



**DRAFT**

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**SPECIAL STUDY SESSION MEETING MINUTES**

A Special Study Session meeting of the Farmington City Council was held on March 17, 2014, in Conference Room A, Farmington City Hall, Farmington, MI. Notice of the meeting was posted in compliance with Public Act 267-1976.

The meeting was called to order at 6:00 PM by Mayor William Galvin.

**1. ROLL CALL**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Greg Cowley	Councilmember	Present	
William Galvin	Mayor	Present	
JoAnne McShane	Councilmember	Present	
Steve Schneemann	Mayor Pro Tem	Present	
Jeff Scott	Councilmember	Present	

**City Administration Present**

Director Christiansen  
City Clerk Halberstadt  
City Manager Pastue  
Attorney Schultz

**2. APPROVAL OF AGENDA**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Greg Cowley, Councilmember
<b>SECONDER:</b>	JoAnne McShane, Councilmember
<b>AYES:</b>	Cowley, Galvin, McShane, Schneemann, Scott

**3. PUBLIC COMMENT**

No Public Comment was heard.

**4. REVIEW OF PROPOSED ORDINANCE CHANGES**

**1. Review of Proposed Changes to Outdoor Displays, Sales, and Storage Ordinance**

City Administration advised that as a result of previous discussions with Council, proposed changes have been made to the Outdoor Display, Sales, and Storage ordinance, related to storage of propane tanks. The major changes include: the propane tank cannot exceed 20 pounds and must be stored in a locked storage container of certain size, complies with fire and safety codes, and 3 feet of clearance for pedestrian traffic is provided.

Christiansen discussed a number of locations where propane is stored and sold throughout Farmington. He discussed locations where the sale of propane might be appropriate including: gas stations, convenience and hardware stores. He questioned whether propane sales would be appropriate in shopping centers or the Central Business District (CBD).

Discussion followed regarding propane sales at a local pharmacy in the CBD.

Christiansen advised the Fire Marshall has inspected all locations where propane is stored.

Galvin pointed out the ordinance provision "tanks should not exceed 20 lbs." should be changed given the tanks when filled do exceed 20 lbs.

Christiansen noted propane filling stations are approved as part of their site plans.

Council concurred to make the following changes to the ordinance: outdoor propane storage tanks are permitted at gas stations, hardware and convenience stores outside of the CBD; and change "not to exceed 20 lbs." to a 20 lb. Size tank.

## **5. REVIEW OF FLANDERS SITE DEVELOPMENT PROPOSAL**

### **1. Review of Flanders Site Development Proposal - Handout**

Christiansen indicated three bids were received for the development of the Flanders property. He stated the Windmill Group was the high bidder for the property. He discussed process for interviewing the bidders and a request to the developers for further refinements to their proposals. He stated Windmill was the only developer that came back with refined plans. He indicated they presented two different site development proposals for the property.

Christiansen reviewed the two site plans both of which include 34 lots with a 1.64 acre park area. The major differences are: two access points with a horseshoe street versus one access point and a loop street and a different location for the park.

Responding to a question from Galvin, Christiansen confirmed the schools would only be accepting a bid and it is the city that will approve the site plan.

Discussion followed regarding the time frame for land use approval and Planned Unit Development (PUD) process.

Scott stressed the importance for the City to have a clear idea of what they want

in the development.

Galvin suggested inviting the developer to a future meeting to give Council a preview of their development plans.

## **6. REVIEW OF STREET VACATION ITEM ON REGULAR AGENDA**

### **1. Review of Street Vacation Item on Regular Agenda**

City Administration advised that as part of the effort by the Farmington Public Schools to obtain a clear title to the Maxfield Training Center (MTC) it was discovered the property has two city streets that need to be vacated. The first order of business will be for Council to schedule a public hearing for April 21<sup>st</sup> meeting to vacate the streets.

Attorney Schultz advised the vacation of the streets requires a circuit court action due to the fact they are located within 25 meters of a water course (river). He discussed the burdensome process that this action entails.

Christiansen provided a brief history of the MTC site and why the platted streets remained. He stated the original platted subdivision with said streets remained because it was never recognized when other development occurred. He advised to obtain a free and clear title to the MTC property the formal vacation of the streets must occur. He reviewed the original plats with Council.

Scott asked about the costs related to the street vacation and questioned whether the city is subsidizing the schools in their pursuit of a clear title to the property.

Pastue pointed out the city will be the beneficiary of the potential development of that property. He stated early on the city had committed to handling the street vacation.

Discussion followed regarding keeping an accounting of the costs to the city relative to the selling of the school properties.

## **7. REVIEW OF CONSTRUCTION ESTIMATE NO. 8 AND CHANGE ORDER NO. 5 FOR THE 2013 STREETScape & UTILITIES IMPROVEMENT**

Pastue advised the city is requesting Council approval of Construction Estimate No. 8 which includes work already completed on the Grove Street and Warner/Oakland Street project along with a part of the retainage.

Responding to a question from Schneemann, Pastue stated the amount of retainage remaining after payment of Construction Estimate No. 8 will be \$25,000.

Schneemann commented that seems to be a very low retainage amount.

Pastue responded the city would normally keep 5-10% retainage which would be about \$5,000.

Discussion followed regarding the \$50,000 worth of "punch list" items remaining on the project and the decision to reduce retainage from \$75,000 to \$25,000.

Discussion continued regarding work remaining on the project.

Scott commented that until the "punch list" is completed the full retainage should not be released. He pointed out a portion of the paving on Warner Street was not done properly and will have to be redone.

## 8. COUNCIL COMMENT

No Council comment was heard.

## 9. ADJOURNMENT

### 1. Motion to adjourn the meeting.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	JoAnne McShane, Councilmember
<b>SECONDER:</b>	Greg Cowley, Councilmember
<b>AYES:</b>	Cowley, Galvin, McShane, Schneemann, Scott

The meeting adjourned at 6:55 PM.

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William E. Galvin, Mayor

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Susan K. Halberstadt, City Clerk

Approval Date: April 21, 2014