

GREENWOOD CEMETERY ADVISORY BOARD AGENDA
FRIDAY, DECEMBER 3, 2021
MUNICIPAL BUILDING, 151 MARTIN, ROOM 205
8:30 A.M.

The Greenwood Cemetery Advisory Board provides the recommendations to the City Commission:

1. Modifications: As to modifications of the rules and regulations governing Greenwood Cemetery.
2. Capital Improvements: As to what capital improvements should be made to the cemetery.
3. Future Demands: As to how to respond to future demands for cemetery services.

I. CALL TO ORDER

Chairperson, Linda Buchanan

II. ROLL CALL

City Clerk, Alexandria Bingham

III. APPROVAL OF THE MINUTES

- A. Approval of meeting minutes of October 1, 2021

IV. UNFINISHED BUSINESS

V. NEW BUSINESS

- A. Review Section VII. Funerals, Internments & Disinterment
- B. Review Section VIII. Burial Rights Policy
- C. Review Section II. Conduct of Persons
- D. Review Section III. Traffic Regulations
- E. Future Business for the November and December Meetings
 - a. Policy for Approving and Installing Markers for Persons of Historical Significance
 - b. Review the summary memo and draft redlined copy of the entire updated Greenwood Cemetery Operational Procedures, Conditions and Regulations
 - c. Other Items for Consideration

VI. REPORTS

- A. Clerk's Office Update
- B. Financial Reports – *Will report in January*
- C. Cemetery Sales & Activity – *Will report in January*
- D. City Managers Report (November)

VII. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA

VIII. BOARD COMMENTS

IX. ADJOURN

Next Meeting: January 7, 2021

Should you wish to participate in this meeting, you are invited to attend the meeting in person or virtually through ZOOM:

<https://zoom.us/j/98983856041> Meeting ID: 989 8385 6041

You may also present your written statement to the City Clerk,
151 Martin Street, P.O. Box 3001, Birmingham, Michigan 48012-3001 prior to the meeting.

NOTICE: Individuals requiring accommodations, such as mobility, visual, hearing, interpreter or other assistance, for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance.

Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al (248) 530-1880 por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).

**Greenwood Cemetery Advisory Board
Meeting Minutes
Friday, October 1, 2021, 8:30 a.m.
151 Martin St. - Room 205**

I. Call To Order

Linda Buchanan, Chair, called the meeting to order at 8:30 a.m.

II. Roll Call

Present: Chair Linda Buchanan
Pam DeWeese
Linda Peterson (left at 9:57 a.m.)
Laura Schreiner
George Stern (left 10:15 a.m.; attended virtually, located in Birmingham MI)
Margaret Suter
Joseph Vercellone

Absent: None

Administration: City Clerk Bingham, Museum Director Pielack

III. Approval Of The Minutes

A. Review of the Minutes of August 6, 2021

MOTION: by Suter, seconded by Schreiner:

To approve the minutes of August 6, 2021 as submitted.

VOTE: Yeas, 5
Nays, 0
Abstain, DeWeese, Vercellone

IV. Unfinished Business

A. Approval of the 2022 GCAB Meeting Schedule

Dr. Vercellone noted it might be helpful to schedule the meeting outside of work hours.

The general consensus of the rest of the Board was that it is preferable to maintain 8:30 a.m. meetings on the first Friday of each month, with rare, agreed-upon exceptions.

MOTION: by Schreiner, seconded by Suter:

To approve the 2022 GCAB Meeting Schedule, with the meetings to be held at 8:30 a.m. on the scheduled dates.

VOTE: Yeas, 6
Nays, Vercellone

V. New Business

A. Review Sections IV. Maintenance and V. Operational Regulations

CC Bingham briefly reviewed the items.

MD Pielack said the issue about preserving and maintaining private property in the Cemetery should be reviewed by the City Attorney before the Board tries to determine what the City is responsible for in terms of marker maintenance. Noting the Board's discussion of a potential cut-off age for which markers the City should maintain, MD Pielack asked the Board to consider what they might do if a marker newer than the cut-off age was in need of repair. She added that the Cemetery's historic designation may also impact the discussion.

Dr. Vercellone said it might also occur that a marker that exceeds the cut-off date could have heirs still willing and able to perform maintenance work on the markers.

Ms. Schreiner noted that language to the effect of 'In the event that no family has come forward for a term of ten years, then the City shall maintain using best practices then available and their complete discretion markers for deaths that occurred more than (a number to be decided) years ago,' might offer the City both the guidance on maintenance and the legal coverage the Board is seeking.

CC Bingham said she would consult with the City Attorney and return with appropriate language.

After discussion the Board asked CC Bingham to consult with Ms. Arcome to determine whether corner markers are still utilized in the Cemetery. The Board was discussed regulations that might remove the corner markers or flat discs, require the City to maintain them, specify that the markers or discs not be disturbed by the public, or some other option. Consequently they asked for Ms. Arcome's recommendations for appropriate language for lines Three, Four and Five in V. Operational Regulations.

In reply to Board discussion, CC Bingham said she would speak to DPS about what items are cleaned up in the Cemetery on their clean-up days.

Ms. DeWeese stated that V. Operational Regulations had some redundancy and recommended the Board consider reorganizing and streamlining the section for the sake of clarity.

Chair Buchanan said that once CC Bingham returns with notes from Ms. Arcome and DPS the Board could look at clarifying V. Operational Regulations.

The Board then offered some revisions to the existing text of IV. Maintenance and V. Operational Regulations.

City Clerk Bingham noted the Board's recommended revisions. She said she would integrate the revisions into the draft and return it to the Board members for their review.

B. Sidewalk Conversation

Chair Buchanan said she would like to see the six trees planted along the easement a few years prior preserved.

There was general consensus with Chair Buchanan’s comment. Board members largely agreed it would also be a lot of construction for a relatively small amount of foot traffic in the area.

Dr. Vercellone noted that the sidewalk would be very close to the road and said he would like to hear what Birmingham Public Safety thinks of the potential placement.

Ms. Schreiner suggested providing a crosswalk at Greenwood to cross to the Cemetery instead of a sidewalk along the Cemetery.

In reply to CC Bingham, Ms. Schreiner agreed a shorter sidewalk could be considered between Hazelwood and Lakeview.

- C. Future Business for the November and December Meetings
 - a. Policy for Approving and Installing Markers for Persons of Historical Significance
 - b. Review Revisions to the Rules & Regulations: Monuments, Grave Markers and Foundations
 - c. Review Revisions to Section IX. Lot Sales – Payment Plan Policy & Section X. Lot Resale Policy
 - d. Review Revisions for the Cemetery Marker/Monument Survey Form & Planning for Monument Survey
 - e. Other Items for Consideration

VI. Reports

- A. Clerk’s Office Update
- B. Financial Reports
- C. Cemetery Sales & Activity
- D. City Managers Reports

VII. Open To The Public For Matters Not On The Agenda

VIII. Board Comments

Chair Buchanan stated there would be a Cemetery tour on October 19, 2021.

Due to scheduling conflicts the Board discussed potentially cancelling the November 2021 meeting. It was agreed that CC Bingham would send an email to confirm whether the meeting would be cancelled.

IX. Adjourn

Chair Buchanan adjourned the meeting at 10:40 a.m.

DATE: November 30, 2021

TO: Greenwood Cemetery Advisory Board

FROM: Alexandria Bingham, City Clerk

SUBJECT: Review of Greenwood Cemetery Operational Procedures, Conditions and Regulations:

- Section VII. Funerals, Internments & Disinterment
- Section VIII. Burial Rights Policy
- Section II. Conduct of Persons
- Section III. Traffic Regulations

INTRODUCTION:

- At the March 2021 GCAB meeting a priority list was determined by GCAB in order to systematically review all sections of the Greenwood Cemetery Operational Procedures, Conditions and Regulations.

The list below was calculated and shows our progress towards a complete review of the document.

*Lowest score = highest rank of importance

Section	Average
General - Overall Language Check (May 2021)	2.00
V. Operational Regulations (October 2021)	2.33
XI. Schedule of Fees and Charges (April 2021)	3.25
IV. Maintenance and Perpetual Care (October 2021)	3.67
IX. Lot Sales Policy (August 2021)	5.00
VI. Monuments, Grave Markers and Foundation Monuments (July 2021)	5.25
VII. Funerals, Interments & Disinterment Dec 2021	5.40
X. Lot Resale Policy (August 2021)	5.40
VIII. Burial Rights Policy Dec 2021	5.50
I. Definitions (May 2021)	8.17
II. Conduct of Persons Dec 2021	8.20
III. Traffic Regulations Dec 2021	9.00
XII. Revisions	

A full redlined document of the Operational Procedures, Conditions and Regulations will come back for GCAB's review at a future meeting.

The clerk plans to make a bulleted list summarizing the change and recommendations for each section.

LEGAL REVIEW:

- Advice from the City Attorney is requested on an as needed basis by city staff.

PUBLIC COMMUNICATIONS:

- Public comment at GCAB meetings is always welcome.

ATTACHMENTS:

- Greenwood Cemetery Operational Procedures, Conditions and Regulations:
 - Section VII. Funerals, Internments & Disinterment
 - Section VIII. Burial Rights Policy
 - Section II. Conduct of Persons
 - Section III. Traffic Regulations

SUGGESTED BOARD ACTION:

- Have discussion and make recommendations for updating sections VII, VIII, II, and III.

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CITY OF BIRMINGHAM
GREENWOOD CEMETERY OPERATIONAL PROCEDURES,
CONDITIONS AND REGULATIONS

I. DEFINITIONS:

The following words and phrases, for the purposes of these sections, have the meanings respectively ascribed to them, except in those instances where the context clearly indicates a different meaning.

- a. "Cemetery" shall mean Greenwood Cemetery.
- b. "Superintendent" shall mean the City Manager or his/her designee.
- c. "Marker" shall mean a stone or object denoting the location of a grave and which does not exceed eighteen (18) inches in height, sixteen (16) inches in width, and twenty-four (24) inches in length.
- d. "Monument" shall denote a memorial stone or object of a size in excess of that of a marker.
- e. "Permanent outside container" shall be a container which encloses a casket. The following are considered permanent outside containers: concrete boxes, concrete, copper or steel burial vaults.

1 f. "Department" shall mean the Department of Public Services.

2

3 g. "Memorial" shall mean monuments or markers.

4

5 **II. CONDUCT OF PERSONS**

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7 Every person entering the cemetery shall be responsible for any damage caused by such
8 person while within the cemetery. No person under eighteen years of age shall enter
9 the cemetery grounds unless accompanied by an adult responsible for his/her conduct,
10 or unless permission has been granted by the Superintendent.

11

12 No person shall:

13

14 a. Enter the cemetery except through an established gate, and only during the
15 hours from 8:00 A.M. to sundown.

16

17 b. Deposit or leave rubbish and debris on any part of the cemetery grounds.

18

19 c. Pick, mutilate, remove, or destroy any living plants or parts thereof, whether wild
20 or domestic, on the cemetery grounds, except in the work of maintenance by
21 City employees or its designated contractor.

22

23 d. Break, injure, remove, or deface any monument or marker on the cemetery
24 grounds.

25

- 1 e. Bring any dog or animal into the cemetery grounds, unless in compliance with
2 applicable leash law.
3
- 4 f. Bring or discharge any firearm on the cemetery grounds, except in the conduct
5 of military funerals.
6
- 7 g. Carry intoxicants into the cemetery grounds, or consume such while in the
8 cemetery.
9
- 10 h. Advertise on cemetery grounds unless permitted by the City.
11
- 12 i. Conduct her/himself in any other than a quiet and respectful manner while on
13 the cemetery grounds.
14

15 **III. TRAFFIC REGULATIONS**

16
17 All traffic laws of the City of Birmingham that are applicable to the operation of vehicles
18 in cemeteries shall be strictly observed. Every person driving a vehicle into the
19 cemetery shall be responsible for any damage caused by such vehicle.
20

21 No person shall:

- 22
- 23 a. Drive a vehicle within the cemetery at a speed in excess of ten (10) miles per
24 hour.
25

1 b. Drive or park a vehicle on other than established driveways except for the
2 purpose of maintenance or construction.

3

4 c. Turn a vehicle around within the cemetery except by following established
5 driveways.

6

7 d. Use a cemetery driveway as a public thoroughfare.

8

9 **IV. MAINTENANCE AND PERPETUAL CARE**

10

11 The City and/or its designated Contractor shall be responsible for the maintenance and
12 repair of the driveways, buildings, water system, drainage and fences. The City and/or
13 its designated Contractor shall also cut and maintain the grass areas, remove the leaves,
14 trim and remove trees and shrubs, apply fertilizer as necessary, and in general maintain
15 the cemetery as a place of natural beauty devoted to the burial of the dead.

16

17 The City and/or its designated Contractor shall not be responsible for any special care of
18 any particular section, lot or burial space or for the maintenance or repair of any
19 monument, marker or planting placed by the owner. Further, the City and/or its
20 designated Contractor shall not contract or agree to give special care to any section, lot
21 or burial space except as above provided. The City shall maintain the integrity of
22 damaged historical markers, prior to January 1, 1875, through the perpetual care fund.

23

24 **V. OPERATIONAL REGULATIONS**

25

1 The following operational regulations shall apply to all areas within the cemetery:

2

3 a. Corners of all lots will be marked by the City, or its designated contractor, with
4 permanent markers set flush with the ground surface, and these shall not be
5 disturbed.

6

7 b. The erection of any fence, railing, wall, coping, curbing, trellis, or embankment,
8 or the planting of any hedge, on any lot or grave is prohibited. No cutting of
9 paths shall be permitted.

10

11 c. The City, or its designated contractor, shall have the right to remove from any lot
12 any objects, including trees and shrubs and flower pots that are not in keeping
13 with the appearance of the cemetery.

14

15 d. Ironwork, seats, vases, and planters shall be allowed on lots, providing that the
16 same shall be kept in good repair and well painted. If not kept in good repair
17 and painted, the Superintendent shall have power and authority to remove same
18 from cemetery, and shall not be liable for any such removal.

19

20 e. Planters of iron or granite for the planting of flowers will be removed from lots
21 and put in storage if not filled by July 1st. Planters so removed will be sold for
22 cartage and storage charges, or destroyed, if not claimed within a period of one
23 year.

24

1 f. No person shall plant, cut down, remove, or trim any tree, shrub, or plant within
2 the cemetery except by permission of the Superintendent, or a person authorized
3 by him/her to act in his/her stead in matters pertaining to the cemetery.

4

5 g. The planting of flowers on any lot, or otherwise disturbing the sod, shall release
6 the City or its designated contractor from all obligation to resod without extra
7 charge therefore. The planting of spirea, rose bushes, peonies, or shrubs that
8 grow over three feet in height, will not be permitted.

9

10 h. As soon as flowers, floral pieces, potted plants, flags, emblems, etc., used at
11 funerals or placed on grave at other times, become unsightly or faded, they will
12 be removed, and no responsibility for their protection will be assumed, except for
13 special groups upon notification to the City or its designated contractor.

14

15 i. The Superintendent reserves the right to remove from beds, graves, vases,
16 planters, or other containers, all flowers, potted plants, or other decorations, that
17 are set out and then not kept properly watered, trimmed and free from weeds,
18 and to do so as soon as they become objectionable.

19

20

21 **VI. MONUMENTS, GRAVE MARKERS AND FOUNDATIONS**

22

23 **MONUMENTS**

24

1 Monuments will be permitted only on two adjoining side by side graves under one
2 ownership. No more than one monument shall be erected on any lot.

3

4 The erection of all monuments shall be subject to the following conditions:

5

6 a. Each monument shall be supported on a concrete foundation not smaller than
7 the base of the monument it supports. Such foundation shall be constructed
8 only by the City or its designated contractor after payment therefore has been
9 made. Foundations will be installed April to November, weather dependent, as
10 determined by the Superintendent. Requests received after November 1st will be
11 held until conditions allow for installation.

12

13 b. Designs for monuments must be submitted to the Superintendent or to a person
14 designated by him/her to act in his/her stead, when application is made for
15 construction of foundations. A form with the size, material and design must be
16 submitted to the City or its designated contractor for approval and all installation
17 fees must be paid in full prior to delivery of the memorial.

18

19 c. No monument of artificial stone, sandstone, limestone, or soapstone will be
20 permitted.

21

22 d. All contractors and workers engaged in setting monuments shall be under the
23 supervision of the Superintendent or a person designated by him/her, and they
24 will be held responsible for any damage resulting from their negligence or

1 carelessness. No work of setting monuments shall be started that cannot be
2 completed by the end of the day following the start of such work.

3

4 e. No monuments shall be allowed in the flush sections.

5

6 **MARKERS**

7

8 a. Markers shall not exceed 1 ½ feet in height and shall have a minimum horizontal
9 dimension at the base of not less than half of the height. All markers shall be in
10 one piece, and shall be dressed on the bottom at right angles to the vertical axis.
11 These measurements do not apply to government issue markers.

12

13 b. Individual markers can be sod set without a concrete foundation.

14

15 c. A form with the size, material and design must be submitted to the City or its
16 designated contractor for approval and all installation fees must be paid in full
17 prior to delivery of the memorial. Installation will not occur between November
18 1st and March 31st unless weather permits.

19

20 **FLUSH MEMORIAL SECTION – AREAS PLOTTED AFTER JANUARY 1, 2015**

21

22 a. On grave spaces in Sections B, C, D, K, L, and O, all memorials on new lots
23 plotted after January 1, 2015, must be installed at lawn level. Memorials can be
24 individual markers measuring 24" x 12" x 4" or 16" x 24" x 4" or companion
25 memorials over two (2) graves measuring 48" x 12" x 4".

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b. The memorials must be made of acceptable bronze or granite material and set at lawn level.

c. A form with the size, material and design must be submitted to the City or its designated contractor for approval and all installation fees must be paid in full prior to delivery of the memorial. Installation will not occur between November 1st and March 31st unless weather permits.

VII. FUNERALS, INTERMENTS AND DISINTERMENTS

INTERMENTS

No lot or burial space shall be used for any purpose other than the interment of human remains and the erection of appropriate memorials to the dead.

No interment shall be made in Greenwood Cemetery until a proper burial permit has been issued, and until all other legally required permits have been issued by, and filed with, the proper authorities.

City personnel, or its designated contractor, will provide opening and closing of grave, initial and periodic maintenance only, and will not be responsible for handling and lowering vaults or caskets. Tents, lowering devices and other materials shall be furnished by the funeral director or vault company.

1 No grave shall be dug closer than six (6) inches from the line of any lot.

2

3 In all full burial interments, the casket shall be enclosed in a permanent outside
4 container. Such outside container shall be installed by the funeral director, vault
5 company, or the City's designated contractor.

6

7 In all interments of cremated remains, the container shall be installed by the City, its
8 designated contractor, funeral director or vault company. The size of the container
9 must be submitted with the request for burial.

10

11 All funerals within the cemetery shall be under the supervision of the City or its
12 designated contractor. No burials are to be made on Sunday or legal holidays, except
13 by permission of the Superintendent. Overtime charges will apply.

14

15 The City must be notified through the City Clerk or its designated contractor, of the time
16 and exact location of proposed interments in time to allow not less than ten (10) hours
17 of daylight to prepare the grave. If notification occurs less than 10 hours of daylight
18 prior to burial, overtime charges will apply.

19

20 Interments that involve preparation or follow-up work during other than regular working
21 hours will be done at an additional charge for the overtime portion of the time required.

22 The maximum charge shall not exceed the normal charges plus the weekend/holiday
23 fee. This fee is in addition to the normal interment or disinterment fee charged during
24 regular working hours.

25

1 Interments of the remains of any persons other than the owner or an immediate
2 member of his/her family will be permitted only after the written consent of the owner
3 or the owner's authorized agent has been filed with the City Clerk or the City's
4 designated contractor. In case of a minor being the owner, the guardian may give
5 consent upon proof of this authority to act.

6

7 Only one (1) interment in any one grave space shall be permitted, except in the case of
8 a parent and infant child, two (2) children dying at about the same time, or in such
9 other unusual cases as it shall seem to the Superintendent to be proper under the
10 circumstances. Such interments shall adhere to Section VIII Burial Rights Policy.

11

12 Up to two cremated remains may be placed in the same space if the owner of the grave
13 space or his/her heirs purchase the right to such inurnments. Should the owner permit
14 the burial of such cremated remains, only one additional memorial shall be permitted on
15 the grave space and such memorial shall not be larger than 24 x 12 x 4 inches and
16 installed at lawn level. Up to three (3) cremated remains (only) may be placed on a
17 single grave space.

18

19 **DISINTERMENTS**

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21 Disinterment of a burial shall be facilitated by a Michigan licensed funeral director. Said
22 funeral director shall obtain a permit for such removal from the local health officer of
23 Oakland County. Said funeral director shall complete the removal form as required by
24 the City or its designated contractor. Disinterment shall not commence until after
25 issuance of the Oakland County permit is presented to the City or its designated

1 contractor, approval for removal is granted by the City or its designated contractor, and
2 all applicable fees are paid. Such disinterments shall only be scheduled between June
3 15th and October 15th each year unless approved by the City. The grave space where
4 the disinterment occurred shall immediately be returned to a safe condition.

5

6 **VIII. BURIAL RIGHTS POLICY**

7

8 Lots purchased from the City after October 1, 2014:

9 Full grave

10 One casketed remains and two cremated remains

11 - or -

12 Up to three cremated remains

13 Cremation grave

14 3 x 2 feet one cremated remains

15 3 x 4 feet two cremated remains

16

17 Lots purchased prior to October 1, 2014:

18 Full grave

19 One burial right per grave (To add a burial right for cremated remains,
20 must purchase each additional right of burial in the grave. Up to two
21 cremated remains.)

22 - or -

23 One cremated remains (To add a burial right for cremated remains, must
24 purchase each additional right of burial in the grave. Up to two cremated
25 remains.)

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IX. LOT SALES – PAYMENT PLAN POLICY

1. A payment agreement may be entered into to allow for the purchase price of a plot(s) to be paid over a period of time not to exceed 24 months and the period provided to cure a default. A copy of this Payment Plan Policy shall be attached to all installment payment agreements and shall be provided to the Purchaser.

2. Payment agreements require a 20% down payment of the total purchase price, with the remaining balance to be spread into equal monthly payments for the payment period. Such payment agreements shall be interest free. There shall be no prepayment penalty to the Purchaser.

3. A plot(s) being purchased under a payment agreement may not be used for interment until the full purchase price of the plot(s) has been paid. The Purchaser may apply all payments made on the plan to the plot(s) needed for burial. Should this application of funds to the burial plot reduce the balance in the Purchaser's account below 20% of the value of the remaining plots, the Purchaser shall be given a grace period of up to six months to repay the 20% deposit on the remaining plot(s).

4. In the event a Purchaser fails to make an installment payment, the Purchaser shall have 90 days from the default to cure the deficiency and bring the payments current.

1 5. For purchase agreements initiated after January 14, 2019, failure to pay the
2 entire contract on or before the final payment due date and the cure period will
3 result in forfeiture of the unpaid plot(s) and 50% of all monies paid to date. If enough
4 money is on account to completely pay for a plot(s), the Purchaser shall have the option
5 to purchase said plot(s) with those available funds. Fifty percent of the remaining funds
6 on account and any plots not paid in full shall be forfeited.

7

8 **X. LOT RESALE POLICY**

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10 All graves sold by the City after October 1, 2014 can only be returned to the
11 City. Such graves cannot be transferred from the original purchaser to an unrelated
12 third party. Graves can only be transferred to family according to the Rules of
13 Consanguinity with supporting genealogical documentation.

14

15 All graves returned to the City shall receive 50% of the original purchase price from the
16 Greenwood Cemetery Perpetual Care Fund. Upon return of the graves, the City
17 may resell the graves.

18

19 (For the purpose this policy, immediate family shall mean the immediate family of the
20 purchaser(s) – spouse, children, grandchildren, parents, siblings, nieces/nephews,
21 grandparents, aunts/uncles, step-children.)

22

23 **XI. SCHEDULE OF FEES AND CHARGES**

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1 Fees and other charges are as set forth in the Schedule of Fees, Charges, Bonds and
2 Insurance.

3

4 **XII. REVISIONS**

5

6 The obligations of the City as herein set forth may, from time to time, be modified by
7 the Birmingham City Commission.

8

- 9 • October 18, 1971 Resolution No. 1434-71
- 10 • February 13, 1984 Resolution No. 02-97-84
- 11 • February 23, 2009 Resolution No. 02-52-09
- 12 • December 17, 2012 Resolution No. 12-356-12
- 13 • August 10, 2015 Resolution No. 08-174-15
- 14 • March 27, 2017 Resolution No. 03-82-17 (and confirmed by Greenwood Cemetery
15 Advisory Board on May 5, 2017).
- 16 • January 14, 2019 Resolution No. 01-011-19

REPORTS

Clerk's Office – Update on Ongoing Projects

City Clerk's Office

Please welcome our newly appointed Deputy Clerk Christina Woods! Christina started with us on Wednesday, November 17th and comes to Birmingham after serving in the clerk's of the City of Fraser. Christina has over 20 years of experience in a variety of departments and is passionate about providing excellent service to the public and city government.

The recount for the November 2, 2021 City Commission election will be conducted at the Oakland County Elections Division at 1:00PM.

We are also anticipating the start of our final vacant part time position in mid-December. We are elated to report that for the first time in almost a year the Clerk's office will fully staffed!

Financial

Sales

Burials

**Due to staffing deficiencies in the City Clerk's Office and a busy election season we plan to report this data for the January 2022 meeting.*



CITY MANAGER'S REPORT

November 2021

Baldwin Public Library

Phase 3: Front Entrance and Circulation Area Project

The Library Board's Building Committee continues to meet with Merritt Cieslak Design to plan the Phase 3: Front entrance and Circulation area project. The floor plan is nearly finalized and the committee will be reviewing 3D renderings of the exterior at the next meeting. Meeting minutes received to date can be read online at <https://www.baldwinlib.org/renovation/>.

Updated Library Policies

The Library Board met on November 15 and approved updates to five policies: Electronic Device, Network, and Internet Use Policy; Credit Card Policy; Unattended Children Policy; Volunteer Policy; Public Comment Policy. The policies can be viewed at <https://www.baldwinlib.org/mission/>.

Donations

The Friends of the Baldwin Public Library are now accepting donations of used books, DVDs, and CDs. Please limit your donation to two bags/boxes per week.

Strategic Plan

Director Rebekah Craft and Associate Director Jaclyn Miller are working with the Board's Strategic Planning Committee to update the Library's strategic plan. As part of the process, two virtual focus groups were held on November 9 and 13.

Objectionable Items

School libraries in Virginia, Texas, Wyoming, and elsewhere have been in the news lately as parents are requesting that objectionable items are withdrawn from library collections. Baldwin has a Collection Development Policy in place that discusses the types of items the library includes in the collection, how items are selected and de-selected, and how citizens can file a request if they are unhappy with an item in the library's collection. Because strong feelings and emotions can develop over items in the library's collection, patrons are welcome to fill out a Request for Reconsideration of Library Materials form. When this form is completed, it is given to the Library Director for response. The item will then be reviewed by the Library Director and Library Board in

accordance with the Library's Collection Development Policy, the Library Bill of Rights, and the American Library Association guidelines on intellectual freedom.

The Birmingham Museum

Birmingham Museum—Upcoming RFP for Window Restoration.

In FY 2020-2021, an RFP was issued to restore all 49 windows in the Allen House. However, due to the pandemic construction climate, and materials/labor shortages, the project was underfunded and not able to be undertaken. In addition, the project was deemed to be significantly more disruptive to the building and museum operations than previously realized if all 49 windows are simultaneously repaired and restored. Therefore, the project will be separated into two phases, focusing on the second floor windows in FY 2021-2022 and the first floor windows in 2022-2023. A December 2021 posting is anticipated for an RFP for the first phase (upper floor) window restoration, with expected project completion in the spring/summer of 2022.

Birmingham Shopping District (BSD)

BSD to Welcome New Businesses

The BSD was pleased to see an article in the Free Press on November 13th, titled "Downtown Birmingham sees surprise surge of new retailers." The article quoted extensively from the BSD's executive director and retail recruiter, and highlighted all of the new businesses coming to downtown Birmingham, including State and Liberty, Faherty, Circa Lighting, and many more!

Holiday Activities in Birmingham

Holiday activities in Downtown Birmingham kick-off on Saturday, November 27th, with Small Business Saturday, carriage rides, and Santa Walk.

This is a critical time to support small businesses and the BSD encourages everyone to spend their dollars locally on Small Business Saturday. The BSD has published the 2021 Holiday Gift Guide which features holiday gift ideas offered by downtown retailers. A [digital version of the gift guide](#) can be found on the BSD website at ALLINBirmingham.com. Free parking will be available in the parking structures.

The Santa Walk is also on November 27th. Join us as we welcome Santa to town! The event begins in the parking lot of the Surnow Building located at 320 Martin Street in downtown Birmingham, where Santa will arrive in a Birmingham fire truck at 9:30 a.m. The walk continues through downtown, with stops at various shops, before concluding at Santa House in Shain Park. The event will feature free hot chocolate, courtesy of Hazel's, from 10:00 a.m. to 3:00 p.m. at the corner of Maple and Old Woodward.

Due to overwhelming popularity this year, appointments for families to visit the Santa House in Shain Park through the holiday season are full.

The BSD will be hosting scavenger hunts in downtown Birmingham every Saturday from November 27th through December 19th. Participants have a chance to win a \$250 Birmingham Bucks e-gift card!

Lastly, downtown Birmingham's signature event, Winter Markt, will be held in Shain Park on Friday, December 3rd from 4:00 p.m. to 9:00 p.m., Saturday, December 4th from 10:00 a.m. to 9:00 p.m., and Sunday, December 5th from 10:00 a.m. to 4:00 p.m. The annual Tree Lighting will take place on opening night of the Winter Markt on Friday, December 3rd at 6:00 p.m.

Building Department

Monthly Report

The [Building Department's monthly report](#) provides an update on the following construction activity: building permits issued, building inspections conducted, trades permits issued and trades inspections conducted.

City Hall Workstation

During the partial reopening of City Hall, the Community Development Department has remained closed to the public. This has caused some challenges for the Building Department's ability to provide continuity of services. In response, the Building Department has evaluated and modified our current procedures to develop a strategy for addressing these challenges. Creating a workstation and desk on the lower level of City Hall will provide department staff with the tools and resources they need to facilitate in-person services. A plexiglass protective barrier will be installed on the desk to maintain workplace safety and a laptop will be provided with access to our record and permitting software. Because our in-person services are still limited, we will continue to provide information on our online services and encourage the use of our drop box for submissions not requiring in-person assistance.

324 Greenwood Update - Work on Private & Public Property Without Proper Permits

Building Department:

In regards to the work on private property, the owner has failed to provide all the necessary documentation for the work performed in the rear yard that we need to issue required permits. This work includes repairing and adding to an existing deck and installing impervious surfaces such as pavers and artificial turf systems. These new impervious surfaces clearly reduced the minimum open space to less than the required 40%. The property owner has been aware for over a year now of the documents he needs to provide to the Building Department in order for us to verify compliance with the City codes.

The owner did submit a deck permit application along with sketches of the proposed work, but not a detailed survey or any plans for the proposed impervious surfaces. The

survey must show all lot coverage and open space percentages so we can verify compliance with the zoning ordinance.

Staff periodically has visited the site to check on the status. While modifications that had been added on City property were being removed, a lot of the impervious surfaces including the artificial turf on the owner's private property were also taken away. This seemed to indicate an intention on the owner's part to comply with open space regulations. However, a recent inspection revealed that the artificial turf has been reinstalled. This leaves us no option other than to take further enforcement action including issuing tickets in order to achieve compliance with the City's regulations.

Department of Public Services:

Concerning the encroachment onto Park property, the property owner was asked to remove all landscaping, artificial turf, irrigation, and other items from public property. This work has been done, and the area has been regraded. The outstanding items for remediation by way of approved permit through the Department of Public Services are to pay for the restoration of the area back to a natural forest condition.

In October, we processed 386 online permit applications, bringing our total to 3,571 online permits for 2021.

City Clerk's Office

Welcome

The City Clerk's Office would like to welcome our newly appointed Deputy Clerk Christina Woods. Christina comes to Birmingham from the City of Fraser with over 20 years of experience in a variety of departments. Christina is passionate about providing excellent service to the public and city government.

Recognition of Staff

A BIG thank you goes out to Brendan McGaughey, Devin DeRoeck, Brad McNab, and the rest of the DPS staff who assisted with setup and break down of the voting precincts before and after Election Day.

The Clerk's Office appreciates Marshall Crawford of the Birmingham Fire Department. Marshall was a great help in the Clerk's Office with all sorts of election prep tasks for several weeks leading up to the election.

The Clerk's Office would also like to recognize and thank the 70+ election inspectors that completed training and worked on Election Day. Our amazing inspectors helped to ensure that every precinct was able to process voters in an efficient, calm, and safe manner.



On Election Day the City Clerk's Office also had additional support from:

- Cheryl Arft, happily retired from our office
- Teresa Klobucar, Finance

- Donna Casaceli, Museum & her lovely daughter



Election News

5,103 people cast votes in the city's Nov. 2, 2021, election – 64.2% of them on absent voter ballots and 35.8% of them at the polls on Election Day. That represents a 27.4% voter turnout, roughly equal to Birmingham's last local election in 2019. The Oakland County Canvassing board certified the results on Monday, Nov. 8, and these newly elected officials were sworn in at a City Commission meeting that evening:

City Commission

- Katie Schafer
- Elaine McLain
- Andrew Haig

Baldwin Public Library Board

- Melissa Mark
- Frank Pisano
- Karen Rock
- Diane Rumpfle

Recount Requested

City Commission candidate Anthony Long has requested a hand recount after losing by six votes to third-place candidate Andrew Haig. Oakland County Elections Division has set Nov. 23 at 1 p.m. as the tentative recount date.

Upcoming Special Events

- Santa House, Shain Park - Nov. 27
- Winter Markt, Shain Park -Dec. 3-5
- Menorah Lighting, Shain Park - Dec. 1
- Nativity Display, Shain Park - Nov. 29 - Dec. 31

Birmingham Board of Ethics Reviewed Anti-Defamation League Allegations

The City of Birmingham's Board of Ethics met on Tuesday, November 16 to review allegations received by the Anti-Defamation League (ADL) stating that City Commissioner Clinton Baller used language that the ADL believes may have risen to the level of antisemitism. [Follow this link](#) to review the ADL's letter, the City Manager's response letter to the ADL, the City Manager's letter to the Ethics Board, the *Plan for the City of Birmingham's Response to Incidents Involving Racial or Ethnic Conflict*, and the correspondence in question by Commissioner Baller. At the conclusion of the meeting on November 16, the Board of Ethics determined that an incident of racial or ethnic conflict did not occur. [Follow this link](#) to view a formal report from the Board of Ethics.

Greenwood Cemetery Advisory Board

Future Agenda Topics for GCAB

December 3, 2021 - Meeting in-person at City Hall

Proposed Meeting topics

- Continued discussion on updating the rules and regulations for Greenwood Cemetery
- Continued discussion on a policy for installing monuments in recognition of a person of historical significance

January 7, 2022 - Meeting in-person at City Hall

- Topics to be determined

Upcoming Board Appointments

As terms expire, notice will be given for existing members to reapply or for new applicants to apply to the following boards in November:

- Triangle District Corridor Improvement Authority
- Board of Review
- Public Arts Board
- Storm Water Utility Appeals Board

Board Vacancies Update

The following boards have open positions that were noticed and have not yet been filled:

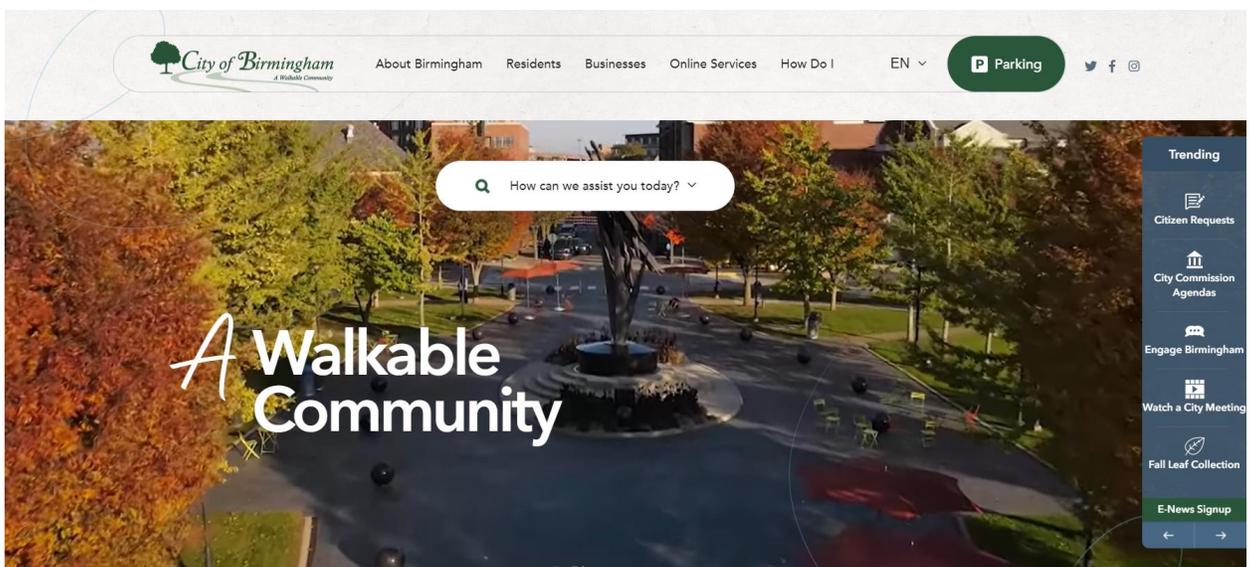
- Advisory Parking Committee
- Storm Water Utility Appeals Board
- Triangle District Corridor Improvement Authority
- Multi-Modal Transportation Board

City Manager's Office

Communications

New City Website

The City's website serves as an informational resource to residents, visitors, businesses and others in the community. The City's new and improved website, still at www.bhamgov.org, launched last week. We are pleased to invite the community to explore the site, which was developed over a period of several months in collaboration with personnel from various city departments. A special thank you to our web team members, especially Jamil Kim, Melissa Fairbairn, Erika Bassett, Carrie Laird, Eric Brunk and Caitlin Donnelly, for their time and hard work on the site. The beautiful new site features an enhanced search function, a clean and intuitive design, meeting documents and video footage located in one place for each board and committee, enhanced calendar with embedded Google maps, a user-friendly accessibility widget, and more.



GovPilot

The City's new Citizen Request module and app by GovPilot was approved at the City Commission meeting on Monday, October 25, 2021. The service will make it easier than ever for the community to submit a question or concern to the City. Staff training and implementation will take approximately 60-90 days, and launch is anticipated to occur early next year.

Engage Birmingham

Engage Birmingham now has more than 1,400 participants. Last week we launched the highly anticipated Pickleball 2.0 project. Crestview Park, Kenning Park, and St. James Park are potential locations. Visit [Engage Birmingham - Pickleball 2.0](#) by November 30 to tell us where you'd like to see Pickleball! Visit the Department of Public Services section of this report to learn more.

2022 City Calendar

The communications team submitted the 2022 city calendar to the printer last week. Residents and businesses can expect to receive the calendar in late December.

Human Resources

Sensitivity Training

The Human Resources department will be conducting a review of qualified training facilities as an effort to secure training services required to greater strengthen and improve staff sensitivity. In today's climate, there is a defined business need to establish and promote an environment of inclusion and sensitivity. The City Commission will also be invited to attend, so please stay tuned for further information.

City Staff Vaccination Update

Vaccination Card Tracking			
Department	# Received	Total Staff	Percentage
City Staff	178	213	84%
IT	4	4	100%
BSD	4	5	80%
Community Development	27	30	90%
Fire Dept	35	38	92%
Clerks	4	4	100%
Finance/Treasurer	11	12	92%
Building/Maintenance	2	2	100%
Museum	3	3	100%
Police Dept (w/o crossing guards)	43	58	74%
CM/HR	5	5	100%
DPS (w/o summer seasonals)	40	52	77%

Employment Update

Several positions have recently been filled, including: Deputy City Clerk, City Planner, Police Dispatcher, Firefighter, two Streets Operators, and three Police Officers. We are also in the process of hiring for HR Generalist, IT Intern, part-time Dispatcher, Treasury Clerical Assistant, Clerk's Office Clerical Assistant, Parks Operator, Construction Engineer, Ice Arena Maintenance and Concessions, and Streets Technician.

Miscellaneous

SOCWA & SOCRRA Quarterly Report

Follow the corresponding links to download quarterly reports for the [Southeastern Oakland County Water Authority \(SOCWA\)](#) and [SOCRRA](#).

Iowa City – Park@201

City Manager Tom Markus recently described a mixed-use development, Park@201, located in downtown Iowa City. Park@201 is an award-winning 14-story building that does not offer onsite parking. It includes first floor and mezzanine commercial space (a clothing store on Level 1 and a hair salon on the mezzanine level); three floors of office space; and 25 residential units, including two 2-story penthouses. The building sits on a 40' x 80' lot. The City allowed the developer to purchase air rights to cantilever 4' to the north and 4' to the west over the pedestrian plaza (see photos below).

With no room for parking onsite, Iowa City agreed to make 25 parking spaces available in the nearby City ramp at market rate. They were uncertain if people would purchase these units or if it would be primarily a rental building. It turned out the lack of onsite parking was not a hindrance to sales. [Follow this link](#) to learn more about the Park@201 development.



Woodward Avenue Updates

At the City Commission meeting on October 25, 2021, representatives from the Michigan Department of Transportation (MDOT) appeared before the Commission in response to public pressure to address the urgent safety concerns at the pedestrian crossing at Woodward and Brown/Forest. As outlined in numerous letters to MDOT, Governor Whitmer and State legislators, the City requested that MDOT take immediate corrective

action at the pedestrian crossing at Woodward and Brown/Forest through the installation of pedestrian signals, LED Enhanced Warning signs, advance yield lines, positive offset lighting and/or pedestrian hybrid beacons or other safety measures. The MDOT officials present committed to the immediate installation of flashing lights for the pedestrian crossing signs to draw attention to the crosswalk, and to the installation of a new signal for northbound Woodward to stop traffic, as well as pedestrian signals for both the north and southbound lanes of Woodward in 2022.

Since the October 25, 2021 City Commission meeting, the City has received a formal commitment letter from MDOT ([follow this link to view the letter](#)) outlining MDOT's plans to address the pedestrian safety concerns at Woodward and Brown/Forest. In addition, City officials have met via Zoom to discuss the design and layout of temporary measures to install the flashing lights on the crosswalk signs on both northbound and southbound Woodward. MDOT proposes to provide power for the flashing lights using overhead lines to allow for installation of the lights immediately. MDOT advised that this is a temporary condition to allow for immediate implementation. MDOT stated that they will study running electricity underground as part of the final signal design plan. On November 17, 2021, City staff met onsite with MDOT staff and Road Commission of Oakland County ("RCOC") staff (who will be installing the flashing lights) to finalize temporary pole locations to minimize conflicts with existing trees. Finally, MDOT officials have confirmed that the new traffic and pedestrian signals are currently in the design phase, and MDOT has committed to continue to involve the City in the design and planning process. Installation of the new signals is anticipated in the fall of 2022. The City has also began the process of applying to MDOT for a "road diet" on Woodward in order to reduce the number of travel lanes for cars and to create a complete street that is accessible to all modes of transportation, for people of all ages and abilities. Currently, the City's transportation consultants are conducting all of the background research and studies to meet all of the requirements on MDOT's Road Diet Checklist. City staff will continue to work with our consultants and the Multi-Modal Transportation Board to complete all of MDOT's requirements, and finalize our application for review and approval by the City Commission early in 2022.

In addition to the intersection improvements discussed above, the City Commission also approved funding an upgrade to Woodward Avenue's median lighting located in the MDOT right-of-way. Approved upgrades included a conversion to LED lighting between Maple Road and Lincoln St., and to higher illumination LED lighting at the Woodward and Brown/Forest pedestrian crossing to enhance the safety of the crossing. DTE committed to completing the lighting improvements by the end of the year. As of November 12, 2021, DTE has completed the installation of the LED lighting approved by the City Commission on October 5, 2021. The upgraded LED lighting will enhance pedestrian safety at Woodward and Brown/Forest, and will reduce lighting costs over time.

Finally, the City Commission also directed City staff to seek approval from MODT for a pedestrian crosswalk flag system previously installed on Woodward Avenue at the Brown/Forest crossing. An application was submitted to MDOT immediately following the City Commission meeting on October 25, 2021 and was subsequently approved by MDOT. Shortly thereafter, the pedestrian flags and containers were removed by an unknown

party. Replacement equipment is on order and will be installed in the same location in accordance with MDOT's approval upon receipt.

Department of Public Services

Pickleball 2.0 Survey

In May of 2021, we provided five potential locations for Pickleball and asked the community to visit Engage Birmingham to let us know which location they liked best.

City staff, working through the Parks and Recreation Board, evaluated the feedback received and hired a local architect that specializes in athletic fields and recreational facilities, Foresite Design, to perform site evaluations.

We've narrowed it down from five locations to three potential locations, with more details to share this time around. Let us know what you think! Crestview Park, Kenning Park, and St. James Park are in the running. Visit [Engage Birmingham- Pickleball 2.0](#) by November 30 to tell us where you'd like to see Pickleball!

Springdale and Lincoln Hills Golf Courses

As of Saturday, November 20, both of our golf courses are closed for the season. It was another terrific golf season for membership sales and rounds played.

Thank you to all of the club members for your continued support and regular play during the golf season. We look forward to seeing you in 2022.

Curbed Street Leaf Collection

The collection of leaves on curbed streets ends the week of November 29. Zones 1 & 2 will be collected during this entire week. We recommend the leaves be placed at the curb by Monday morning to assure pick-up.

Yard Waste Collection Ends

The last week for yard waste collection on the scheduled trash day is the week of December 13.

Engineering Department

Quarton Lake Dam Inspection

Representatives from the State of Michigan Department of Environment, Great Lakes & Energy (EGLE), Water Resources Division, Dam Safety Unit conducted an inspection of the Quarton Lake Dam on November 9. For the purpose of hazard potential, EGLE classifies Quarton Dam as being significant, and therefore requires inspection every four years. The Quarton Dam "passed" the inspection, and EGLE representatives did not note any deficiencies or areas of immediate concern. They did caution about managing vegetation along the dam embankment, and monitoring condition of any trees located on or near the embankment. Trees planted on the dam embankment pose a potential risk to the integrity of the dam should the tree fall over, and any trees not considered to be in good condition should be removed. EGLE generally discourages planting any trees or deep-rooting vegetation along dam embankments. We will review current conditions

and EGLE observations with Parks/Forestry personnel. The EGLE report is expected by the end of December.

Construction Update

Construction season is winding down, and most projects will pause during the winter months. Exceptions to this is the Lead Water Service Replacement program and Sewer Rehabilitation program, which will continue as long as the weather conditions allow. Work on these will have to pause during periods of extreme cold weather. Final lawn restoration on Townsend will occur in April/May 2022, weather dependent. The City's sidewalk contractor and asphalt paving contractor will be returning in the spring to finish their respective projects. As part of the asphalt paving contract, new curbs are proposed at the intersections along Latham, between Saxon and Northlawn, and on Stanley, at Lincoln. We will be marking the proposed curb alignment with temporary paint markings to give a preview of what is planned to be constructed in the spring.

Finance Department

American Rescue Plan Act Funds

The City received its first allocation of America Rescue Plan Act (ARPA) funds totaling \$1,119,378, which represents 50% of the total amount to be received. Currently, these funds are designated for lead service line replacement within the City.

Fire Department

Residents Successfully Resuscitated

This October, the Birmingham Fire Department responded to two residents in cardiac arrest. The responding crews were able to successfully resuscitate both patients on scene by performing Advanced Cardiac Life Support (ACLS) procedures. The patients were stabilized and transported to William Beaumont Hospital in Royal Oak where they were able to make full recoveries and were discharged from the hospital within a couple of weeks. The Fire Department administration would like to thank all the paramedics that responded to these residents in their time of need; Lieutenant Brian Freels, Lieutenant Adam Knowles, Trevor Baker, Jason Granroth, Randy Bearden, Ryan Wiseman and Jeff Schemansky. Each crew will have a lifesaving award plaque displayed at Station 1 (Adams) commending them for their performance on their emergency scene.

Public Assistance Grants

The Fire Department leads the City's Emergency Management program. During the COVID-19 pandemic, this program, along with amazing help from the City's Finance Department, has applied for over two dozen grants for Public Assistance. Our team has successfully recouped over \$1.2 million dollars in reimbursements and has applied for an additional \$500,000 in grants that are currently pending. Recently the Fire Department, through a review and appeal process, was awarded \$63,000 in reimbursements from a previously denied claim through FEMA. The money that was retroactively awarded was a reimbursement for the City's response to help inform and mitigate the effects of the public health emergency. City workers staffed a COVID-19 Call Center in early 2020.

COVID-19 care packages of PPE, sanitizing, disinfecting products, etc. were also put together by City workers during the early months of the pandemic to help any residents in need who were unable to leave their homes or find these products. FEMA is currently reviewing remaining projects for additional denied funds that are now deemed eligible for reimbursement.

Monoclonal Antibody Infusions

The Fire Department continues to provide Monoclonal Antibody Infusions (Regeneron) to residents who are infected with COVID-19. The infusions are performed in the comfort of the resident's home. Our department is the only fire department in Southeast Michigan offering this service. During the week of November 8th, the department administered six infusions, which is the most per week to date. The local hospital systems are overwhelmed with COVID-19 infusion requests and this service allows residents to receive treatment in a timely, therapeutic manner.

Planning Department

Master Plan 2040

The Planning Board kicked off the review of the second draft of the 2040 Master Plan on November 10th with a discussion on the Introduction, Future Land Use Map, and Chapter 1 (Connecting the City). The presentation slides used by the consultant for their presentation will be available on www.thebirminghamplan.com, along with all documents relating to the 2040 Master Plan. You can also watch a recording of the meeting on the City of Birmingham's website at www.bhamgov.org/watch. Up next, the Planning Board will dive into Chapter 2 (Embrace Managed Growth). As a reminder, you can still submit comments directly to the consultant team through the aforementioned 2040 Plan website, and also submit comments to the Planning Division to be placed in the next available agenda of the Planning Board.

Planning Board

The Planning Board has continued to make progress on the comprehensive outdoor dining ordinance amendment study while also moving forward with a concurrent amendment to allow permit holding outdoor dining establishments to utilize their outdoor dining patios and platforms year-round. While the 2040 Master Plan review is underway, the comprehensive outdoor dining amendment is not currently scheduled for its next review. However, the Planning Board has set a Public Hearing to review the year-round outdoor amendment for December 8, 2021. In terms of site plan reviews, the Planning Board will be reviewing applications for the following developments in the near future:

- 460 N. Old Woodward – A new 3-story mixed-use development with ground floor retail, second floor office, and two residential units on the third floor with a rooftop use located above. The site currently contains the former Junior League of Birmingham building and associated off-street parking. The Planning Board will be reviewing the Final Site Plan and Design Review on December 16, 2021.
- 325 S. Eton St. – Phase 3 of the District Lofts development will contain first floor commercial space and 50 residential units ranging from 596 to 1,072 square feet.

With the addition of this final piece, the site itself will also receive an upgrade in circulation and pedestrian movement in the rear, as well as new plaza space and significant landscaping. Due to the projects location adjacent to the historic Grand Trunk Western Railroad Depot, the application will be going before the Historic District Commission for a review on November 17, 2021 while the Planning Board awaits the Final Site Plan and Design Review application.

Historic Preservation

Coming up shortly, the Historic District Commission will be finishing a busy year of over 20 historic design reviews with the selection of a consultant team to create a new comprehensive set of historic design guidelines. The Request for Proposal deadline for the project of November 19, 2021 is quickly approaching, and 19 consultants have now requested documents from MITN at the time of this report. The project is expected to demand a lot of staff time over the next year, but will be well worth the hard work. Additionally, the Historic District Study Committee has been given the green light by the City Commission to continue its important work of updating the 1992 Wallace Frost report titled "Wallace Frost: His Architecture in Birmingham, MI" as well as developing a proposal to reinvigorate the Heritage Home program. The first meeting is expected to be held in late November/early December.

Public Art

The Public Arts Board wrapped up its 2021 call for entries program by recommending its final two new art installations to the Parks and Recreation Board. The Parks and Recreation Board voted unanimously to move forward with "Weathered" by Helen Hirta at the Fairway Trail, but postponed consideration of the other proposal in Crestview Park to resolve the potential conflict with new pickleball courts that are being discussed as a potential addition to Crestview.

Police Department

Birmingham Officer Assists with Shutting Down Multi-State Crime Ring

Birmingham Task Force Officer (TFO) Jeff Whipple was the primary investigating officer that lead to a major arrest as part of the police department's affiliation with the FBI Financial Crimes Task Force. The case arose out of a complaint at an address on Harmon Street. TFO Whipple and the FBI did a fantastic job on this case and shut down an interstate unemployment fraud ring that all started from a tip received about a Birmingham resident (referred to as the "Source" in [this Detroit News article](#)). Congratulations to TFO Whipple and his team for this significant arrest and the dismantling of a multi-state crime ring from right here in Birmingham.

Parking Systems Update

Parking Structure Repairs

Peabody Structure

Sealant and concrete repair work at Peabody Structure is completed, while expansion joint work and column investigation work is on hold due to material lead times.

Chester Structure

With sealant and concrete repairs complete at Peabody, crews have transitioned to Chester Structure. Sealant removal and replacement as well as drain pipe replacement is being addressed.

N. Old Woodward Structure

Repairs at N. Old Woodward are ongoing with steel cleaning, coating and mesh installation.

Monthly Parking

The monthly parking waitlist has been a burden for some time. At the beginning of October, the waitlist had 1,586 total people dating back to 2014. SP+ contacted people on the list from 2014 – 2019, sending emails to determine if they are still interested in acquiring a monthly pass. At the time of this report, the waitlist is down to 969 total people. With current capacity of structures, the goal is to allow the sale of more monthly passes at each structure to significantly reduce or even eliminate the current waitlist.

Structure Capacities

Below are capacities for each structure for the month of October. Numbers are based on counts at 10 a.m. and 2 p.m. each day, Monday-Saturday.

Chester Garage	30%
N. Old Woodward	45%
Park Garage	45%
Peabody Garage	65%
Pierce Garage	65%

Future Agenda Items

Download a summary of [future agenda items](#).

Future Workshop Items

Download a summary of [future workshop items](#).