to meet with door contractor, remove tree limb for Parks Dpt. , take truck #30 to body shop for estimate              |                 |            |       |      |       |
| VACATION                                                                                                                                         | DPW STREETS     | 11/10/2025 | 8.00  | 0.00 | 8.00  |
| HOLIDAY                                                                                                                                          | DPW STREETS     | 11/11/2025 | 8.00  | 0.00 | 8.00  |
| REGULAR FT                                                                                                                                       | 101-441-701.000 | 11/12/2025 | 8.00  | 0.00 | 8.00  |
| - leaf pickup                                                                                                                                    |                 |            |       |      |       |
| REGULAR FT                                                                                                                                       | 101-441-701.000 | 11/13/2025 | 8.00  | 0.00 | 8.00  |
| - leaf pickup , put out leaf sign's west of N. Main South of Oregon, clean up wood chip's in lot #5 for Park's                                   |                 |            |       |      |       |
| REGULAR FT                                                                                                                                       | 101-265-701.000 | 11/14/2025 | 1.00  | 0.00 | 1.00  |
| - Program door lock's for new and remove old                                                                                                     |                 |            |       |      |       |
| REGULAR FT                                                                                                                                       | 101-441-701.000 | 11/14/2025 | 7.00  | 0.00 | 7.00  |
| - Take Santa House downtown, pickup brush on the walk path for Park's, pick up leaf sign's and move to new area, and haul dirt spoil's from shop |                 |            |       |      |       |
| VACATION                                                                                                                                         | DPW STREETS     | 11/17/2025 | 8.00  | 0.00 | 8.00  |
| VACATION                                                                                                                                         | DPW STREETS     | 11/18/2025 | 8.00  | 0.00 | 8.00  |
| REGULAR FT                                                                                                                                       | 101-265-701.000 | 11/19/2025 | 1.00  | 0.00 | 1.00  |
| - pickup city hall garbage                                                                                                                       |                 |            |       |      |       |
| REGULAR FT                                                                                                                                       | 101-441-701.000 | 11/19/2025 | 6.00  | 0.00 | 6.00  |
| - meeting with the DDA on clock repair, leaf pickup , dealing with homeless people class                                                         |                 |            |       |      |       |
| REGULAR FT                                                                                                                                       | 203-463-701.000 | 11/19/2025 | 1.00  | 0.00 | 1.00  |
| OT 1.5X FT                                                                                                                                       | 101-441-704.000 | 11/20/2025 | 0.00  | 1.00 | 1.00  |
| - downtown cleanup                                                                                                                               |                 |            |       |      |       |
| REGULAR FT                                                                                                                                       | 101-441-701.000 | 11/20/2025 | 8.00  | 0.00 | 8.00  |
| - leaf pickup, power down town, pickup barricades lot #5, clean up back lot                                                                      |                 |            |       |      |       |
| REGULAR FT                                                                                                                                       | 101-441-701.000 | 11/21/2025 | 7.00  | 0.00 | 7.00  |
| - leaf pickup, put signs out ahead of leaf truck                                                                                                 |                 |            |       |      |       |
| REGULAR FT                                                                                                                                       | 203-474-701.000 | 11/21/2025 | 1.00  | 0.00 | 1.00  |
| - remove barricades off First and Second streets project                                                                                         |                 |            |       |      |       |
| REGULAR FT                                                                                                                                       | 101-441-701.000 | 11/24/2025 | 10.00 | 0.00 | 10.00 |
| - leaf pickup, Christmas setup at City Hall road kill pickup, cleanup back lot at DPW                                                            |                 |            |       |      |       |
| REGULAR FT                                                                                                                                       | 101-441-701.000 | 11/25/2025 | 10.00 | 0.00 | 10.00 |
| - leaf pick, bag's brush                                                                                                                         |                 |            |       |      |       |
| HOLIDAY                                                                                                                                          | DPW STREETS     | 11/26/2025 | 10.00 | 0.00 | 10.00 |
| HOLIDAY                                                                                                                                          | DPW STREETS     | 11/27/2025 | 10.00 | 0.00 | 10.00 |

|                                        |                                                                  |                 |            |         |       |        |
|----------------------------------------|------------------------------------------------------------------|-----------------|------------|---------|-------|--------|
|                                        | OT 1.5X FT                                                       | 202-478-704.000 | 11/29/2025 | 0.00    | 2.00  | 2.00   |
|                                        | - call in salt                                                   |                 |            |         |       |        |
|                                        | OT 1.5X FT                                                       | 202-497-704.000 | 11/29/2025 | 0.00    | 1.00  | 1.00   |
|                                        | - salt                                                           |                 |            |         |       |        |
|                                        | OT 1.5X FT                                                       | 202-478-704.000 | 11/30/2025 | 0.00    | 6.00  | 6.00   |
|                                        | - plow downtown, call in show Clay Main salt route               |                 |            |         |       |        |
|                                        | OT 1.5X FT                                                       | 202-497-704.000 | 11/30/2025 | 0.00    | 1.00  | 1.00   |
|                                        | - show Clay Main salt route                                      |                 |            |         |       |        |
|                                        | OT 1.5X FT                                                       | 203-478-704.000 | 11/30/2025 | 0.00    | 2.50  | 2.50   |
|                                        | - plow dead end's                                                |                 |            |         |       |        |
| Totals for Employee ID: 466            |                                                                  |                 |            |         |       |        |
|                                        | Pay Codes                                                        |                 |            | 160.00  | 13.50 | 173.50 |
|                                        | Leave Accruals                                                   |                 |            | 0.00    |       |        |
|                                        | Flat Amounts                                                     |                 |            | \$ 0.00 |       |        |
| Totals for department: PUBLIC SERVICES |                                                                  |                 |            |         |       |        |
|                                        | Pay Codes                                                        |                 |            | 800.00  | 86.00 | 886.00 |
|                                        | Leave Accruals                                                   |                 |            | 0.00    |       |        |
|                                        | Flat Amounts                                                     |                 |            | \$ 0.00 |       |        |
| Department: UTILITIES                  |                                                                  |                 |            |         |       |        |
| 1748                                   | TOMKINSON, EDMOND                                                |                 |            |         |       |        |
|                                        | REGULAR FT                                                       | 591-556-701.000 | 11/03/2025 | 8.00    | 0.00  | 8.00   |
|                                        | - math class                                                     |                 |            |         |       |        |
|                                        | REGULAR FT                                                       | 590-557-701.000 | 11/04/2025 | 4.00    | 0.00  | 4.00   |
|                                        | - cleaned vactor                                                 |                 |            |         |       |        |
|                                        | REGULAR FT                                                       | 591-556-701.000 | 11/04/2025 | 4.00    | 0.00  | 4.00   |
|                                        | - samples                                                        |                 |            |         |       |        |
|                                        | REGULAR FT                                                       | 591-556-701.000 | 11/05/2025 | 8.00    | 0.00  | 8.00   |
|                                        | - water license test                                             |                 |            |         |       |        |
|                                        | REGULAR FT                                                       | 591-556-701.000 | 11/06/2025 | 8.00    | 0.00  | 8.00   |
|                                        | - trouble shooted fire hydrant, pulled water meters work in shop |                 |            |         |       |        |
|                                        | REGULAR FT                                                       | 590-557-701.000 | 11/07/2025 | 8.00    | 0.00  | 8.00   |
|                                        | - cleaned vator                                                  |                 |            |         |       |        |
|                                        | REGULAR FT                                                       | 590-557-701.000 | 11/10/2025 | 8.00    | 0.00  | 8.00   |
|                                        | - cleaned vactor                                                 |                 |            |         |       |        |



|                              |                                                              |                 |            |         |      |        |
|------------------------------|--------------------------------------------------------------|-----------------|------------|---------|------|--------|
|                              | HOLIDAY                                                      | 590-557-701.000 | 11/11/2025 | 8.00    | 0.00 | 8.00   |
|                              | REGULAR FT                                                   | 590-557-701.000 | 11/12/2025 | 8.00    | 0.00 | 8.00   |
|                              | - cleaned vator                                              |                 |            |         |      |        |
|                              | REGULAR FT                                                   | 590-557-701.000 | 11/13/2025 | 8.00    | 0.00 | 8.00   |
|                              | - cleaned vactor, cleaned up wood chips in lot 5             |                 |            |         |      |        |
|                              | REGULAR FT                                                   | 590-557-701.000 | 11/14/2025 | 8.00    | 0.00 | 8.00   |
|                              | - cleaned vactor                                             |                 |            |         |      |        |
|                              | REGULAR FT                                                   | 591-556-701.000 | 11/17/2025 | 8.00    | 0.00 | 8.00   |
|                              | - flow test installed hanger for fire suppression electrical |                 |            |         |      |        |
|                              | REGULAR FT                                                   | 590-557-701.000 | 11/18/2025 | 4.00    | 0.00 | 4.00   |
|                              | - cleaned the vactor                                         |                 |            |         |      |        |
|                              | REGULAR FT                                                   | 591-556-701.000 | 11/18/2025 | 4.00    | 0.00 | 4.00   |
|                              | - work order for leak check ,work in shop                    |                 |            |         |      |        |
|                              | BONUS PERSONAL                                               | 590-557-701.000 | 11/19/2025 | 8.00    | 0.00 | 8.00   |
|                              | REGULAR FT                                                   | 590-557-701.000 | 11/20/2025 | 8.00    | 0.00 | 8.00   |
|                              | - sewer call, cleaned the vactor                             |                 |            |         |      |        |
|                              | REGULAR FT                                                   | 590-557-701.000 | 11/21/2025 | 8.00    | 0.00 | 8.00   |
|                              | - sewer app. cleaning the vactor                             |                 |            |         |      |        |
|                              | REGULAR FT                                                   | 590-557-701.000 | 11/24/2025 | 10.00   | 0.00 | 10.00  |
|                              | - cleaned the vactor                                         |                 |            |         |      |        |
|                              | REGULAR FT                                                   | 590-557-701.000 | 11/25/2025 | 10.00   | 0.00 | 10.00  |
|                              | - cleaned the vactor                                         |                 |            |         |      |        |
|                              | HOLIDAY                                                      | 590-557-701.000 | 11/26/2025 | 10.00   | 0.00 | 10.00  |
|                              | HOLIDAY                                                      | 590-557-701.000 | 11/27/2025 | 10.00   | 0.00 | 10.00  |
|                              | OT 1.5X FT                                                   | 202-478-704.000 | 11/30/2025 | 0.00    | 1.50 | 1.50   |
|                              | - snow removal                                               |                 |            |         |      |        |
|                              | OT 1.5X FT                                                   | 506-534-704.000 | 11/30/2025 | 0.00    | 1.50 | 1.50   |
|                              | - snow removal                                               |                 |            |         |      |        |
| Totals for Employee ID: 1748 |                                                              |                 |            |         |      |        |
|                              | Pay Codes                                                    |                 |            | 160.00  | 3.00 | 163.00 |
|                              | Leave Accruals                                               |                 |            | 0.00    |      |        |
|                              | Flat Amounts                                                 |                 |            | \$ 0.00 |      |        |
| 1763                         | JOHNSON, DUSTIN                                              |                 |            |         |      |        |
|                              | REGULAR FT                                                   | 101-441-701.000 | 11/03/2025 | 7.00    | 0.00 | 7.00   |

|                                                                                                            |                 |            |      |      |      |
|------------------------------------------------------------------------------------------------------------|-----------------|------------|------|------|------|
| - Leaf clean up                                                                                            |                 |            |      |      |      |
| REGULAR FT                                                                                                 | 591-556-701.000 | 11/03/2025 | 1.00 | 0.00 | 1.00 |
| - Turn off water to soccer fields                                                                          |                 |            |      |      |      |
| REGULAR FT                                                                                                 | 591-556-701.000 | 11/04/2025 | 8.00 | 0.00 | 8.00 |
| - Hydrant winterizing                                                                                      |                 |            |      |      |      |
| REGULAR FT                                                                                                 | 101-441-701.000 | 11/05/2025 | 7.00 | 0.00 | 7.00 |
| - Backpack blowing leafs with st dept                                                                      |                 |            |      |      |      |
| REGULAR FT                                                                                                 | 590-557-701.000 | 11/05/2025 | 1.00 | 0.00 | 1.00 |
| REGULAR FT                                                                                                 | 591-556-701.000 | 11/06/2025 | 8.00 | 0.00 | 8.00 |
| - Repair curbstop on pine st..installed water meter 1684 liberty st. Remove hydrant meter . Shop work      |                 |            |      |      |      |
| REGULAR FT                                                                                                 | 590-557-701.000 | 11/07/2025 | 8.00 | 0.00 | 8.00 |
| - Detailed vactor. Shop work.                                                                              |                 |            |      |      |      |
| REGULAR FT                                                                                                 | 101-441-701.000 | 11/10/2025 | 5.00 | 0.00 | 5.00 |
| - Leaf blowing for st dept.                                                                                |                 |            |      |      |      |
| REGULAR FT                                                                                                 | 591-556-701.000 | 11/10/2025 | 3.00 | 0.00 | 3.00 |
| - Shop work.                                                                                               |                 |            |      |      |      |
| HOLIDAY                                                                                                    | 590-557-701.000 | 11/11/2025 | 8.00 | 0.00 | 8.00 |
| REGULAR FT                                                                                                 | 101-441-701.000 | 11/12/2025 | 5.00 | 0.00 | 5.00 |
| - Went to mccalister cat dealer in Saginaw for mini ditching bucket swap.                                  |                 |            |      |      |      |
| REGULAR FT                                                                                                 | 590-557-701.000 | 11/12/2025 | 3.00 | 0.00 | 3.00 |
| - Vactor detail.                                                                                           |                 |            |      |      |      |
| REGULAR FT                                                                                                 | 101-441-701.000 | 11/13/2025 | 1.00 | 0.00 | 1.00 |
| - Took screened topsoil to city parking lot#5                                                              |                 |            |      |      |      |
| REGULAR FT                                                                                                 | 590-557-701.000 | 11/13/2025 | 7.00 | 0.00 | 7.00 |
| - Vactor detail. Shop work .                                                                               |                 |            |      |      |      |
| REGULAR FT                                                                                                 | 101-441-701.000 | 11/14/2025 | 1.00 | 0.00 | 1.00 |
| - Assit st crew with leaf clean up                                                                         |                 |            |      |      |      |
| REGULAR FT                                                                                                 | 590-557-701.000 | 11/14/2025 | 7.00 | 0.00 | 7.00 |
| - Vactor detail,shop work                                                                                  |                 |            |      |      |      |
| REGULAR FT                                                                                                 | 590-557-701.000 | 11/17/2025 | 4.00 | 0.00 | 4.00 |
| - POLISHED VACTOR. HUNG HARDWARE FOR ERIC THE ELETRICAN SO WATER SUPPRESSION COULD BE WIRED UP. SHOP WORK. |                 |            |      |      |      |
| REGULAR FT                                                                                                 | 591-556-701.000 | 11/17/2025 | 4.00 | 0.00 | 4.00 |
| - SHOP WORK..TOOK 5YDS OF TOPSOIL TO LOT 5 FOR PARKS AND REC                                               |                 |            |      |      |      |
| BONUS PERSONAL                                                                                             | 590-557-701.000 | 11/18/2025 | 1.00 | 0.00 | 1.00 |

|                              |                                                                                                               |                 |            |         |      |        |
|------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------|------------|---------|------|--------|
|                              | REGULAR FT                                                                                                    | 590-557-701.000 | 11/18/2025 | 7.00    | 0.00 | 7.00   |
|                              | - Check known sanitary troubled areas thru town. Polished vactor for resale . Shop work.                      |                 |            |         |      |        |
|                              | REGULAR FT                                                                                                    | 590-557-701.000 | 11/19/2025 | 8.00    | 0.00 | 8.00   |
|                              | - Assist mechanics with dropping off boom truck for repairs . Took load of gravel to 98 Hartley st. Shop work |                 |            |         |      |        |
|                              | OT 1.5X FT                                                                                                    | 591-556-704.000 | 11/20/2025 | 0.00    | 3.00 | 3.00   |
|                              | - CALL IN - TURN ON WATER THAT WAS OF FOR NON-PAYMENT                                                         |                 |            |         |      |        |
|                              | REGULAR FT                                                                                                    | 590-557-701.000 | 11/20/2025 | 8.00    | 0.00 | 8.00   |
|                              | - Sewer call on pine st. Made routine rounds of troubled sewer area in town. Shop work and vactor detail      |                 |            |         |      |        |
|                              | REGULAR FT                                                                                                    | 590-557-701.000 | 11/21/2025 | 8.00    | 0.00 | 8.00   |
|                              | - Shop work . Vactor detail                                                                                   |                 |            |         |      |        |
|                              | REGULAR FT                                                                                                    | 590-557-701.000 | 11/24/2025 | 10.00   | 0.00 | 10.00  |
|                              | - Shop work. Vactor detail.                                                                                   |                 |            |         |      |        |
|                              | REGULAR FT                                                                                                    | 590-557-701.000 | 11/25/2025 | 10.00   | 0.00 | 10.00  |
|                              | - Shop work. Vactor detail                                                                                    |                 |            |         |      |        |
|                              | HOLIDAY                                                                                                       | 590-557-701.000 | 11/26/2025 | 10.00   | 0.00 | 10.00  |
|                              | HOLIDAY                                                                                                       | 590-557-701.000 | 11/27/2025 | 10.00   | 0.00 | 10.00  |
|                              | OT 1.5X FT                                                                                                    | 203-478-704.000 | 11/30/2025 | 0.00    | 6.00 | 6.00   |
|                              | - Snow removal                                                                                                |                 |            |         |      |        |
| Totals for Employee ID: 1763 | Pay Codes                                                                                                     |                 |            | 160.00  | 9.00 | 169.00 |
|                              | Leave Accruals                                                                                                |                 |            | 0.00    |      |        |
|                              | Flat Amounts                                                                                                  |                 |            | \$ 0.00 |      |        |
| 1931                         | LAUR, JERED M                                                                                                 |                 |            |         |      |        |
|                              | REGULAR FT                                                                                                    | 591-556-701.000 | 11/03/2025 | 8.00    | 0.00 | 8.00   |
|                              | - Math class for test                                                                                         |                 |            |         |      |        |
|                              | REGULAR FT                                                                                                    | 591-556-701.000 | 11/04/2025 | 8.00    | 0.00 | 8.00   |
|                              | - Flushed and numbered hydrants                                                                               |                 |            |         |      |        |
|                              | REGULAR FT                                                                                                    | 591-556-701.000 | 11/05/2025 | 8.00    | 0.00 | 8.00   |
|                              | - Water test                                                                                                  |                 |            |         |      |        |
|                              | REGULAR FT                                                                                                    | 591-556-701.000 | 11/06/2025 | 8.00    | 0.00 | 8.00   |
|                              | - Miss digs- 4 washed and cleaned truck                                                                       |                 |            |         |      |        |
|                              | REGULAR FT                                                                                                    | 591-556-701.000 | 11/07/2025 | 8.00    | 0.00 | 8.00   |
|                              | - Work orders, cleaned equipment                                                                              |                 |            |         |      |        |
|                              | REGULAR FT                                                                                                    | 591-556-701.000 | 11/10/2025 | 8.00    | 0.00 | 8.00   |

|                              |                                                                               |                 |            |         |      |        |
|------------------------------|-------------------------------------------------------------------------------|-----------------|------------|---------|------|--------|
|                              | - Miss digs -7 shop work                                                      |                 |            |         |      |        |
|                              | HOLIDAY                                                                       | 591-556-701.000 | 11/11/2025 | 8.00    | 0.00 | 8.00   |
|                              | REGULAR FT                                                                    | 591-556-701.000 | 11/12/2025 | 8.00    | 0.00 | 8.00   |
|                              | - Miss digs-4 water samples drove to lansing                                  |                 |            |         |      |        |
|                              | REGULAR FT                                                                    | 591-556-701.000 | 11/13/2025 | 8.00    | 0.00 | 8.00   |
|                              | - Miss digs. Cleanup at lot 5, shop work                                      |                 |            |         |      |        |
|                              | REGULAR FT                                                                    | 591-556-701.000 | 11/14/2025 | 8.00    | 0.00 | 8.00   |
|                              | REGULAR FT                                                                    | 591-556-701.000 | 11/17/2025 | 8.00    | 0.00 | 8.00   |
|                              | - Miss digs-5 ran wire for fire suppression                                   |                 |            |         |      |        |
|                              | REGULAR FT                                                                    | 591-556-701.000 | 11/18/2025 | 8.00    | 0.00 | 8.00   |
|                              | - Miss digs -4 water shit offs                                                |                 |            |         |      |        |
|                              | OT 1.5X FT                                                                    | 591-556-704.000 | 11/19/2025 | 0.00    | 3.00 | 3.00   |
|                              | - CALL IN - TURN ON WATER THAT WAS TURNED OFF FOR NON-PAYMENT                 |                 |            |         |      |        |
|                              | REGULAR FT                                                                    | 591-556-701.000 | 11/19/2025 | 8.00    | 0.00 | 8.00   |
|                              | - Miss digs-2 shop work. Run electric wire. Dropped off backhoe to tri county |                 |            |         |      |        |
|                              | REGULAR FT                                                                    | 591-556-701.000 | 11/20/2025 | 8.00    | 0.00 | 8.00   |
|                              | - Miss digs-4 cleaned up dump. Flow test                                      |                 |            |         |      |        |
|                              | REGULAR FT                                                                    | 591-556-701.000 | 11/21/2025 | 8.00    | 0.00 | 8.00   |
|                              | - Miss digs-14 shop work                                                      |                 |            |         |      |        |
|                              | REGULAR FT                                                                    | 591-556-701.000 | 11/24/2025 | 10.00   | 0.00 | 10.00  |
|                              | - Water samples. Delivered samples to Lansing. Miss digs -7                   |                 |            |         |      |        |
|                              | REGULAR FT                                                                    | 591-556-701.000 | 11/25/2025 | 10.00   | 0.00 | 10.00  |
|                              | - Miss digs-8 work orders. Shop work                                          |                 |            |         |      |        |
|                              | HOLIDAY                                                                       | 591-556-701.000 | 11/26/2025 | 10.00   | 0.00 | 10.00  |
|                              | HOLIDAY                                                                       | 591-556-701.000 | 11/27/2025 | 10.00   | 0.00 | 10.00  |
|                              | OT 1.5X FT                                                                    | 506-534-704.000 | 11/30/2025 | 0.00    | 3.50 | 3.50   |
|                              | - Plowed snow                                                                 |                 |            |         |      |        |
| Totals for Employee ID: 1931 |                                                                               |                 |            |         |      |        |
|                              | Pay Codes                                                                     |                 |            | 160.00  | 6.50 | 166.50 |
|                              | Leave Accruals                                                                |                 |            | 0.00    |      |        |
|                              | Flat Amounts                                                                  |                 |            | \$ 0.00 |      |        |
| 1933                         | DUNAWAY, AUSTIN M                                                             |                 |            |         |      |        |
|                              | OT 1.5X FT                                                                    | 101-262-704.000 | 11/03/2025 | 0.00    | 3.00 | 3.00   |
|                              | - ELECTION SET UP                                                             |                 |            |         |      |        |

|                                                                                 |                 |            |      |      |      |
|---------------------------------------------------------------------------------|-----------------|------------|------|------|------|
| REGULAR FT                                                                      | 591-556-701.000 | 11/03/2025 | 6.00 | 0.00 | 6.00 |
| - WORK ORDERS, MISS DIGS,                                                       |                 |            |      |      |      |
| REGULAR FT                                                                      | 101-262-702.000 | 11/03/2025 | 2.00 | 0.00 | 2.00 |
| - ELECTION SET UP                                                               |                 |            |      |      |      |
| OT 1.5X FT                                                                      | 101-262-704.000 | 11/04/2025 | 0.00 | 3.00 | 3.00 |
| - TEAR DOWN ELECTIONS                                                           |                 |            |      |      |      |
| REGULAR FT                                                                      | 591-556-701.000 | 11/04/2025 | 8.00 | 0.00 | 8.00 |
| - Work orders, miss digs, wash and clean truck 10                               |                 |            |      |      |      |
| REGULAR FT                                                                      | 591-556-701.000 | 11/05/2025 | 8.00 | 0.00 | 8.00 |
| - Work orders, miss digs, building inspection                                   |                 |            |      |      |      |
| REGULAR FT                                                                      | 591-556-701.000 | 11/06/2025 | 8.00 | 0.00 | 8.00 |
| - Work orders, read meters, re reads.                                           |                 |            |      |      |      |
| PERSONAL                                                                        | 591-556-701.000 | 11/07/2025 | 8.00 | 0.00 | 8.00 |
| REGULAR FT                                                                      | 591-556-701.000 | 11/10/2025 | 8.00 | 0.00 | 8.00 |
| - Work orders, appointments                                                     |                 |            |      |      |      |
| HOLIDAY                                                                         | 591-556-701.000 | 11/11/2025 | 8.00 | 0.00 | 8.00 |
| REGULAR FT                                                                      | 591-556-701.000 | 11/12/2025 | 8.00 | 0.00 | 8.00 |
| - Work orders and appointments, well samples                                    |                 |            |      |      |      |
| REGULAR FT                                                                      | 591-556-701.000 | 11/13/2025 | 8.00 | 0.00 | 8.00 |
| - Work orders and appointments. Well samples and take to lansing                |                 |            |      |      |      |
| REGULAR FT                                                                      | 591-556-701.000 | 11/14/2025 | 7.00 | 0.00 | 7.00 |
| - WORK ORDERS, PUT AWAY EXCAVATOR AND TRUCK.                                    |                 |            |      |      |      |
| SICK                                                                            | 591-556-701.000 | 11/14/2025 | 1.00 | 0.00 | 1.00 |
| REGULAR FT                                                                      | 591-556-701.000 | 11/17/2025 | 8.00 | 0.00 | 8.00 |
| - Work orders, appointments, set up wiring stuff for fire suppression           |                 |            |      |      |      |
| OT 1.5X FT                                                                      | 591-556-704.000 | 11/18/2025 | 0.00 | 3.00 | 3.00 |
| - TUNR ON WATER SERVICES THAT WERE SHUT OFF FOR NON-PAYMENT                     |                 |            |      |      |      |
| REGULAR FT                                                                      | 591-556-701.000 | 11/18/2025 | 8.00 | 0.00 | 8.00 |
| - Work orders, appointments, turn offs, turn ons and stay late for turn ons     |                 |            |      |      |      |
| REGULAR FT                                                                      | 591-556-701.000 | 11/19/2025 | 8.00 | 0.00 | 8.00 |
| - Work orders, turn ons, fix gravel approach and run wires for fire suppression |                 |            |      |      |      |
| REGULAR FT                                                                      | 591-556-701.000 | 11/20/2025 | 8.00 | 0.00 | 8.00 |
| - Work orders, turn ons, flow test, polish vactor                               |                 |            |      |      |      |
| REGULAR FT                                                                      | 591-556-701.000 | 11/21/2025 | 8.00 | 0.00 | 8.00 |



|                                                                   |                 |            |          |        |          |
|-------------------------------------------------------------------|-----------------|------------|----------|--------|----------|
| - Work orders, appointments, polish vactor                        |                 |            |          |        |          |
| REGULAR FT                                                        | 591-556-701.000 | 11/24/2025 | 10.00    | 0.00   | 10.00    |
| - Work orders, appointments, water shut down/turn on at lapeer hs |                 |            |          |        |          |
| PERSONAL                                                          | 591-556-701.000 | 11/25/2025 | 5.00     | 0.00   | 5.00     |
| REGULAR FT                                                        | 591-556-701.000 | 11/25/2025 | 5.00     | 0.00   | 5.00     |
| - Work orders, reads, shop work                                   |                 |            |          |        |          |
| HOLIDAY                                                           | 591-556-701.000 | 11/26/2025 | 10.00    | 0.00   | 10.00    |
| HOLIDAY                                                           | 591-556-701.000 | 11/27/2025 | 10.00    | 0.00   | 10.00    |
| OT 1.5X FT                                                        | 203-478-704.000 | 11/30/2025 | 0.00     | 3.50   | 3.50     |
| - Snow                                                            |                 |            |          |        |          |
| Totals for Employee ID: 1933                                      |                 |            |          |        |          |
| Pay Codes                                                         |                 |            | 160.00   | 12.50  | 172.50   |
| Leave Accruals                                                    |                 |            | 0.00     |        |          |
| Flat Amounts                                                      |                 |            | \$ 0.00  |        |          |
| Totals for department: UTILITIES                                  |                 |            |          |        |          |
| Pay Codes                                                         |                 |            | 640.00   | 31.00  | 671.00   |
| Leave Accruals                                                    |                 |            | 0.00     |        |          |
| Flat Amounts                                                      |                 |            | \$ 0.00  |        |          |
| Grand Totals:                                                     |                 |            |          |        |          |
| Pay Codes                                                         |                 |            | 1,440.00 | 117.00 | 1,557.00 |
| Leave Accruals                                                    |                 |            | 0.00     |        |          |
| Flat Amounts                                                      |                 |            | \$ 0.00  |        |          |

# City of Lapeer WWTP

ITEM K-1-7-D

Monthly Report November 2025

December 15, 2025



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No injuries this month. DMR has been submitted.

*Key Operating/Compliance Tasks:*

- Weekly/Daily samples
- In-house Process control
- IPP PFAS/PFOA

*Team members on site:*

- Jason Hall, Superintendent
- Jake Mann, Crew Leader
- Lance Medberry, Operator Mechanic
- Eric Gajewski, Electrician
- Ron Canell, Lab Tech
- Gage Robinson, IPP Coordinator
- Brandon Fair, Operator

*Plant shift Coverage:*

Monday-Friday 7:00am-3:00pm

Weekends 7:00am-10:00am

## WWTP summary:

### **Waste Treatment**

- Check all lift stations 2 times a week with 2 employees
  - Read meters, record utility and chemical usage
  - Read, record, and email all weather conditions to the National Weather Service
  - Daily WWTP inspection
  - Weekly equipment greasing
  - Rotate equipment sequences
  - Empty trash cans, disinfect, clean break room, clean grounds
  - Weekend work schedule
  - Holiday work schedule
-

### **NPDES/IPP**

- Daily Laboratory Analysis
- Monthly PFAS sampling for WWTP effluent and biosolids
- Annual SIU sampling/monitoring
- Monitor weekly PFAS sampling via LP&P
- PFAS file updates
- WET testing
- Mercury sampling

### **Electrical Work**

- Install dedicated circuit to new fire alarm panel DPW
- Install horn strobe alarm for sprinkler system DPW
- Install circuit in tire room for air compressor DPW
- Install new circuit for gate at WWTP
- Assist Riverview Towers in generator repair and future replacement project

### **Mechanical/Operations**

- Elite Insulators insulate pipes in boiler room
- Back flow preventer issue/bypassed, and Johnson Wood scheduled for annual inspections
- Received new PEW pump, prep for uninstalling old unit
- Pull plugs at McCormick & O2 lift stations
- Pump down RV Park and Soccer field lift stations for winter
- Uninstall old sludge transfer pump for north south storage tanks
- Process control troubleshooting for increased settling
- Assemble new salt spreader
- Prepare equipment and materials for winter/snow events

### **Miscellaneous**

- Consumers Energy Devonshire meeting for gas
- TetraTech site visit
- TetraTech new progressive cavity pump auto run backwards to prevent rotor from sticking

### **Bio-Solids Disposal Status**

- 2-North tanks hold 474,980 gallons /we have 185,000 gallons in storage
- 2-South tanks hold 430,120 gallons/we have 200,000 gallons in storage
- Total – 385,000 gallons in storage



# Lab Summary

Summary of effluent or water quality for month, explanations of any exceedances or issues.

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
SURFACE WATER QUALITY DIVISION



Lapeer WWTP

## DAILY DISCHARGE MONITORING REPORT

Lapeer WWTP

576 Liberty Park  
Lapeer, MI 48446

| Discharge Number | Permit Number |
|------------------|---------------|
| 001A             | MI 002 0460   |

| Monitoring Period |
|-------------------|
| November, 2025    |

| D<br>A<br>Y | FLOW<br>MGD | CBOD <sub>5</sub> |     |       | SUSPENDED<br>SOLIDS |     |       | TOTAL<br>PHOSPHORUS |       |       | VSS  | NH3-N |      |      | PH   | D.O.  | F.COLI<br>#/100ml | CL<br>RESID |
|-------------|-------------|-------------------|-----|-------|---------------------|-----|-------|---------------------|-------|-------|------|-------|------|------|------|-------|-------------------|-------------|
|             |             | mg/l              | LBS | % REM | mg/l                | LBS | % REM | mg/l                | LBS   | % REM | mg/l | mg/l  | LBS  | SU   | mg/l | MF    | mg/l              |             |
| 1           | 0.71        |                   |     |       |                     |     |       |                     |       |       |      |       |      |      |      |       |                   |             |
| 2           | 0.74        | 1                 | 6   | 99.6  | 2                   | 12  | 99.1  | 0.3                 | 1.9   |       | 2    | 0.03  | 0.06 |      |      |       |                   |             |
| 3           | 0.84        | 1                 | 7   | 99.7  | 3                   | 21  | 98.7  | 0.3                 | 2.1   | 95.9  | 2    | 0.03  | 0.14 | 7.5  | 9.3  | 8     | 0.001             |             |
| 4           | 0.82        | 1                 | 7   | 99.6  | 3                   | 21  | 98.7  | 0.3                 | 2.1   |       | 3    | 0.03  | 0.14 | 7.6  | 9.4  | 37    | 0.001             |             |
| 5           | 0.86        | 1                 | 7   | 99.7  | 3                   | 22  | 98.6  | 0.5                 | 3.6   |       | 3    | 0.03  | 0.22 | 7.7  | 9.2  | 42    | 0.001             |             |
| 6           | 0.83        | 1                 | 7   | 99.6  | 2                   | 14  | 99.1  | 0.7                 | 4.8   |       | 2    | 0.03  | 0.14 | 7.5  | 9.3  | > 400 | 0.001             |             |
| 7           | 0.91        |                   |     |       |                     |     |       |                     |       |       |      |       |      | 7.6  | 9.3  | 33    | 0.001             |             |
| 8           | 0.69        |                   |     |       |                     |     |       |                     |       |       |      |       |      |      |      |       |                   |             |
| 9           | 0.83        | 1                 | 7   | 99.6  | 1                   | 7   | 99.5  | 1.0                 | 6.9   |       | 1    | 0.03  | 0.14 |      |      |       |                   |             |
| 10          | 0.89        | 1                 | 7   | 99.7  | 2                   | 15  | 99.2  | 1.1                 | 8.2   |       | 1    | 0.03  | 0.07 | 7.6  | 9.5  | 49    | 0.001             |             |
| 11          | 0.91        | 1                 | 8   | 99.6  | 2                   | 15  | 99.0  | 0.8                 | 6.1   |       | 2    | 0.03  | 0.15 | 7.8  | 9.4  | 99    | 0.001             |             |
| 12          | 0.90        | 1                 | 8   | 99.6  | 2                   | 15  | 99.0  | 0.6                 | 4.5   |       | 2    | 0.03  | 0.15 | 7.6  | 9.7  | 30    | 0.001             |             |
| 13          | 0.86        | 1                 | 7   | 99.6  | 2                   | 14  | 99.2  | 0.5                 | 3.6   |       | 2    | 0.03  | 0.14 | 7.6  | 9.7  | 62    | 0.001             |             |
| 14          | 0.76        |                   |     |       |                     |     |       |                     |       |       |      |       |      | 7.6  | 9.5  | 61    | 0.001             |             |
| 15          | 0.70        |                   |     |       |                     |     |       |                     |       |       |      |       |      |      |      |       |                   |             |
| 16          | 0.75        | 1                 | 6   | 99.6  | 2                   | 13  | 98.9  | 1.4                 | 8.8   |       | 2    | 0.03  | 0.13 |      |      |       |                   |             |
| 17          | 0.84        | 1                 | 7   | 99.6  | 2                   | 14  | 99.1  | 1.6                 | 11.2  |       | 2    | 0.03  | 0.14 | 7.5  | 9.7  | 84    | 0.001             |             |
| 18          | 0.85        | 1                 | 7   | 99.6  | 2                   | 14  | 99.1  | 1.1                 | 7.8   |       | 2    | 0.03  | 0.07 | 7.7  | 9.8  | 115   | 0.001             |             |
| 19          | 0.79        | 1                 | 7   | 99.7  | 2                   | 13  | 99.1  | 0.7                 | 4.6   | 88.9  | 2    | 0.03  | 0.13 | 7.5  | 9.9  | 122   | 0.001             |             |
| 20          | 0.88        | 1                 | 7   | 99.6  | 2                   | 15  | 99.3  | 0.5                 | 3.7   |       | 2    | 0.03  | 0.07 | 7.5  | 9.8  | 65    | 0.001             |             |
| 21          | 0.82        |                   |     |       |                     |     |       |                     |       |       |      |       |      | 7.7  | 9.9  | 93    | 0.001             |             |
| 22          | 0.62        |                   |     |       |                     |     |       |                     |       |       |      |       |      |      |      |       |                   |             |
| 23          | 0.71        | 1                 | 6   | 99.7  | 3                   | 18  | 98.6  | 0.5                 | 3.0   |       | 3    | 0.03  | 0.12 |      |      |       |                   |             |
| 24          | 0.82        | 1                 | 7   | 99.7  | 2                   | 14  | 99.2  | 0.5                 | 3.4   |       | 2    | 0.03  | 0.14 | 7.7  | 9.9  | 104   | 0.001             |             |
| 25          | 0.90        | 1                 | 8   | 99.6  | 3                   | 23  | 98.9  | 0.7                 | 5.3   |       | 3    | 0.03  | 0.08 | 7.7  | 9.7  | 29    | 0.001             |             |
| 26          | 0.87        | 1                 | 7   | 99.6  | 3                   | 22  | 98.5  | 1.0                 | 7.3   |       | 2    | 0.03  | 0.15 | 7.6  | 9.7  | > 400 | 0.001             |             |
| 27          | 0.65        | 1                 | 5   | 99.6  | 2                   | 11  | 98.9  | 1.0                 | 5.4   |       | 2    | 0.03  | 0.05 | 7.7  | 9.8  | > 400 | 0.001             |             |
| 28          | 0.70        |                   |     |       |                     |     |       |                     |       |       |      |       |      | 7.6  | 9.6  | 65    | 0.001             |             |
| 29          | 0.73        |                   |     |       |                     |     |       |                     |       |       |      |       |      |      |      |       |                   |             |
| 30          | 0.78        | 1                 | 7   | 99.6  | 3                   | 20  | 98.5  | 0.4                 | 2.6   |       | 3    | 0.03  | 0.13 |      |      |       |                   |             |
| 31          |             |                   |     |       |                     |     |       |                     |       |       |      |       |      |      |      |       |                   |             |
| TL          | 23.96       |                   | 144 |       |                     | 330 |       |                     | 106.6 |       |      |       |      |      |      |       |                   |             |
| ME          | 0.80        | 1.0               | 7   | 99.6  | 2                   | 16  | 99.0  | 0.7                 | 5.1   | 92.4  | 2.1  | 0.0   | 0.1  |      | 9.6  | 73    | 0.001             |             |
| WA          |             | 1.0               | 7   |       | 2.8                 | 19  |       |                     |       |       |      | 0.02  | 0.15 |      |      | 135   |                   |             |
| MX          | 0.91        | 1.0               |     |       |                     |     |       |                     |       |       |      | 0.03  |      | 7.80 |      |       | 0.001             |             |
| MN          |             |                   |     |       |                     |     |       |                     |       |       |      |       |      | 7.50 | 9.2  |       |                   |             |

I certify under penalty of law that I have personally examined and am familiar with the information submitted herein and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment. See 18 U.S.C. 1001 and 33 U.S.C. 1929. (Penalties under these statutes may include fines up to \$20,000 and or maximum imprisonment of between 6 months and 5 years.)

PRINTED NAME AND TITLE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT

Jason Hall, Superintendent

SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT

DATE

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## Health & Safety

- There were no safety incidents during the month.

### Training

- The monthly safety training topic was power tool safety.
- Jake Mann tested for B license.

### Noteworthy Safety Activities

- Monthly facility safety inspection monthly, and daily safety meetings.



## ITEM K-1-8-A

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**To:** Mike Womack, City Manager  
**From:** Romona Sanchez, City Clerk  
**Date:** December 15, 2025  
**RE:** Clerk' Office Report for November 2025

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- 1) Records were reviewed with those needing information on burial location. There was one (1) grave purchased (non-resident); three (3) full burials; and two (2) foundations purchased.
- 2) There were 59 additions, and 51 cancellations received regarding the voter registration records.

# ITEM K-1-8-B

## MEDICAL MARIHUANA LICENSES PROVISIONING CENTER - GROWER – PROCESSOR – SECURE TRANSPORTER APPROVED LICENSES

Updated: November 2025

| Applicant Name                        | DBA                          | Address                        | License            | Status            |
|---------------------------------------|------------------------------|--------------------------------|--------------------|-------------------|
| <b>PROVISIONING CENTERS</b>           |                              |                                |                    |                   |
| SPMI LLC                              | Shango Lapeer                | 224 E Genesee St               | Facility           | App: Exp 12-12-25 |
| FB Lapeer PRV, LLC                    | The Jazz Club Center         | 1333 Imlay City Road           | <i>Provisional</i> | App: Exp 02-10-26 |
| The Pure Lapeer, LLC                  | Pure Lapeer                  | 1330 Imlay City Road Units C&D | Facility           | App: Exp 06-21-26 |
| DNVK Lapeer Inc                       | The Pier Provisioning Center | 2401 W Genesee St              | Facility           | App: Exp 06-11-26 |
| TRC Lapeer LLC                        | The ReLeaf Center of Lapeer  | 200 E Genesee St               | Facility           | App: Exp 10-23-26 |
| Alternative RX, LLC                   | Xplore Cannabis              | 824 S Main Street              | Facility           | App: Exp 10-30-26 |
| Ox Tail, Inc.                         | Exclusive Brands             | 111 W Genesee St               | Facility           | App: Exp 11-19-26 |
| <b>GROWER</b>                         |                              |                                |                    |                   |
| None.                                 |                              |                                |                    |                   |
| <b>PROCESSOR</b>                      |                              |                                |                    |                   |
| Kaoud Holdings, Inc                   | 4K Processing                | 1356 Imlay City Road           | Facility           | App: Exp 09-14-26 |
| Kaoud Holdings, Inc                   | 4K Processing                | 1330 Imlay City Road           | Facility           | App: Exp 09-14-26 |
| Northwest Confections<br>Michigan LLC | WYLD                         | 525 S. Court Street, Suite 110 | Facility           | App: Exp 10-07-26 |
| <b>SECURE TRANSPORTER</b>             |                              |                                |                    |                   |
| None.                                 |                              |                                |                    |                   |

**ADULT USE MARIHUANA LICENSES  
PROVISIONING CENTER - GROWER –  
PROCESSOR – SECURE TRANSPORTER  
APPROVED LICENSES**

Updated: November 2025

| <b>Applicant Name</b>          | <b>DBA</b>                   | <b>Address</b>                 | <b>License</b>            | <b>Status</b>            |
|--------------------------------|------------------------------|--------------------------------|---------------------------|--------------------------|
| <b>PROVISIONING CENTERS</b>    |                              |                                |                           |                          |
| TRC Lapeer LLC                 | H.O.D.                       | 200 E Genesee St               | <b>Facility</b>           | <b>App: Exp 12-03-25</b> |
| Ox Tail, Inc.                  | Heads                        | 111 W Genesee St               | <b>Facility</b>           | <b>App: Exp 12-16-25</b> |
| SPMI, LLC                      | Shango Lapeer                | 224 E. Genesee St              | <b>Facility</b>           | <b>App: Exp 12-15-25</b> |
| DNVK Lapeer Inc                | The Pier Provisioning Center | 2401 W Genesee St              | <b>Facility</b>           | <b>App: Exp 11-19-26</b> |
| The Pure Lapeer, LLC           | Pure Lapeer                  | 1330 Imlay City Road Units C&D | <b>Facility</b>           | <b>App: Exp 12-03-26</b> |
| Alternative RX                 | Xplore                       | 824 S. Main St.                | <b>Facility</b>           | <b>App: Exp 12-21-26</b> |
| <b>GROWER</b>                  |                              |                                |                           |                          |
| SDRK Group, LLC #1             |                              | 207 S. Saginaw St.             | <b>Facility – Class C</b> | <b>App: Exp 12-18-25</b> |
| SDRK Group, LLC #2             |                              | 207 S. Saginaw St.             | <b>Facility – Class C</b> | <b>App: Exp 12-18-25</b> |
| Fresh Water Gardens, LLC       |                              | L20-83-358-030-00              | <i>Prov – Class C</i>     | <b>App: Exp 02-03-26</b> |
| SDRK Group, LLC #3             |                              | 207 S. Saginaw St.             | <b>Facility – Class C</b> | <b>App: Exp 02-10-26</b> |
| Old School Organics, LLC       | Old School Organics, LLC     | 350 County Center Street       | <b>Facility – Class C</b> | <b>App: Exp 04-08-26</b> |
| <b>PROCESSOR</b>               |                              |                                |                           |                          |
| Atwater Management LLC         | Culture Complex              | 525 S. Court St., Suite 120    | <b>Facility</b>           | <b>App: Exp 01-25-26</b> |
| Kaoud Holdings, Inc            | 4K Processing                | 1330 Imlay City Rd, Ste F-G-H  | <b>Facility</b>           | <b>App: Exp 09-14-26</b> |
| Kaoud Holdings, Inc            | 4K Processing                | 1356 Imlay City Road           | <b>Facility</b>           | <b>App: Exp 09-14-26</b> |
| Northwest Confections Michigan | WYLD                         | 525 S. Court Street, Suite 110 | <b>Facility</b>           | <b>App: Exp 10-07-26</b> |
| <b>SECURE TRANSPORTER</b>      |                              |                                |                           |                          |
| None.                          |                              |                                |                           |                          |





## ITEM K-1-9

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**To:** Mike Womack, City Manager  
**From:** Rodney Church, Director of Parks, Recreation & Cemetery  
**Date:** December 9, 2025  
**RE:** Parks, Recreation & Cemetery Department – December Monthly Report

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### **Parks**

- Staff have fully transitioned to winter operations that include snow removal / salting, community center assistance, picnic table inventory/construction, etc.
- Installed 10 donated lilacs in various location throughout the city.
- Lot 5 Phase Two – project is officially completed. This spring we will start to see grass and wildflowers. Additional seeding may be required due to water runoff.
- M-24 Tunnel Connection Project – The project is officially paused until the spring. The concrete contractor could not guarantee their work due to frigid temperatures. Over the next few weeks, the construction site will be closed with snow fence and barricades.
- The Oakdale Trail Extension project will be finished in the spring. The pause is due to wetland delineation. This will tell us whether an EGLE permit is required for the final phase of this project.

### **Community Center**

- Fall programs wrapped up this past week.
- The winter activity brochure came out December 4<sup>th</sup>. Winter class registration begins January 2<sup>nd</sup> (members) and January 3<sup>rd</sup> (all others).
- The Boiler Replacement project should begin in a few weeks. Goyette Mechanical is waiting until all the equipment comes in before they begin.
- Building usage has started to pick up due to the weather. Weekend building rentals for parties have also picked up. We typically have 5-10 room rentals every weekend through the winter months.
- Indoor volleyball and pickleball drop-in hours will continue through spring.

### **Recreation**

- Registration for winter youth basketball will continue through December. The program will begin in January when the kids go back to school from break.

### **Misc.**

- The department has begun working on the 26/27 budget and CIP.



# MAT. TRANS.

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**To:** City Commission  
**Date:** December 15, 2025  
**RE:** Material Transmittals

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1. Lapeer Housing Commission Meeting Minutes – October 16, 2025
2. Lapeer County EMS Report – October 2025.

**CITY OF LAPEER  
MINUTES OF A REGULAR  
LAPEER HOUSING COMMISSION MEETING  
LAPEER RIVERVIEW TOWERS, LLC  
OCTOBER 16, 2025**

A regular meeting of Lapeer Housing Commission/Lapeer Riverview Towers, LLC was held at Mayfield Tavern, 2226 N. Lapeer Road, Lapeer, Michigan on Thursday, October 16, 2025 at 4:42 p.m.

**Members Present:** Chair Jim Mikus, Vice Chair Kerri Roberts and Commissioners Robin Chesnutt and Lisa Lie.

**Members Absent:** Commissioner Valarie Miller.

**Also Present:** Executive Director Denise Soldenski, Housing Grant Administrator Shelley Lincoln and Housing Manager Janelle Jackson.

Chair Mikus called the meeting to order at 4:42 p.m.

## **MINUTES**

It was moved by Commissioner Roberts and supported by Commissioner Chesnutt to approve the minutes of the meeting held on September 18, 2025 as presented.

Yeas: Commissioners Mikus, Roberts, Chesnutt and Lie.

Nays: None.

Absent: Commissioner Miller.

**MOTION CARRIED.**

## **PUBLIC COMMENTS**

There were no public comments.

## **MONTHLY FINANCIAL REPORT APPROVAL**

It was moved by Commissioner Roberts and supported by Commissioner Lie to approve the Monthly Financial Report as presented.

Yeas: Commissioners Mikus, Roberts, Chesnutt and Lie.

Nays: None.

Absent: Commissioner Miller.

**MOTION CARRIED.**

## **MONTHLY BILL APPROVAL**

Housing Manager Jackson reviewed additional checks submitted for payment approval.

It was moved by Commissioner Roberts and supported by Commissioner Chesnutt to ratify the monthly bills paid as follows: 1) Riverview Towers LLC Checking; 2) Riverview Towers LLC Reserve for Replacements; 3) Housing Choice Voucher – Monthly Landlord Payments; 4) Housing choice Voucher; and 5) Contractor Payments as presented.

Yeas: Commissioners Mikus, Roberts, Chesnutt and Lie.

Nays: None.

Absent: Commissioner Miller.

**MOTION CARRIED.**

## **RIVERVIEW TOWERS**

There was not an additional Riverview Towers report.

### **COMMISSIONER COMMENTS**

There were no commissioner comments.

### **STAFF REPORTS**

#### **Executive Director**

##### **Fire Alarm Panel Upgrades**

It was moved by Commissioner Roberts and supported by Commissioner Chesnutt to accept the bid from Johnson Controls to complete the fire alarm panel upgrade project as proposed.

Yeas: Commissioners Mikus, Roberts, Chesnutt and Lie.

Nays: None.

Absent: Commissioner Miller.

**MOTION CARRIED.**

##### **LRT Marketing/Tenant Appreciation Expenditure**

It was moved by Commissioner Chesnutt and supported by Commissioner Roberts to authorize an expenditure of up to \$950 for the annual LRT marketing/tenant appreciation items.

Yeas: Commissioners Mikus, Roberts, Chesnutt and Lie.

Nays: None.

Absent: Commissioner Miller.

**MOTION CARRIED.**

### **OTHER BUSINESS**

#### **Election of Officers**

It was moved by Commissioner Roberts and supported by Commissioner Chesnutt to confirm/elect James Mikus and LHC/LRT Chair, Kerri Roberts and LHC/LRT Vice Chair, Robin Chesnutt as LHC/LRT Treasurer, Lisa Lie and LHC/LRT Secretary and Valarie Miller as regular LHC/LRT member. All members and staff had signed the annual Conflict of Interest form which is typically signed at this annual meeting, at or prior to the September 2025 meeting.

Yeas: Commissioners Mikus, Roberts, Chesnutt and Lie.

Nays: None.

Absent: Commissioner Miller.

**MOTION CARRIED.**

### **ADJOURNMENT**

There being no further business, it was the consensus of the commission to adjourn the meeting at 4:53 p.m. **MEETING ADJOURNED.**

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Ms. Denise Soldenski, Executive Director

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Mr. James Mikus, Chairman



**Incident Count by Agency per Municipality  
2025**



|                                          | EMS calls  | LCEMS      | MEDSTAR  | MARLETTE                              | LCEMS %        |
|------------------------------------------|------------|------------|----------|---------------------------------------|----------------|
| Almont Township                          | 23         | 23         | 0        | 0                                     | 100.00%        |
| Almont Village                           | 20         | 20         | 0        | 0                                     | 100.00%        |
| Arcadia Township                         | 15         | 15         | 0        | 0                                     | 100.00%        |
| Attica Township                          | 23         | 23         | 0        | 0                                     | 100.00%        |
| Burlington Townsip                       | 10         | 9          | 0        | 1                                     | 90.00%         |
| Burnside Township                        | 15         | 13         | 0        | 2                                     | 86.67%         |
| Clifford Village                         | 2          | 2          | 0        | 0                                     | 100.00%        |
| Columbiaville Village                    | 7          | 7          | 0        | 0                                     | 100.00%        |
| Deerfield Township                       | 28         | 28         | 0        | 0                                     | 100.00%        |
| Dryden Township                          | 20         | 20         | 0        | 0                                     | 100.00%        |
| Dryden Village                           | 4          | 4          | 0        | 0                                     | 100.00%        |
| Elba Township                            | 47         | 47         | 0        | 0                                     | 100.00%        |
| Goodland Township                        | 14         | 14         | 0        | 0                                     | 100.00%        |
| Hadley Township                          | 18         | 18         | 0        | 0                                     | 100.00%        |
| Imlay city                               | 52         | 52         | 0        | 0                                     | 100.00%        |
| Imlay Township                           | 30         | 30         | 0        | 0                                     | 100.00%        |
| Lapeer City *                            | 224        | 224        | 0        | 0                                     | 100.00%        |
| Lapeer Township                          | 29         | 29         | 0        | 0                                     | 100.00%        |
| Marathon Township                        | 15         | 15         | 0        | 0                                     | 100.00%        |
| Mayfield Township                        | 76         | 76         | 0        | 0                                     | 100.00%        |
| Metamora Township                        | 20         | 20         | 0        | 0                                     | 100.00%        |
| Metamora Village                         | 2          | 2          | 0        | 0                                     | 100.00%        |
| North Branch Township                    | 14         | 14         | 0        | 0                                     | 100.00%        |
| North Branch Village                     | 14         | 14         | 0        | 0                                     | 100.00%        |
| Oregon Township                          | 36         | 36         | 0        | 0                                     | 100.00%        |
| Otter Lake Village                       | 6          | 6          | 0        | 0                                     | 100.00%        |
| Rich Township(Mayville)                  | 5          | 5          | 0        | 1                                     | 100.00%        |
|                                          |            |            |          |                                       |                |
| <b>Totals</b>                            | <b>769</b> | <b>766</b> | <b>0</b> | <b>4</b>                              | <b>99.61%</b>  |
| <b>Emergency Calls ( less transfers)</b> | <b>769</b> | <b>766</b> |          | Percentage of E-Call<br>Lapeer County | <b>99.61%</b>  |
| <b>Lapeer City transfers *</b>           | <b>0</b>   |            |          |                                       |                |
| <b>Lapeer E-Calls *</b>                  | <b>224</b> | <b>224</b> | <b>0</b> | Percentage of E-Call<br>Lapeer City   | <b>100.00%</b> |

**RECEIVED**

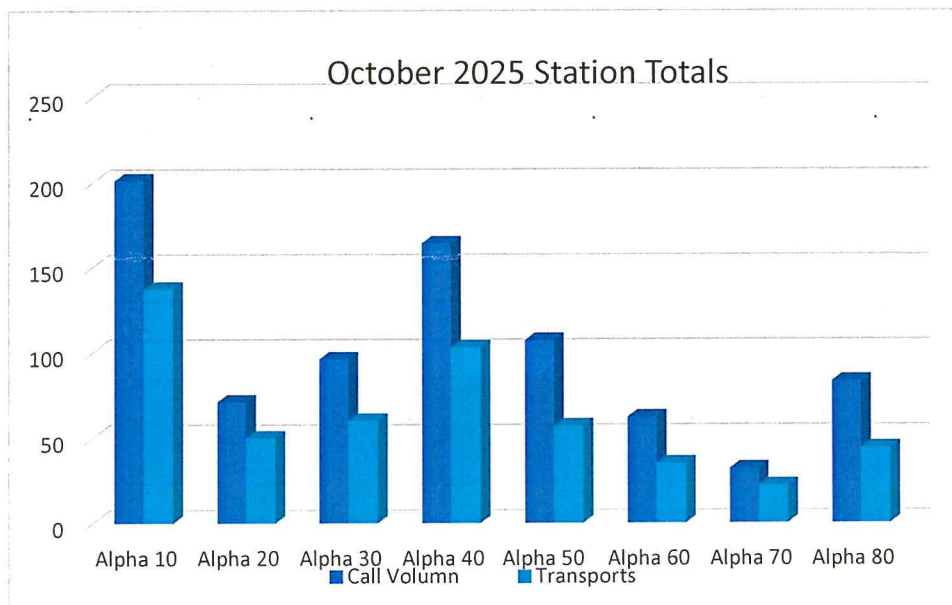
DEC -4 2025

CITY MANAGER  
LAPEER, MI



|                |          | Call Volume                         | Transports | Transport % of Volume |
|----------------|----------|-------------------------------------|------------|-----------------------|
| Station        |          |                                     |            |                       |
| Lapeer         | Alpha 10 | 201                                 | 137        | 68.16%                |
| North Branch   | Alpha 20 | 71                                  | 50         | 70.42%                |
| Imlay City     | Alpha 30 | 96                                  | 60         | 62.50%                |
| Elba           | Alpha 40 | 164                                 | 103        | 62.80%                |
| Mayfield       | Alpha 50 | 107                                 | 57         | 53.27%                |
| Metamora       | Alpha 60 | 62                                  | 35         | 56.45%                |
| Goodland       | Alpha 70 | 32                                  | 22         | 68.75%                |
| Dryden         | Alpha 80 | 83                                  | 44         | 53.01%                |
| <b>Totals</b>  |          | <b>816</b>                          | <b>508</b> |                       |
|                |          | <b>Average Transport % per call</b> |            | <b>62.25%</b>         |
|                |          |                                     |            |                       |
|                |          |                                     |            |                       |
| Wheelchair Van |          |                                     |            |                       |
| <b>TOTAL</b>   |          |                                     |            |                       |

|                                   |            |
|-----------------------------------|------------|
| <b>Lapeer County Incidents</b>    | <b>766</b> |
| <b>Other Activity (transfers)</b> | <b>2</b>   |
|                                   | <b>768</b> |





# CCAD - Monthly Incident Count By Agency for Lapeer Summary By Department By Incident Type

For 10/01/2025 Thru 11/01/2025



## For Cities: LAPEER CITY

| Agency Code                                | Type Code                            | Num Of Incidents |
|--------------------------------------------|--------------------------------------|------------------|
| 1E - Lapeer County EMS                     | AB - ASSAULT & BATTERY               | 1                |
|                                            | ALARMM - MEDICAL ALARM               | 4                |
|                                            | AMB - AMBULANCE CALL MEDICAL         | 180              |
|                                            | CUST TROUBLE - CUSTOMER TROUBLE      | 1                |
|                                            | DOMESTIC - DOMESTIC/ASSAULT          | 2                |
|                                            | DOS - DEATH ON SCENE                 | 1                |
|                                            | FAMILY DIST - DOMESTIC/NO ASSAULT    | 1                |
|                                            | MENTAL - PERSON WITH MENTAL PROBLEMS | 3                |
|                                            | OWI - OPERATING WHILE INTOX          | 1                |
|                                            | PIA - PERSONAL INJURY ACCIDENT       | 3                |
|                                            | PTTRANS - PATIENT TRANSFER MEDICAL   | 3                |
|                                            | STRUCTURE - STRUCTURE FIRE           | 3                |
|                                            | SUICIDAL - SUICIDAL PERSON           | 9                |
|                                            | WELFAR - WELFARE CHECK               | 12               |
| Total Incidents for 1E - Lapeer County Ems |                                      | 224              |

Sum:

224