



**City of Pleasant Ridge**  
23925 Woodward Avenue  
Pleasant Ridge, Michigan 48069

**City Commission Meeting  
January 12, 2016  
Agenda**

Honorable Mayor, City Commissioners and Residents: This shall serve as your official notification of the Public Hearing and Regular City Commission Meeting to be held Tuesday, January 12, 2016, at 7:30 p.m., in the City Commission Chambers, 23925 Woodward Avenue, Pleasant Ridge, Michigan 48069. The following items are on the Agenda for your consideration:

**PUBLIC HEARING AND REGULAR CITY COMMISSION MEETING – 7:30 P.M.**

- 1. Meeting Called to Order.**
- 2. Pledge of Allegiance.**
- 3. Roll Call.**
- 4. PUBLIC DISCUSSION – items not on the Agenda.**
- 5. Governmental Reports.**
- 6. City Commission Liaison Reports.**
  - **Commissioner Foreman – Committee Liaison**
  - **Commissioner Perry – Planning and DDA**
  - **Commissioner Scott – Historical Commission**
  - **Commissioner Krzysiak – Recreation Commission**

**7. Consent Agenda.**

*All items listed on the Consent Agenda are considered to be routine by the City Commission, will be enacted by one motion and approved by a roll call vote. There will be no separate discussion of these items unless a City Commissioner or visitor so requests, in which event, the item will be removed from the consent agenda and considered as the last item of business.*

- a. Minutes of the Public Hearing and Regular City Commission Meeting held Tuesday, December 8, 2015.
- b. Monthly Disbursement Report.
- c. Reappointment of Mr. James Koeppen and Mr. Conrad Stack, to the Pleasant Ridge Historical Commission, term to expire December 31, 2018.
- d. Reappointment of Ms. Martha Schlesinger, to the Pleasant Ridge Planning Commission/Downtown Development Authority, term to expire December 31, 2018.
- e. Reappointment of Mr. Christopher Budnik and Ms. Christine Matyas, to the Pleasant Ridge Recreation Commission, term to expire December 31, 2018.
- f. Resolution in honor of the birthday of Dr. Martin Luther King, Jr.
- g. Proclamation recognizing January as Volunteer Blood Donor Month.

8. **Approval of the Capital Project Fund Deficit Elimination Plan.**
9. **Establishing a public hearing on February 9, 2015, at 7:30 p.m., to solicit public comments on the following item:**
  - a. Ordinance amending the Pleasant Ridge Zoning Ordinance regarding the proposed Exterior Design Standards, M-Manufacturing District, Use Table Update and Map Update.
10. **Ordinance to amend certain sections of the City Code regarding Municipal Civil Infractions:**
  - a. **Public Hearing** – Solicitation of public comments on an Ordinance to amend the following: Amendment of Chapter 2, Administration, repealing Section 2.31, adding Section 2.32, Intent and Purpose, and Section 2-33, Authorization to Issue and Serve; Addition of a new Chapter, Chapter 28, Civil Infractions, Article I, Municipal Civil Infractions, Sections 28-1, Definitions, Section 28-2, Municipal Ordinance Violation Bureau Established; adoption of Regulations and Procedures, Section 28-3, Commencement of Municipal Civil Infraction Action, Section 28-4, Ordinance Enforcement, Section 28-5, Operation of Bureau, Section 28-6, Service of Municipal Civil Infraction Notice, Section 28-7, Authority of Bureau, Section 28-8, Election of Person Charged with Violation, Section 28-9, Procedure of Persons Electing Not to Respond to Municipal Civil Infraction Violation Notices, Section 28-10, Penalties; and an amendment of Chapter 42, Offenses and Miscellaneous Provisions, by the addition of Section 42-10, Violations of the Pleasant Ridge City Code.
  - b. Ordinance to amend the following: Amendment of Chapter 2, Administration, repealing Section 2.31, adding Section 2.32, Intent and Purpose, and Section 2-33, Authorization to Issue and Serve; Addition of a new Chapter, Chapter 28, Civil Infractions, Article I, Municipal Civil Infractions, Sections 28-1, Definitions, Section 28-2, Municipal Ordinance Violation Bureau Established; adoption of Regulations and Procedures, Section 28-3, Commencement of Municipal Civil Infraction Action, Section 28-4, Ordinance Enforcement, Section 28-5, Operation of Bureau, Section 28-6, Service of Municipal Civil Infraction Notice, Section 28-7, Authority of Bureau, Section 28-8, Election of Person Charged with Violation, Section 28-9, Procedure of Persons Electing Not to Respond to Municipal Civil Infraction Violation Notices, Section 28-10, Penalties; and an amendment of Chapter 42, Offenses and Miscellaneous Provisions, by the addition of Section 42-10, Violations of the Pleasant Ridge City Code.
11. **Annual Meeting Schedule for the following Commissions:**
  - a. City Commission.
  - b. Historical Commission.
  - c. Planning Commission/Downtown Development Authority.
  - d. Recreation Commission.
12. **City Manager's Report.**
13. **Other Business.**
14. **Adjournment.**

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the City at least seventy-two (72) hours in advance of the meeting, if requesting accommodations.



*23925 Woodward Avenue  
Pleasant Ridge, Michigan 48069*

**Public Hearing and Regular City Commission Meeting  
December 8, 2015**

Having been duly publicized, Mayor Metzger called the meeting to order at 7:30 p.m.

Present: Commissioners Foreman, Krzysiak, Perry, Scott, Mayor Metzger.  
Also Present: City Manager Breuckman, City Attorney Need, City Clerk Drealan.  
Absent: None.

**Little Lending Libraries Resolution**

Commissioner Krzysiak read a resolution to recognize the contribution of Mr. Jake Covert, Ms. Pat Gross, and Mr. Tom Treuter to the City's Little Library project. A slideshow presentation of the libraries was also shown. Commissioner Foreman commended Krzysiak and the volunteers for making this project a success and something pleasurable to look at in passing.

**15-3222**

Motion by Commissioner Krzysiak, second by Commissioner Scott, that the resolution regarding contributions to the City's Little Libraries project be approved.

Adopted: Yeas: Commissioner Krzysiak, Scott, Foreman, Perry, Mayor Metzger  
Nays: None.

**Public Discussion**

Ms. Gail Gerdan, 54 Ridge Road, representing the Environmental Committee, reported that the first event for 2016 will be Monday, March 21<sup>st</sup>, 7:00p to 9:00p, 4 Ridge, Dr. Tom Kocarek, Wayne State University, will speak on the "Health & Environmental Effects of Chemical Pesticides." Following Dr. Kocarek, Lisa Sargent, Detroit Chapter of the Ecology Center, will follow with safe and environmentally friendly solutions for lawn and gardens. In May, Brendan Nolan will speak about native plants and have a sale in June; exact dates, times and location to be determined. The information will be posted in *The Ridger*. Commissioner Foreman inquired if there will be another electronics recycling event in the spring, and Ms. Gerdan responded that the committee is working on the 2016 agenda that coordinates with all the city events.

**2014-2015 Annual Audit**

Mr. Aaron Stevens, Abraham & Gaffney, highlighted the 2014-2015 Annual Audit, ending June 30, 2015, with a slideshow presentation. All financial statements are management's responsibility in accordance with the accounting principles generally accepted in the United States of America. The auditor's responsibility is to express opinions on these financial statements based on the audit. The auditor's opinion is that the financial statements of the City present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely

presented component unit, each major fund, and the aggregate remaining fund information. New accounting principles were implemented for reporting pensions during the year. As a result, the financial statements now recognize the City's unfunded defined pension benefit obligation as a liability for the first time and more comprehensively and comparably measures the annual costs of pension benefits. Graphs highlighting the general fund's revenues, expenditures, and fund balance over a 5-year trend, along with year-end of June 30, 2015 were presented. Commissioner Foreman pointed out that the newly passed millage will not show until next year's audit.

### **15-3223**

Motion by Commissioner Foreman, second by Commissioner Perry, that the audit of the City's financial statements for the Fiscal Year ended June 30, 2015 be received and filed, as recommended.

Adopted:                      Yeas: Commissioner Foreman, Perry, Krzysiak, Scott, Mayor Metzger  
Nays: None.

### **Governmental Reports**

Chief Kevin Nowak, Pleasant Ridge Police, reminded residents that it is the holiday season and the trend is to have packages taken from porches. The Chief suggests that you track your deliveries, have neighbors assist getting the packages if you are not available, or have the delivery made to the back of the home. There have been some reports of items being taken from unlocked cars and garages, so make sure you are locking at all times. The Pleasant Ridge Police Department is a 7-day/24-hour operation, and Berkley does answer the phones for Pleasant Ridge after 5:00p. Make sure you report anything suspicious. Motion lights are a good investment for your home.

### **City Commissioner Liaison Reports**

Commissioner Krzysiak reported Saturday, December 19<sup>th</sup>, 10:00a–11:30a, the Kid's Santa Party will be held at the Community Center; RSVP required. The City Commission Workshop on the Gainsboro Park Plan scheduled for December 9<sup>th</sup> has been rescheduled for Wednesday, December 16<sup>th</sup>, 6:00p, at City Hall. Copies of the drawings and cost estimates are available on the website. Mayor Metzger added that there is an opening on the Recreation Commission.

Commissioner Foreman reported that there is a search being conducted to fill the vacancy on the school board that is effective December 21, 2015. Applications are available on the Ferndale School website. The State of Michigan as an initiative to stop adult advertisements from reaching children. You can register at [www.protectmichild.com](http://www.protectmichild.com). Winter break will be December 21<sup>st</sup> through January 4, 2016.

Commissioner Perry reported that the Planning Commission/DDA have combined both November and December due to the holidays and will meet Monday, December 14<sup>th</sup>, 7:00p. A public hearing will be held on the exterior design standards in order to clarify the neighborhood compatibility requirements. The document is available on the City's website. Commissioner Perry also announced that there are two positions open on Planning/DDA and the City has received several applications to date.

Commissioner Scott reported that the Historical Commission wishes everyone a happy holiday, and the museum will be open on December 19<sup>th</sup>. There is an open position on the commission and four applicants have applied. Commissioner commended Ms. Carole Zupan for her 8 years of volunteer service to the commission.

## **Consent Agenda**

### **15-3224**

Motion by Commissioner Foreman, second by Commissioner Perry, that the Consent Agenda, be approved, as recommended, removing item 9(d).

Adopted:                      Yeas: Commissioner Foreman, Perry, Krzysiak, Scott, Mayor Metzger  
Nays: None.

### **2015 City Street Tree Planting Manual**

City Manager Breuckman reported that three comments were received by the City and are in the packet. Commissioner Foreman would like to see more than one type of tree on a street in the future, but does support the plan as presented.

Mr. Sean Campbell, 58 Sylvan, suggests that diversifying the neighborhood with trees is a better idea to avoid a possible devastating disease to wipe out the entire neighborhood. Breuckman added that every street will vary and varieties will be staggered in order to balance the aesthetics.

### **15-3225**

Motion by Commissioner Perry, second by Commissioner Foreman, that the 2015 City Street Tree Planting Manual be adopted.

Adopted:                      Yeas: Commissioner Perry, Foreman, Krzysiak, Scott, Mayor Metzger  
Nays: None.

### **2016 CDBG Application and Subrecipient Agreement**

City Clerk Drealan explained that as part of the annual application process for participation in the Oakland County Community Development Block Grant Program, the City is required to hold a public hearing on programming of available funds. She explained the estimate for the 2016 grant year is \$6,000.00. The recommended project is Senior Services; \$6,000.00. The Senior Services Program will fund a portion of wages for the Assistant Recreation Director and the Recreation Director to administer the program.

Mayor Metzger opened the public hearing at 8:11 pm.

With no comments or discussion, Mayor Metzger closed the public hearing at 8:12 pm.

### **15-3226**

Motion by Commissioner Foreman, second by Commissioner Scott, that the Oakland County Community Development Block Grant Program Year 2016 Application and Subrecipient Agreement be approved as follows, and that the Mayor be authorized to sign the agreement.

731712	Public Services-Senior Services	\$6,000.00
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Adopted:                      Yeas: Commissioner Foreman, Scott, Krzysiak, Perry, Mayor Metzger.  
Nays: None.

### **Establish Public Hearing on 1-12-16 at 7:30p for Proposed Municipal Civil Infractions**

City Manager Breuckman explained that the City Attorney has been asked to prepare proposed amendments to the City Code regarding municipal civil infractions. City Attorney Need explained that some of the amendments comply with changes to state law, and that some of the violations will be changed from misdemeanor to civil infractions that will be payable citations to the city. The fine schedule may want to be reviewed and a comparison of other communities has been presented for review in the packets. Commissioner Foreman inquired as to the volume of violations and City Clerk Drealan reported that there are not many. Foreman also asked for a clarification of the offenses and the language that was presented for the recommended changes. Need explained that offenses like “fighting” and “prowling” should be misdemeanors due to the seriousness in nature. Parental responsibility is a charge that has parents taking responsibility for acts of their minor child(ren).

### **15-3227**

Motion by Commissioner Foreman, second by Commissioner Perry, that a public hearing be established for Tuesday, January 12, 2016, at 7:30p, to solicit public comments on the proposed amendments to the City Code regarding certain Municipal Civil Infractions.

Adopted:                      Yeas: Commissioner Foreman, Perry, Krzysiak, Scott, Mayor Metzger  
                                     Nays: None.

### **FOIA Policy and Guidelines**

City Manager Breuckman explained that recent changes to the state law regarding FOIA need to be adopted by the City. An official form will now be required when a FOIA request is made. Costs have been standardized by the State of Michigan. Commissioner Foreman inquired if there have been any processes in the past and when did this law go into effect. Breuckman responded that the state law went into effect July 1, 2015. City Clerk Drealan reported that the City did not have a formal policy in the past, and that now the state has streamlined all the costs and procedures. Commissioner Krzysiak added that there is an appeal process that can either go to the City Commission or the City Manager, and inquired as to why the proposal is for the City Manager. City Attorney Need explained that it is more efficient to have the appeal go through an administrative process instead of involving the elected body. Breuckman added that Need will be consulted in instances that may need a legal opinion. Krzysiak would prefer the appeal process to go to the City Commission as the City of Ferndale has for its process. Commissioner Foreman would like to be able to allow for an appeal to the City Commission from the City Manager. Assistant City Manager Pietrzak added that the law is very specific on what can be provided and the time period that information has to be provided is a minimal turn around time, so having the appeal to the City Commission may cause some time concerns. Chief Nowak added that many FOIA requests are crime related in the discovery process. Need also added that there have not been any known appeals to date. Commissioner Scott inquired if video is considered a document and if there are any budget implications. Need and Chief Nowak concurred that videos are part of FOIA, i.e., in-car police video, and Breuckman added that costs of the FOIA are recoverable by the individual making the request.

### **15-3228**

Motion by Commissioner Perry, second by Commissioner Foreman, that the City of Pleasant Ridge Freedom of Information Act (FOIA) policies and guidelines be adopted and be effective immediately.

Adopted: Yeas: Commissioner Perry, Foreman, Krzysiak, Scott, Mayor Metzger  
Nays: None.

**Consent Item 9d - Resolution Opposing HB-4425**

City Manager Breuckman reported that the House of Representatives is considering a package of bills which would alter the Michigan Vehicle Code. Of particular concern to Pleasant Ridge is that HB-4425 would require speed limits to be set on all streets based on the 85<sup>th</sup> percentile of the speed of free-flowing traffic under ideal conditions on the fastest portion of the street segment. Commissioner Scott questioned the 75<sup>th</sup> percentile as a minimum and Breuckman responded that that may deal more with limited access speeds on highways. Commissioner Foreman inquired on how other municipalities would find out that Pleasant Ridge is opposing this bill, and Breuckman responded that he can let neighboring communities know.

**15-3229**

Motion by Commissioner Foreman, second by Commissioner Perry, that the Resolution opposing HB-4425 be approved.

Adopted: Yeas: Commissioner Foreman, Perry, Krzysiak, Scott, Mayor Metzger  
Nays: None.

**City Manager's Report**

City Manager Breuckman reiterated that the Gainsboro Park meeting has been moved to December 16, 2015; and that there are vacancies on various commissions that applications are being accepted. Breuckman wished everyone a wonderful holiday season.

**Other Business**

Commissioner Foreman showed a picture of candy that was donated by Pleasant Ridge residents that will be sent to the troops via Operation Gratitude. The total weight of the candy was 82 lbs. Foreman commended the residents for their generosity.

Commissioner Krzysiak reported that the next book for the Book Club will be "Dead Wake: The Last Crossing of the Lusitania" by Erik Larson and will be discussed on Monday, January 25<sup>th</sup>, at 7:00 p.m., Community Center. There will be no Book Club meeting in December.

Mayor Metzger announced he will be speaking at the Citizens for a Fair Ferndale on Wednesday, December 9<sup>th</sup>, Ferndale City Council Chambers, on the topic of race and ethnic trends in Ferndale and local areas.

With no further business or discussion, Mayor Metzger adjourned the meeting at 8:51 p.m.

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Mayor Kurt Metzger

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Amy M. Drealan, City Clerk  
/mat

December 2015

ACCOUNTS PAYABLE

PAYROLL LIABILITIES	\$	6,091.24
TAX LIABILITIES	\$	392,014.30
ACCOUNTS PAYABLE	\$	185,814.27
<b>TOTAL</b>	<b>\$</b>	<b>583,919.81</b>

PAYROLL

December 9, 2015	\$	34,532.56
December 23, 2015	\$	28,039.72
<b>TOTAL</b>	<b>\$</b>	<b>62,572.28</b>



**CHECK REGISTER FOR CITY OF PLEASANT RIDGE  
PAYROLL LIABILITIES  
DECEMBER 2015**

PG 1

Check Date	Check	Vendor Name	Description	Amount
12/9/2015	1541	MIFOP	UNION DUES-DEC 2015	\$ 188.00
12/9/2016	1542	MISDU	FOC DEDUCTIONS	\$ 224.60
12/9/2016	1543	M&T BANK-ICMA - 401a	RETIRMENT CONTRIBUTIONS	\$ 1,345.44
12/9/2016	1544	ICMA RETIREMENT TRUST - 457	RETIRMENT CONTRIBUTIONS	\$ 1,444.39
12/23/2016	1548	MISDU	FOC DEDUCTIONS	\$ 224.60
12/23/2016	1549	M&T BANK-ICMA - 401a	RETIRMENT CONTRIBUTIONS	\$ 1,230.44
12/23/2016	1550	ICMA RETIREMENT TRUST - 457	RETIRMENT CONTRIBUTIONS	\$ 1,433.77
TOTAL PAYROLL LIABILITIES				\$ 6,091.24

**CHECK REGISTER FOR CITY OF PLEASANT RIDGE  
TAX LIABILITIES  
DECEMBER 2015**

PG 2

Check Date	Check	Vendor Name	Description	Amount
12/09/2015	2339	CITY OF PLEASANT RIDGE-DDA	2015 TAX COLLECTIONS TO 12-7-15	5,872.71
12/09/2015	2340	CITY OF PLEASANT RIDGE-GENERAL	2015 TAX COLLECTIONS TO 12-7-2015	178,785.05
12/09/2015	2341	FERNDALE PUBLIC SCHOOL	2015 TAX COLLECTIONS TO 12-7-2015	68,992.59
12/09/2015	2342	OAKLAND COUNTY TREASURER	2015 TAX COLLECTIONS TO 12-7-2015	137,051.57
12/09/2015	2343	R&D STORAGE	OVERPAYMENT OF 2015 SUMMER TAXES	643.18
12/09/2015	2344	REICHHOLD LIQUIDATION INC	OVERPAYMENT OF 2015 SUMMER TAXES	643.18
12/09/2015	2345	VAINUTIS VAITKEVICIUS	OVERPAYMENT OF 2015 SUMMER TAXES	26.02
TOTAL TAX LIABILITIES				\$ 392,014.30

**CITY OF PLEASANT RIDGE CHECK REGISTER**  
**ACCOUNTS PAYABLE**  
**DECEMBER 10, 2015**

PG 3

Check Date	Check	Vendor Name	Description	Amount
12/10/2015	20027	ADVANCED MARKETING PARTNERS	PRINTING OF TAX BILLS	327.81
12/10/2015	20028	ALBANA KOKA	HISTORICAL MUSEUM CLEANING	50.00
12/10/2015	20029	AMANDA WAHL	ARTIST MARKET SUPPLIES	122.37
12/10/2015	20030	AMY DREALAN	MILEAGE REIMBURSEMENT	288.71
12/10/2015	20031	ANDERSON, ECKSTEIN & WESTRICK	OXFORD RECONSTRUCTION PROJECT	5,820.90
12/10/2015	20032	ARROW UNIFORM RENTAL	MAT RENTALS & JANITORIAL SUPPLIES	708.29
12/10/2015	20033	BOARD OF WATER COMMISSIONERS	IWC CHARGES OCTOBER 2015	418.00
12/10/2015	20034	BOSTON MUTUAL LIFE INS. CO.	HEALTH CARE BENEFITS	170.50
12/10/2015	20035	BRILAR	DPW CONTRACTED SERVICES	22,018.72
12/10/2015	20036	CITY OF BERKLEY	NOVEMBER DISPATCH SERVICES	3,349.61
12/10/2015	20037	CITY OF PLEASANT RIDGE-GENERAL	CITY UTILITIES - WATER/SEWER	1,999.32
12/10/2015	20038	CLINTON RIVER WATERSHED COUNCIL	2016 GOVERNMENT MEMBERSHIP	500.00
12/10/2015	20039	COMMUNITY MEDIA NETWORK	CITY COMMISSION MEETING RECORDING	200.00
12/10/2015	20040	DETROIT EDISON COMPANY	COMMUNITY LIGHTING	2,924.32
12/10/2015	20041	EUGENE LUMBERG	CITY ATTORNEY CONTRACT	531.25
12/10/2015	20042	FIRE EXTINGUISHER SALES & SERV	FIRE EXTINGUISHER MAINTENANCE	134.75
12/10/2015	20043	HOME DEPOT CREDIT SERVICES	BUILDING MAINTENANCE SUPPLIES	72.83
12/10/2015	20044	INTERMEDIA	TELEPHONE SERVICES	8.66
12/10/2015	20045	J & J AUTO TRUCK CENTER	POLICE CAR MAINTENANCE	59.82
12/10/2015	20046	KAREN SHEPLER	IMGINATION STATION	525.00
12/10/2015	20047	KEVIN LAUDERDALE	2015 WINTER CLASSES	368.00
12/10/2015	20048	LIVING LAB	GAINSBORO PARK PROJECT	9,453.03
12/10/2015	20049	MISS DIG SYSTEM, INC	MEMBERSHIP 2016	550.30
12/10/2015	20050	NYE UNIFORM	UNIFORM REIMBURSEMENT	406.50
12/10/2015	20051	OAKLAND COUNTY ANIMAL CONTROL	DOG LICENSES	856.75
12/10/2015	20052	OAKLAND COUNTY TREASURER	ELECTION SUPPLIES	315.56
12/10/2015	20053	OAKLAND SCHOOLS	PRINTING AND MAILING OF WATER BILLS	1,597.84
12/10/2015	20054	PNC BANK, NA	DPW BUILDING BALANCE	1.16
12/10/2015	20055	SCHEER'S ACE HARDWARE	BUILDING MAINTENANCE SUPPLIES	11.22
12/10/2015	20056	SIR SPEEDY	CITWIDE MAILING	447.44
12/10/2015	20057	SOCRRA	REFUSE COLLECTION CONTRACT	14,792.00
12/10/2015	20058	SUE TERPACK	PROGRAM REIMBURSEMENT	161.72
12/10/2015	20059	TOSHIBA FINANCIAL SERVICES	COPIER LEASE PAYMENTS	1,004.30
12/10/2015	20060	VERIZON	WIRELESS SERVICES	50.08
12/10/2015	20061	WEX BANK	FUEL PURCHASES FOR POLICE CARS	938.77
12/10/2015	20062	ZOGICS	WELLNESS CENTER SUPPLIES	207.40

Total for 12-10-2015

\$ 17,154.27

**CITY OF PLEASANT RIDGE CHECK REGISTER**  
**ACCOUNTS PAYABLE**  
**DECEMBER 16, 2015**

PG 4

Check Date	Check	Vendor Name	Description	Amount
12/16/2015	20063	21ST CENTURY MEDIA-MICHIGAN	PRINTING OF LEGAL ADS	1,518.71
12/16/2015	20064	ABRAHAM & GAFFNEY, P.C.	AUDIT CONTRACT	1,000.00
12/16/2015	20065	ADKISON, NEED & ALLEN P.L.L.C.	CITY ATTORNEY CONTRACT	2,679.50
12/16/2015	20066	ARROW UNIFORM RENTAL	MAT RENTAL AND JANITORIAL SUPPLIES	234.04
12/16/2015	20067	BELLE TIRE	POLICE VEHICLE MAINTENANCE	77.90
12/16/2015	20068	CITY OF FERNDALE	FIRE CONTRACT PAYMENT	21,381.72
12/16/2015	20069	CONSUMERS ENERGY	CITY UTILITY SERVICES	841.17
12/16/2015	20070	DES MOINES STAMP MANUFACTURING	OFFICE SUPPLIES	138.00
12/16/2015	20071	GREAT AMERICA	TELEPHONE	433.00
12/16/2015	20072	HARLEY EILLIS	COMPLETE STREETS	889.92
12/16/2015	20073	JANI-KING OF MICHIGAN, INC	JANITORIAL CLEANING SERVICES	2,161.00
12/16/2015	20074	JOE PIZIK ELECTRIC INC.	BUILDING MAINTENANCE	140.00
12/16/2015	20075	KENNETH BORYCZ	MECHANICAL INSPECTOR SERVICES	1,065.00
12/16/2015	20076	MAT COURT RECORDING	CITY MEETING MINUTES	250.00
12/16/2015	20077	MI MUNICIPAL RISK MANAGEMENT	LIABILITY INSURANCE	15,777.50
12/16/2015	20078	OAKLAND COUNTY TREASURER	SEWAGE TREATMENT NOVEMBER 2015	45,225.25
12/16/2015	20079	PLANTE & MORAN PLLC	ACCOUNTING SERVICES	5,339.00
12/16/2015	20080	SIR SPEEDY	CITY OFFICE SUPPLIES	125.70
12/16/2015	20081	SOCWA	WATER PURCHASES FOR NOVEMBER 2015	11,731.31
12/16/2015	20082	WEB MATTERS BY KRISTIE	WEBSITE HOSTING & UPDATES	131.20
12/16/2015	20083	XFER COMMUNICATIONS	COMPUTER REPAIR CONTRACT	332.85
12/16/2015	20084	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH BENEFITS	28,440.22
12/16/2015	20085	MICHELLE DELACOURT	DDA BANNER DESIGN	400.00
12/16/2015	20086	RAY KEE	BUILDING INSPECTOR SERIVES	1,350.00

Total for 12/16/2015

141,662.99

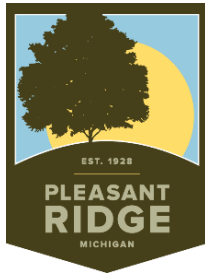
**CITY OF PLEASANT RIDGE CHECK REGISTER**  
**ACCOUNTS PAYABLE**  
**Electronic Payments & P-Card Transactions**

PG 5

Check Date	Check	Vendor Name	Description	Amount
12/14/2015		ARMAMENT SYSTEMS	POLICE TRAINING	435.50
12/14/2015	344	CHIEF SUPPLY	POLICE DEPT SUPPLIES	271.27
12/14/2015	345	COMCAST	TELECOMMUNICATION SERVICES	447.55
12/14/2015	346	COMCAST	TELECOMMUNICATION SERVICES	85.11
12/14/2015	347	DESGIN WITHIN REACH	OFFICE SUPPLIES	125.08
12/14/2015	348	DTE ENERGY	UTILITIES SERVICES	1,672.96
12/14/2015	349	DTE ENERGY	UTILITIES SERVICES	1,569.30
12/14/2015	350	ERADICO SERVICES INC	EXTERMINATION SERVICES	96.00
12/14/2015	351	ERADICO SERVICES INC	EXTERMINATION SERVICES	38.00
12/14/2015	352	ERADICO SERVICES INC	EXTERMINATION SERVICES	58.00
12/14/2015	353	LANSING MUNICIPAL PARKING	PARKING FEES	6.00
12/14/2015	354	PERFECT WATER	WELLNESS CENTER SUPPLIES	39.95
12/14/2015	355	POTBELLYS SANDWICH SHOP	MEETING SUPPLIES	91.90
12/14/2015	356	QUILL CORPORATION	OFFICE SUPPLIES	336.19
12/14/2015	357	QUILL CORPORATION	OFFICE SUPPLIES	103.95
12/14/2015	358	STAMPS.COM	CITY POSTAGE	50.00
12/14/2015	359	SURVEY MONKEY	SUBSCRIPTION RENEWAL	300.00
12/14/2015	360	WOW! BUSINESS	TELECOMMUNICATION SERVICES	261.13
12/14/2015	361	XFER COMMUNICATIONS	TELECOMMUNICATION SERVICES	732.00
12/17/2015	362	ADOBE SYSTEMS INC	SOFTWARE MAINTENANCE	15.89
12/17/2015	363	ADOBE SYSTEMS INC	SOFTWARE MAINTENANCE	15.89
12/17/2015	364	AMAZON.COM	OFFICE SUPPLIES	181.96
12/17/2015	365	AMMO TO GO	POLICE SUPPLIES	315.18
12/17/2015	366	CHIEF SUPPLY	POLICE SUPPLIES	0.30
12/17/2015	367	JAX KAR WASH	POLICE VEHICLE MAINTENANCE	19.98
12/17/2015	368	JAX KAR WASH	POLICE VEHICLE MAINTENANCE	39.96
12/17/2015	369	JAX KAR WASH	POLICE VEHICLE MAINTENANCE	239.76
12/17/2015	370	MERS OF MICHIGAN	RETIREMENT CONTRIBUTIONS	19,448.20

Total for Electronic Payments

\$ 26,997.01



## City of Pleasant Ridge

Amy M. Drealan, City Clerk

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From: Amy M. Drealan, City Clerk  
To: City Commission  
Date: January 6, 2016  
Re: Junior Commission Reappointments

### Historical Commission

There are two members on the Pleasant Ridge Historical Commission, whose terms expired on December 31, 2015, and who are eligible to be reappointed to serve another term. The members eligible for reappointment are Mr. James Koeppen and Mr. Conrad Stack. I have spoken to these members and they are excited to be reappointed. Both members are eligible for their second full terms. On January 1, 2016, there will be one vacancy for a first full term on the Historical Commission. These terms will expire December 31, 2018.

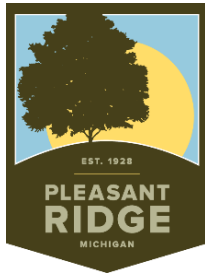
### Planning Commission/Downtown Development Authority

There is one member on the Pleasant Ridge Planning Commission/Downtown Development Authority, whose term expired on December 31, 2015, and who is eligible to be reappointed to serve another term. The member eligible for reappointment is Ms. Martha Schlesinger. I have spoken with Ms. Schlesinger and she desires to be reappointed. This will be Ms. Schlesinger's second full term. On January 1, 2016, there will be two vacancies for first full terms on the Planning Commission/DDA. Ms. Schlesinger and the vacant seats will have terms that expire on December 31, 2018.

### Recreation Commission

There are two members on the Pleasant Ridge Recreation Commission, whose terms expired on December 31, 2015, and who are eligible to be reappointed to serve another term. The members eligible for reappointment are Mr. Christopher Budnik and Ms. Christine Matyas. Mr. Pietrzak has spoken to these members and they are excited to be reappointed. Both members are eligible for their second full terms. On January 1, 2016, there will be one vacancy for a first full term on the Recreation Commission. These terms will expire December 31, 2018.

Please feel free to contact me should you wish to discuss this matter further.



**City of Pleasant Ridge**  
23925 Woodward Avenue  
Pleasant Ridge, Michigan 48069

---

**RESOLUTION**  
*in honor of*  
***Dr. Martin Luther King, Jr.***

***Whereas,*** *Monday, January 18, 2016, will be recognized as a National Day of Observance in honor of the birthday of Dr. Martin Luther King, Jr., and*

***Whereas,*** *the Reverend Dr. Martin Luther King Jr. became a martyr by assassination April 4, 1968; his life ending at thirty-nine years by the bullet of bigotry; and*

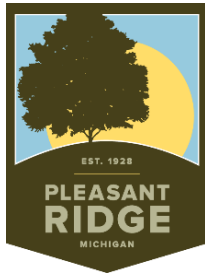
***Whereas,*** *the world has always feared and crucified the spiritual giants among mankind who become effective through example, dedication to true spiritual growth and personal sacrifice; and*

***NOW, THEREFORE, I, Kurt Metzger by virtue of the authority vested in me as Mayor, do hereby urge all our residents to recognize this special day and join us as we rededicate ourselves to the principles of justice and equality for all.***

---

*Kurt Metzger, Mayor*

***SIGNED AND SEALED THIS 12<sup>TH</sup> DAY OF JANUARY, 2016***



**City of Pleasant Ridge**  
23925 Woodward Avenue  
Pleasant Ridge, Michigan 48069

---

# **Mayoral Proclamation**

## **January 2016 Volunteer Blood Donor Month**

**WHEREAS,**

*In Southeast Michigan, there is need for 250,000 units of blood per year for the protection of patients, and there is a need for additional healthy, regular volunteer donors to join the ranks of those who already give of themselves so generously.*

**NOW, THEREFORE,**

*I, Kurt Metzger, on behalf of the entire City Commission, do hereby proclaim the month of January as "Volunteer Blood Donor Month" for the City of Pleasant Ridge and urge all citizens to pay tribute to those among us who donate for others in need. I urge all citizens in good health to donate regularly. I also urge all civic and service organizations and businesses, if they have not already done so, to form blood donors groups to provide for others.*

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*Kurt Metzger, Mayor*

**SIGNED AND SEALED THIS 12<sup>TH</sup> DAY OF JANUARY, 2016**



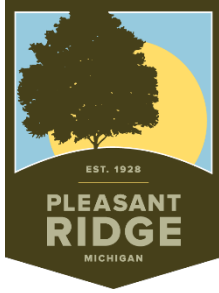
Memorandum

To: Jim Breuckman, City of Pleasant Ridge, City Manager  
From: Sheryl Stubblefield, Plante Moran  
Date: January 7, 2016  
Subject: Capital Projects Fund Deficit Elimination Plan

The City received a Deficit Elimination Plan Notice from the State of Michigan regarding the deficit balance reported in the 2015 Audited Financial Statements in the Capital Projects Fund. The City had previously submitted a response to the State's request, however the State concluded the City's plan did not contain acceptable evidence to support the plan. The State requires a "certified copy of board/council resolutions..." along with the plan.

Plante Moran has created a revised Deficit Elimination Plan that combines the Capital Projects Fund and the I-696 Segregated Capital Asset Fund (SCAF) for **external reporting purposes only**. This does not require the City to change its budgetary practices. Internally, we will still maintain two separate funds. The City will continue to use the money in the SCAF fund to finance the various infrastructure and park projects until such time as the millages generate enough money to repay the SCAF. The end result of this change is the elimination of the Capital Project Fund's deficit in the City's financial statement and we expect no further action will be required by the State.

I have attached the revised Deficit Elimination Plan along with the resolution for the Commission to formally approve. An official copy of the resolution will need to be attached to the Deficit Elimination Plan when it is sent to the State.



# City of Pleasant Ridge

23925 Woodward Avenue, Pleasant Ridge, Michigan 49069  
Phone: 248-541-2901 • Web: [www.cityofpleasantridge.org](http://www.cityofpleasantridge.org)

## City Commission

Kurt Metzger, Mayor  
Jay Foreman  
Jason Krzysiak  
Ann Perry  
Bret Scott

## City Manager

James Breuckman

---

January 13, 2016

Michigan Department of Treasury  
Local Audit and Finance Division  
P.O. Box 30728  
Lansing, MI 48909-8228

To whom it may concern,

Re: Deficit Elimination Plan 63-2-160

In response to Numbered Letter 2014-1, the City of Pleasant Ridge submits this letter as its Deficit Elimination Plan.

### Capital Project Fund

The City's audited June 30, 2015 financial statement shows the Capital Project Fund finishing fiscal year 2015 with deficit of \$372,111. This has been anticipated by the City for some time and was incorporated within the City's budget for fiscal years 2015 and 2016.

The City has a voter-approved "infrastructure improvement" millage to provide funding for various capital improvement projects around the City. That millage has and will continue to generate between \$300,000 and \$400,000 per year.

The projects the City has planned for this millage have been accelerated to be performed more quickly than the millage can generate funding. In the meantime, cash from other unrestricted funds have and will continue to be used to pay the related project invoices, resulting in interfund balances, until the millage can be collected during the normal property tax cycle to reimburse the fund providing the cash.

The following are excerpts from the City's adopted budget for the fiscal year ending June 30, 2016. Actual spending for fiscal year 2015 exceeded the original budget by approximately \$257,000 as projects have been completed faster than initially anticipated. This is why the actual deficit as of June 30, 2015 is \$372,111 instead of the originally budgeted \$114,679. Further, you can see that the FY 2016 millage has increased from 2.3880 mills in FY 2015 to 2.9242. At this higher millage rate, the budgeted tax revenue in FY 2016 is \$403,000.

## F. Infrastructure Improvement Plan

### Infrastructure Improvement Plan

The infrastructure improvement plan is a capital project fund that accounts for ongoing infrastructure improvements that are paid for over more than one budget year. The projects planned to be completed this year include the reconstruction of Oxford Boulevard, the alley from 10 Mile to Devonshire, the alley from Amherst to Sylvan, and planning and design work for the Gainsboro Park project.

The State Budget Act does not require a budget for a capital project fund, and so this information is presented for information purposes only. The projects that are included in the infrastructure improvement plan are primarily paid for with dedicated revenues from the infrastructure and parks improvement millages over the course of multiple budget years.

Account Number	Description	Actual 2013-2014	Amended 2014-2015	Actual 9 Months 3/31/15	Estimated Actual 2014-2015	Approved 2015-2016
<b>Fund 218 - INFRASTRUCTURE IMPROVEMENTS</b>						
<b>ESTIMATED REVENUES</b>						
218-000-406.000	Infrastructure Taxes	\$ 303,067	\$ 308,410	\$ 292,940	\$ 302,172	\$ 403,000
218-000-406.500	Parks Improvement Taxes	-	-	-	-	100,000
218-000-665.000	Interest Income	(280)	-	(532)	(532)	(500)
218-000-675.000	Contributions & Donations	-	-	147,785	147,785	-
218-000-679.000	Refunds & Rebates	-	-	-	8,200	-
218-000-699.101	Transfers In - General Fund	-	-	-	-	11,000
218-000-699.202	Transfers In - Major Roads	-	-	-	40,000	-
218-000-699.203	Transfers In - Local Roads	-	-	-	-	100,000
218-000-699.260	Transfers In - DDA	-	-	-	-	100,000
<b>TOTAL REVENUES</b>		<b>\$ 302,787</b>	<b>\$ 308,410</b>	<b>\$ 440,193</b>	<b>\$ 497,625</b>	<b>\$ 713,500</b>
<b>APPROPRIATIONS</b>						
<b>Department 970 - Capital Outlay</b>						
218-910-970-446	Capital Outlay - Streets & Alleys	\$ -	\$ -	\$ 638,037	\$ 687,537	\$ 910,000
218-910-970-750	Capital Outlay - Recreation	-	-	122,785	122,785	60,000
<i>Totals for department 970 - Capital Outlay</i>		<i>\$ -</i>	<i>\$ -</i>	<i>\$ 760,822</i>	<i>\$ 810,322</i>	<i>\$ 970,000</i>
<b>Department 966 - Transfers Out</b>						
218-966-999.401	Transfers Out-Major Projects	211,980	300,000	-	-	-
<i>Totals for department 966 - Transfers Out</i>		<i>\$ 211,980</i>	<i>\$ 300,000</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 211,980</b>	<b>\$ 300,000</b>	<b>\$ 760,822</b>	<b>\$ 810,322</b>	<b>\$ 970,000</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 218</b>						
BEGINNING FUND BALANCE		\$ -	\$ 90,807	\$ 198,018	\$ 198,018	\$ (114,679)
ENDING FUND BALANCE		\$ 90,807	\$ 99,217	\$ (122,611)	\$ (114,679)	\$ (371,179)

The last fiscal year (July 1, 2014 through June 30, 2015) and the proposed FY2015-2016 (July 1, 2015 through June 30, 2016) millage rates are as follows:

	14-15	15-16
General Operating - Charter	11.3094	11.1363
General Operating (2015)		2.8556
Infrastructure Improvement (2015)	2.3880	2.9242
Community Promotion		0.2704
Parks Improvement (2015)	0.0000	0.7385
Rubbish	1.6960	1.6700
Pool Operations	1.2593	1.2400
Library	0.4949	0.3865
Debt	1.5000	1.3380
<b>Total Millage:</b>	<b>18.6476</b>	<b>22.5595</b>

As these capital projects proceed, cash from other unrestricted funds will continue to be used and then subsequently repaid as the Infrastructure Improvements millage is levied and collected (similar to a revolving fund). In the meantime, for reporting purposes, the City of Pleasant Ridge has concluded to combine the Capital Projects Fund and the I-696 Segregated Capital Asset Fund for reporting purposes retroactively to July 1, 2015. The balance sheets for the funds are changed as follows:

	June 30, 2015 (as audited)		July 1, 2015 (Restated)
	I-696 Segregated Capital Asset Fund	Capital Projects Fund	Combined SCAF/Capital Projects Fund
Cash	\$ 175,929	\$ 20	\$ 175,949
Investments	2,910,976	-	2,910,976
Due from other funds	142,379	-	-
Advance to other funds	13,588	-	13,588
Total Assets	<u>3,242,872</u>	<u>20</u>	<u>3,100,513</u>
Accounts payable	-	229,752	229,752
Due to other funds	-	142,379	-
Total liabilities	-	372,131	229,752
Fund Balance	<u>3,242,872</u>	<u>(372,111)</u>	<u>2,870,761</u>
Total Liabilities and Fund Balance	<u>\$ 3,242,872</u>	<u>\$ 20</u>	<u>\$ 3,100,513</u>

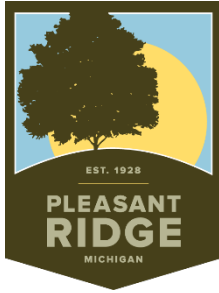
The end result of this change is the complete elimination of the Capital Project Fund's deficit.

This change was formally approved by the City Commission at their meeting on January 12, 2016. Evidence of that approval is attached.

If you have any questions, please feel free to contact me at (248) 541-2901.

Sincerely,

James Breuckman  
City Manager  
City of Pleasant Ridge, Michigan



# City of Pleasant Ridge

23925 Woodward Avenue, Pleasant Ridge, Michigan 49069  
Phone: 248-541-2901 • Web: [www.cityofpleasantridge.org](http://www.cityofpleasantridge.org)

**City Commission**  
Kurt Metzger, Mayor  
Jay Foreman  
Jason Krzysiak  
Ann Perry  
Bret Scott

**City Manager**  
James Breuckman

## **Resolution to combine the 1-696 Segregated Capital Asset Fund and the Capital Project Fund for financial reporting purposes and to approve the interfund borrowing between funds in order to temporarily finance City approved capital projects**

**Whereas** the City's code of ordinances established the I-696 Segregated Capital Asset Fund and sets forth the terms and conditions by which the City may use the principal and interest of this fund; and

**Whereas** the voters of the City of Pleasant Ridge approved a millage for infrastructure improvements; and

**Whereas** the City's long-term capital improvement plan is being funded by said millage in the Capital Improvement Fund; and

**Whereas** the Capital Improvement Fund ended the 2015 fiscal year in a deficit because the capital improvement plan is being implemented more quickly than the infrastructure millage is able to generate cashflow, resulting in the Capital Improvement Fund borrowing, on a temporary basis, cash from the I-696 Segregated Capital Asset Fund; and

**Whereas** the State of Michigan requires a City with funds in a deficit as defined by Numbered Letter 2014-1; and

**Whereas** temporary interfund borrowing between the Capital Improvement Fund and the I-696 Segregated Capital Asset Fund does not violate the City's ordinance related to preservation of the I-696 Segregated Capital Asset Fund principal balance;

**Now, Therefore, Be It Resolved** that the City Commission of the City of Pleasant Ridge hereby authorizes the City Manager to consolidate the two funds noted above for financial reporting purposes and utilize temporary interfund borrowing between said funds for the purposes of financing the City's capital improvement plan until such time as the Infrastructure millage generates enough cashflow to completely repay the I-696 Segregated Capital Asset Fund in its entirety and restore the fund's principal balance in cash and investments.

*I, Amy M. Drealan, duly certified Clerk of the City of Pleasant Ridge do hereby certify that the foregoing is a true and accurate copy of a resolution unanimously adopted by the Pleasant Ridge City Commission at its Public Hearing and Regular Meeting held Tuesday, January 12, 2016.*

---

Amy M. Drealan  
City Clerk



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

R. KEVIN CLINTON  
STATE TREASURER

# NUMBERED LETTER 2014-1

## DEFICIT ELIMINATION PLANS

**Issued By:** Local Audit and Finance Division, Bureau of Local Government Services

**Issue Date:** May 1, 2014

2014-1      This numbered letter repeals numbered letter 2012-1, and further clarifies when a deficit elimination plan is required and how to determine the amount of deficit to be eliminated. Significant changes since numbered letter 2012-1 include the calculation of current liabilities and certain situations where deferred inflows of resources minus taxes and special assessments receivable may offset the deficit.

The Glenn Steil State Revenue Sharing Act of 1971, Public Act 140 of 1971, Section 21(2), states that units of local government (local units) who end their fiscal year in a deficit condition shall formulate a deficit elimination plan (plan). Any assessment of a local unit's deficit condition should be made at the fund level of reporting, not at the government-wide level. The plan shall be filed with the Department of Treasury (Treasury) for evaluation and certification. Primary local units are responsible for filing the plans of discretely presented component units.

### **Determining a Deficit for Governmental Funds (Modified Accrual)**

For all governmental funds (not proprietary funds, fiduciary funds, or discretely presented component units), a plan is necessary to eliminate most "unrestricted fund balance" deficits. For governmental funds other than the General Fund, if the "deferred inflows of resources minus taxes and special assessments receivable" is greater than the "unrestricted fund balance", no plan is necessary. Unrestricted fund balance is the sum of the Committed, Assigned, and Unassigned balances. An unrestricted fund balance deficit exists when the local unit does not have sufficient resources available to cover the deficit. This occurs when the sum of the Nonspendable and Restricted fund balances is greater than the total fund balance. Resources available to cover the deficit includes assets that are not restricted by federal, state, or local laws, regulatory authorities, bond covenants, contractual agreements, or other legal constraints. Therefore, when funds have a total fund balance surplus and an unrestricted fund balance deficit, sufficient unrestricted resources do not exist to eliminate the deficit.

**Determining a Deficit for Proprietary Funds, Fiduciary Funds, and Discretely Presented Component Units (Full Accrual)**

Various methods have been used to determine the amount of a deficit in a proprietary fund, fiduciary fund, or a discretely presented component unit. For purposes of uniformity among all units of local government, effective immediately, Treasury will define a deficit as stated below. Local units will be expected to apply the same test to determine if a deficit elimination plan is necessary.

**Proprietary Fund, Fiduciary Fund, and Discretely Presented Component Unit Deficit Test**

Step 1: Does the “unrestricted net position” or “total net position” have a deficit? If both are “no”, no plan is necessary. If one is “yes”, is the “deferred inflows of resources minus taxes and special assessments receivable” greater than either deficit? If “yes”, no plan is necessary. If “no”, proceed to Step 2.

Step 2: Calculate current assets minus current liabilities. For this calculation, current liabilities should not include the current portion of long-term obligations. If the answer is positive, no plan is necessary. If the answer is negative, proceed to Step 3.

Step 3: Compare A) the larger deficit between the “unrestricted net position” and the “total net position”, and B) current assets minus current liabilities.

Step 4: Submit a plan to eliminate the smaller deficit between A and B.

**Example 1**

Unrestricted Net Position = (430,000), Total Net Position = 1,800,000

Deferred Inflows of Resources minus Taxes and Special Assessments Receivable = 150,000

Current Assets = 75,000, Current Liabilities = 60,000

Step 1: Unrestricted Net Position has a deficit > Deferred Inflows of Resources minus Taxes and Special Assessments Receivable. Proceed to Step 2.

Step 2:  $75,000 - 60,000 = 15,000$ . Answer is positive. No plan is necessary.

Step 3: Not Applicable

Step 4: Not Applicable

**Example 2**

Unrestricted Net Position = (430,000), Total Net Position = 1,800,000

Deferred Inflows of Resources minus Taxes and Special Assessments Receivable = 150,000

Current Assets = 75,000, Current Liabilities = 510,000

Step 1: Unrestricted Net Position has a deficit > Deferred Inflows of Resources minus Taxes and Special Assessments Receivable. Proceed to Step 2.

Step 2:  $75,000 - 510,000 = (435,000)$ . Answer is negative. Proceed to Step 3

Step 3: A (430,000) or 1,800,000, B (435,000)

Step 4: A is a smaller deficit than B. Submit a plan to eliminate the (430,000) unrestricted net position deficit.

**Example 3**

Unrestricted Net Position = (430,000), Total Net Position = 1,800,000

Deferred Inflows of Resources minus Taxes and Special Assessments Receivable = 150,000

Current Assets = 75,000, Current Liabilities = 200,000

Step 1: Unrestricted Net Position has a deficit > Deferred Inflows of Resources minus Taxes and Special Assessments Receivable. Proceed to Step 2.

Step 2:  $75,000 - 200,000 = (125,000)$ . Answer is negative. Proceed to Step 3.

Step 3: A **(430,000)** or 1,800,000, B (125,000)

Step 4: B is a smaller deficit than A. Submit a plan to eliminate the (125,000) difference between current assets and current liabilities.

**Example 4**

Unrestricted Net Position = (430,000), Total Net Position = (1,500,000)

Deferred Inflows of Resources minus Taxes and Special Assessments Receivable = 150,000

Current Assets = 75,000, Current Liabilities = 510,000

Step 1: Unrestricted Net Position and Total Net Position have a deficit > Deferred Inflows of Resources minus Taxes and Special Assessments Receivable. Proceed to Step 2.

Step 2:  $75,000 - 510,000 = (435,000)$ . Answer is negative. Proceed to Step 3.

Step 3: A (430,000) or **(1,500,000)**, B (435,000)

Step 4: B is a smaller deficit than A. Submit a plan to eliminate the (435,000) difference between current assets and current liabilities.

**Example 5**

Unrestricted Net Position = (430,000), Total Net Position = (450,000)

Deferred Inflows of Resources minus Taxes and Special Assessments Receivable = 150,000

Current Assets = 75,000, Current Liabilities = 610,000

Step 1: Unrestricted Net Position and Total Net Position have a deficit > Deferred Inflows of Resources minus Taxes and Special Assessments Receivable. Proceed to Step 2.

Step 2:  $75,000 - 610,000 = (535,000)$ . Answer is negative. Proceed to Step 3.

Step 3: A (430,000) or **(450,000)**, B (535,000)

Step 4: A is a smaller deficit than B. Submit a plan to eliminate the (450,000) total net position deficit.

**Example 6**

Unrestricted Net Position = (470,000), Total Net Position = (450,000)

Deferred Inflows of Resources minus Taxes and Special Assessments Receivable = 150,000

Current Assets = 75,000, Current Liabilities = 610,000

Step 1: Unrestricted Net Position and Total Net Position have a deficit > Deferred Inflows of Resources minus Taxes and Special Assessments Receivable. Proceed to Step 2.

Step 2:  $75,000 - 610,000 = (535,000)$ . Answer is negative. Proceed to Step 3.

Step 3: A **(470,000)** or (450,000), B (535,000)

Step 4: A is a smaller deficit than B. Submit a plan to eliminate the (470,000) unrestricted net position deficit.



**Example 7**

Unrestricted Net Position = (130,000), Total Net Position = 1,800,000

Deferred Inflows of Resources minus Taxes and Special Assessments Receivable = 150,000

Current Assets = 55,000, Current Liabilities = 60,000

Step 1: Unrestricted Net Position has a deficit < Deferred Inflows of Resources minus Taxes and Special Assessments Receivable. No plan is necessary.

Step 2: Not Applicable

Step 3: Not Applicable

Step 4: Not Applicable

Local units whose only deficit is for a proprietary fund, fiduciary fund, or discretely presented component unit where it has been determined a plan is not necessary should select “Yes” to question #2 on their Auditing Procedures Report (Form 496).

**Filing Requirements**

It is the position of Treasury that a reasonable plan to eliminate a deficit condition is vital to the fiscal well-being of a local unit as is early implementation of that plan. Therefore, local units should not wait until Treasury sends a request letter for a deficit elimination plan to develop one. By providing better guidance on what constitutes a deficit, it is the expectation of Treasury that a local unit will submit a plan as soon as possible after the close of its fiscal year end. A plan should be filed prior to or concurrent with the submission of the local unit’s audit report to Treasury.

A plan generally should be for one year, but in no case longer than five years. Local units with multiple year plans that do not meet their subsequent year deficit projections must submit a revised plan that adheres to the time frame that was originally certified, not to exceed five years. The continued certification of a plan may be contingent on the filing of monthly or quarterly update reports with Treasury, as deemed necessary. Plans and acceptable evidence (defined below) can be emailed to [Treas\\_MunicipalFinance@michigan.gov](mailto:Treas_MunicipalFinance@michigan.gov) or to the postal address provided. If a plan has been sent via email, it is not necessary to also send a copy via postal mail.

**Acceptable Evidence to Support a Plan**

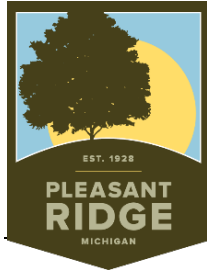
- Certified copies of board/council resolutions (describing funds and amounts) approving additional appropriations sufficient to eliminate the deficit and a copy of the journal entry that shows that the transfer has been made or a trial balance.
- Projected budget approved by the legislative body as evidenced by a certified resolution itemizing yearly revenues by source, expenditures/expenses by activity, and changes in the fund balance/retained earnings through the year of the deficit’s eventual elimination. There is a five-year limit for an approved plan; the plan must be amended if the deficit increases or the plan is not otherwise followed.

**Failure to Submit an Acceptable Plan**

Should a plan not voluntarily be submitted, Treasury will no longer “request” a plan. The local unit will be sent, via U.S. Postal Service, a Notice of Intent to Withhold State Payments. The local unit will have 30 days from the date of the notice to file a plan. Should a plan not be filed within 30 days, we will withhold 25% of the local unit’s State Incentive Payments or payments issued under Public Act 140 of 1971, the Glenn Steil State Revenue Sharing Act of 1971. Once withheld, payments are released not when a plan has been filed, but when a plan has been evaluated and certified by Treasury.

If you have any questions, please contact our office.

Michigan Department of Treasury  
Local Audit and Finance Division  
P.O. Box 30728  
Lansing, MI 48909  
517-373-3227



# City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager  
 To: City Commission  
 Date: January 6, 2016  
 Re: Ordinance 414 – Zoning Ordinance Amendment

## Overview

Attached is a zoning amendment that would eliminate the neighborhood compatibility language in Section 82-166 and replace it with a reference to the new Exterior Design Standards. Also proposed are amendments to the M Manufacturing district and a restructuring of the zoning districts and permitted uses. The Planning Commission recommended approval of the proposed amendments and the proposed exterior design standards at its December 14 meeting.

## Requested Action

City Commission establishment of a public hearing for Ordinance 414 at the February 9 meeting.

## Background

The proposed zoning ordinance amendment includes the following:

- Modifications to Ordinance Structure. The Zoning Ordinance currently contains separate sections for each zoning district that lay out the purpose, permitted uses, and development standards (i.e. dimensional requirements) for that district. There are also tables that summarize the uses permitted in all districts, and a schedule of regulations that summarizes the dimensional standards for all zoning districts.

The proposed revision that would eliminate the separate sections for each zoning district (Sections 82-133 through 82-140) is intended to eliminate duplicative effort within the Zoning Ordinance. Instead of having use standards and dimensional standards listed in multiple places, there will be one table of permitted uses in Section 82-133, a consolidated list of district purpose statements in Section 82-103, and dimensional standards will be found solely in Section 82-164.

The use table contained in Section 82-133 of the proposed amendment is substantially the same as existing with the following changes:

*Terminology updates - i.e. “Dwelling unit, attached” instead of “attached or clustered residential condominiums”*

*Elimination of duplicity – i.e. there is no need to define antique stores, apparel stores, flower shops, office supply stores, etc. in the C district. Instead, we can simply say “retail sales*

inside a completely enclosed building.” Similarly, the manufacturing and assembly uses in the W district have been streamlined into one category instead of multiple ones.

- Change M – Manufacturing to W – Workplace District. The amendments to the M district are intended to broaden the range of potential uses that may be permitted in the area along ePrize Drive. As shown by ePrize/Hello World’s choice of that location for over a decade, the area has the ability to attract uses that go far beyond manufacturing and industrial uses. The proposed amendment broadens the range of uses beyond manufacturing and industrial to include a variety of uses that include craft manufacturing, retail sales, and even residential. The location of the M district along 10 Mile/696 at Bermuda make it an ideal location for this type of mixed use.
- Change How Manufacturing Uses are Listed. Currently the ordinance lists a variety of types of manufacturing uses. Instead of trying to identify what kinds of manufacturing uses are permitted, which are special land uses, and which are prohibited descriptively, the proposed amendment would rely upon North American Industrial Classification System (NAICS) codes. This simplifies the ordinance but achieves the same ability to discriminate between low and high impact industrial uses and how they are regulated or prohibited.
- Zoning Map Updates to rezone 99 Kensington from R-1D to PRM, to rezone Roosevelt School properties from R-1D to PRM, and to change the zoning designation from M Manufacturing to W Workplace for all properties currently zoned M.
- Neighborhood Compatibility Update. The proposed amendment to Section 82-166 would replace the existing subjective neighborhood compatibility standards with an adoption by reference to a new objectively stated Exterior Design Standards.

## Proposed Exterior Design Standards

Please refer to the attached exterior design standards agenda summary for a more detailed explanation of what is being proposed.



City of Pleasant Ridge  
Ordinance No. 414

AN ORDINANCE TO AMEND THE PLEASANT RIDGE ZONING ORDINANCE, SECTION 82-3 DEFINITIONS, SECTION 82-98 DISTRICTS ESTABLISHED, SECTION 82-102 DISTRICT REQUIREMENTS, SECTION 82-103 ZONING DISTRICT PURPOSE STATEMENTS, SECTION 82-133 PERMITTED USES BY DISTRICT, SECTION 82-164 YARD AND BULK REQUIREMENTS, SECTION 82-166 NEIGHBORHOOD COMPATIBILITY, and ZONING MAP AMENDMENTS

THE CITY OF PLEASANT RIDGE HEREBY ORDAINS:

**Section 1.** Section 82-3. Definitions is amended to add the following definition:

Manufacturing Use. The processing of materials from pre-made components or materials that does not include the use of large quantities of toxic, hazardous, or explosive materials. This use category excludes uses that qualify as Hazardous Group H occupancy under the Michigan Building Code. This definition includes all uses or products in the following NAICS groups. Any use in a 31-33 Manufacturing NAICS group that is not listed below is not considered part of the group of defined allowable uses:

- a. 311 Food Manufacturing (except 311311 Sugercane Mills, 311312 Cane Sugar Refining , 311313 Beet Sugar Manufacturing, 311611 Animal (except poultry) Slaughtering, 311613 Rendering and Meat Byproduct Processing)
- b. 312111 Soft Drink Manufacturing
- c. 312112 Bottled Water Manufacturing
- d. 313 Textile Mills
- e. 314 Textile Product Mills
- f. 315 Apparel Manufacturing
- g. 316 Leather and Allied Product Manufacturing
- h. 321 Wood Product Manufacturing (except 321114 Wood Preservation)
- i. 322 Paper Manufacturing (except 32211 Pulp Mills, 322121 Paper (except newsprint) Mills, 322122 Newsprint Mills, and 32213 Paperboard Mills)
- j. 323 Printing and Related Support Activities
- k. 326 Plastics and Rubber Products Manufacturing (except 326211 Tire Manufacturing)

- l. 332 Fabricated Metal Product Manufacturing (except 332111 Iron and Steel Forging and 332112 Nonferrous Forging)
- m. 333 Machinery Manufacturing
- n. 334 Computer and Electronic Product Manufacturing
- o. 335 Electrical Equipment, Appliance, and Component Manufacturing
- p. 337 Furniture and Related Product Manufacturing
- q. 339 Miscellaneous Manufacturing

See: <http://www.census.gov/eos/www/naics/index.html> for a description of listed NAICS categories.

**Section 2.** Section 82-98. Districts Established, (2) Non-Residential Districts is hereby amended to delete M Manufacturing and replace it with W Workplace.

**Section 3.** Section 82-102. District Requirements is hereby amended to delete the Regulated Uses Table.

**Section 4.** Section 82-103. Zoning District Purpose Statements is added to read as follows:

- a. R-1 Single Family Districts. The Single Family Residential Districts are established as districts which the principal use of land is for single family dwellings and are intended to be the most restrictive of the residential districts. For the single family residential districts, promoting the general purpose of this ordinance, the specific intent of this Article is to encourage the construction of, and the continued use of, the land for single family dwellings and to prohibit business, commercial or industrial use of the land, and to promote any other use which would not significantly interfere with development or continuation of single family dwellings in the district.
- b. R-2 Two Family Residential District. The Two Family Residential District is established as a district in which the principal use of land is for single and two family dwellings. The general purpose of this Article is to encourage the construction, conversion and continued use of the land for single family and two family dwellings and to prohibit business, commercial or industrial use of the land, and to promote any other use which would not significantly interfere with development or continuation of single family or two family dwellings in the district.
- c. RM Multiple Family Residential District. The Two Family Residential District is established as a district in which the principal use of land is for single and two family dwellings. The general purpose of this Article is to encourage the construction, conversion and continued use of the land for single family and two family dwellings and to prohibit business, commercial or industrial use of the land, and to promote any other use which would not significantly interfere with development or continuation of single family or two family dwellings in the district.
- d. RO Restrictive Office District. The Restricted Office District is intended to provide sites for professional office structures and related uses, which will generally serve as

zones of transition between nonresidential districts and lower density single family districts and do not generate large volumes of traffic congestion and parking.

- e. PRM Parks, Recreation and Municipal. The Parks, Recreation and Municipal District is to provide areas for the placement of public facilities to serve the cultural, educational, and recreational needs of the community at large, as well as, individual neighborhoods.
- f. C Commercial. The Commercial District is intended to provide areas for the operation of business and retail establishments that principally serve the residents of the community. Further, due to the commercial development of property along Woodward Avenue and the property constraints associated with this location, the character of business and retail establishments along Woodward Avenue should accommodate uses that require minimal off-street parking.
- g. W Workplace. The W, Workplace District is intended to accommodate a mixture of uses that are increasingly attracted to legacy industrial areas in older communities. The W, Workplace District is situated such that a range of manufacturing, assembling and fabrication operations that do not involve the processing of raw materials to be used in an industrial operation at another location, and that do not involve the use of fire, explosions, toxic or noxious matter, radiation, and other hazards, can be operated in a manner that restricts the external physical effects of the uses to the area of the district without impacting surrounding areas in a detrimental way.

The district may also accommodate a range of adaptive re-uses of existing buildings to accommodate office, research, wholesale, retail, and potentially residential uses.

- h. P Vehicular Parking. This section shall apply to the P district. The vehicular parking district is intended to permit the establishment of areas to be used for off-street vehicular parking of private passenger cars only, so as to benefit and serve office and commercial areas. This district is designed to afford maximum protection to adjacent residential areas by providing landscape setbacks, screening walls, and well-designed parking facilities. It is also intended that this district act as a transitional area between office and commercial areas and residential areas, thereby permitting private person as well as public agencies to provide needed off-street parking.

**Section 5.** Sections 82-133 through 82-140 are deleted in their entirety and replaced by the following:

*Section 82-133. Permitted Uses by District*

The following table lists the permitted uses in each district.

- (a) Whenever a specific development standard is included for a particular use in the permitted uses table, any development must comply with the requirements of the referenced section or standard.

(b) Uses that are not expressly permitted by the following table are prohibited unless a positive finding is made by the Planning Commission that the use which is not expressly permitted is not listed in any other Zoning District, and that the use which is not expressly permitted has characteristics sufficiently similar to uses that are permitted uses or special land uses in the zoning district in question. If the Planning Commission determines that both of the preceding criteria are met, it shall then determine if the use is more similar to principal or special land uses.

Key:	■ Permitted Use	● Special Land Use	[blank] Use Not Permitted						
USE	R-1	R-2	RM	RO	PRM	C	W	P	DEVELOPMENT STANDARDS
RESIDENTIAL USES									
Dwelling unit, attached			■				○		Each dwelling unit shall have its own direct entrance from the outside
Dwelling unit, one family detached	■	■	■						Includes site condominiums
Dwelling unit, two family		■	■						
Dwelling unit, apartment						■	○		In the C district: Only allowed on 2nd floor or above and shall meet minimum floor area requirement of RM district (footnote (7) of Section 82-164)
Dwelling unit, multiple family building			○				○		Section 82-197(b)(8)
Child care centers, nursery schools, day nurseries	○	○	○	○		○			Section 82-197(b)(2)
Congregate housing for the elderly			○						Section 82-197(b)(5)
Family child care home	■	■	■						Each dwelling unit shall have its own direct entrance from the outside
PUBLIC and SEMI-PUBLIC USES									
Churches or places of worship	○	○							Section 82-197(b)(4)
Group childcare homes	○	○		○		○			Section 82-197(b)(16)
Publicly owned and operated libraries	■	■	■	■		■			
Recreation, indoor facilities					■		■		
Passive open space	■	■	■	■	■	■	■	■	I.e. greenways and wooded areas, memorials, gardens, and arboreta
Recreation, outdoor public parks	○	○		○	■	○			Section 82-197(b)(13)
Schools	■	■	■	■	■	■			Primary or secondary education and not operated for profit
Schools, trade or industrial				○		○	■		
Utility and public service buildings	○	○		○	○	○	○		Section 82-197(b)(15)
Utility yards, electrical transformer stations and substations, gas regulator stations.							○		Section 82-197(b)(11)
RETAIL, OFFICE and INDUSTRIAL USES									
Automobile service station or oil change establishment						○			Section 82-197(b)(1)
Funeral homes				■		■			Including living quarters for owner
Manufacturing and processing							■		See definition of manufacturing and processing in Section 82-3
Offices, governmental				○	○	○	■		Section 82-197(b)(14)
Offices, medical and dental				○		○	■		Section 82-197(b)(7)
Offices, professional				■		■	■		Section 82-197(b)(3)
Open air business							○		Section 82-197(b)(10)
Open storage facilities							○		Section 82-197(b)(11)



Key:	■ Permitted Use	● Special Land Use	[blank] Use Not Permitted						
USE	R-1	R-2	RM	RO	PRM	C	W	P	DEVELOPMENT STANDARDS
Research and testing							■		
Restaurants						○	■		
Restaurant accessory outdoor dining area						○	■		Section 82-197(b)(17)
Retail sales						■	■		In a completely enclosed building
Retail sales, neighborhood with “SDM” and “SDD” sales						○	■		Section 82-197(b)(9)
Warehousing and wholesale							■		
ACCESSORY USES									
Accessory buildings and uses incidental to a permitted use	■	■	■	■	■	■	■		Includes swimming pools, subject to the standards of Section 82-197(b)(12)
Accessory off-street parking			■	■	■	■	■	■	Shall meet the requirements of Section 82-195
Home occupation (craft/fine arts)	■	■	■						
Home occupation (business)	○	○	○						Section 82-197(b)(6)

*Sections 82-134-82.163. Reserved*

**Section 6.** Section 82-164 Yard and Bulk Requirements is hereby amended to:

- change the M column heading to W,
- change the maximum height for a principal building in the W district from 40 to 60 feet,
- change the minimum front setback in the W district from 30 to 10 feet,
- change the minimum side (one) yard setback in the W district from 30 to 10 feet, and
- change the minimum side (total) setback in the W district from 60 to 40 feet.

**Section 7.** Section 82-166 Neighborhood Compatibility is deleted in its entirety and replaced by the following:

*Section 82-166 Exterior Design Standards*

The construction of any new structure requiring a building permit or modification to an existing structure that exceeds 25% of the area of the existing building shall conform to the requirements of the City's Exterior Design Standards as adopted by the City Commission.

**Section 8.** Zoning Map. The Zoning Map is amended to change the zoning designation of the following parcels:

Parcel	Address	Previous Zoning	Amended Zoning
25-271-26-038	99 Kensington	R-1D	PRM
25-271-27-009	404 E. 10 Mile Rd.	M	W
25-271-27-010	660 E. 10 Mile Rd.	M	W
25-271-27-012	400 E. 10 Mile Rd.	M	W

25-271-27-013	660 E. 10 Mile Rd.	M	W
25-282-79-001	2610 Pinecrest	R-1C	PRM
25-282-79-002	2610 Pinecrest	R-1C	PRM
25-282-79-003	2610 Pinecrest	R-1C	PRM
25-282-79-004	2610 Pinecrest	R-1C	PRM
25-282-79-005	2610 Pinecrest	R-1C	PRM
25-282-79-006	2610 Pinecrest	R-1C	PRM

**Section 9.** Severability – This ordinance and each article, section, subsection, paragraph, subparagraph, part, provision, sentence, word and portion thereof are hereby declared to be severable, and if they or any of them are declared to be invalid or unenforceable for any reason by a court of competent jurisdiction, it is hereby provided that the remainder of this ordinance shall not be affected thereby.

**Section 10.** Repeal and Effective Date

Repeal – All regulatory provisions contained in other City ordinances which are inconsistent with the provisions of this ordinance are hereby repealed.

Effective Date - This Ordinance shall be effective fifteen days after enactment and upon publication.

Certificate

I hereby certify that the foregoing ordinance was adopted by the City Commission of the City of Pleasant Ridge at a meeting thereof on \_\_\_\_\_

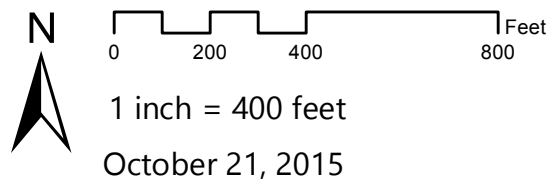
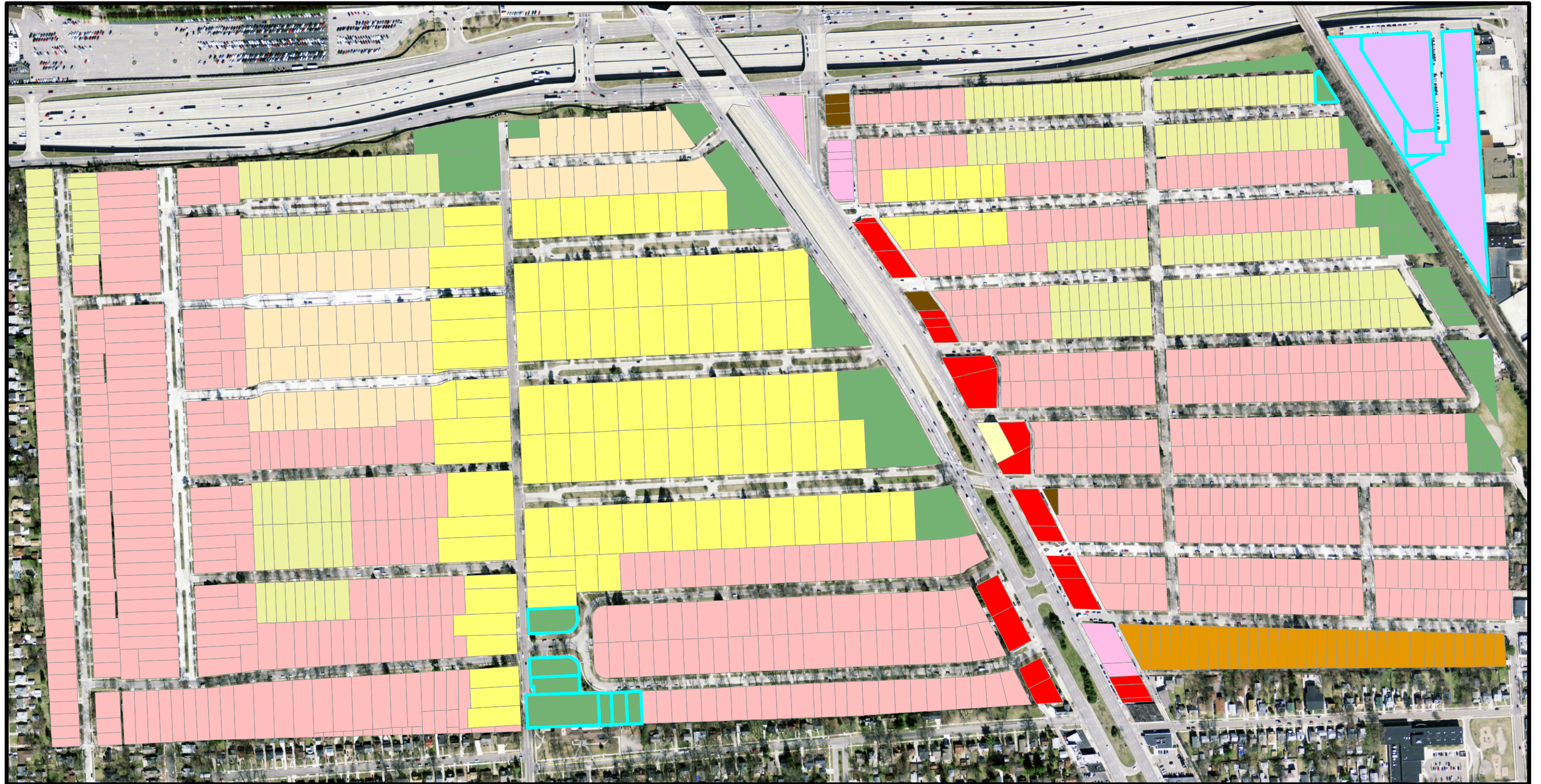
\_\_\_\_\_  
Amy M. Drealan, City Clerk  
City of Pleasant Ridge

Planning Commission Public Hearing: .....Monday, \_\_\_\_\_  
Planning Commission Recommendation: .....Monday, \_\_\_\_\_  
City Commission Introduction: .....Tuesday, \_\_\_\_\_  
City Commission Public Hearing: .....Tuesday, \_\_\_\_\_  
City Commission Adoption: .....Tuesday, \_\_\_\_\_  
Published: .....Sunday, \_\_\_\_\_  
Effective: .....Tuesday, \_\_\_\_\_

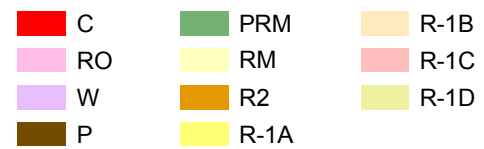




# Zoning



## Zoning Districts







# City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager  
To: City Commission  
Date: January 6, 2016  
Re: Ordinance 414 – Zoning Ordinance Amendment

## Overview

Pleasant Ridge has a strong architectural character. The City was developed largely between 1910 and 1930, which was a period of architectural transition. During that time, new construction methods and materials were changing how buildings were built, and also opening up new possibilities for architecture.

The City has long recognized that preserving our traditional architectural character is an important task. For this reason the Neighborhood Compatibility requirements were adopted into Section 82-166 of the Zoning Ordinance. However, the neighborhood compatibility standards are subjective, and do not offer specific guidance on what it is that Pleasant Ridge expects for the design and construction of new buildings.

Attached is a new style-neutral set of exterior design standards that would regulate new construction and significant additions to ensure that new buildings are compatible in scale and design with the established character of Pleasant Ridge.

The reason for proposing the attached design standards is not to expand regulation, but rather to make our existing method of regulation more clear, objective, and easily understood.

## Requested Action

No action is necessary at this time. The exterior design standards are being presented for introduction at this time. The City Commission will consider adoption of the exterior design standards if Ordinance 414 which amends Section 82-166 of the Zoning Ordinance is adopted.

## Current Standards

The current method for regulating exterior design is the Neighborhood Compatibility requirements of Section 82-166 of the Zoning Ordinance. That section reads as follows:

**Section 82-166. Neighborhood Compatibility.** Any new construction or modification to an existing structure, which exceeds 25% of the principal building, shall conform in size, bulk, and dimensional characteristics of adjacent properties within 500 feet of the subject property. The review shall be limited to:

- (1) Building height.

- (2) Lot frontage and size.
- (3) Lot width at the right-of-way.
- (4) Building entrances.
- (5) Building placement on the lot, including setbacks and distances between buildings.
- (6) Architectural compatibility with surrounding properties in the same neighborhood.
- (7) Intensity and dimensional characteristics compatible with surrounding properties in the same neighborhood.
- (8) Utilization of similar materials.

The Zoning Inspector shall conduct the review. The determination of compliance rendered by the Zoning Inspector may be appealed to the Board of Appeals.

## Comparison of Current to Proposed Standards

### Applicability

The same applicability requirement was kept in the new design standards - any new construction or modification to an existing structure which exceeds 25% of the principal building triggers compliance. Activities which fall below this threshold are exempted from compliance. This ensures that the design standards do not expand the scope of regulation. Homeowners who are doing maintenance to their homes will not be required to do anything except what they so choose as a result of these design standards, just as they are not required to do so today.

### Subjective vs. Objective

The proposed standards run to about 13 pages long. However, this is because the new standards endeavor to objectively lay out the City's expectations and requirements rather than using subjective language. Currently it is up to the designer and the Zoning Inspector to determine what constitutes compatibility in terms of *"building entrances,"* or *"architectural compatibility with surrounding properties in the same neighborhood,"* or *"intensity and dimensional characteristics compatible with surrounding properties in the same neighborhood,"* or *"utilization of similar materials."*

As a thought exercise, I ask that you take a moment and try to define what exactly "architectural compatibility with surrounding properties" means. I would hazard a guess that there would be 9 different answers from 9 different Planning Commissioners. This means that the determination is left to the judgment of the reviewing official without sufficient basis for how to make the determination.

Actually going through the exercise of setting forth our expectations for the many and varied elements of building design requires that the standards be comprehensive. It also means that the standards have to account for all of the common elements that go into a building, even though not every building will have all of the elements that are included in the design standards. For instance, we have standards for dormer windows, even though not every building has dormer windows. There is also page and a half dealing with headers over building openings with masonry veneer walls, which will not apply to buildings which are finished in stucco or wood siding.

### Clarity of Expectations

The purpose of these design standards is to create a clear, objective, written set of standards so that the City can have a consistency of expectations, regulatory decisions, and results.

The objectives of this process are to ensure that buildings constructed here are compatible with what exists; that new buildings contribute positively to the established character of Pleasant Ridge; that designers who will be working in town know up front what is expected of them rather than having to guess what the City will deem compatible or not, and being forced through time consuming and costly rounds of revisions to building plans; and to provide a clear basis for regulatory decisions that is based on objective, adopted standards.

### **Building Materials**

Perhaps the most notable requirement of the proposed design standards is limited vinyl siding to being an accent material on new construction or additions, although there is a mechanism to allow for building materials used on additions to match the existing material of the principal structure, which may allow for vinyl to be used on some additions which expand the size of the building by more than 25%.

In practice, the vast majority of houses in Pleasant Ridge were constructed before aluminum siding was introduced in the 1940s and vinyl siding was introduced in the 1950s. This means that the original siding material used on most non-masonry houses in Pleasant Ridge was wood. Many homes in Pleasant Ridge still have wood siding.

Today there are synthetic materials that convincingly replicate wood, and that have a similar tactile feel as wood. Cementitious fiber board products can be painted, do not rot, and “knock” the same as wood. These products should be used on new construction. While they do cost more up-front, the life-cycle cost will be equivalent to vinyl as they last longer and are more durable than vinyl. There is also the community benefit of a higher-quality visual and tactile feel to these products.

Requiring new construction to use these products does represent an immediate cost impact, however, as a practical matter most new construction in the City is already using these products instead of vinyl. At the price point necessary to build in Pleasant Ridge, it is typically an expectation that the house will not be finished in vinyl. Further, cementitious siding products have a longer life span and thus, the costs for such materials are comparable to vinyl over the full life-cycle of each product. For these reasons staff believes that prohibiting vinyl siding except as an accent material on new construction will better uphold the concept of neighborhood compatibility than would allowing vinyl siding.

It is important to note that these design standards will not require any existing homeowner who wishes to replace existing aluminum or vinyl siding with vinyl siding. The standards as written would prohibit a homeowner from replacing existing wood siding with vinyl siding.

### **Allowance for Modern Styles**

The design standards do not specify style. This means that modern or contemporary styled houses may be built so long as they meet the applicable requirements of the standards.

### **Appeals**

The new design standards establish the Planning Commission as the appeals body for any decision of the Zoning Inspector, and the Zoning Board of Appeals as the appeals body for any decision of the Planning Commission. This ensures that there are appeals routes available to any applicant should they disagree with a decision of the City.



# **City of Pleasant Ridge Exterior Design Standards**

Adopted , 2016



# City of Pleasant Ridge Exterior Design Standards

Recommended by the Planning Commission \_\_\_\_\_, 2015

Adopted by the City Commission \_\_\_\_\_, 2015

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## Resolution of Recommendation

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**MOTION** by \_\_\_\_\_, seconded by \_\_\_\_\_, the Pleasant Ridge Planning Commission decrees:

**WHEREAS**, on \_\_\_\_\_ the Planning Commission of the City of Pleasant Ridge recommended approval of amendments to Section 82-166 of the Zoning Ordinance to the City Commission.

**WHEREAS**, Section 82-166 references building design standards establishing criteria for the review of building design and architecture. The adoption of the ordinance amendment creates the need for comprehensive guidelines by which to evaluate development and design proposals.

**NOW THEREFORE BE IT RESOLVED** that the Pleasant Ridge Planning Commission hereby recommends at its meeting on \_\_\_\_\_ that the Pleasant Ridge City Commission adopt the Exterior Design Standards.

## Resolution of Adoption

---

**MOTION** by \_\_\_\_\_, seconded by \_\_\_\_\_, the Pleasant Ridge City Commission decrees:

**WHEREAS**, on \_\_\_\_\_ the City Commission of the City of Pleasant Ridge adopted amendments to Section 82-166 of the Zoning Ordinance.

**WHEREAS**, Section 82-166 references exterior design standards establishing criteria for the review of building design. The adoption of the ordinance amendment creates the need for comprehensive guidelines by which to evaluate development and design proposals.

**WHEREAS**, that the Planning Commission of the City of Pleasant Ridge recommended approval of the Exterior Design Standards effective at its meeting on \_\_\_\_\_

**NOW THEREFORE BE IT RESOLVED** that the Pleasant Ridge City Commission hereby adopts the Exterior Design Standards at its meeting on \_\_\_\_\_, effective \_\_\_\_\_.

Voice vote:

Ayes:

Nays:

Absent:

**MOTION CARRIED**

## 1. Introduction

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### 1.1 Purpose

The purpose of these design standards is to provide for harmonious and aesthetically pleasing development within the City of Pleasant Ridge. Nearly the entire City is located in a Federal Historic District. The City has not created a State Historic District which would allow for the creation of a Historic District Commission with review powers. Instead, these Design Standards serve as the City's regulatory document to ensure that new construction is compatible with the City's existing and historic character. These design standards are intended to provide clear guidance to developers and architects working in the City as to the level of design expected for new and substantially renovated buildings.

### 1.2 Style Neutrality

These design standards are style-neutral and explicitly allow for the expression of individual creativity in architectural style. While the majority of buildings in Pleasant Ridge are designed in the classical tradition, modern styles do exist within the City and are permitted, so long as they are true representatives of the style and conform to the requirements of these design standards that universally apply.

### 1.3 Neighborhood Compatibility: Basis of the Design Standards

The City of Pleasant Ridge is defined by its traditional architectural character. The predominant styles in Pleasant Ridge are revival styles that were popular in the first decades of the 20<sup>th</sup> Century when over 95% of buildings were built here. For that reason, and in the interest of compatibility with Pleasant Ridge's existing character, these design standards include basic standards for all buildings to ensure that every building fits into the established neighborhood character, with a larger number of standards that apply to buildings that are designed in a traditional manner.

The limited number of requirements that are applicable to all buildings, regardless of style, are intended to ensure that all new buildings have a human scale and respect the fabric of Pleasant Ridge's urban neighborhood character. Most lots in the City are 50 feet wide or less, meaning that houses must be respectful of the context of the neighborhood and the streetscape to which they contribute.

The remainder of the design standards are focused on traditional design details. The core principle of this document is that if a building is designed in a traditional manner, the details should be executed properly. Anything worth doing is worth doing well.

### 1.4 Foundations of Traditional Design

Traditional design styles and details evolved for one of two purposes: structural or decorative. Contemporary building practices have taken many elements which used to be structural and turned them into decorative elements. For example, structural masonry has been replaced by decorative masonry veneer over a wood or metal sub-frame, and steel lintels have replaced arches or stone lintels as load bearing structural elements that frame openings in building walls. This means that many traditional design elements are now merely decoration applied to the shell of a building in an attempt to mimic traditional styles.

However, today it is often the case that traditional design elements are poorly done. The core principle of these design guidelines is that traditional design elements should be done well, even if they are decorative due to the use of modern construction methods.

*Contemporary building methods eliminated the structural purpose of many traditional design details. Today, traditional details are most often used as decoration without a structural purpose, or worse, omitted entirely. While they may not have a structural purpose, traditional details should be accurately portrayed to signal solidity and value, and to respect architectural tradition. Accurate details are easily distinguished from poor imitations. For this reason, if a*

Getting traditional design details right is important because those details provide a sense of *apparent structure* to a building. Apparent structure is created when design details accurately reproduce building elements that used to be structural elements, but are now cosmetic. It is precisely these visible structural elements such as headers over wall openings that provide a traditional building with an air of permanence and solidity. On the other hand, inauthentic or poorly executed decorative versions of traditional design elements clearly distinguish many contemporary buildings as a poor reproduction of traditional buildings. Finally, contemporary traditionally-styled buildings without apparent structure are perceived as being less permanent and of lower quality than a comparable building with authentic design details that provide apparent structure. Anything worth doing is worth doing properly.

It is the intent of these design standards to ensure that traditional design details are executed properly within the context of contemporary building practices to ensure a more authentic representation of traditional styles and design elements.

## 1.5 Principles

These design standards are based in the following three principles:

- 1.5.1. Human Scale. Traditional design typically emphasizes symmetry and vertical orientation, both of which reflect the form of the human figure. Vertical openings also limit the width in relation to the area of an opening, which was important because it reduced the length and strength of the load-bearing lintel or arch required to span the opening. Vertically proportioned openings made aesthetic, structural, and economic sense.
- 1.5.2. Apparent Structure. In an age before hidden structural solutions and modern synthetic materials, each element of a building had to serve a specific and crucial function. Each element of classical, or traditional, architecture derived from a building's most basic requirements: to stand up and to shed water.

The width of openings, roof pitch, depth of eave projections, and details of drip moldings are all examples of details that have a practical basis. Traditional buildings were true to the limitations of their materials, but modern construction methods have freed us from many of the constraints that shaped traditional building elements in the past.

No longer bound by the structural limits of stone, masonry, or wood, we can span long distances with thin members or cantilever large platforms out from a wall using modern materials. This is good and appropriate for architectural styles that celebrate the possibilities of modern materials and construction methods in an authentic and honest manner. When traditionally-styled buildings are built with modern structural elements, however, it remains important to use accurate design details that reflect the structural capabilities of the traditional materials that decorate the outside of the structure.

When modern buildings are given a traditional style without proper use of traditional details, buildings look fake and inauthentic. Inappropriately detailed traditional design elements make a building appear off, and it is clear that the building is inauthentic. The greatest test for a traditionally-styled building that uses modern construction methods is: is it believable? Does the building look like it would stand up if it were built using traditional materials and construction methods instead of modern underpinnings with traditional style draped over it?

- 1.5.3. Details. Traditional buildings rarely had architectural details that did not serve a purpose. Form follows function is not a new concept – it has been the basis for traditional building design for millennia. For this reason, many traditional building elements have a few very specific ways to be correctly built. Much of the architectural expression in traditional buildings comes from the details – for instance, the elaborate bracket forms that supported projections

or the column capitals of the classical building orders. These functional details were then elevated to a higher level of design and expression with additional flourishes. On the other hand, modernist buildings were based explicitly on a machine aesthetic and adopted very little in the way of decoration or detailing.

- 1.5.4. Build For The Long Term. A well-built building can last for centuries, while a poorly built one may last for decades. When constructing a new house, durability and permanence should have higher preference than economy. A well-built building with a higher initial cost has a lower lifetime cost compared to an economy building that will not last as long or be as durable over the years. It is a tenet of these design standards that it is better to build simply but well.

## 2. Administrative Procedures

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### 2.1 Basis

These architectural design standards are the “building design guidelines” referred to in Section 82-166 of the Zoning Ordinance, and are thereby adopted by reference as part of the Zoning Ordinance. These design standards were recommended by the Planning Commission on \_\_\_\_\_, 2015 and adopted by the City Commission on \_\_\_\_\_, 2015 and may be updated from time to time by the City Commission upon recommendation by the Planning Commission.

### 2.2 Interrelation with Other Laws or Codes

In case of contradiction with applicable state or federal laws rules or regulations, including without limitation building codes or life safety codes, the applicable state and federal laws rules and regulations shall govern. In no way does compliance with these design standards exempt a structure from conformance with other applicable laws, rules or regulations.

### 2.3 Applicability of Standards

2.3.1. Minimum Standards. These design standards are the minimum standards that shall be applied. The reviewing authority may require higher standards depending on the character and context of the site to ensure a harmonious relationship with neighboring sites and to ensure a high level of aesthetic quality throughout the community.

2.3.2. Required, Recommended, and Optional Provisions. Provisions herein are activated by the terms “shall” or “must” when required; “should” when recommended; and “may” when optional.

2.3.3. When These Requirements Apply.

- a. *New Construction.* Compliance with these design standards is required for all new construction.
- b. *Additions or Substantial Renovations.* Compliance with these design standards is required for additions to or substantial renovations of existing buildings which expand the structure’s floor area by 25% or more. Only the portion(s) of the building being added or renovated shall be subject to compliance with these standards. Portions of an existing building that are not being modified may remain as-is.

The reviewing authority may in its discretion allow for limited modifications to or departures from these design standards for the purpose of consistency between a proposed addition or substantial renovation and the existing portion of the building.

- c. *Minor Improvements, Changes, and Alterations to Existing Buildings.* Such activities that do not increase the structure’s floor area by 25% or more need not comply with these design standards, but are encouraged to meet the design standards where feasible.
- d. *Maintenance Activities.* Maintenance activities that are part of the normal upkeep of an existing building, and that are a direct replacement of existing elements of the building and that do not change the design of the building or a building element do not need to comply with these design standards so long as the materials being used are equal to or better than the materials being replaced. Example: a house that has existing vinyl siding may be re-sided in vinyl, but a house that has cementitious siding shall use equivalent or better materials and may not use vinyl siding.

- 2.3.4. Not All Sections Apply To Every Building. The design standards contained herein that address specific building elements, such as shutters, dormers, headers over openings in masonry walls, etc. shall only apply if that building element is being proposed. For instance, if no shutters or dormers are being proposed, then those sections will not apply.

Unless explicitly stated, nothing herein should be construed as requiring buildings to have specific or particular design elements. The purpose of the standards for specific design elements is to ensure that they are properly detailed if they are proposed.

The following table summarizes sections of these design guidelines that, when compliance is required by Section 2.3.3, apply in any case and which sections apply only when a particular building element is used.

<b>Sections that apply in all cases</b>	<b>Sections that apply in some cases</b>
3.1 – Massing and Composition	3.3 – Header Elements for Openings in Masonry Walls
3.2 – Walls	3.5 – Eaves and Gable Ends
3.4 – Windows	3.6 – Roofs
	3.7 – Columns and Column Spacing
	3.8 – Dormers
	3.9 – Attachments

- 2.3.5. Non-Traditional Buildings. Buildings that clearly and accurately use non-traditional styles (including Art Deco, Modernist, Mid-Century Modern, Contemporary, LEED, etc.) may be exempted from specific requirements of these design standards as is appropriate. Buildings that purport to use non-traditional styles but that, in the opinion of the reviewing authority, are simply utilitarian shall comply with all of the requirements herein. Buildings that wish to claim an exemption from any section shall include a statement identifying the style and why each requested exemption is warranted. The reviewing authority shall determine if an exemption is warranted.

## 2.4 Review Procedure and Authority

- 2.4.1. Reviewing Authority. Exterior design review shall occur simultaneously with site plan review when it is required, or simultaneously with building permit review when site plan review is not required. The review authority shall be the Planning Commission whenever building design review occurs in conjunction with an application requiring Planning Commission approval, and the City Manager in all other instances.
- 2.4.2. Appeal. Applicants may appeal a decision of the City Manager to the Planning Commission, and may appeal a decision of the Planning Commission to the Zoning Board of Appeals. An applicant requesting an appeal shall submit the request in writing, specifying the basis for the appeal and why the applicant believes the appeal is justified. The City shall place the appeal on the next available Planning Commission or Zoning Board of Appeals agenda. The City shall provide notice of the appeal using the procedures for a public hearing set forth in Section 82-46 of the Zoning Ordinance.

## 2.5 References

These design guidelines are based on the application of traditional design conventions. These conventions are derived from a number of sources. Where approvals, interpretations and judgments are left to the discretion of the approving authority, he/she/the body may use the following texts for guidance as to best practices:

- a. Marianne Cusato, Get Your House Right: Architectural Elements to Use & Avoid (Sterling 2007);
- b. Werner Hegemann and Elbert Peets, The American Vitruvius: An Architects' Handbook of Civic Art (Princeton Architectural Press, 1988);
- c. Stephen Mouzon, Traditional Construction Patterns: Design and Detail Rules of Thumb (McGraw-Hill, Inc. 2004);
- d. William Ware, The American Vignola: A Guide to the Making of Classical Architecture (W.W. Norton and Company, 1977);
- e. Local or regional examples on file with the City.

The above list is not exclusive; additional texts and illustrations may be used for reference and the list may be updated periodically. The above texts and illustrations will be available at City Hall for applicants to review. Applications for development in Pleasant Ridge are not required to comply with the design specifics of the recommended texts and illustrations; the texts and illustrations are for reference and guidance only.

Many graphic illustrations of concepts used in this document are reproduced from Stephen Mouzon's Traditional Construction Patterns and Marianne Cusato's Get Your House Right.



### 3. Architectural Design Standards

#### 3.1 Massing and Composition

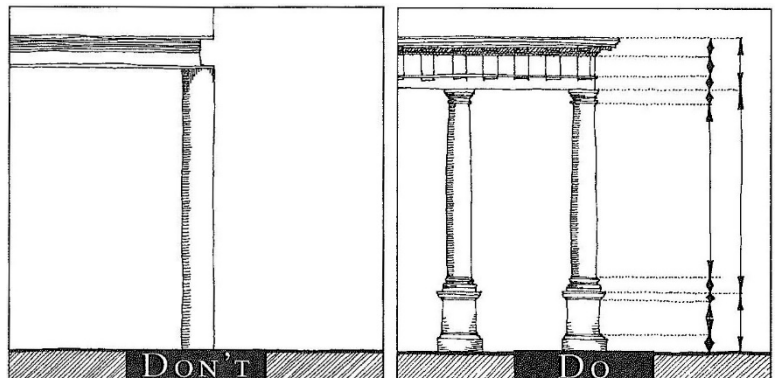
- 3.1.1. Neighborhood Compatibility. Pleasant Ridge is a traditional neighborhood. In traditional neighborhoods, houses work together to create streetscapes. Rather than each building generating all its own interest, traditional buildings work together to create outdoor rooms. Every building does not need to be a focal point. When designing new houses or additions to existing houses, designers shall consider how the new house will fit into and complement the existing streetscape.
- 3.1.2. Simplicity of Massing. Simple masses of one or a few boxes are characteristic of Pleasant Ridge's existing traditional architectural character. Similar massing shall be used for new construction. Complicated masses that require complex roof forms and breaks are expensive to build and may only be permitted if specific to a particular identifiable style being used for new construction.
- 3.1.3. Hierarchy of Massing. The location of the main body of the house and the human entrance shall be easily distinguished. The car entry shall not be the most notable element of the building massing.
- 3.1.4. Composition. Composition refers to the arrangement of elements on the building. Elements include the size and location of openings (doors and windows), building details, roof design, and massing of the main bodies of the structure. Houses are generally composed in a symmetrical or asymmetrical manner. In either type of composition, a well-composed building will be balanced around a focal point.

- a. *Symmetrical Composition.* In a symmetrical composition, the building entrance is in the center of the front façade and building elements are repeated in mirror image on either side of the façade surrounding the central entrance. The entrance serves as the focal point and the visual weight of the building is equal on each side of the central point. Being the focal point of the structure, the entrance should be detailed accordingly.

Symmetrical design on non-front facades may lack a centrally located entrance as a focal point, and instead may consist of repeated, equal elements.

- b. *Asymmetrical Composition.* Asymmetrical buildings must be carefully composed to ensure that the visual composition of the building is in balance. When composing an asymmetrical building, the massing of volumes should be balanced around the focal point (such as a chimney, the front door, or other notable element).

- 3.1.5. Base, Middle, Top. Nearly every element of traditional architecture reflects the head/body/feet arrangement of the human body. For instance, traditional buildings are composed of a visible roof or entablature (head), wall (body), and foundation (feet). Traditional columns consist of the capital (head), shaft (body), and the base (feet).



Buildings shall be appropriately detailed to follow the base/middle/top pattern throughout their composition.

- 3.1.6. Large Wall Composition. Large blank walls are discouraged. The mass of large building walls shall be reduced by the inclusion of windows, vertical elements with a plane change from the wall surface, shadow-casting elements, material changes, or other methods.

## 3.2 Walls

- 3.2.1. Entrances. The street facing façade of any building shall be detailed as the front façade and should contain an operable entrance. If an operable entrance does not exist, design elements that replicate the form and mass of a front entrance and that could be converted to an operable entrance shall be provided.
- 3.2.2. Transparency. Transparency is defined as the percentage of the front façade area that contains door or window openings.
- a. Residential. Residential structures shall have 15-35% transparency on the front façade.
- b. Non-residential. Non-residential structures shall have at least 40% transparency on the first floor front façade and at least 25% transparency on upper-story facades.
- 3.2.3. Building Materials.

- a. *Building Materials.* Building materials used for all buildings shall be durable, natural materials or synthetic materials that realistically reproduce the look and feel of natural materials.

Approvable building materials for traditionally-styled buildings include brick, wood (does not include T-111 or particle board products), fiber cement siding that are paintable and that realistically replicate wood (Hardiplank or similar), decorative masonry block, and stucco (true cement plaster stucco using lime, aggregate/cement, sand, and water – EIFS does not qualify).

Metal sheeting or panels can be appropriate as an accent material, but should not be a primary exterior material.

When fiber cement siding products are used, smooth boards without a raised grain shall be specified. This more closely replicates the historical appearance of real wood siding.

- b. *Number of materials.* No more than two building materials should be used on any façade to avoid a cluttered or overly complex appearance, not including foundation walls or piers.
- c. *Building materials on non-street facing facades.* Higher-quality cladding materials should be used in consistent proportions on all visible facades and not just on the street face to avoid creating a false-front image. Any material used on a front façade shall be continued in equal proportions no less than 3 feet along adjacent side walls.
- d. *EIFS.* No more than 10% of any façade on any building style shall be covered by EIFS systems (EIFS used for cornices shall not be counted towards the 10% maximum), and EIFS may not be used on the first floor of a building. Stone-dash, pebble-dash, and

maximum textured stucco with adequate detailing such as recessed bands or integral half-timbering are not subject to the 10% EIFS maximum.

- e. *Vinyl Siding.* No more than 15% of a front façade or 40% of any other façade shall be covered by vinyl siding. Vinyl is best used as an accent material, for instance in gable ends.

Garages located at the rear of the lot may be clad in vinyl siding.

- f. *Vinyl Siding Trim Details.* Wherever vinyl siding is used, efforts shall be taken to minimize the appearance of the siding disappearing underneath a j-channel. Traditional wood siding terminated into, not under a trim board, and so trim materials other than j-channels shall be used that replicate the same appearance of vinyl siding terminating into a trim board rather than underneath it.

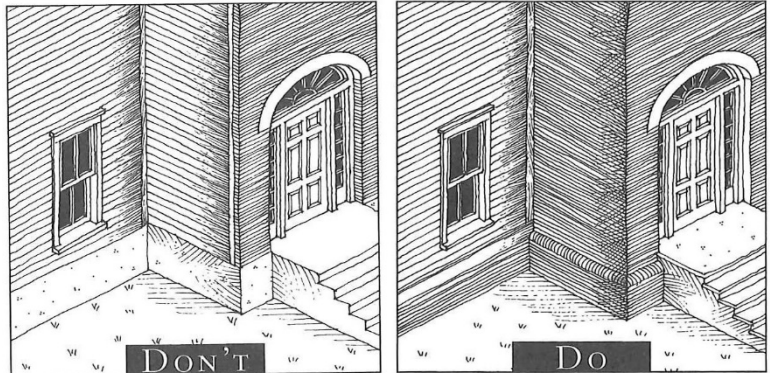
Vinyl trim pieces shall have a width of at least 3 inches to provide a more visually accurate reproduction of the detailing used for wood siding, which is the material that vinyl siding is intended to replicate.

- g. *Façade Percentage Calculation.* For the purposes of calculating façade coverage, the percentage of façade area shall be determined by the area covered by the material divided by the total wall surface area of the façade. Openings such as doors and windows and gable ends shall be included in the total wall surface area.

#### 3.2.4. Arrangement and Transition of Multiple Building Materials.

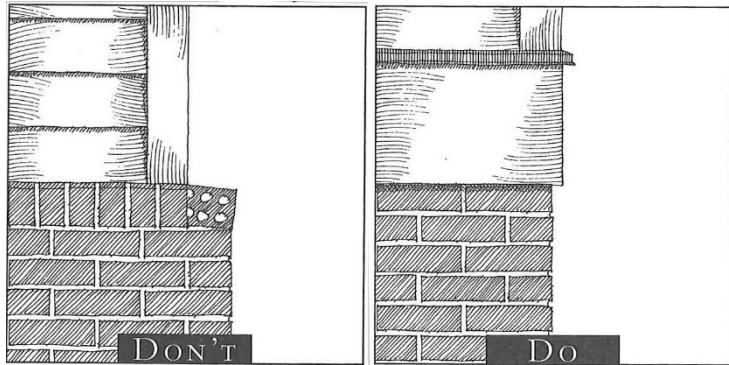
- a. *Horizontal Arrangement.* When multiple materials are used on a façade, the heavier or heavier appearing material shall be located under the lighter or lighter appearing material. For instance, masonry or stone elements should not be located above wood elements.

- b. *Vertical Arrangement.* Vertical joints between different materials shall not occur at outside corners, but shall occur at inside corners. At a minimum, vertical material transitions shall wrap at least 3 feet around an outside corner (see 3.2.2.c).



3.2.5. Height. Exterior walls should have a minimum height of at least 9 feet on the first floor.

3.2.6. Frame Wall/Masonry Base Alignment. The face of stud of the frame wall should align with the face of the masonry or stone foundation wall below. A horizontal masonry ledge should not be used.

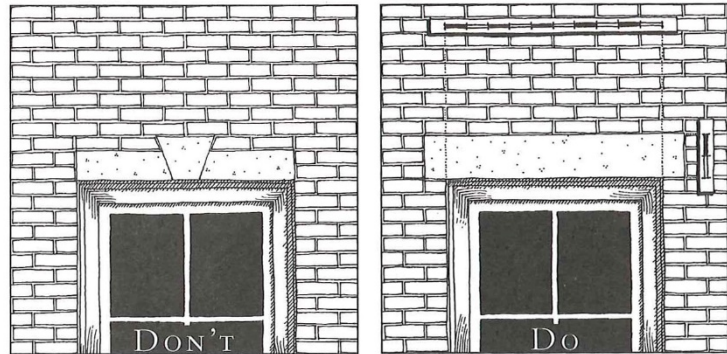


### 3.3 Header Elements for Openings in Masonry Walls

3.3.1. Header Required. Masonry veneer walls (brick or block) shall be detailed as if they were structural masonry walls. This means that openings in masonry or stone veneer walls shall have a stone header, masonry arch, or other visually self-supporting element to visually carry the weight of the wall above the opening. Wood window or door heads may be used to decoratively cap an opening in a masonry wall.

3.3.2. Masonry or Stone Lintel Proportion.

- a. The height of the lintel or header should be equal to  $\frac{1}{5}$  of the width of the opening it spans.
- b. The header element shall be wider than the opening to accurately portray that it is supported by the masonry or stone on either side of the opening. The header element should extend beyond the opening a distance equal to  $\frac{1}{2}$  of the height of the lintel. If an 8 inch tall lintel is used, it should extend 4 inches on either side of the opening.



3.3.3. Arches. Arches work for one reason: their parts, whether brick or stone, are tapered like wedges toward a radius point. Without this characteristic they would collapse, and it is this characteristic that veneer arches must realistically portray.

- a. The thickness of the arch should not be less than  $\frac{1}{6}$  of the width of the opening it spans.

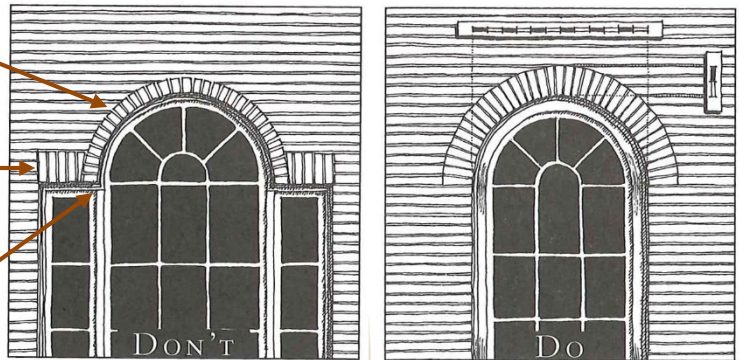


- b. All arches must be supported by masonry or other building element that convincingly appears as if it could carry the weight of the arch.

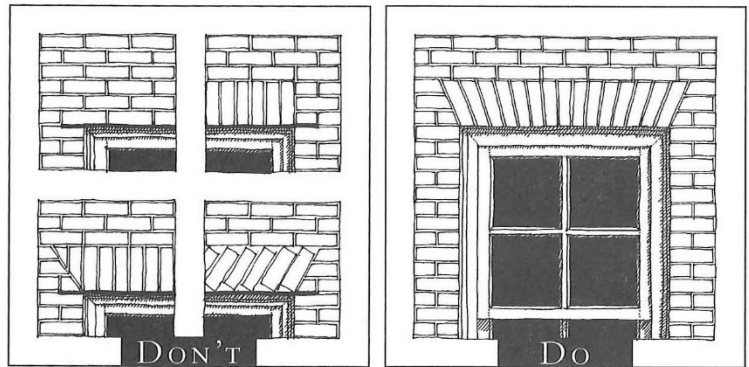
*Arch is not thick enough to visually carry the weight of the wall above*

*Guillotine header without vertical support*

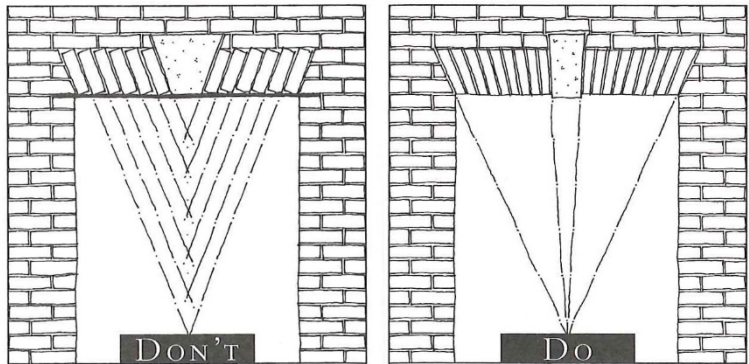
*No vertical support for arch – window is carrying the visual weight of the arch*



- 3.3.4. Jack Arches. Jack arches should be constructed of gauged (tapered, non-rectangular) brick, rather than simply leaning the bricks to either side at the same angle. Brick or masonry jack arch details should be constructed in a manner that they could carry their own weight, with all joints converging on a single radius point.



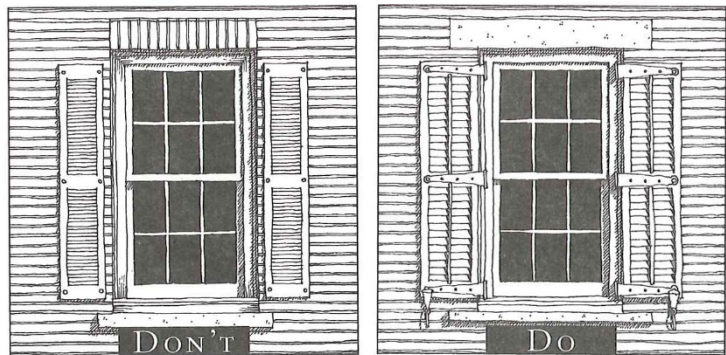
- 3.3.5. Keystones. Keystones should not be used as part of a picture-framed window casing, and keystones should only be used in lintels with tapered (not square) ends.



### 3.4 Windows

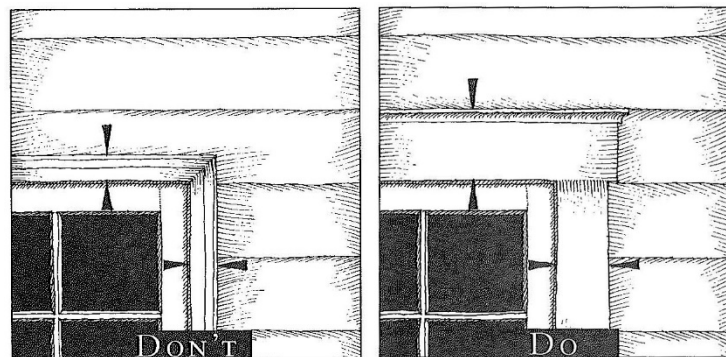
- 3.4.1. Window Proportion. Windows and individual window panes shall be square or vertically proportioned. It is acceptable to mull individual vertically-proportioned windows together to create an overall opening with a horizontal proportion if there are vertical divisions such as mullion casings within the overall horizontal span.
- 3.4.2. First Floor Window Alignment. Windows on the first floor should be set not more than 2.5 feet above the floor in primary rooms on the first floor. Window head heights should match the head height of the primary entrance on the first floor.
- 3.4.3. Reveal. Windows should not be mounted flush with the face of the wall material. Rather, they should be set back to create a reveal.
- 3.4.4. Shutters.

- a. Shutters should be one-half of the width of the sash they are covering to replicate the appearance of functional shutters.
- b. Shutters should have apparent hinges and dogs to accurately portray functional shutters.



3.4.5. Window Casing.

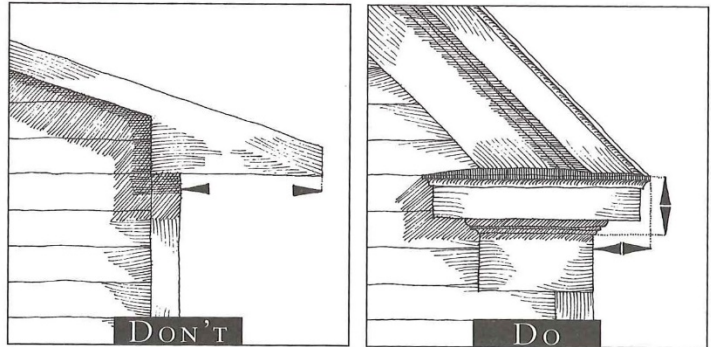
- a. Door and window casing shall be at least 3.5 inches wide except on brick walls.
- b. Head casing shall be equal to or wider than jamb casing, and should have a height of not less than  $\frac{1}{6}$ th the width of the opening. Head casing should not be used if there is no jamb casing to match to it.
- c. When windows are mull together, mullion casing shall have a minimum width of 3.5 inches.



### 3.5 Eaves and Gable Ends

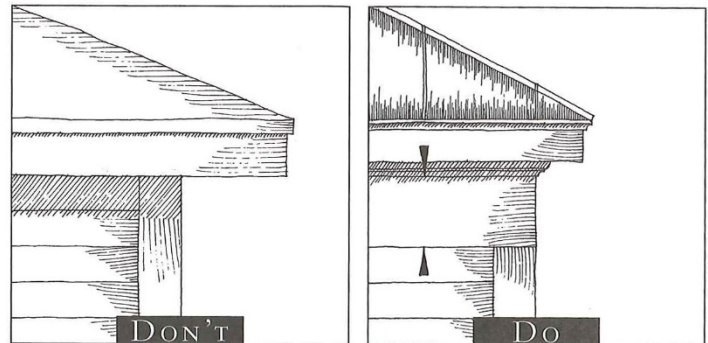
3.5.1. Eave Lines. Eaves should be as continuous as possible, both horizontally and vertically.

3.5.2. Eave Return. Eaves should be trimmed in such a manner that the fascia returns around the corner and dies into the wall without the excess triangle attached to the raking cornice. The projection of the eave away from the wall should equal the height of the cornice. Eave returns should be capped with simple trim with a slope of 1/12. Shingled caps with steeper slopes are not recommended.



Vernacular eaves constructed without a return should not be detailed with a pork chop eave (as shown in the “don’t” illustration).

3.5.3. Friezes. A frieze board of some sort should occur below almost every eave, regardless of wall material. The frieze should never be picture-framed around an eave return.



### 3.6 Roofs

3.6.1. Overlapping Gables. Overlapping gables should only be used if they are appropriate to the style, or when the smaller gable is part of a balcony, porch, or entrance.

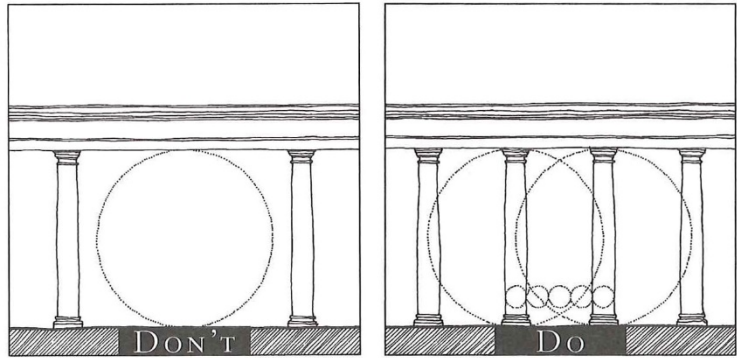
### 3.7 Columns and Column Spacing

3.7.1. Entablature. Whenever columns are used to visually support an entablature, the entablature should be equal to at least 15-25% of the height of the columns. The entablature shall consist of a cornice, frieze, and architrave. The cornice should project a dimension equal to its height, and the architrave should be a height equal to or less than the height of the frieze. The architrave and the frieze should be distinguished by a narrow band.

3.7.2. Intercolumniation. Columns shall not be horizontally separated a distance greater than their height unless appropriate to the style.

3.7.3. Roof or overhang Projection.

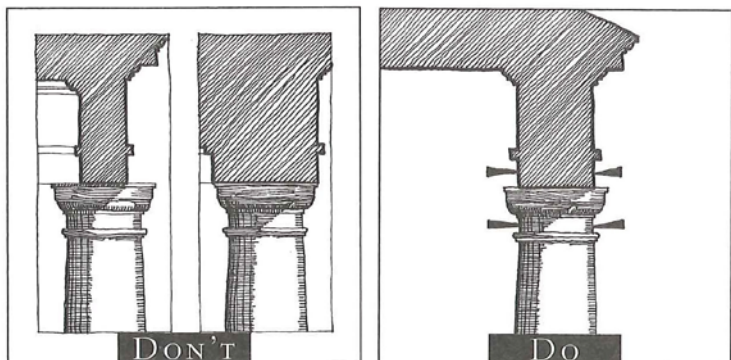
- a. *Beam*. When columns are used to support a porch roof or overhang, the beam at the top of the porch columns should be visible to visually support the mass of the building.
- b. *Support where a projection meets a wall*. When a canopy or porch overhang projects from the building, it should be visually supported where it meets the wall by a pilaster or engaged column. Pilasters shall project away from the building a depth of  $\frac{1}{5}$  to  $\frac{1}{4}$  of their width, while engaged columns shall project  $\frac{5}{8}$  to  $\frac{3}{4}$  of its diameter from the wall.



3.7.4. Column Proportion. Columns used to support one-story loads should have the following dimensions:

Column Height	Width at Base	Width at Neck
8 feet	10 inches	8 inches
9 feet	11 inches	9 inches
10 feet	12 inches	10 inches

3.7.5. Column-Beam Alignment. The neck of the column should align with the face of the beam it is supporting. In other words, the capital element of the column should extend farther out than the beam.



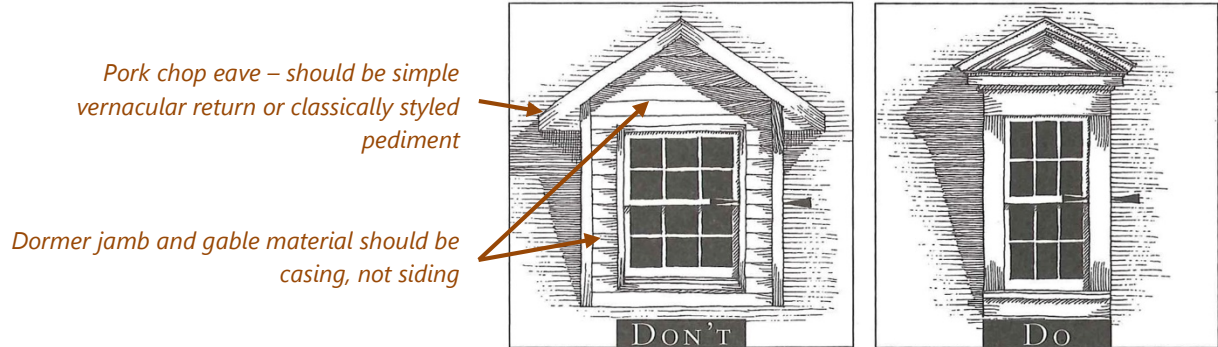
3.7.6. Base and Capital Elements. Columns and posts, which are square columns, shall have base and capital elements. Generally, the base and capital should have a height roughly equal to the width of the column or post. Base and capital elements for a post may be ornate or



simple, with a simple detailing consisting of casing moldings, with a cove molding used to connect the capital to the beam the post is supporting.

### 3.8 Dormers

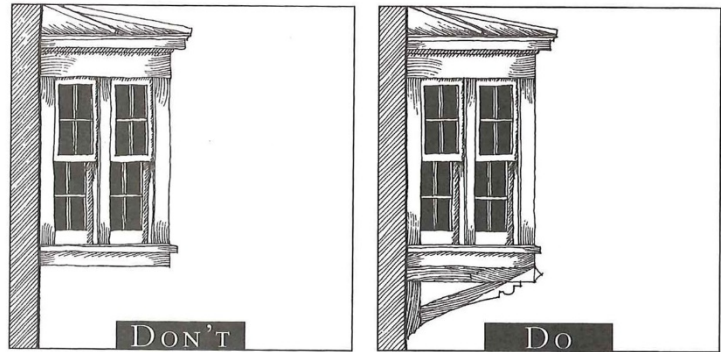
- 3.8.1. Dormer Jamb Material. Dormer jamb materials should not include siding, but rather should be a solid casing assembly from the window to the corner of the dormer wall.
- 3.8.2. Dormer Body Proportion. The body of a single-window dormer shall be vertically proportioned or square. Dormer windows should be proportioned similarly to or slightly shorter than windows in the floor below.
- 3.8.3. Dormer Body/Roof Proportion. Dormer roofs should be between 25 and 40 percent larger than the width of the dormer body. Classical eaves will be closer to 25%, while vernacular open eaves are the only ones that should approach the 40% limit.
- 3.8.4. Brick Dormer Face. Brick should be used for a dormer face only when the brick forms a parapet at the top of the dormer.



### 3.9 Attachments

#### 3.9.1. Visible Support for Projections.

Balconies, bay windows, deep roof overhangs, and other similar projections shall sit atop a base that extends to the ground, or be visually supported by brackets, corbels, or other appropriate support elements of an appropriate size.

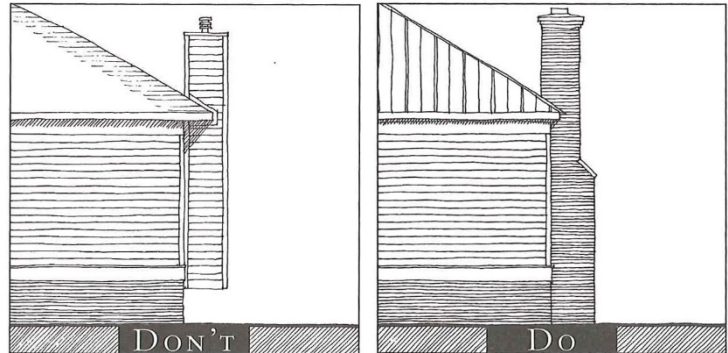


#### 3.9.2. Chimneys.

- a. *Materials.* When visible, chimneys shall be sheathed in brick, stone, or stucco and must have a base that extends to the ground. Where a masonry chimney is not feasible, gas vents should simply be extended out through the wall or through the roof like a plumbing vent.

- b. *Chimney Configuration.* Box detailed chimney structures or protrusions that are not brick and/or do not extend to the ground are not permitted.

Chimneys shall include a projecting cap that may be as simple as a stone or concrete cap or projecting brick header course.



## 4. Definitions

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All terms herein shall have their common and accepted meaning. When the meaning of an architectural term is disputed or unclear, it shall be as defined in Traditional Construction Patterns: Design and Detail Rules of Thumb by Stephen A. Mouzon. A reference copy is available at the City of Pleasant Ridge City Hall.



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November 25, 2015

VIA ELECTRONIC MAIL

Mr. James Breuckman, City Manager  
City of Pleasant Ridge  
23925 Woodward Avenue  
Pleasant Ridge, Michigan 48069

**Re: Municipal Civil Infractions**

Dear Mr. Breuckman:

As requested, I have prepared proposed amendments to the City Code regarding the municipal civil infraction process. The City has the option to designate many of its ordinances as decriminalized municipal civil infractions, as opposed to criminal misdemeanors. While there are currently some provisions in the City Code that do so, the Code lacks a civil infraction process. Some of the current ordinance designations are inconsistent with state law and others may not be appropriate or as intended. Thus, I recommend these amendments, and that the Commission review this matter and, if they agree with this approach, schedule these amendments for public hearing.

A. Materials included with this letter are the following:

1. A proposed amendment to Chapter 2 of the City Code to clarify which City officials may issue appearance tickets for violations of City ordinances (whether or not the Commission decides to move forward with the civil infraction process, I recommend this amendment be adopted);
2. A proposed amendment to Chapter 28 to add a new section specifically dealing with civil infractions and creating a Municipal Civil Infractions Bureau (discussed below); and
3. A listing of City Ordinances, stating whether violations of each are currently classified as a misdemeanor or some form of civil infraction indicating the current penalty, and this office's recommendation as to any changes in classification.

Note that in some cases these designations are mandatory per state law. One list is for Chapter 42 (Penal Code) only, and the other for the remaining ordinances.

B. Next Steps:

1. The Commission should review these materials and, if agreeable, set a date for a public hearing.
2. If the Commission is agreeable to the process but has substantive comments on the ordinance language, then we would prepare revised language, and then set the public hearing date later.
3. Conduct public hearing.
4. Adopt the proposed amendments.
5. Review the list of ordinances and penalties, determine which should remain misdemeanors and which should be categorized as civil infractions, and determine that the penalties are still appropriate.

If the Commission would prefer to review this in a workshop session, I would be happy to attend.

C. Explanation of violation options and civil infraction process.

Generally speaking, there are four different categories for violations of State law or City ordinance:

1. **Felonies.** The most serious type of crime, including murder, kidnapping, etc. Felonies are all prosecuted as violations of State law through the County Prosecutor's office.
2. **Misdemeanors.** These are also considered crimes, but of a less serious nature than felonies. Misdemeanors are categorized as such according to their lesser penalty than for felonies. A misdemeanor violation can be punished by a fine of up to \$500.00 and imprisonment for up to 90 days (93 for a few violations). Any offense which carries a greater penalty is a felony. Misdemeanors can be prosecuted under City Ordinance, through the local prosecutor, or as a violation of a corresponding state law in some circumstances.
3. **Traffic Civil Infractions.** For years, violations of the Michigan Vehicle Code and Michigan Traffic Code have been considered civil infractions pursuant to state law. The City has adopted the necessary code provisions to implement these. I do not see any need to change any of those provisions.

4. **Municipal Civil Infractions.** This is the category being addressed in the memo. A city may choose to designate violations of several of their ordinances as municipal civil infractions, as opposed to criminal misdemeanors.

There are several advantages to decriminalizing ordinances, particularly those dealing with building and zoning regulations. The burden of proof on the prosecutor is reduced, making it easier to establish an ordinance violation. The prohibition against self-incrimination does not apply, and a defendant may be required to testify at a civil infraction hearing. Formal or informal hearings are used in lieu of full trials, which allows for a quicker, efficient and more inexpensive process. Many communities find it undesirable to label individuals who have violated the zoning ordinance or building codes as criminals. The stigma of a criminal conviction and resulting problems for defendants convicted of a crime is removed as to civil infraction violations.

In addition, the city has the option to establish a Municipal Civil Infractions Bureau, which would allow it to retain more fines and costs in certain instances. The purpose of this bureau (proposed to be the City Clerk in these amendments) is simply to accept admissions of responsibility for municipal civil infractions for which a notice has been issued, prior to any court proceedings. By doing so, the City is allowed to keep all of the fines. This is a voluntary option for the offender. They can always, if they wish, contest the citation, in which case the matter would then automatically move to the district court to be prosecuted the same as any other ordinance violation. The cost to establish the Bureau would be minimal.

D. Current Code provisions.

Currently, Section 1-7 (c) of the City Code establishes as a default proposition that anything not identified as a misdemeanor is a civil infraction. However, the Code fails to include any provisions for processing a civil infraction violation. Moreover, some ordinances, including the Zoning Ordinance, specifically provide for misdemeanor penalties. In most communities, the Zoning Ordinance is the type of ordinance for which violations are civil infractions, for the reasons described above. Thus, at a minimum, I recommend that the Commission review the ordinances to determine their proper classification.

In addition, the Code currently establishes a series of penalties for civil infractions. There is a default penalty provision in Section 1-7 and some areas where different penalties are provided for specific ordinances. These are itemized in the ordinance listing.

The Code currently provides the following general fine schedule for civil infractions:

1. First Offense: \$50.00;
2. First repeat offense within one year: \$250.00; and

3. Second repeat offense, or any subsequent repeat offense, within one year: not more than \$500.00.

As the listing of general ordinances notes, there are a few instances where the Code deviates from this general section. You had asked whether this fine schedule is appropriate. I have reviewed some schedules from surrounding communities and our fees are generally in line, except that the \$50.00 first offense is on the low side. I include with these materials the fee schedules from Berkley, Huntington Woods, Ferndale and Bloomfield Hills for comparison. Most communities, including those attached, provide for between \$100.00 and \$200.00 for a first offense, although Huntington Woods has a couple exceptions, as noted, that are smaller. We may want to consider increasing the first offense fine.

E. A summary of the amendments follows:

1. The proposed amendments to Chapter 2 clarify which City officials may issue appearance tickets for violations of City ordinances: the City Manager, Code Enforcement Officer, Building Official, Recreation Director (for violations of the chapter dealing with park rules and regulations), police officers, and such other officers, inspectors, or City public servants as designated by the City Manager. Whether or not the Commission moves forward with the civil infraction amendments, I recommend the Commission adopt these. Currently, Section 2-31 is somewhat confusing as to who can issue appearance tickets, municipal civil infractions, citations, or notices. The amendment will clarify which individuals may do so.
2. The amendments to Chapter 28 add a new section specifically dealing with civil infractions.
  - a. Section 28-1 lists definitions.
  - b. Section 28-2 creates the Municipal Ordinance Violation Bureau, proposed to be the City Clerk, who is authorized to accept admissions of responsibilities and fines for civil infractions.
  - c. Section 28-3 sets forth the specific process to initiate and process a civil enforcement action.
  - d. Section 28-4 states that the individuals who may issue appearance tickets per Section 2-33 may also enforce municipal civil infraction violations.
  - e. Section 28-5 specifies the purpose and location of the Municipal Ordinance Violations Bureau. Section 28-7 sets forth the authority of the Bureau.

- f. Section 28-10 incorporates, by reference, the default penalties for civil infraction violations as noted above. These were approved when the City adopted its Codification Ordinance.
  - g. The balance of this Section sets forth some additional remedies to the City, including injunctive relief in certain circumstances, and the ability for the City to have a lien against property to pay delinquent civil fines.
3. The amendments to Chapter 42 confirm that all violations of this Chapter are misdemeanors. Most of these ordinances are also violations of the State Penal Code and, thus, must be classified as misdemeanors. Because of this, the default provision of Section 1.7 is overridden for those ordinances. Confusion is present because there are some ordinances in Chapter 42 that are specifically designated as misdemeanors, even though that designation is unnecessary. There are others, as noted on the listing, that are civil infractions by default; although in some cases (i.e. fighting, prowling, etc.) it would appear that they should remain misdemeanors. Whether or not the other amendments are adopted, I recommend adoption of new Section 42.10 to clarify and remove any inconsistency.

In addition, the City Commission may want to consider making misdemeanors some ordinances that are currently civil infractions by default, for example Section 74-29 (tampering with water system).

I look forward to discussing these items with you.

Very truly yours,

**ADKISON, NEED & ALLEN, P.L.L.C.**



Gregory K. Need.

/mms

Enc.

cc: Amy Drealan



ORDINANCE NO. 416

AN ORDINANCE TO AMEND CHAPTER 2, ADMINISTRATION, REPEALING SECTION 2.31, ADDING SECTION 2.32, INTENT AND PURPOSE, AND SECTION 2-33, AUTHORIZATION TO ISSUE AND SERVE; ADDITION OF A NEW CHAPTER, CHAPTER 28, CIVIL INFRACTIONS, ARTICLE I, MUNICIPAL CIVIL INFRACTIONS, SECTION 28-1, DEFINITIONS, SECTION 28-2, MUNICIPAL ORDINANCE VIOLATION BUREAU ESTABLISHED, ADOPTION OF REGULATIONS AND PROCEDURES, SECTION 28-3, COMMENCEMENT OF MUNICIPAL CIVIL INFRACTION ACTION, SECTION 28-5, OPERATION OF BUREAU, SECTION 28-6, SERVICE OF MUNICIPAL CIVIL INFRACTION NOTICE, SECTION 28-7, AUTHORITY OF BUREAU, SECTION 28-8, ELECTION OF PERSON CHARGED WITH VIOLATION, SECTION 28-9, PROCEDURE OF PERSONS ELECTING NOT TO RESPOND TO MUNICIPAL CIVIL INFRACTION VIOLATION NOTICES, SECTION 28-10, PENALTIES; AND CHAPTER 42, OFFENSES AND MISCELLANEOUS PROVISIONS, BY THE ADDITION OF SECTION 42-10, VIOLATIONS OF THE PLEASANT RIDGE CITY CODE.

**THE CITY OF PLEASANT RIDGE ORDAINS:**

**Section 1. Chapter 2 is amended to repeal Section 2-31 and add Sections 2-32 and 2-33 to read as follows:**

Chapter 2- ADMINISTRATION

Sec. 2-31 Repealed.

Sec. 2-32. - Intent and purpose.

It is the intent and purpose of this article to identify and authorize certain public servants of the City to issue and serve appearance tickets as provided by Public Act No. 175 of 1927 (MCL 760.1 et seq. and chapter 87 of Public Act No. 236 of 1961 (MCL 600.8701 et seq.).

Sec. 2-33. - Authorization to issue and serve.

In accordance with the provisions of section 9(c) and 9(f) of Public Act No. 175 of 1927 (MCL 764.9(c), 764.9(f)) and chapter 87 of the Revised Judicature Act (MCL 600.8701 et seq.), the City Manager, Code Enforcement Officer, Building Official, Recreation Director for chapter 46, article III (park rules and regulations), police officers, and such other officers, inspectors or City public servants as designated by the City Manager are authorized to issue and serve appearance tickets, with respect to violations for any City ordinances and any amendments thereto.

Secs. 2-35-50 - Reserved.

**Section 2. A new Chapter 28 is added to read as follows:**

Chapter 28- CIVIL INFRACTIONS

ARTICLE I. - MUNICIPAL CIVIL INFRACTIONS

Sec. 28-1. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Bureau* means the municipal ordinance violations bureau established in sections 28-2 and 28-5.

*Municipal civil infraction* means a violation of a provision of this Code for which the remedy and/or penalty is prescribed to be a civil fine, or other sanction other than a criminal penalty. A municipal civil infraction is not a lesser included offense of a criminal offense or of an ordinance violation that is not a civil infraction.

*Municipal civil infraction determination* means a determination that a defendant is responsible for a municipal civil infraction by one of the following:

- (1) An admission of responsibility for the municipal civil infraction.
- (2) An admission of responsibility for the municipal civil infraction, with explanation.
- (3) A preponderance of the evidence at an informal hearing or formal hearing.
- (4) A default judgment for failing to appear at a scheduled appearance.

*Municipal ordinance violations notice* means a written notice prepared by an authorized official, directing a person to appear at the City ordinance violations bureau for the purpose of paying a civil fine and/or costs for a violation which is prescribed to be a civil infraction.

*Responsible* or *responsibility* means a determination entered by a court or magistrate that a person is in violation of a provision of this Code prescribed to be a municipal civil infraction.

*Violation* means any act which is prohibited, made or declared to be unlawful or any offense under this article, including affirmative acts as well as omissions and/or failures to act where the act is required by this Code.

Sec. 28-2. - Municipal ordinance violation bureau established; adoption of regulations and procedures.

A City municipal ordinance violation bureau shall be established and certain regulations and procedures pertaining to municipal civil infractions shall be adopted pursuant to chapter 87 of Public Act No. 236 of 1961 (MCL 600.8701 et seq.).

Sec. 28-3. - Commencement of municipal civil infraction action.

- (a) A municipal civil infraction action may be commenced upon the issuance by an authorized official of the following:
  - (1) A municipal civil infraction citation directing the person alleged to be responsible to appear in court;
  - (2) A municipal civil infraction violation notice directing the person alleged to be responsible to appear at the City ordinance violation bureau; or
  - (3) A complaint filed in a court of competent jurisdiction.
- (b) The form of citations used to charge municipal civil infraction violations shall be in accordance with state law, being MCL 600.8709.
- (c) The basis for issuance of a municipal civil infraction citation shall be as set forth as follows:
  - (1) An authorized official who witnesses a person violate an ordinance, the violation of which is a municipal civil infraction, shall prepare and subscribe, as soon as possible and as completely as possible, an original and three copies of a citation, unless such official issues a municipal civil infraction violation notice.
  - (2) An authorized official may issue a citation to a person if, based upon investigation, the official has reasonable cause to believe that a person is responsible for a municipal civil infraction.
  - (3) An authorized official may issue a citation to a person if, based upon investigation of a complaint by someone who allegedly witnessed the person violate an ordinance, a violation of which is a municipal civil infraction, the official has reasonable cause to believe that the person is responsible for a municipal civil infraction, and if the prosecuting attorney or other attorney for the City for whom the authorized local office is acting approves, in writing, the issuance of a citation.
- (d) Municipal civil infraction citations shall be served in the following manner:
  - (1) Except as otherwise provided in subsection (d)(2) of this section, the authorized official shall personally serve a copy of the citation upon the alleged violator.
  - (2) A municipal civil infraction action involving the use or occupancy of land, building, or other structure, a copy of the citation need not be personally served upon the alleged violator but may be served upon an owner or occupant of the land, building, or structure by posting a copy on the land or attaching a copy to the building or structure. In addition, a copy of the citation shall be sent by first class mail to the owner of the land, building or structure at the owner's last known address.
  - (3) A citation served as provided in subsection (d)(2) of this section, for a violation involving the use or occupancy of land, building or structure, shall be processed in the same manner as a citation served personally upon a violator.

Sec. 28-4. - Ordinance enforcement.

Any person authorized by Section 2.33 to issue and serve appearance tickets is hereby authorized to also perform the following duties:

- (1) Investigation of ordinance violations;
- (2) Issuance and service of municipal ordinance violation notices and municipal civil infraction citations and municipal civil infractions violation notices;
- (3) Appearance in court or other judicial or quasi-judicial proceedings in the administration of this Code.

Sec. 28-5. - Operation of bureau.

- (a) The Bureau is established for the purpose of accepting admissions of responsibility for municipal civil infractions in response to municipal civil infraction violation notices.
- (b) Payments made to the Bureau shall be retained and accounted for as fines and costs, respectively, and shall be deposited into the general fund.
- (c) The Bureau shall be located in the City offices and shall be under the supervision and control of the City Clerk.
- (d) The expense of operating the Bureau shall be borne by the City.

Sec. 28-6. - Service of municipal civil infraction violation notice.

- (a) Except as provided in subsection (b) of this section, an authorized official shall personally serve a copy of the municipal civil infraction violation notice upon the alleged violator.
- (b) In a municipal civil infraction action involving the use or occupancy of land, building or other structure, a copy of the municipal civil infraction violation notice need not be personally served upon the alleged violator but may be served upon an owner or occupant of the land, building, or structure by posting the copy on the land or attaching the copy to the building or structure. In addition, a copy of the notice shall be sent by first class mail to the owner of the land, building or structure at the owner's last known address.

Sec. 28-7. - Authority of Bureau.

- (a) The Bureau is authorized to accept payment of fines and costs in response to municipal civil infraction violation notices, and shall not be authorized to accept monies or omissions of responsibility in response to municipal civil infraction citations.
- (b) The Bureau shall not accept payment of a fine or cost from any person who denies in writing having committed a municipal civil infraction charged in a municipal civil infraction violation notice.

- (c) The Bureau shall not have authority or jurisdiction to determine, or attempt to determine, the truth or falsity of any fact or matter relating to an alleged violation.

Sec. 28-8. - Election of person charged with violation.

- (a) Any person receiving a municipal civil infraction violation notice shall be permitted to dispose of the charge alleged in the notice by making payment of the fine and/or costs to the Bureau. However, a person shall have the right to elect not to have the violation processed by the bureau and have the alleged violation processed in a court of competent jurisdiction. Unwillingness of any person to dispose of a violation at the bureau shall not prejudice the person or in any way diminish the person's rights, privileges and protection accorded by law.
- (b) A person electing to have the alleged violation processed at the Bureau shall appear at the Bureau and pay the specified fine and/or costs within the time specified for appearance in the municipal civil infraction violation notice. Such appearance may be made by mail, in person, or by representation, provided if appearance is made by mail, the person charged in the notice shall have the responsibility for timely delivery of the fine and/or costs within the time specified in the municipal civil infraction violation notice.

Sec. 28-9. - Procedure for persons electing not to respond to municipal civil infraction violation notices.

In the event a person elects not to admit responsibility and pay the specified civil fine and/or costs prescribed for the respective violation, a municipal civil infraction citation may be filed with the district court, in which case a copy of the citation shall be served by first class mail upon the person charged with the municipal civil infraction at such person's last known address. The citation filed with the court shall consist of a sworn complaint containing allegations stated in the municipal ordinance violation notice and shall fairly inform the violator how to respond to the citation.

Sec. 28-10. - Penalties.

- (a) A schedule of civil fines payable to the bureau for admissions of responsibility by persons served with a municipal ordinance violation notice or citation is hereby established. The fines for all ordinances for which the City has authorized civil infraction penalties are set forth in Section 1-7 of this Code, unless a different penalty is specifically provided for a particular civil infraction violation.
- (b) Nothing in this article shall be construed to limit the remedies available to the City in the event of a violation of its ordinances.
- (c) Additional penalties.
  - (1) *Authorization.* In addition to ordering the defendant determined to be responsible for a municipal civil infraction to pay a civil fine, costs, damages, and expenses, the judge or magistrate shall be authorized to issue any judgment, writ or order necessary to enforce, or enjoin violation of, this article.
  - (2) *Continuing offense.* Each act of violation and each day upon which any such violation shall occur shall constitute a separate offense.

- (3) *Remedies not exclusive.* In addition to any remedies provided for in this article, any equitable or other remedies available may be sought.
- (4) *Judge or magistrate.* The judge or magistrate shall also be authorized to impose costs, damages, and expenses as provided by law.
- (5) *Default on payment of fines and costs.* A default in the payment of a civil fine, costs, damages, or expenses ordered under this section, or an installment of the fine, costs, damages or expenses as allowed by the court, may be collected by the City by a means authorized for the enforcement of a judgment under chapter 40 or 60 of the Revised Judicature Act of 1961, Public Act No. 236 of 1961 (MCL 600.101 etseq.).
- (6) *Failure to comply with judgment or order.* If a defendant fails to comply with an order or judgment issued pursuant to this section within the time prescribed by the court, the court may proceed under subsection (d)(8) of this section.

*Failure to appear in court.* A defendant who fails to answer a citation or notice to appear in court for a violation of this article is guilty of a misdemeanor, punishable by a fine of not more than \$500.00, plus costs and/or imprisonment not to exceed 90 days.

- (7) *Civil contempt.*
  - a. If a defendant defaults in the payment of a civil fine, costs, damages, expenses, or installment as ordered by the district court, upon motion of the City or upon its own motion, the court may require the defendant to show cause why the defendant should not be held in civil contempt and may issue a summons, order to show cause, or bench warrant of arrest for the defendant's appearance.
  - b. If a corporation or an association is ordered to pay a civil fine, costs, damages, or expenses, the individuals authorized to make disbursements shall pay the fine, costs, damages, or expenses, and their failure to do so shall be civil contempt unless they make the showing required in this subsection.
  - c. Unless the defendant shows that the default was not attributable to an intentional refusal to obey the order of the court, or to a failure on his part to make a good faith effort to obtain the funds required for payment, the court shall find that the default constitutes a civil contempt and may order the defendant committed until all or a specified part of the amount due is paid.
  - d. If it appears that the default in the payment of a civil fine, costs, damages, or expenses does not constitute civil contempt, the court may enter an order allowing the defendant additional time for payment, or reducing the amount of payment or of each installment.
  - e. The terms of imprisonment on civil contempt for nonpayment of a civil fine, costs, damages, or expenses shall be specified in the order of commitment and shall not exceed one day for each \$30.00 due. A person committed for nonpayment of a civil fine, costs, damages, or expenses shall be given credit toward payment for

each day of imprisonment and each day of detention in default of recognizance before judgment at the rate of \$30.00 per day.

- f. A defendant committed to imprisonment for civil contempt for nonpayment of a civil fine, costs, damages or expenses shall not be discharged from custody until one of the following occurs:
  - 1. Defendant is credited with the amount due pursuant to subsection (d)(8)e of this section.
  - 2. The amount due is collected through execution of process or otherwise.
  - 3. The amount due is satisfied pursuant to a combination of subsections (d)(8)f.1 and 2 of this section.
- g. The civil contempt shall be purged upon discharge of the defendant pursuant to subsection (d)(8)f of this section.

(8) *Lien against land, building or structure.* If a defendant does not pay a civil fine, costs or installment ordered under this section within 30 days after the date upon which the payment is due for a violation of this ordinance involving the use or occupation of land, a building or other structure, the City may obtain a lien against the land, building, or structure involved in the violation by *recording* a copy of the court order requiring payment of the fine and costs with the register of deeds for the county. The court order shall not be recorded unless a legal description of the property is incorporated in or attached to the court order.

- a. The lien is effective immediately upon recording of the court order with the register of deeds.
- b. The court order recorded with the register of deeds shall constitute the pendency of the lien. In addition, a written notice of lien shall be sent by the City by first class mail to the owner of record of the land, building, or structure at the owner's last known address.
- c. The lien may be enforced and discharged by the City in the manner described by its Charter, by the general property tax act, Public Act No. 206 of 1893 (MCL 211.1 et seq.), or by an ordinance duly passed by the City. However, property is not subject to sale under section 60 of Public Act No. 206 of 1893 (MCL 211.60), for nonpayment of a civil fine or costs or an installment ordered under this section, unless the property is also subject to sale under Act No. 206 of Public Acts of 1893 for delinquent property taxes.
- d. A lien created under this section has priority over any other lien unless one or more of the following apply:
  - 1. The other lien is a lien for taxes or special assessments.
  - 2. Federal law provides the other lien has priority.

3. The other lien is recorded before the lien under this section is recorded.
- e. The City may institute an action in a court of competent jurisdiction for collection of the fines and costs imposed by a court order for a violation of this article. However, an attempt by the City to collect the fines or costs does not invalidate or waive the lien upon the land, building, or structure.
- f. A lien provided for by this subsection shall not continue for a period longer than five years after a copy of the court order imposing a fine or cost is recorded unless within that time an action to enforce the lien is commenced.

**Section 3. A new Section 42-10 is added to read as follows:**

Chapter 42 – OFFENSES AND MISCELLANEOUS PROVISIONS

Sec. 42-10. – Violations

Any violation of Chapter 42 of this Code is hereby declared to be a misdemeanor, unless a particular offense is specifically designated as a municipal civil infraction.

**Section 4. Effective Date**

This ordinance shall be effective 15 days after enactment and upon publication.

Introduced: Tuesday, December 8, 2015  
Public Hearing: Tuesday, January 12, 2015  
Adopted:  
Published:  
Effective:

Amy M. Drealan, CMC  
City Clerk



**PLEASANT RIDGE - ORDINANCE VIOLATIONS**  
**(Except Chapter 42 – Penal Code)**

City Code	Kind of Violation	Applicable Penalty	City Attorney Recommendation
		<b>*The default penalty in Section 1.7 applies for all the listed ordinances, unless a different penalty is set forth in this chart.</b>	<b>*Maintain current status unless change noted below.</b>
Chapter 1 – General Provisions, Default Provisions	Civil Infractions Sec 1-7: violations not declared misdemeanors are municipal civil infractions.	Unless otherwise provided in the Code: <ul style="list-style-type: none"> <li>• First offense: \$50.00</li> <li>• First repeat offense: \$250.00</li> <li>• Second or subsequent repeat offense within one year: \$500.00</li> </ul>	
Chapter 1 – General Provisions, Default Provisions	Misdemeanors	\$500 fine or imprisonment up to 93 days, except as otherwise provided in the Code	
Chapter 2 – Administration	N/A	N/A <sup>1</sup>	
Chapter 6 – Advertising	Civil Infraction by default		
Chapter 10 – Animals	Civil Infraction by default		
Chapter 14 – Buildings and Building Regulations	Civil Infraction by default		
Chapter 18 – Businesses <ul style="list-style-type: none"> <li>• Article II - Business Registration</li> <li>• Article III - Licensure of Landlords</li> <li>• Article IV - Peddlers, Solicitors and Transient Merchants</li> </ul>	<ul style="list-style-type: none"> <li>• Civil Infraction by default</li> <li>• Misdemeanor</li> <li>• Mostly Civil Infractions, except for Sec. 18.131 (Display), which is misdemeanor</li> </ul>		Change all to Civil Infractions

<sup>1</sup> Administrative provisions only, no penalties provided

City Code	Kind of Violation	Applicable Penalty	City Attorney Recommendation
<ul style="list-style-type: none"> <li>Article V - Secondhand Goods</li> <li>Article VI - Liquor Control</li> </ul>	<ul style="list-style-type: none"> <li>Civil Infraction by default</li> <li>N/A<sup>1</sup></li> </ul>		
Chapter 22 – Cable Communications	Violations limited to liquidated damages as provided by ordinance		
Chapter 26 – Charitable Solicitations	Misdemeanor by default		
Chapter 30 – Community Development	N/A		
Chapter 34 – Environment	Civil Infraction by default		
Chapter 38 – Fire Prevention and Protection <ul style="list-style-type: none"> <li>Article I – In General<sup>2</sup></li> <li>Article II – Fire Protection Code</li> </ul>	<ul style="list-style-type: none"> <li>Civil Infraction by Default</li> <li>Misdemeanor</li> </ul>	\$300.00 per day	
Chapter 40 – Human Rights	Civil Infraction by default	\$500.00 maximum fine	
Chapter 42 – Offenses and Miscellaneous Provisions	See separate chart		
Chapter 46 – Parks and Recreation	Civil Infraction by default		

<sup>1</sup> Administrative provisions only, no penalties provided

<sup>2</sup> Includes sections: Obstruction of fire hydrants, Starting fires by smoking, and Smoke detectors

Chapter 50 – Planning	N/A	<sup>1</sup>	
Chapter 58 – Solid Waste	Civil Infraction by default		
Chapter 62 – Streets, Sidewalks and Other Public Places	Civil Infraction by default		
Chapter 66 – Subdivisions			
Article II – Partition of Platted Land	Civil Infraction by default		
Chapter 70 – Traffic and Vehicles Article II – Michigan Vehicle Code Article III – Uniform Traffic Code	Sec 70-48 – Weight restrictions: Civil Infraction Sec 70-49 – Commercial parking residential areas: Civil Infraction Sec 70-51 – Bicycle license required: Civil Infraction Sec 70-52 – Pedestrians soliciting rides or business: Misdemeanor Sec 70-53 – Parking on lawn extensions: Misdemeanor Sec 70-54 – Parking during sever snow and ice conditions: Civil Infraction Sec 70-55 – Penalties: Civil Infraction	<ul style="list-style-type: none"> <li>• Community service &lt;360 hours</li> <li>• Imprisonment &lt; 180 days</li> <li>• Fine &gt;\$200, &lt;\$700</li> </ul> \$25.00 Uniform Traffic Code penalties adopted by reference (70-55)	
Chapter 74 – Utilities • Article I – In General	• N/A		
Chapter 74 – Utilities • Article II – Water • Article III – Sewers • Article V – Wastewater Discharge Control • Article VI – Groundwater Wells	<ul style="list-style-type: none"> <li>• Civil Infraction by default</li> <li>• Civil Infraction by default</li> <li>• Misdemeanor</li> </ul> <ul style="list-style-type: none"> <li>• Civil Infraction by default</li> </ul>		Consider making Sec. 74-29, tampering with water system, a misdemeanor.
Chapter 78 – Vegetation	Civil Infraction by default		
Chapter 82 - Zoning	Misdemeanor		Change to Civil Infraction

<sup>1</sup> Administrative provisions only, no penalties provided

## CHAPTER 42 – PENAL CODE

Article	Section/Division	<b>Kind of Violation/Penalty</b> (Pursuant to state law, any offense that is a misdemeanor under state law must be a misdemeanor in our Code. The default provisions of civil infractions applies to a few of the offenses listed below, for which there is no corresponding state law provision.) (Default penalty in Section 1.7 applies unless noted below.)	<b>City Attorney Recommendation</b>
<b>GENERAL (proposed new Section 42-10)</b>			Adopt this to provide that all offenses that are state law misdemeanors are specifically stated as such in Code
<b>Article I - In General</b>	Sec. 42-1. Inciting, inducing or exhorting commission of offense	Misdemeanor	
	Sec. 42-2. False alarm of fire	Misdemeanor	
	Sec. 42-3. False report of crime		
	Sec. 42-4. Interference with police or fire departments		
	Sec. 42-5. Abandonment of refrigerators and other airtight containers		
	Sec. 42-6. Loitering		
	Sec. 42-7. Begging		
	Sec. 42-8. Voyeurism		

<b>Article</b>	<b>Section/Division</b>	<b>Kind of Violation/Penalty</b> (Pursuant to state law, any offense that is a misdemeanor under state law must be a misdemeanor in our Code. The default provisions of civil infractions applies to a few of the offenses listed below, for which there is no corresponding state law provision.) (Default penalty in Section 1.7 applies unless noted below.)	<b>City Attorney Recommendation</b>
	Sec. 42-9. Street games	No corresponding state law provision- Civil Infraction by default	Change to Misdemeanor
	Secs. 42-10 - 42-36. Reserved		
<b>Article II - Offenses Against Persons</b>	Sec. 43-37. Assault and battery		
	Sec. 42-38. Domestic violence		
	Sec. 42-39. Fighting	No corresponding state law provision- Civil Infraction by default	Change to Misdemeanor
	Sec. 42-40. Language		
	Sec. 42-41. Telecommunications harassment	Misdemeanor	
	Secs. 42-42 - 42-70. Reserved		
<b>Article III - Offenses Against Property</b>	Sec. 42-71. Destruction of property		
	Sec. 42-72. Larceny		
	Sec. 42-73. Fraudulent schemes		
	Sec. 42-74. Trespass	Misdemeanor	
	Sec. 42-75. Prowling	No corresponding state law provision- Civil Infraction by default	Change to Misdemeanor
	Secs. 42-76 - 42-93. Reserved		

<b>Article</b>	<b>Section/Division</b>	<b>Kind of Violation/Penalty</b> (Pursuant to state law, any offense that is a misdemeanor under state law must be a misdemeanor in our Code. The default provisions of civil infractions applies to a few of the offenses listed below, for which there is no corresponding state law provision.) (Default penalty in Section 1.7 applies unless noted below.)	<b>City Attorney Recommendation</b>
<b>Article IV - Offenses Against Public Peace</b>	Sec. 42-94. Disturbing the peace		
	Sec. 42-95. Discharging weapons		
	Sec. 42-96. Throwing projectiles		
	Sec. 42-97. Fireworks	Civil Infraction by state law-fine of not more than \$500 for each violation	
	Sec. 42-98. School premises -Remaining thereon after order to leave	Misdemeanor	
	Sec. 42-99. Same - Disturbance of school programs	Misdemeanor	
	Sec. 42-100. Unlawful assembly		
	Secs. 42-101 - 42-128. Reserved		
<b>Article V - Offenses Against Morals</b>	Sec. 42-129. Gambling		
	Sec. 42-130. Prostitution, solicitation and illegal acts		
	Sec. 42-131. Indecent exposure		
	Secs. 42-132 - 42-160. Reserved		
<b>Article VI - Offenses Involving Minors</b>	Division 1 – Generally		
	Division 2 – Parental Responsibility	Civil Infraction by default	Consider changing to misdemeanor

<b>Article</b>	<b>Section/Division</b>	<b>Kind of Violation/Penalty</b> (Pursuant to state law, any offense that is a misdemeanor under state law must be a misdemeanor in our Code. The default provisions of civil infractions applies to a few of the offenses listed below, for which there is no corresponding state law provision.) (Default penalty in Section 1.7 applies unless noted below.)	<b>City Attorney Recommendation</b>
	Division 3 - Curfew	Under 17: Probate Court, Juvenile Division Over 17: Misdemeanor	
	Division 4 – Street Trades	Under 17: Probate Court, Juvenile Division Over 17: Civil Infraction by default	
<b>Article VII - Controlled Substances</b>	Sec. 42-283. Possession, sale, distribution generally		
	Sec. 42-284. Possession of drug paraphernalia by authorized person		

Schedules  
from  
Surrounding  
Communities



Sec. 2-736. - Schedule of civil fines.

- (a) A schedule of civil fines payable to the municipal ordinance violations bureau for admissions of responsibility by persons served with municipal ordinance violation notices is hereby established. For a violation of a provision of this Code that is declared to be a municipal civil infraction, the fines shall be as follows:
- (1) The first offense, \$150.00.
  - (2) The first repeat offense, \$250.00.
  - (3) The second or any subsequent repeat offenses, \$500.00.
- (b) The following shall be exceptions to the civil fine schedule:
- (1) A violation of any provision of chapter 30, article II (collection and disposal of solid waste) shall be as follows:
    - a. The first offense, \$50.00.
    - b. The first repeat offense, \$100.00.
    - c. The second or any subsequent repeat offenses, \$500.00.
  - (2) A violation of sections 4-28, 4-33 or 4-38 (dogs) shall be as follows:
    - a. The first offense, \$50.00.
    - b. The first repeat offense, \$100.00.
    - c. The second or any subsequent repeat offenses, \$500.00.
  - (3) A violation of section 26-24 (prohibition of smoking) shall be as follows:
    - a. The first offense, \$50.00.
    - b. The first repeat offense, \$100.00.
    - c. The second or any subsequent repeat offenses, not to exceed \$500.00.
  - (4) A person who violates section 26-26 (skateboarding and rollerblading prohibited) and section 26-27 (Val Jones Park) is subject to a civil fine of not more than \$100.00, plus costs and other sanctions, for each infraction.
  - (5) A violation of chapter 24, article VIII, division 3 (open house parties) shall be as follows:
    - a. The first offense, \$25.00.
    - b. The first repeat offense, \$50.00.
    - c. The second or any subsequent repeat offenses, \$100.00.
  - (6) A violation of chapter 14, article V (weed control) shall be as follows:
    - a. The first offense, \$100.00.
    - b. The first repeat offense, \$150.00.
    - c. The second or any subsequent repeat offenses, \$200.00.
  - (7) A violation of chapter 34, article III (wireless communication facilities) shall be as follows:
    - a. The first offense, \$500.00.
    - b. The first repeat offense, \$1,000.00.
    - c. The second or any subsequent repeat offenses, \$2,000.00.
- (c) A copy of the schedule, as amended from time to time, shall be posted at the bureau.
- (Code 1988, § 9.7; Ord. No. 408, § 1, 5-19-1998; Ord. No. 436, § 1, 11-8-1999; Ord. No. 555, § 1, 11-20-2012)

Sec. 26-17. - Designation of civil infractions.

A violation of the following chapters, provisions or sections of this Code or any rule, regulation or order adopted or issued in pursuance thereof shall be deemed to be a civil infraction which shall subject the violator to the civil fines and penalties as provided in this chapter: Chapter 5 (with the exception of section 5-17 and 5-19 which shall remain misdemeanors), chapter 6, chapter 7, chapter 7¼, chapter 9, chapter 10, chapter 16, chapter 20, chapter 24, chapter 25, chapter 27.

(Ord. No. 886, § 2, 5-27-97)

Sec. 26-18. - Schedule of fines, civil infraction, civil infractions violations notice.

A schedule of civil fines payable to the bureau by persons served with municipal civil infraction violation notices is hereby established. The fines for the violations of the Code sections listed in section 26-17 is as follows:

*Fine*

First offense .....\$ 100.00

Second offense .....200.00

Any third or subsequent offense within one calendar year shall be considered a misdemeanor, punishable by a fine in an amount not to exceed \$500.00 or imprisonment for a term not to exceed 90 days, or both. Each day on which a violation of any chapter, provision or section subject to this chapter shall continue shall constitute a separate offense and may be punishable as a separate offense.

(Ord. No. 886, § 2, 5-27-97; Ord. No. 985, Pt. I, 10-11-04)

Sec. 26-19. - Penalties for municipal civil infractions.

- (a) The following civil fines shall apply in the event of a determination of responsibility for a municipal civil infraction, unless a different fine is specified in connection within a particular code provision:
- (1) *First offense.* The civil fine for a first offense violation shall be no less than \$100.00 plus costs and other sanctions, for each offense.
  - (2) *Second offense.* The civil fine for any offense which is a second repeat offense shall be no less than \$200.00 plus costs and other sanctions for each offense.
  - (3) *Third and subsequent offenses.* Any third or subsequent offense within one calendar year shall be considered a misdemeanor punishable by a fine in an amount not to exceed \$500.00 or imprisonment for a term not to exceed 90 days, or both. Each day on which a violation of any chapter, provision or section subject to this chapter shall continue shall constitute a separate offense and may be punishable as a separate offense.
- (b) In addition to ordering the defendant determined to be responsible for a municipal civil infraction to pay a civil fine, costs, damages, and expenses, the judge or magistrate shall be authorized to issue any judgment, any writ or order necessary to enforce, or enjoin violation of, this Code.
- (c) *Continuing offense.* Each act of violation, and on each day upon which any such violation shall occur, shall constitute a separate offense.
- (d)

*Remedies not exclusive.* In addition to any remedies provided for in this Code, any equitable or other remedies available may be sought.

- (e) The judge or magistrate shall also be authorized to impose costs, damages and expenses as provided by law.
  - (f) A copy of this schedule shall be posted at the court having jurisdiction over these offenses.
- (Ord. No. 886, § 2, 5-27-97; Ord. No. 985, Pt. I, 10-11-04)

**Sec. 82-432. - Sanctions.**

The sanction for a violation which is a municipal civil infraction shall be a civil fine in the amount as provided by this Code or any other ordinance, plus costs, damages, expenses and other sanctions, as authorized under chapter 87 of the act (MCL 600.8701 et seq., MSA 27A.8701 et seq.), and other applicable laws or as determined by the court.

- (1) Unless otherwise specifically provided for a particular municipal civil infraction violation by this Code or any ordinance, the civil fine for a violation shall not exceed \$500.00, plus costs and other sanctions, for each infraction.
- (2) Increased civil fines may be imposed for repeated violations by a person of any requirement or provision of this Code or any ordinance. As used in this section, "repeat offense" means a second (or any subsequent) municipal civil infraction of the same requirement or provision:
  - a. Committed by a person within any six-month period (unless some other period is specifically provided by this Code or any ordinance); and
  - b. For which the person admits responsibility or is determined to be responsible.

(Ord. No. 24-94, § 1(19-129), 12-19-1994)

**Sec. 82-433. - Separate offenses.**

Each day on which any violation of this Code or any ordinance continues constitutes a separate offense and shall be subject to penalties or sanctions as a separate offense.

(Ord. No. 24-94, § 1(19-130), 12-19-1994)

Sec. 1-11. - General penalty.

(a) *Definitions.*

*Municipal civil infraction* shall mean a violation of a provision of any city ordinance for which the remedy and/or penalty is prescribed to be a civil fine, or other sanction other than a criminal penalty. A municipal civil infraction is not a lesser included offense of a criminal offense or of an ordinance violation that is not a civil infraction.

*Municipal civil infraction determination* shall mean a determination that a defendant is responsible for a municipal civil infraction by one (1) of the following:

- (1) An admission of responsibility for the municipal civil infraction.
- (2) An admission of responsibility for the municipal civil infraction, "with explanation."
- (3) A preponderance of the evidence at an informal hearing or formal hearing.
- (4) A default judgment for failing to appear at a scheduled appearance.

*Repeat offense* shall mean a determination of responsibility for a second, or a subsequent, municipal civil infraction with regard to the same ordinance provision, committed by the same person within any three-year period, unless some other period is specifically provided with regard to a specific ordinance provision.

*Responsible or responsibility* shall mean a determination entered by a court or magistrate that a person is in violation of a provision of any city ordinance prescribed to be a municipal civil infraction.

*Violation* shall mean any act which is prohibited or made or declared to be unlawful or an offense under any city ordinance, including affirmative acts as well as omissions and/or failures to act where the act is required by this Code.

(b) *Presumption of misdemeanor.* Unless a violation of an ordinance is specifically designated in the text of the ordinance to be a municipal civil infraction, a violation shall be deemed to be a misdemeanor.

(c) *Penalties, sanctions and remedies for Code violations.*

(1) *Penalties for misdemeanors.*

- a. *[Penalties.]* A person convicted of violating an ordinance provision punishable as a misdemeanor shall be guilty of a misdemeanor, and shall be sentenced by the court for a period not to exceed ninety (90) days in jail and/or ordered to pay a fine not to exceed five hundred dollars (\$500.00), unless the ordinance corresponds to a violation of state law that is a misdemeanor for which the maximum period of imprisonment is ninety-three (93) days, in which case the sentence of the court shall be for a period not to exceed ninety-three (93) days in jail and/or a fine not to exceed five hundred dollars (\$500.00).
- b. *Continuing offense.* Each act of violation, and each day upon which any such violation shall occur, shall constitute a separate offense.
- c. *Penalties not exclusive.* In addition to any penalties provided for in a city ordinance, any equitable or other remedies available may be sought.

(2) *Penalties for municipal civil infraction.*

- a. *[Civil fines.]* The following civil fines shall apply in the event of a determination of responsibility for a municipal civil infraction, unless a different fine is specified in connection with a particular ordinance provision:
    1. *First offense.* A civil fine for a first offense violation shall be in an amount of two hundred dollars (\$200.00), plus costs and other sanctions, for each offense.
    2. *Repeat offense.* A civil fine for any offense which is a repeat offense shall not exceed five hundred dollars (\$500.00), plus costs and other sanctions, for each offense.
  - b. *[Authorization to enforce.]* In addition to ordering the defendant determined to be responsible for a municipal civil infraction to pay a civil fine, costs, damages, and expenses, the judge or magistrate shall be authorized to issue any judgment, writ or order necessary to enforce, or enjoin violation of, the ordinance.
  - c. *Continuing offense.* Each act of violation, and on each day upon which any such violation shall occur, shall constitute a separate offense.
  - d. *Remedies not exclusive.* In addition to any remedies provided for by city ordinance, any equitable or other remedies available may be sought.
  - e. *[Imposition of costs, damages and expenses.]* The judge or magistrate shall also be authorized to impose costs, damages and expenses as provided by law.
- (3) A municipal civil infraction shall not be a lesser included offense of a criminal offense or of an ordinance violation which is not a civil infraction.
- (d) *Commencement of municipal civil infraction action.*
- (1) A municipal civil infraction action is commenced upon the issuance by an authorized official of a municipal civil infraction citation directing the person alleged to be responsible to appear in court. A notice that the violation exists may be served upon the responsible person before a civil infraction citation is issued.
  - (2) The form of citation used to charge municipal civil infraction violations shall be in accordance with state law.
  - (3) The basis for issuance of a municipal civil infraction citation shall be as set forth below:
    - a. An authorized official who witnesses a person violate an ordinance, the violation of which is a municipal civil infraction, shall prepare and subscribe, as soon as possible, an original and three (3) copies of a citation.
    - b. An authorized official may issue a citation to a person if, based upon investigation, the official has reasonable cause to believe that a person is responsible for a municipal civil infraction.
    - c. An authorized official may issue a citation to a person if, based upon investigation of a complaint by someone who allegedly witnessed the person violate an ordinance, a violation of which is a municipal civil infraction, the official has reasonable cause to believe that the person is responsible for a municipal civil infraction and if the prosecuting attorney or other attorney for the city for whom the authorized local office is acting approves in writing the issuance of the citation.
  - (4) Municipal civil infraction citations and municipal civil infraction notices shall be served in the following manner:
    - a. Except as otherwise provided below, the authorized official shall personally serve a copy of the citation or notice upon the alleged violator.
    - b.



## City of Pleasant Ridge

Amy M. Drealan, City Clerk

From: Amy M. Drealan, City Clerk  
 To: City Commission  
 Date: January 12, 2016  
 Re: 2016 Annual Meeting Schedule

Each year, in January, the meeting schedules for the City Commission, Historical Commission, Planning Commission/Downtown Development Authority and Recreation Commission are placed on the City Commission Agenda for approval. The following list is the proposed schedules for 2016

### City Commission

The Regular Meetings of the City Commission are held the second Tuesday of the month. The meetings are held at 7:30 p.m., in the City Commission Chambers. The meetings are proposed for the following dates:

January 12, 2016  
 February 9, 2016  
 March 15, 2016 – note meeting change due to Presidential Primary Election  
 April 12, 2016  
 May 10, 2016  
 June 14, 2016  
 July 12, 2016  
 August 9, 2016  
 September 13, 2016  
 October 18, 2016 – note meeting change due to Yom Kippur  
 November 15, 2016 – note meeting change due to Presidential Election  
 December 13, 2016

Also, for ease of scheduling, the fourth Tuesday of every month be set aside for Zoning Board of Appeals Meeting, Coffee with Commissioners or Work/Study sessions for the City Commission.

### Historical Commission

The Regular Meetings of the Historical Commission are held the first Wednesday of the month. There are no meetings held in July or August. The meetings are held at 7:00 p.m., in the City Commission Chambers. The meetings are proposed for the following dates:

January 6, 2016  
 February 3, 2016  
 March 2, 2016  
 April 6, 2016  
 May 4, 2016  
 June 1, 2016  
 September 7, 2016  
 October 5, 2016

November 2, 2016  
December 7, 2016

[Planning Commission/Downtown Development Authority](#)

The Regular Meetings of the Planning Commission/DDA are held the fourth Monday of the month. The meetings are held at 7:00 p.m., in the City Commission Chambers. The meetings are proposed for the following dates:

January 25, 2016  
February 22, 2016  
March 28, 2016  
April 25, 2016  
May 23, 2016  
June 27, 2016  
July 25, 2016  
August 22, 2016  
September 26, 2016  
October 24, 2016  
November 28, 2016  
December 26, 2016 – will be rescheduled due to Christmas/New Year holiday

[Recreation Commission](#)

The Regular Meetings of the Recreation Commission are held the last Wednesday of the month. The meetings are held at 7:00 p.m., at the Pleasant Ridge Community Center. The meetings are proposed for the following dates:

January 27, 2016  
February 24, 2016  
March 30, 2016  
April 27, 2016  
May 25, 2016  
June 29, 2016  
July 27, 2016  
August 31, 2016  
September 28, 2016  
October 26, 2016  
November 30, 2016  
December 28, 2016 – will be rescheduled due to New Year holiday

Of course, special meetings and workshops are called when needed. Please feel free to contact me should you require any additional information.