



Economic Development Committee Meeting
Thursday, April 11, 2024
Meeting Room A – 3:00 p.m.

Agenda:

1. Downtown Projects Review
 - a. Priorities (Attachment 1.a)
 - b. Financing (Attachment 1.b)

2. Outdoor Dining Ordinance and Permits Update (Attachment 2)
 - c. Duration
 - d. Structures or Site Furnishings
 - e. Storage
 - f. Long Term Solutions

3. Studies
 - a. Pre-engineering Study for E. Main Street - OHM (Attachment 3.a)
 - b. Parking Study

4. Future Meeting Topics
 - a. Presentation by Toll Brothers on project schedule

5. Executive Committee Meetings
 - A. Next meeting – May 8, 2024

DDA Project Prioritization

Project Name	Description	Priority	Projected Cost	Status
	<i>Marketing</i>			
Retail and / or Target Market Housing Study	Update the 2014-15 Housing and Retail Market Analysis	Moderate	\$45,000	No Activity
	<i>Design</i>			
Additional LED Lighting	Implement a phasing plan to replace High Pressure Sodium (HPS) lighting with LED lighting on Cady, East Main, North Wing, and Dunlap Streets	High	\$25,000	Actively being Addressed - phasing plan provided by DPW
Banners	Historic banners in the Comerica Community Connection	High	\$30,000	VOLK printing providing quote
Downtown Connections	Connections from Main to Cady Streets from Center, Hutton, Church, and Griswold Streets and stair to west of Los Tres Amigos.	High	\$1,350,000	No Activity
Mary Alexander Court Improvements	2-Way traffic analysis	High	\$25,000	No Activity
Pavilion Repair	Conduct repairs on the downtown pavilion	High	\$25,000	Coordinating with DPW for Plan Including OHM proposal
Truck Replacement	Replace truck used by seasonal workers	High	\$25,000	Actively seeking second truck with assistance from City
Utilities	Upgrade utility distribution and capacity	High	\$250,000	No Activity

Furnishings & Fixtures	Fire pits, bike hoops, lighting enhancements, and new Santa House	Moderate	\$150,000	Fire Pits - Troy Laser to produce once professional design work provided, bike hoop locations being identified, lighting being addressed with Begonia Brothers, Santa House has 1 more year
Parking Lot Landscaping	Improve and correct landscaping within the downtown parking lot	Moderate	\$500,000	No Activity
Streetscape	Installation of streetscape along E. Main Street from Hutton to Griswold	Moderate	\$2,250,000	Proposal for pre-engineering services approved for OHM. Should be completed this summer. DDA has set aside initial funding from TIF revenue and Road Improvement millage.
Historic Marker Program	Design and installation of historic markers at key locations throughout the downtown	Moderate	\$65,000	No Activity
Alley Improvements	Improve alleyways and incorporate gateway features at Orin's, Rebecca's, and Los Tres Amigos	Low	\$75,000	Rebecca's alley upgraded, Orin's Alley under design by alley owner, no activity on alley next to Los Tres Amigos
Banner Poles	Installation of banner poles at entrances to the downtown	Low	\$95,000	No Activity
Electric Charging Station	Continued installation of electric charging portals	Low	\$50,000	Initial 2 phases completed.

Wayfinding and Signage	Implement and install newly designed wayfinding and signage program developed for the downtown and the Northville Downs PUD site (District #3)	Low	\$75,000	Responsibility of the developer to complete, after Planning Commission review and approval.
<i>Mobility /Nonmotorized</i>				
Mobility Plan	Implement downtown components of the Mobility Plan	Moderate	\$500,000	No DDA activity. City has implemented some of the recommendations.
Non-Motorized Improvements	Coordinate implementation of non-motorized improvements for the downtown consistent with the City's non-motorized plan	Low	\$50,000	No DDA activity.
<i>Northville Downs Redevelopment</i>				
River Park	Provide tax increment revenues for the Northville Brownfield Redevelopment Authority to fund eligible activities associated with the proposed River Park	High	\$2,942,000	
<i>Parking and other Projects</i>				
Parking Study	Preparation of a parking utilization study and assess other parking and management strategies for the downtown district	Moderate	\$55,000	RFP for Parking has been prepared. City/DDA is waiting for city attorney and MMRMA to complete review before issuing.

Building and Land Acquisitions Fund	Establish a designated fund which will be used to purchase property (building / land) for redevelopment or incubator projects	Moderate	\$1,500,000	No Activity.
Place-Based Project Fund	Establish a designated fund for small place-based projects such as pocket parks, pedestrian plazas, and tactical placement projects	Moderate	\$250,000	DDA has budgeted for a \$50,000 contribution to Ford Field Gateway project for fiscal years 2024-25 and 2025-26.
Expansion and / or Redevelopment of Existing Parking Facilities	General overhaul of the deck to correct outstanding deferred maintenance	Low	\$3,000,000	Items will be addressed in Park Study funded for 2024-25.



City of Northville
 Proposed 2023 Bonds
 Estimated Debt Service Scenarios
 Interest Rates as of 2/15/23 | Assumed AA+ | June 1, 2023 Closing

June 30,	Estimated Rate	10 Year Issue \$1,000,000			10 Year Issue \$2,500,000			10 Year Issue Capacity		
		Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
2024	-	\$ -	\$ 31,125	\$ 31,125	\$ -	\$ 75,288	\$ 75,288	\$ -	\$ 45,878	\$ 45,878
2025	-	-	31,125	31,125	-	75,288	75,288	-	45,878	45,878
2026	2.67	95,000	31,125	126,125	230,000	75,288	305,288	130,000	45,878	175,878
2027	2.67	95,000	28,588	123,588	235,000	69,147	304,147	135,000	42,407	177,407
2028	2.70	100,000	26,052	126,052	240,000	62,873	302,873	140,000	38,802	178,802
2029	2.73	105,000	23,352	128,352	250,000	56,393	306,393	150,000	35,022	185,022
2030	2.78	105,000	20,485	125,485	255,000	49,568	304,568	155,000	30,927	185,927
2031	2.83	110,000	17,566	127,566	260,000	42,479	302,479	160,000	26,618	186,618
2032	2.88	110,000	14,453	124,453	270,000	35,121	305,121	165,000	22,090	187,090
2033	3.02	115,000	11,285	126,285	280,000	27,345	307,345	175,000	17,338	192,338
2034	3.16	120,000	7,812	127,812	285,000	18,889	303,889	180,000	12,053	192,053
2035	3.35	120,000	4,020	124,020	295,000	9,883	304,883	190,000	6,365	196,365
Total		\$ 1,075,000	\$ 246,986	\$ 1,321,986	\$ 2,600,000	\$ 597,558	\$ 3,197,558	\$ 1,580,000	\$ 369,254	\$ 1,949,254

June 30,	Estimated Rate	15 Year Issue \$1,000,000			15 Year Issue \$2,500,000			15 Year Issue Capacity		
		Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
2024	-	\$ -	\$ 35,315	\$ 35,315	\$ -	\$ 85,427	\$ 85,427	\$ -	\$ 72,110	\$ 72,110
2025	-	-	35,315	35,315	-	85,427	85,427	-	72,110	72,110
2026	2.67	60,000	35,315	95,315	140,000	85,427	225,427	105,000	72,110	177,110
2027	2.67	60,000	33,713	93,713	145,000	81,689	226,689	110,000	69,306	179,306
2028	2.70	60,000	32,111	92,111	150,000	77,817	227,817	115,000	66,369	181,369
2029	2.73	65,000	30,491	95,491	155,000	73,767	228,767	120,000	63,264	183,264
2030	2.78	65,000	28,716	93,716	155,000	69,536	224,536	125,000	59,988	184,988
2031	2.83	65,000	26,909	91,909	160,000	65,227	225,227	130,000	56,513	186,513
2032	2.88	70,000	25,070	95,070	165,000	60,699	225,699	135,000	52,834	187,834
2033	3.02	70,000	23,054	93,054	170,000	55,947	225,947	140,000	48,946	188,946
2034	3.16	70,000	20,940	90,940	175,000	50,813	225,813	150,000	44,718	194,718
2035	3.35	75,000	18,728	93,728	180,000	45,283	225,283	155,000	39,978	194,978
2036	3.59	75,000	16,215	91,215	185,000	39,253	224,253	160,000	34,786	194,786
2037	3.80	80,000	13,523	93,523	195,000	32,611	227,611	170,000	29,042	199,042
2038	3.94	85,000	10,483	95,483	200,000	25,201	225,201	180,000	22,582	202,582
2039	4.03	85,000	7,134	92,134	210,000	17,321	227,321	185,000	15,490	200,490
2040	4.12	90,000	3,708	93,708	215,000	8,858	223,858	195,000	8,034	203,034
Total		\$ 1,075,000	\$ 396,734	\$ 1,471,734	\$ 2,600,000	\$ 960,298	\$ 3,560,298	\$ 2,175,000	\$ 828,177	\$ 3,003,177

City of Northville
Existing and Proposed Debt Service Summary



June 30,	10 Year Issue \$1,000,000			10 Year Issue \$2,500,000			10 Year Issue Capacity		
	2013 Bonds	2023 Bonds	Total Debt Service	2013 Bonds	2023 Bonds	Total Debt Service	2013 Bonds	2023 Bonds	Total Debt Service
2024	\$ 170,075	\$ 31,125	\$ 201,200	\$ 170,075	\$ 75,288	\$ 245,363	\$ 170,075	\$ 45,878	\$ 215,953
2025	170,115	31,125	201,240	170,115	75,288	245,403	170,115	45,878	215,993
2026	-	126,125	126,125	-	305,288	305,288	-	175,878	175,878
2027	-	123,588	123,588	-	304,147	304,147	-	177,407	177,407
2028	-	126,052	126,052	-	302,873	302,873	-	178,802	178,802
2029	-	128,352	128,352	-	306,393	306,393	-	185,022	185,022
2030	-	125,485	125,485	-	304,568	304,568	-	185,927	185,927
2031	-	127,566	127,566	-	302,479	302,479	-	186,618	186,618
2032	-	124,453	124,453	-	305,121	305,121	-	187,090	187,090
2033	-	126,285	126,285	-	307,345	307,345	-	192,338	192,338
2034	-	127,812	127,812	-	303,889	303,889	-	192,053	192,053
2035	-	124,020	124,020	-	304,883	304,883	-	196,365	196,365
Total	\$ 340,190	\$ 1,321,986	\$ 1,662,176	\$ 340,190	\$ 3,197,558	\$ 3,537,748	\$ 340,190	\$ 1,949,254	\$ 2,289,444

June 30,	15 Year Issue \$1,000,000			15 Year Issue \$2,500,000			15 Year Issue Capacity		
	2013 Bonds	2023 Bonds	Total Debt Service	2013 Bonds	2023 Bonds	Total Debt Service	2013 Bonds	2023 Bonds	Total Debt Service
2024	\$ 170,075	\$ 35,315	\$ 205,390	\$ 170,075	\$ 85,427	\$ 255,502	\$ 170,075	\$ 72,110	\$ 242,185
2025	170,115	35,315	205,430	170,115	85,427	255,542	170,115	72,110	242,225
2026	-	95,315	95,315	-	225,427	225,427	-	177,110	177,110
2027	-	93,713	93,713	-	226,689	226,689	-	179,306	179,306
2028	-	92,111	92,111	-	227,817	227,817	-	181,369	181,369
2029	-	95,491	95,491	-	228,767	228,767	-	183,264	183,264
2030	-	93,716	93,716	-	224,536	224,536	-	184,988	184,988
2031	-	91,909	91,909	-	225,227	225,227	-	186,513	186,513
2032	-	95,070	95,070	-	225,699	225,699	-	187,834	187,834
2033	-	93,054	93,054	-	225,947	225,947	-	188,946	188,946
2034	-	90,940	90,940	-	225,813	225,813	-	194,718	194,718
2035	-	93,728	93,728	-	225,283	225,283	-	194,978	194,978
2036	-	91,215	91,215	-	224,253	224,253	-	194,786	194,786
2037	-	93,523	93,523	-	227,611	227,611	-	199,042	199,042
2038	-	95,483	95,483	-	225,201	225,201	-	202,582	202,582
2039	-	92,134	92,134	-	227,321	227,321	-	200,490	200,490
2040	-	93,708	93,708	-	223,858	223,858	-	203,034	203,034
Total	\$ 340,190	\$ 1,471,734	\$ 1,811,924	\$ 340,190	\$ 3,560,298	\$ 3,900,488	\$ 340,190	\$ 3,003,177	\$ 3,343,367

CHAPTER 74 – STREETS, SIDEWALKS AND OTHER PUBLIC PLACES
ARTICLE VI. OUTDOOR DINING

Sec. 74-171. Purpose.

The Outdoor Dining regulations, as established in this article, are designed to allow Outdoor Dining on public property in locations where they are determined to be appropriate by the city manager or designee, and to promote and protect the public health, safety, and general welfare of the community.

Sec. 74-172. Definitions.

Designee means a person selected or designated to carry out the duty or role of the city clerk or the city manager if they are unavailable.

Outdoor Dining means a Restaurant that provides their food and beverages in open air on a city Sidewalk, Street, or other city property. This definition does not pertain to Food Trucks.

Permit means a city Outdoor Dining Permit issued by the city clerk or designee, based on approval by the city manager or designee, which conforms to the procedures and regulations of this article.

Restaurant means an establishment which sells food and beverages, non-alcoholic and/or alcoholic, for immediate on-premise consumption. A Restaurant not serving alcohol provides sit-down full-service licensed by Wayne or Oakland County. A Restaurant serving alcohol provides sit-down full-service that is also licensed by the Michigan Liquor Control Commission (MLCC).

Sidewalk means a paved or covered walkway which is a dedicated public right-of-way or easement improved and intended for pedestrian use.

Site furnishing means furniture, fixtures, or other equipment located within the Outdoor Restaurant Area. This includes chairs, tables, railings, planters, lighting, umbrellas or other overhead covers, and other furnishings. All of these items must be readily removable and not fixed to a surface.

Street means a city road or street surface area or right-of-way.

Sec. 74-173. Permit procedures.

- (a) The city clerk or designee is authorized to issue a Permit to operate Outdoor Dining on public property provided that the applicant has complied with the standards set forth in this article.
- (b) An Outdoor Dining application shall be designed by the city clerk and approved by the city manager or designee that provides guidelines and requirements for an applicant to operate Outdoor Dining. The city manager may amend the application if a change is required that does not impede or contradict the enforcement of the current Ordinance.
- (c) Permit applications for establishments operating on public Sidewalks, Streets or public property shall be reviewed by city administration and approved by the city manager or designee. The city manager or designee reserves the right to forward a Permit application to the city council for its review and consideration. Outdoor Dining establishments serving alcohol require approval by the MLCC. No Permit shall be issued to a Restaurant serving alcohol until such license or permit, as required by the MLCC, has been approved and the local approval resolution has been approved by the Liquor License Review Committee (LLRC) and city council. The city clerk or designee shall be permitted to issue a Permit prior to the Restaurant receiving approval from the MLCC to allow the Restaurant to serve food and non-alcoholic drinks with the city manager or designee approval.

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- (d) Any person or establishment issued a Permit by the city clerk or designee to operate an Outdoor Dining establishment on public sidewalks or public property shall pay to the city treasurer a fee in the amount as established by resolution of the city council. The city clerk or designee shall not issue a Permit unless the fees required by this section are paid.
- (e) Existing establishment signage shall comply with the city sign ordinance before an Outdoor Dining Permit will be granted.
- (f) Each Permit application shall be accompanied by a policy or certificate of insurance, in an amount acceptable to the city, including workers compensation, naming the city as an additional insured. Establishments serving alcohol shall also provide a liquor liability policy or certificate of insurance naming the city as an additional insured. A company authorized to do business in the state shall issue such insurance. Required insurance amounts shall be set from time to time by resolution of the city council. The policy or certificate shall contain a clause requiring the insuring company to give ten days written notice to the city clerk or designee prior to canceling the policy.
- (g) The insurance certificate required by this article shall be in effect for any period during which the sidewalk is in operation. Failure to provide a current insurance certificate shall be cause for denial, suspension, or revocation of the sidewalk permit. No establishment shall operate without filing proof of proper insurance. Denied, suspended, or revoked permits may be re-instated upon submittal of proof of proper insurance.
- (h) Site development and application approval.
- (1) No outdoor service of food and/or beverages in the form of an outdoor dining establishment shall be established on public property, except in conformance with a site development plan reviewed by city administration-and approved by the city manager or designee as required by this article.
 - (2) An application for a Permit for site development plan approval shall be submitted to the city clerk or designee. The application shall include, but shall not be limited to the following:
 - a. Name of the applicant and business.
 - b. Address of the business.
 - c. Address of the applicant.
 - d. Telephone number of the applicant and business.
 - e. Name of the property owner if other than applicant.
 - f. Address of the property owner if other than applicant.
 - g. Telephone number of the property owner if other than applicant.
 - h. Name of planner, engineer, architect or agent, if applicable.
 - i. Proposed dates of occupancy.
 - j. Proposed hours of occupancy.
 - k. Proposed number of tables, chairs, railings, posts, table umbrellas or other items.
 - l. Proposed color, design, materials, and workmanship of tables, chairs, railings, posts, table umbrellas or other items.
 - m. Proposed area of occupancy including square feet and dimensions.
 - n. Whether alcohol will be served.
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- o. Whether dance and/or entertainment will be on-premises. The applicant shall complete an additional application for a dance/entertainment license with the city if this is the case and pay any fees associated with this license as outlined under the city code.
 - p. Copy of certificate of insurance.
 - q. Whether Permit application is a new application or renewal; if renewal, the applicant shall describe any changes from the previous application.
 - r. Written authorization from the owner of the property shall be required when the applicant applying for the Permit is not the owner of the property.
- (3) The site development plan and the accompanying application shall show the following:
- a. The applicant's entire property and adjacent properties on a location map with streets for a distance of at least 25 feet at a scale showing detail sufficient for proper review. The site plan shall be submitted on a sheet no smaller than 8½ inches × 11 inches and no larger than 11 inches × 17 inches. Site plans smaller or larger than the sizes prescribed by this article shall not be accepted.
 - b. A detailed plan showing the design, relevant details, and location of all temporary Site Furnishings, shall accompany the site development plan and Permit application.
 - c. Propane heaters and propane fire pits shall only be used in the permitted area and must be monitored during hours of operation. They must be approved by the Fire Chief.
- (4) The city clerk or designee shall distribute copies of the site development plan and Permit application to city administration for review and comments in relation to compliance with this article and all other city ordinances.
- (g) Conditions specific to the operation of a business may be incorporated into the permit as required by city administration.
 - (h) City administration, using historic district standards, shall review permit applications for establishments within the historic district. Appeals shall be made to the historic district commission.
 - (i) Based upon review comments from city administration, the city manager or designee may approve, approve with conditions, refer the application back to the applicant for modification, deny the application, or refer the application to the city council. If approved, the city manager or designee shall authorize the city clerk or designee to issue a Permit.
 - (j) If the city manager or designee denies the application for a Permit, the reason for this determination will be stated in a letter to the applicant. The applicant may appeal the decision in accordance with section 74-178 of this article.
 - (k) In addition to any fees required by this article, establishments applying for any license or permit issued by the MLCC shall be required to pay a non-refundable liquor licensing permit fee to the city in an amount as established by resolution of the city council.

Sec. 74-174. Duration.

- (a) All Permits shall be issued on an annual basis and shall expire on April 30th. Unless another time frame is specified in the permit, or by the requirements of this article, the permit shall allow the operation of Outdoor Dining from May 1st to November 1st of the calendar year for which the Permit is issued with the exceptions noted below. During this time period, Outdoor Dining may take place on the public Sidewalks or on the adjacent Street when the Streets are closed to vehicular traffic or within an enclosed on-street parking location. The location on the Street will be described in the Permit issued by the city clerk or designee. All Permits shall be reapplied for annually (section 74-180).

(1) Exceptions:

To allow establishments to take advantage of good weather, operation of an Outdoor Dining area is permitted prior to May 1st and/or after November 1st on a day-by-day basis subject to restrictions:

- a. Outdoor Dining will take place on the permitted area of the Sidewalk only.
- b. No Outdoor Dining will be allowed in the Street during this time unless part of an approved Special Event Application.
- c. The establishment has been issued a Permit for the current calendar year.
- d. The operation of an Outdoor Dining area shall not interfere with the set up or operation of any special event.
- e. All Site Furnishings associated with the operation of an Outdoor Dining establishment shall be maintained and easily removed, if necessary, each night.
- f. During periods of snow accumulation, the placement of Site Furnishings associated with the operation of a Restaurant shall be placed in a manner that allows no less than 60 inches of cleared sidewalk for pedestrian use.
- g. If the establishment sells alcohol, the Outdoor Dining area must comply with all local and MLCC rules year-round.

Sec. 74-175. Standards.

- (a) There shall be a minimum of 60 inches, exclusive of the area occupied by the Outdoor Dining establishment designed to allow adequate pedestrian movement. Outdoor Dining shall only be permitted where it is determined that the use will not create a hazard, nor impede pedestrian traffic. The city manager or designee shall determine when a hazardous condition exists in the public right-of-way.
 - (b) Outdoor Dining may only be located immediately adjacent to the establishment with which the applicant is associated. If the applicant wishes to extend their outdoor seating beyond the area in front of their building, a written letter of support from the adjacent property owner(s) and business owners are recommended.
 - (c) Outdoor Dining areas must remain clear of litter, food scraps, and soiled dishes at all times.
 - (d) Employees of the establishment shall continuously supervise Outdoor Dining areas serving alcoholic beverages.
 - (e) Barriers such as a planter or railing shall be installed to delineate the perimeter of an Outdoor Dining area serving alcoholic beverages. All barriers used for Outdoor Dining serving liquor shall also conform MLCC regulations.
 - (f) Site Furnishings for Outdoor Dining shall consist solely of readily removable items- Site Furnishings are prohibited from being attached or anchored to Sidewalks and Streets.
 - (g) No structure or enclosure to accommodate the storage of accumulated garbage, i.e. shed, may be erected or placed adjacent to or near the Outdoor Dining area located on public property. Each establishment shall be responsible for providing appropriate containers for disposing of garbage or waste and employees shall not use city trash containers for disposing of garbage or waste.
 - (h) Outdoor Dining shall not interfere with any public service facility, such as a planter, mailbox, or bench located on a Sidewalk or public property.
 - (i) Operation of an Outdoor Dining establishment shall not adversely impact adjacent or nearby residential, religious, educational, or commercial properties and shall be in accordance with all applicable codes and regulations.
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- (j) Site Furnishings provided by the Restaurant offering Outdoor Dining shall be of quality design, materials, and workmanship both to ensure the safety and convenience of users and to enhance the visual and aesthetic quality of the area. Such equipment shall be routinely cleaned, painted, or replaced and may be inspected by the city manager or designee.
 - (k) Outdoor Dining cannot be used as an area for any storage.
 - (l) Outdoor Dining must comply with Americans with Disabilities Act (ADA) and the applicable sections of Chapter 11 of the most recent adopted version of the Michigan Building Code pertaining to outdoor seating and accessibility.

Sec. 74-176. Operating restrictions.

- (a) All Outdoor Dining establishments where alcoholic beverages are served shall be allowed to operate during the hours of 10:00 a.m. until 1:00 a.m., Monday through Saturday (Saturday defined as 1:00 a.m. Sunday morning), and Sunday during the hours of 10:00 a.m. until 10:00 p.m. Monday through Saturday sales and service shall cease by 12:30 a.m. and all areas shall be vacated by 1:00 a.m. Sunday sales and service shall cease by 9:30 p.m. and all areas shall be vacated by 10:00 p.m.
- (b) The consumption of alcoholic beverages at an Outdoor Dining establishment within the confines of the permitted area shall not be construed as a violation of any ordinance controlling open containers in a public area. The operator of the Restaurant shall take all necessary action to procure the appropriate license or permit from the MLCC to serve alcoholic beverages in the Restaurant and shall comply with all other laws and regulations concerning the serving of alcoholic beverages in the state.
- (c) All food to be served at an Outdoor Dining establishment shall be prepared within the existing establishment unless approved by the city council as part of a special event application request.
- (d) The Outdoor Dining establishment shall not serve food or beverages to a patron unless that patron is seated at a table or standing at a high top.
- (e) The Permit issued in accordance with this article shall be prominently displayed within the existing establishment along with other required permits and licenses.
- (f) Site Furnishings shall be removed by November 1 and shall not be stored on site. It shall be the responsibility of the establishment to secure adequate off-site storage of these items.
- (g) The maintenance of an Outdoor Dining area shall be the responsibility of the establishment including, but not limited to, surface treatment and cleaning, litter control, sweeping, and snow and ice removal. The Sidewalk and public property shall be kept neat and clean at all times and free from any substance that may cause damage to the Sidewalk or public property or cause pedestrian injury.
- (h) Advertising on table umbrellas or railings is prohibited.
- (i) Noise ordinance must be adhered to with regards to dance and/or entertainment on-premises where applicable.

Sec. 74-177. Denial, revocation and suspension—Causes enumerated.

The issuance of permits applied for under this article or any other ordinance of the city may be denied by the city manager or designee, and permits issued may be revoked or suspended by the city manager or designee at any time, for any of the following causes:

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- (1) Fraud, misrepresentation or any false statement made in the permit application.
 - (2) Fraud, misrepresentation or any false statement made in the operation of the sidewalk cafe or outdoor seating.
 - (3) Any violation of this article or any other ordinance of the city.
 - (4) Any violation received during the previous permit period.
 - (5) Conducting a business in an unlawful manner or in such a manner as to constitute a breach of peace or to constitute a menace to the health, morals, safety or welfare of the public.
 - (6) Failure or inability of an applicant to meet and satisfy the requirements and provisions of this article and every other ordinance of the city.

Sec. 74-178. Same—Hearing demand; review; council powers.

Any person whose permit is revoked or suspended, or any person whose application for a Permit is denied, shall have the right to a hearing before the city council, provided a written request therefore is filed with the city clerk within ten days following the delivery or mailing of the notice of revocation or suspension, or within ten days following the denial of the permit application. No person shall operate an Outdoor Dining establishment during any time when the Permit therefore has been suspended, revoked, or canceled.

Sec. 74-179. Revocation or suspension; notice required; service.

Written notice of suspension or revocation, stating the causes therefore, shall be delivered to the permittee personally or mailed to the address as shown in the permit application. Upon revocation of a license, all furnishings and fixtures shall be removed from public property within 24 hours.

Sec. 74-180. Renewal considered as original application.

Unless otherwise provided in this article, an application for renewal of a Permit shall be considered in the same manner as an original application.

Sec. 74-181. Transferal.

No permit issued under the provisions of this article or any other ordinance of the city shall be transferable.

Sec. 74-182. Violations.

- (a) Any person who operates an Outdoor Dining establishment public sidewalks or public property, without a Permit, or who shall violate any of the provisions of this article shall be responsible for a municipal civil infraction, punishable by a civil fine of not more than \$500.00 and the costs of prosecution.

-
- (b) City council may establish the amount of a civil fine for a municipal civil infraction that may be paid at the city violations bureau for violations of this article, except that all violations alleging operating without a permit and other violations in excess of three in any calendar year may be handled by the district court.
 - (c) The city may suspend or revoke any permit issued, or deny the issuance of a permit as provided in section 74-179 regardless of whether the operator has been cited, paid a civil fine, or been found responsible for a violation of this article pursuant to this section.

Sec. 74-183. Severability.

If any clause, sentence, paragraph or part of this article shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section, or part thereof directly involved in the controversy and in which such judgment shall have been rendered.

OUTDOOR DINING PROPOSED CHANGES AND FREQUENTLY ASKED QUESTIONS

Current Ordinance	Proposed Changes to Ordinance
Article VI. Sidwalk Cafes and Outdoor Seating	Article VI. Outdoor Dining
No language	City Manager shall approve an application for Outdoor Dining. The application has more specific information and can be changed administratively without holding two public hearings as long as the change does not impede or contradict the enforcement of the ordinance.
No language	New language allowing city clerk or designed to issue a permit for outdoor dining before the MLCC has issued an outdoor serviced permit. The City's permit is for dining only, no alcohol may be served until the permit is issued from MLCC.
A permit will be issued on an annual basis and shall expire on December 1 st	All Permits shall be issued on an annual basis and shall expire on April 30 th . April 30 th is the expiration date for permits and licenses issued by the MLCC. These dates are now the same.
Unless another time frame is specified in the permit, or by the requirements of this article, the permit shall allow the operation of a sidewalk cafe or outdoor seating from March 15 up to and including November 7 of the calendar year for which the permit is issued.	Unless another time frame is specified in the permit, or by the requirement of this article, the permit shall allow the operation of Outdoor Dining from May 1 st to November 1 st . During this time period Outdoor Dining may take place on the public sidewalks or on the adjacent street when the streets are closed to vehicular traffic.
To allow establishments to take advantage of good weather, operation of an Outdoor Dining area, sidewalk café, or outdoor seating is permitted prior to March 15 and / or after November 7 th on a day-by-day basis subject to restrictions.	To allow establishments to take advantage of good weather, operation of an Outdoor Dining area, is permitted prior to May 1 st and/or after November 1 st on a day-to-day basis subject to restrictions.
74-173 Permit procedures requires site development and application approval. The application sets out all of the information required.	In the proposed language one requirement has been added to the information supplied on the application. Applicant must indicate on the application if they wish to obtain a dance / entertainment permit which would allow for outdoor entertainment in the service area.

OUTDOOR DINING PROPOSED CHANGES AND FREQUENTLY ASKED QUESTIONS

Sidewalk cafes or outdoor seating may only be located adjacent to the establishment with which they are associated.	If the applicant wishes to extend their outdoor seating beyond the area in front of their building, a written letter of support for the adjacent property owner(s) is recommended.
No language	Outdoor Dining cannot be used as an area for any storage.
No language	Noise ordinance must be adhered to with regards to dance and /or entertainment on-premises where applicable.
All sidewalk cafes serving alcoholic beverages shall be allowed to operate during the hours of 10:00 a.m. until 1:00 a.m., Monday through Saturday (Saturday defined as 1:00 a.m. Sunday morning), and Sunday during the hours of 10:00 a.m. until 10:00 p.m. Monday through Saturday sales and service shall cease by 12:30 a.m. and all areas shall be vacated by 1:00 a.m. Sunday sales and service shall cease by 9:30 p.m. and all areas shall be vacated by 10:00 p.m.	Remains the same as existing ordinance.
There shall be a minimum of 42 inches, exclusive of the area occupied by the sidewalk cafe or outdoor seating, designed to allow adequate pedestrian movement.	There shall be a minimum of 60 inches, exclusive of the area occupied by the sidewalk cafe or outdoor seating, designed to allow adequate pedestrian movement.
An increase in lighting is prohibited unless otherwise required through the review process.	Language removed.
The Outdoor dining establishment shall not serve food or beverages to a patron unless the patron is seated at a table.	The Outdoor dining establishment shall not serve food or beverages to a patron unless the patron is seated at a table or standing at a high top.
No language	Propane heaters can only be used in the permitted area and must be monitored during hours of operation.



February 26, 2024

Mr. Mike Domine
Director of Public Works
City of Northville
215 W. Main Street
Northville, MI 48167

Re: Main Street Improvements from Center Street to Griswold Street
Professional Engineering Services

Dear Mr. Domine:

Thank you for the opportunity to submit a proposal to continue providing professional engineering services for the City of Northville for the subject project.

PROJECT UNDERSTANDING

The City of Northville (City) is requesting professional consulting for preliminary engineering services from OHM Advisors (OHM) associated with roadway improvements on Main Street, between Center Street and Griswold Street. There are two different improvements planned. For the west block, Center Street to Hutton Street (530'), the intent of the project is to investigate removing the barrier style curb in place and replacing it with a flatter valley style curb. While this type of modification is called a "curbless" street, the valley style curb controls water runoff. For the east block, Hutton Street to Griswold Street (625' and includes the Hutton intersection but not the Griswold intersection), the road improvement would consist of a conventional road reconstruction.

This early phase of the project will provide topographic survey, a brief investigation of potential grading/drainage concerns, high-level project feasibility, and engineer's opinion of probable cost.

No date for construction is known. The project will be set up so when authorized for final design, it can be bid locally, or through MDOT if federal funding is secured through a grant.

PROJECT SCOPE

OHM will provide preliminary engineering services for the following improvements. The analyses outlined below will help identify challenges and provide a better cost estimate of the proposed work, as well as determine the feasibility of the future improvements.

1. Topographic Survey – OHM will obtain a survey within the limits of the project. For the west block, the survey will extend to the existing sidewalk to the building frontages and doorways to verify surface drainage flows. For the east block, the survey will extend to the back of the existing sidewalk as we understand it is desired to maintain the existing sidewalk and stop the reconstruct work at the front edge of walk.
2. Limits and Transition – An evaluation will be made to confirm the limits of the project at Center Street on the west end, specifically starting at the east end of radius of Center Street where the road's longitudinal slope will need to be tapered upward, elevating the road to meet the existing sidewalk elevation. This road raising concept will continue east to just west of Hutton Street where the new road elevation will taper



downward to meet the existing road elevation at the west end of radius of Hutton Street. The match existing location behind the existing curb and gutter will occur behind the proposed valley curb, at a distance to be determined. The east portion of the project will include the reconstruction of the intersection of Main Street and Hutton Street and reconstruct Main Street to the west end of radius of Griswold Street.

3. Vertical Road Analysis - Perform limited engineering analysis of a new road profile to determine if any drainage problems can be identified when constructing the block of “curbless” roadway, or if the eastern block is too flat.
4. Road Drainage – Investigate road drainage, especially at the vertical taper sections at each end of the road as these areas have the potential to create new low points that do not currently exist. If a low point is created in the new curb line, additional catch basins will be added. Other low points in the curb line will be investigated to see if additional catch basins are required to minimize flooding events. Design effort in a future design phase would include performing spread calculations that determine how wide the water will spread during a certain rain event at the catch basins. This is based on distance between catch basins, catch basin cover type, and the intensity of rain event.
5. Geometrics – Identify the cross slopes of the travel lanes and loading zone in the curbless section. These slopes will dictate how much area behind the curb will need to be removed and replaced. We assume the geometrics for the east segment will be similar to existing.
6. Pavement Section – For the western block, discuss options available to raise the road. From past pavement cores, the existing HMA pavement section consists of 9.5 inches of HMA over sand base. This is based on OHM’s last overlay project built in 2012. Some options include 1) a road reconstruction (most expensive) or 2) investigate cost saving options which would include salvaging the existing asphalt and placing additional courses of HMA material to raise the grade or 3) constructing a concrete overlay. The eastern segment will be a convention road pavement reconstruction and evaluated as such for the limits and use identified.
7. Brick pavers – For the western block, identify the feasibility of salvaging the decorative brick pavers located mid-block on Main Street. Existing record plans will be reviewed and we will consider the existing condition of the brick pavers to decide if removal and replacement of the pavers is a viable option. If it is determined that these pavers can be salvaged, OHM will evaluate the median island, recommending what features of the island can be maintained and what portions need modifications.
8. OHM will plan to attend two coordination meetings with the city during this stage of work.

A. Early Design Phase Service Process

1. Start-up & Early Design Plans

- a. Attend a kickoff meeting with the city, the DDA and other city committees that may have an interest and could impact the project scope. The meeting will discuss the project approach, communication between team members, confirm standard or guidance documents, meeting frequency and finalize schedule. Prepare summary of action items and distribute after the meeting.
- b. A topographic survey will be obtained of the project area.
- c. A Miss Dig request will be submitted to gain current utility information in the corridor along project area.
- d. A vertical alignment (profile) will be developed for engineering purposes that will identify the roads longitudinal slope, high points and low points. Effort will be made to have the longitudinal slope of the road meet or exceed minimum guidelines. If for some reason this is not possible, OHM will make the City aware.
- e. Drainage will be investigated. Existing drainage structure will be attempted to be reused.
- f. Prepare a preliminary engineer’s opinion of probable construction cost utilizing historical data. OHM will evaluate several options to raise the elevation of the road for the west segment. This could include



- options like a HMA overlay, a concrete overlay, and an HMA reconstruction.
g. Identify findings of this engineering analysis in a written summary memo.

B. Deliverables

1. Topographic Survey
2. Plan view exhibit of Main Street showing anticipated limits of proposed work and cursory notes
3. Engineer's Opinion of Probable Construction Cost
4. Engineering summary in Memo format

C. Design Criteria and Standards

1. Posted Speed: 25 mph
2. Design Speed: 25 mph
3. Pavement Classification: All Season
4. General Design Standards: MDOT 3R/4R Design Standards, and Michigan Manual of Uniform Traffic Control Devices Standards, and City of Northville Standards.
5. Specifications: MDOT: "2020 Standard Specifications for Construction", including the current "MDOT Standard Plans for Roads and Bridges", supplemented by locally authored Special Provisions will be utilized.

D. City Responsibilities

1. Provide existing road plans when brick pavers were placed.
2. Provide existing water, storm and sanitary sewer record plans that may be available.
3. Attend coordination meetings.
4. Provide known utility problems within the project limits from DPW and City records.

ADDITIONS/EXCLUSIONS

The following services are excluded from our Scope of Services. If these services are required, they can be performed on a Time and Materials basis per our current Rate Schedule.

- ▶ Engineering 30% plans are not included.
- ▶ A detailed investigation of the existing ROW is not included. It is assumed existing GIS property lines will be used. Title searches are not included in this phase of work.
- ▶ Right-of-way acquisition services and parcel exhibit is not anticipated other than identifying the potential need for additional right-of-way/easements.
- ▶ No effort has been included for the evaluation of in-line storm sewer storage at the proposed outlets.
- ▶ Storm sewer video to identify the condition of the existing storm sewer system is not included.

SCHEDULE

OHM is prepared to start the project with authorization of our proposal. Assuming authorization occurs by early March, we anticipate completion of this surveying and engineering evaluation by August 1, 2024.

FEE & AUTHORIZATION

We propose to provide the above outlined professional services on an hourly basis for a Not-to-Exceed Fee of \$42,000. If the City accepts our proposal, please sign and date the proposal on the next page and return to our office at your convenience.



We look forward to collaborating with the City of Northville on this project, and we appreciate this opportunity. Please do not hesitate to contact me with any questions.

Sincerely,
OHM Advisors

George Tsakoff

Digitally signed by George Tsakoff
DN: CN=US,
E=George.Tsakoff@ohm-advisors.com,
O=OHM ADVISORS, OU=Municipal,
C=George Tsakoff
Date: 2024.02.24 18:35:51-0500

George Tsakoff, PE
Principal

cc: Mark Loch, OHM
Claire Martin, OHM

Professional Services for Main Street Improvements Authorization

Accepted By: _____

Title: _____

Date: _____