



**CITY COUNCIL *STUDY* SESSION
JUNE 10 2024/7:00 P.M.
RIVERVIEW CITY HALL
COUNCIL CONFERENCE ROOM
14100 CIVIC PARK DR.
RIVERVIEW, MI 48193-7600
734-281-4201**

AGENDA

- 1. CALL TO ORDER.**
- 2. DISCUSSION ITEMS.**

**2.1 DISCUSS THE CREATION OF THE AD HOC BLUE RIBBON
ATOFINA CONTAMINATION REMEDIATION ACTION COMMITTEE –
CITY MANAGER.**

COMMUNITY IMPACT/BACKGROUND: The Council created this Ad Hoc Committee for the purpose of focusing attention on the contaminated site and to marshal efforts to ensure that it was being properly remediated and potentially redeveloped. Appointments were made in December 2023. Council is now requested to consider adopting the attached Resolution which further defines the Committee's purpose, composition, and structure.

ACTION REQUESTED: Discuss.

ATTACHMENT: Resolution.

2.2 REVIEW 2024 FEE SCHEDULE – CITY MANAGER.

COMMUNITY IMPACT/BACKGROUND: Pursuant to Ordinance Section 26-13, the following fees shall be established by City Council resolution: rental of city-owned buildings; recreation activity fees; golf course rates; golf practice facility rates; ambulance service fees; emergency service fees; landfill rates; construction code fees; grade certification and permit fees; contractor's fees; site plan and subdivision review fees (zoning); water and sewer rates and meter charges; city clerk's business and miscellaneous fees; animal licenses and other fees; miscellaneous fees; department of public service fees, and fire department fire safety and prevention services fees.

ACTION REQUESTED: Review 2024 Fee Schedule.

ATTACHMENT: 2024 Fee Schedule.

2.3 REVIEW MEMORANDUM OF UNDERSTANDING FROM CARLISLE/WORTMAN ASSOCIATES, INC. – CITY MANAGER.

COMMUNITY IMPACT/BACKGROUND: Carlisle/Wortman Associates, Inc., ("CWA") has been providing the City with community development and building administration services pursuant to its 2012 contract with the City. The 2012 contract was for a three year term and expired in 2015. Since the contract expiration, CWA has been providing the City this assistance and services at the same rates under the 2012 contract. CWA has presented a MOU for the City's consideration for it to continue to provide the assistance and services for a period of 120 days subject to the attached rate adjustments.

ACTION REQUESTED: Review Memorandum of Understanding from Carlisle/Wortman Associates, Inc.

ATTACHMENT: Carlisle/Wortman Associates, Inc. Memorandum of Understanding.

2.4 DISCUSS SUBMISSION OF PROPERTY INTAKE FORMS FOR CITY OWNED PROPERTY TO THE DOWNRIVER AREA BROWNFIELD CONSORTIUM – COMMUNITY DEVELOPMENT.

COMMUNITY IMPACT/BACKGROUND: The Downriver Area Brownfield Consortium (DABC) is collecting information on developable property. The DABC is part of the Downriver Community Conference and focuses on getting brownfield property put into productive use. Communities within the Consortium were asked to provide property information for a database that the DABC can use to market properties. The Riverview Brownfield Redevelopment Authority asked Community Development to submit intake forms for the 9.5 acre Grange Road property and 40 acre Sibley Road frontage of the Riverview Highlands property.

ACTION REQUESTED: Discuss.

ATTACHMENT: Downriver Community Conference Economic Development Dept. Property Intake Forms for Grange Road property and Sibley Road frontage.

2.5 UPDATE - SPECIAL PROJECTS REPORT.

COMMUNITY IMPACT/BACKGROUND: The Project Managers, Engineering support staff, and Community Development Director will report on public and private construction activities occurring within the community.

Representatives from Cornerstone Environmental Group, LLC; Charles E. Raines Co.; and the Community Development Department will be available for discussion of the projects.

ATTACHMENTS: Cornerstone Environmental Group, LLC Project Summary dated 06/05/24; Charles E. Raines Co. Engineering Projects Update dated 06/09/24; and Community Development Economic Development Report dated 06/04/24.

3. OTHER BUSINESS.

4. PUBLIC COMMENTS.

5. ADJOURNMENT.

City of Riverview Resolution 24 - _____

Resolution for the Creation of the Ad Hoc Blue Ribbon
Atofina Contamination Remediation Action Committee

Whereas the City Council has identified the Atofina site as an area of environmental concern, posing a potential threat to the health, safety and welfare of our residents; and

Whereas, the Council created this Blue Ribbon Ad Hoc Committee and on December 18, 2023 appointed Councilmembers Webb, Pray and Gunaga to serve as its representatives of the Committee with Councilmember Robbins as the alternate; and

Whereas, the Council now wishes to further define the purpose, duties and composition of the said Committee;

Now therefore be it resolved by the City Council for the City of Riverview as follows:

- 1) That the prior motion appointing the Councilmembers and Alternate to the Ad Hoc Blue Ribbon Atofina Committee is hereby ratified and confirmed.
- 2) That the purpose of this Committee is to undertake a study of the conditions existing on and around the Atofina property within the bounds of legal parameters in order to ascertain the existing and potential environmental risks associated with its findings, and to formulate recommendations for consideration by the City Council.
- 3) The Committee is encouraged to examine previous studies and endeavors undertaken by prior Councils and Managers, along with those of the State and Federal Governments including EGLE, EPA and other agencies and Federal Elected Officials so as to avoid redundant efforts.

4) The Committee shall consist of the following individuals:

Three (3) Council members previously appointed by the Council, to wit: Councilmembers Webb, Pray and Gunaga with Councilmember Robbins as an Alternate; and

Up to four (4) residents of the City, to be appointed by the Council.

5) The Committee shall provide monthly reports to the Council during its Study Session.

6) The Committee shall select among its members a Chairperson and shall meet at such times as it deems appropriate.

7) This Committee shall cease to exist on June 30, 2025 unless earlier terminated by action of the Council.

Adopted by City Council on May ____, 2024

Attest: Andrew Swift, Mayor

Attest: Shane Harrison, City Clerk

AMBULANCE AND FIRE FEES

Effective Date	Description	Current Fee	Comments	Proposed Fee
04.18.2022	Fire/Incident Reports:			
04.18.2022	First Page	\$ 5.00		
04.18.2022	Each additional page	\$ 2.00		
04.18.2022	Fire Code Plan Review (includes alarms, suppression & rating assembly, huddrants, sprinklers):			
04.18.2022	10,001 to 25,000 sq ft building	\$125.00/hr		
04.18.2022	25,000 to 100,000 sq ft buildings	\$125.00/hr		
04.18.2022	Over 100,000 sq ft buildings	Add \$50.00 each		
04.18.2022	Suppression Tests (includes puff test, smoke capture and alarm for wet/dry hood systems)	\$ 150.00		
04.18.2022	Standpipe system (per standpipe)	\$ -		
04.18.2022	Pressure Tests	\$125.00/hr		
04.18.2022	Inspection: Certificate of Occupancy (includes business license)	\$ 60.00	Includes Re-Inspection	
04.18.2022	Inspection: Annual Fire	Fee Includes 1st, Final & Violation		
04.18.2022	Business - Mercantile	\$ 100.00		
04.18.2022	Business - Commercial/Industrial	\$ 200.00		
04.18.2022	Re-inspection/Extra inspections	50% of fee listed		
04.18.2022	Multi-Family Common Areas	\$75.00 per building		
04.18.2022	Consulting Inspection	\$50.00/hr or fraction thereof		
04.18.2022	Fireworks Inspection:			
04.18.2022	Fireworks Display (Public or Private)	\$ 200.00		
04.18.2022	Fireworks for Sale	\$ 200.00		
04.18.2022	False Alarm (each 12 month period starting January 1st):			
04.18.2022	First and Second	\$ -		
04.18.2022	Third and Fourth (Each)	\$ 250.00		
04.18.2022	Fifth and Sixth (Each)	\$ 500.00		
04.18.2022	Over Six (Each)	\$ 750.00		
04.18.2022	Blasting Permit			
04.18.2022	Class A Permit	\$ 200.00		
04.18.2022	Class B Permit	\$ 100.00		
05.16.2022	Basic Life Support - Emergency Base Rate			
05.16.2022	Resident	\$ 600.00		
05.16.2022	Non-Resident	\$ 700.00		
05.16.2022	Basic Life Support - Non Emergency Base Rate			
05.16.2022	Resident	\$ 475.00		

AMBULANCE AND FIRE FEES

<u>Effective Date</u>	<u>Description</u>	<u>Current Fee</u>	<u>Comments</u>	<u>Proposed Fee</u>
05.16.2022	Non-Resident	\$ 525.00		
05.16.2022	Limited Advanced Life Support - Base Rate			
05.16.2022	Resident	\$ 475.00		
05.16.2022	Non-Resident	\$ 525.00		
05.16.2022	Advanced Life Support - Non-Emergency Base Rate			
05.16.2022	Resident	\$ 575.00		
05.16.2022	Non-Resident	\$ 625.00		
05.16.2022	Advanced Life Support - Base Rate			
05.16.2022	Resident	\$ 700.00		
05.16.2022	Non-Resident	\$ 850.00		
05.16.2022	Advanced Life Support II - Base Rate			
05.16.2022	Resident	\$ 900.00		
02.06.2023	Non-Resident	\$ 1,100.00		
02.06.2023	Treat and No Transport			
02.06.2023	Resident	\$ 300.00		
02.06.2023	Non-Resident	\$ 350.00		
02.06.2023	Mileage (Loaded)			
02.06.2023	Resident	\$ 15.50		
02.06.2023	Non-Resident	\$ 17.50		
02.06.2023	Extrication	\$ 650.00		
02.06.2023	Medical Supplies			
02.06.2023	Resident	\$ 275.00		
02.06.2023	Non-Resident	\$ 325.00		
02.06.2023	Intaosseous Line Start	\$ 150.00		
02.06.2023	Specialty Equipment	\$ 300.00		
02.06.2023	Oxygen by CPAP	\$ 80.00		
02.06.2023	Oxygen	\$ 50.00		
02.06.2023	Return Check Fee	\$ 40.00		
	Billing Procedures:			

1 - For EMS transports or assists to industrial facilities, nursing homes, and other care facilities, the billing will be directed to that facility.

2 - All other EMS transports or assists, the billing will be directed to the individual receiving the service.

ANIMAL LICENSING

<u>Effective Date</u>	<u>Description</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
04.18.2022	Each Unneutered or Unspayed domestic dog or cat:		
04.18.2022	Until 07/01	\$ 7.00	\$ 10.00
04.18.2022	After 07/01	\$ 9.00	\$ 12.00
04.18.2022	Each Neutered or Spayed domestic dog or cat:		
04.18.2022	Until 07/01	\$ 5.00	\$ 10.00
04.18.2022	After 07/01	\$ 7.00	\$ 12.00
04.18.2022	Each domestic animal not otherwise specified	\$ 7.00	\$ 12.00
04.18.2022	Seeing Eye Dogs or Government Polic Dogs	No Fee	
04.18.2022	Senior Citizen Rate (65+):		
04.18.2022	Until 07/01	\$ 4.00	\$ 5.00
04.18.2022	After 07/01	\$ 6.00	\$ 7.00
04.18.2022	Duplicate or Replacement Tag	\$ 3.00	
04.18.2022	Penalty if License is obtained after expiration	\$ 2.00	
04.18.2022	Pound Fees:		
04.18.2022	First Day	\$ 25.00	
04.18.2022	Each Additional Day	\$ 10.00	
04.18.2022	Special Protection Constable service-euthanasia	\$ 75.00	

BUILDING FEES

Effective Date	Description	Current Fee	Proposed Fee
03.21.2022	Administrative Fee per Permit Application	\$20.00	remove line
	Application/base permit fee * non-refundable		add verbage and Insert \$75.00 fee
03.21.2022	Adminstrative Fee for Bond/Escrow Held	10%	
03.21.2022	Minimum Permit Fee (Does Not Include Admin Fee)	\$50.00	
03.21.2022	Work Commencing prior to Issuance of a Permit (Subject to Double Permit Fees):		
03.21.2022	Contractor Registration - Includes processing and Admin Fee	\$50.00	
03.21.2022	Background Check for Buisness License Application (per applicant)	\$25.00	
03.21.2022	Permit Extension; written request required	\$25.00	
03.21.2022	Permit Refund; written request required. Refund does not include \$20 admin fee \$75.00 Application/base fee non-refundable		Remove \$20 admin fee Update verbage
03.21.2022	Hydrant Permit (Requires Bond, Water Cost, Meter Rental, Inspections if needed)	\$125.00	
03.21.2022	Inspection Fees (Includes Building, Electrical, Plumbing & Mechanical):		Update to: \$75.00 application/base fee
	Residential: Initial Inspection	\$50.00	add fee and verbage / remove \$20 admin
03.21.2022	*All permits include only one (1) inspection* Final inspection added to all permits-	\$50.00	update and add
03.21.2022	Residential, Commercial/Industrial: Re-Inspections, Lock-Out	\$50.00	update to \$75.00 add verbage
03.21.2022	Commercial/Industrial: Additional, Re-Inspect , Lock-Out, All	\$60.00	remove verbage
03.21.2022	Special Inspections, Hard to Acess, Off-Day, Hourly, Obstructed (consolidated)	\$75.00	Update to \$100.00
03.21.2022	Home Sale Inspections:		
03.21.2022	Includes initial inspection only	\$200.00	update verbage
	Additional Inspections 2+	\$50.00	add additional inspection fees
03.21.2022	Home Sale Escrow - Escrow paid at the city, Signed Escrow Agreement and Affidavit may be required- assuming violations required prior to closing	\$1,000.00	update verbage
03.21.2022	Rental Inspection Fees:		
03.21.2022	*All rental must re-certify every 3 years*		
03.21.2022	Single Family Units:		
03.21.2022	Includes only 1 inspection	\$165.00	update to \$200.00 /update verbage
03.21.2022	One Time Initial Registration Fee	\$50.00	update to \$75.00

BUILDING FEES

Effective Date	Description	Current Fee	Proposed Fee
	Additional Inspections 2+	\$85.00	add additional inspection fees
03.21.2022	Mult-Unit Rentals:		
03.21.2022	Admin Fee	10%	
03.21.2022	*Inspection fee comes with initial 1 inspection only*		remove initial
03.21.2022	Each Building:	\$165.00	
03.21.2022	Per Unit	\$75.00	Increase to \$85.00
03.21.2022	Per Common Area	\$75.00	Increase to \$85.00
03.21.2022	Per Mechanical Room	\$75.00	Increase to \$85.00
03.21.2022	Exterior Per Building	\$75.00	Increase to \$85.00
03.21.2022	Re-Inspection Fee per unit	\$75.00	Increase to \$85.00
03.21.2022	Pool per inspector (Building, Mechanical, Electrical, req'd)	\$75.00	Increase to \$85.00
03.21.2022	Building Permit Fee Schedule:		
	Residential construction plan review fees		add \$50.00
03.21.2022	Base Fee \$50.00 to \$1,000.00 Valuation	\$50.00	remove - duplicated below
03.21.2022	\$1,001 and up = \$40 base + \$10 per each \$1,000 over \$1,000	\$10.00	remove - duplicated below
03.21.2022	Current Fee Schedule:		
03.21.2022	Base Fee \$40-\$75.00 & \$10 per \$1,000 Valuation		Increase fee to \$75.00 base + \$10
03.21.2022	\$1,001 to \$25,000 = \$40-\$75.00 & \$10 per each \$1,000 over \$1,000		
03.21.2022	\$25,001 to \$100,000 = \$280 & \$8 per each \$1,000 over \$25,000		remove all strikethroughs
03.21.2022	\$100,001 to \$250,000 = \$880 & \$6 per each \$1,000 over \$100,000		
03.21.2022	\$250,001 to \$500,000 = \$1,780 & \$5 per each \$1,000 over \$250,000		
03.21.2022	\$500,001 and up = \$3,030 & \$4 per each \$1,000 over \$500,000		
	Industrial/Commercial Permit Fees		+ \$50 for the 1st thousand then \$10 per additional thousand
03.21.2022	Demolition:		
03.21.2022	Residential dwelling and accessory building (includes two inspections)	\$100.00	add + \$1000.00 bond
03.21.2022	Demolition Accessory Buildings	\$50.00	Increase fee to
03.21.2022	Multiple dwellings, commercial and industrial (two inspections)	\$125.00	
03.21.2022	Industrial:		

BUILDING FEES

<u>Effective</u> <u>Date</u>	<u>Description</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
03.21.2022	Building	\$125.00	add bond amount per engineering requirements
03.21.2022	Each Additional	\$50.00	remove line item
03.21.2022	Misc. Fees:		
03.21.2022	Fences - permits are time consuming requiring a review, neighbor agreements, as built or a certified survey is required. Post hole and final inspection required	\$75.00	update to \$125.00
	Sign review fees	\$200.00	add line item
03.21.2022	Sign Face change only (New Category)	\$75.00	remove verbage
03.21.2022	Permanent Signs (Based on Valuation Chart)	Valuation	
03.21.2022	Temp Signs, banners, balloons, and pendants	Bond + 10% Admin for removal	
03.21.2022	Swimming Pool above ground Includes 1 inspection only	\$50.00	Increase to \$125.00 and update verbage
03.21.2022	Swimming Pool in ground (Separate Electrical and Mechanical permits required)	\$90.00	Update to \$75.00 base + \$10 per \$1000 / changed
03.21.2022	Hot Tubs (Two inspections required)	\$90.00	Increase to \$100.00/ changed verbage
03.21.2022	Donation Box(es) \$50 each for a new permit or \$25 each for permit renewal	\$50.00	
03.21.2022	Proof of General Liability Insurance no less than \$1 million per occurrence. Renewal	\$25.00	
03.21.2022	Electrical Fee Schedule:		
03.21.2022	Inspections (See above Inspection Fees)		
03.21.2022	Circuits:		
03.21.2022	First Circuit (Sign Circuit)	\$30.00	
03.21.2022	Each additional circuit	\$10.00	
03.21.2022	Minor repairs, not including new circuits, minimum	\$50.00	
03.21.2022	City Certification for minor wiring on rental units same as above	\$50.00	
03.21.2022	Fixtures, Lamps, outlets, Installation, alterations, repairs - First 25	\$30.00	remove first 25 update to 1 / add
03.21.2022	Each additional 25 (consolidated lamps/fixtures)	\$10.00	Change to \$1.00 each additional/ remove the 25 & remove verbage
03.21.2022	Service and Subpanels:		
03.21.2022	Service up to 1000 amps	\$50.00	
03.21.2022	Each additional 100 amps	\$15.00	

BUILDING FEES

Effective Date	Description	Current Fee	Proposed Fee
03.21.2022	Appliances, First (circuits separate)	\$25.00	update to \$30.00
03.21.2022	Each additional appliance	\$13.00	remove line
03.21.2022	Motors, generators, standby generator systems, rectifiers, capacitors, etc.		
03.21.2022	Units up to and including 100 HP / KW equivalent	\$75.00	
03.21.2022	Each additional 10 HP / KW equivalent	\$25.00	
03.21.2022	Residential Solar Panels - Systems	\$150.00/min	
03.21.2022	Sign Installation (Inspection fee not included)	\$30.00	
03.21.2022	Each additional sign	\$20.00	
03.21.2022	Sign relocation, minimum	\$50.00	
03.21.2022	Outline tubing, shop or field inspection, first 50 feet	\$25.00	
03.21.2022	Each additional 25 feet or fractional part thereof	\$15.00	
03.21.2022	Special, Annual, Event, Temporary, Displays, etc. (Each Inspection)	\$75.00	
03.21.2022	Feeders, Mains, Bus, Duct		
03.21.2022	Up to and including 100 feet Per 50 feet	\$25.00	update quantity
03.21.2022	Each additional 50 feet	\$10.00	remove
03.21.2022	Outdoor cabinets, each	\$50.00	
03.21.2022	Light pole, each	\$20.00	
03.21.2022	HVAC: Reconnect, new or altered for heating/cooling equipment		
03.21.2022	Residential (circuit not included) for heating, cooling or combination of:	\$50.00	
03.21.2022	Commercial (circuit not included) for heating, colling or combination of:	\$60.00	
03.21.2022	Hard to access area (underground, roof, crawl space, etc.)	\$75.00	
03.21.2022	Electric Heat:		
03.21.2022	First KV	\$25.00	
03.21.2022	Each additional KV	\$13.00	
03.21.2022	Swimming Pool, Hot Tub, Spa:		
03.21.2022	*Motors, filtering plant, one lighting circuit underground, includes rough and final:		
03.21.2022	Built in pool or hot tub (Requires two inspections)	\$90.00	Update to \$100.00
03.21.2022	Aboveground - one inspection	\$50.00	
03.21.2022	Alarm System:		
03.21.2022	Drill or pull station (city box)	\$30.00	
03.21.2022	Signaling device or detectors each	\$5.00/each	remove
	Up to 10	\$50.00	add fee and verbage
	Up to 20	\$100.00	add fee and verbage
	Over 20	\$10.00 each	add fee and verbage
03.21.2022	House master panel, subpanel, FACP, FACU	\$50.00	

BUILDING FEES

<u>Effective</u> <u>Date</u>	<u>Description</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
03.21.2022	Each additional panel	\$25.00	
03.21.2022	Plumbing Fee Schedule:		
03.21.2022	All Fixtures: Each \$15 \$25 unless otherwise noted.	\$15.00	Update to \$25.00
03.21.2022	*Includes: air compressor, baths, coffee machine, cooling trays, conductors,		
03.21.2022	dishwashers, TRAPS (grease, shower, backwater) dental chairs, drinking fountain,		
03.21.2022	DRAINS (flow, laundry or condensate) conductor pipe, laundry tray, SINKS (slop,		
03.21.2022	lead cup, test-tubem washstands), ice makers, new stack (or alterations of soil,		
03.21.2022	waste vent), pump/water lift, refrigerator connect to drainage system, special		
03.21.2022	waste, sump pump, surgical cuspidor, swimming pool fixtures above ground,		
03.21.2022	lavatory/urinal/bidet, water close or stills, water treatment device, any water		
03.21.2022	outlets to coolers, heating systems, filters or make-up water tank*		
03.21.2022	Fixtures	\$15.00/each	
03.21.2022	Replacement of fixtures (no piping charge)	\$32.00	
03.21.2022	Automatic laundry machines, humidifiers, or beverage machines	\$25.00	
03.21.2022	If more than one machine at same location, each	\$25.00	
03.21.2022	Sprinkler Head	\$1.00/each	
03.21.2022	Hot Water Heater	\$50.00	
03.21.2022	Catch Basins (not for parking lot)	\$50.00	Update to \$75.00
03.21.2022	Interceptor (oil, grease, sand, etc.)	\$50.00	
03.21.2022	Industrial processing equipment or comfort colling equipment and devices served		
03.21.2022	by secondary water install, replace, remove, or relocated on previous plumbing		
03.21.2022	inspection, per item	\$50.00	
03.21.2022	Minimum Certificate Fee	\$50.00	
03.21.2022	Sewer/Drain Inspections:		
03.21.2022	Escrow required if within 10 feet of the city's main for engineering inspections - Escrow to be determined by Engineering after reviewing plans	5000-TBD	Adding verbage and changing fees to TBD
03.21.2022	Sewers on private property	\$100.00	
03.21.2022	Drains (storm drains above or underground on private property)	\$100.00	
03.21.2022	Water Distribution: Entire System Residential	\$75.00	
03.21.2022	Water Distribution: Entire System Commercial	\$150.00	

BUILDING FEES

<u>Effective</u> <u>Date</u>	<u>Description</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
03.21.2022	Replacement Piping (Inspection not included) per room	\$30.00	
03.21.2022	Backflow Preventors:		
03.21.2022	*Includes RPZ, double check valves and vacuum breakers*		
03.21.2022	Underground, waterproofing, drainage, etc.	\$50.00/each	
03.21.2022	Mechanical Fee Schedule:		
03.21.2022	*Air Conditioner, Cooling Systems*		
03.21.2022	Residential	\$50.00	
03.21.2022	Commercial	\$75.00	
03.21.2022	Add Special Inspection Fee for hard to access area	\$75.00	
03.21.2022	Chilling Towers/Chillers	\$35.00	
03.21.2022	Generators, Compressors, Motors:		
03.21.2022	Residential	\$50.00	Update to \$75.00
03.21.2022	Commercial	\$60.00	
03.21.2022	Add Special Inspection Fee for hard to access area	\$75.00	
03.21.2022	Special or Shop Inspection of Refrigeration Equipment, per unit or visit	\$75.00	
03.21.2022	Ductwork, Steam, Water or Air Distribution Systems:		
03.21.2022	Installation of complete residential	\$50.00	
03.21.2022	Addition, alteration to existing system	\$25.00	
03.21.2022	Large commercial and industrial minimum charge	\$100.00	
03.21.2022	Light Test	\$50.00	
03.21.2022	Water/Steam Distribution without Boiler/Heater	\$45.00	
03.21.2022	Furnance/Heating/Boiler:		
03.21.2022	Residential Furnace: complete system including vents, flue, humidifer, air cleaner	\$75.00	Correct verbage
03.21.2022	Commercial Furnace: complete system including vents, flue, humididfer, air cleaner	\$125.00	Correct verbage
03.21.2022	Residential Boiler: complete system - no extra distribution fee	\$75.00	
03.21.2022	Commercial Boiler: complete system - no extra distribution fee	\$100.00	
03.21.2022	Add Special Inspection Fee for hard to access area	\$75.00	
03.21.2022	Each additional unit, same location, same day inspection	\$30.00	
03.21.2022	Gas Piping:		
03.21.2022	Residential	\$50.00	
03.21.2022	Commercial	\$60.00	
03.21.2022	Each Opening - Same Location	\$10.00	
03.21.2022	Gas Pressure Test	\$50.00	
03.21.2022	Room Heater, Wall Heater, Baseboard-type unit:		
03.21.2022	First Unit at each address	\$50.00	

BUILDING FEES

<u>Effective Date</u>	<u>Description</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
03.21.2022	Each additional unit at same address	\$20.00	
03.21.2022	Fuel burning stove (may include rooftop inspection for venting)	\$50.00	
03.21.2022	Radiant Tube/Infra-Red Heating	\$75.00	
03.21.2022	Hot Water Tank	\$50.00	
03.21.2022	Hot Water Heater - Commercial	\$75.00	
03.21.2022	Rooftop Units: Heating, Cooling, Make-Up Air, etc.	\$50.00/each	
03.21.2022	Rooftop Inspection Each	\$75.00/each	
03.21.2022	Additional Items:		
03.21.2022	B-Vent without furnance	\$30.00	
03.21.2022	Chimney, factory built, installed separately	\$50.00	
03.21.2022	Compressor	\$30.00	Update to \$50.00
03.21.2022	Chimney liner without furnace	\$30.00	
03.21.2022	Electronic air cleaner without furnace	\$30.00	
03.21.2022	Evaporator Coils	\$30.00	Update to \$50.00
03.21.2022	Exhaust fan	\$30.00	
03.21.2022	Fireplaces (Gas or Electric)	\$30.00	Update to \$90.00
03.21.2022	Heat Exchanger Replacement	\$25.00	
03.21.2022	Hoods: Residential Kitchen/Bath	\$50.00	
03.21.2022	Hood(s): Commerical (Plan Review and Testing are separate fee)	\$60.00	
03.21.2022	Hood Test: Smoke Capture	\$75.00	
03.21.2022	Hood Test: Puff or Air Test	\$75.00	
03.21.2022	Humidifier without furnace	\$30.00	
03.21.2022	Refrigeration (Split Systems)	\$50.00	
03.21.2022	Solar Panels	\$30.00	
03.21.2022	V.A.V. Boxes	\$15.00	
03.21.2022	Walk-In Cooler or Freezer	\$50.00	
	Make up air	\$50.00	add on
03.21.2022	Fire Suppression Units:		
03.21.2022	Fire Suppression System (wet/dry)	\$150.00	
03.21.2022	Fire Suppression Plan Review (hourly)	\$125.00	
03.21.2022	Fire Suppression Pressure Test (hourly)	\$125.00	
03.21.2022	Other Fees:		
03.21.2022	NOTE: Reviews for the Planning Commission, Zoning Board of Appeals, Engineering and Building Plans are conducted under contract will be invoiced using the applicable contract fee schedule. Excessive engineering, planning, building, planning and zoning reviews will be invoiced on an hourly basis in addition to the initial review fee based on contracted hourly rates.	Per consultants rate + 10% admin fee	remove - updated below
03.21.2022	Engineering Review & Inspection		
03.21.2022	Planning Consultant Review		
03.21.2022	Planning Commission Review Escrow:		
	Planning Commission Review Escrow:		change title

BUILDING FEES

<u>Effective</u> <u>Date</u>	<u>Description</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
03.21.2022	Review Fees (Amount to be deposited by the Developer into Escrow) Minor	\$1,500.00	update to \$2500.00
	Major	\$5,000.00	add line
03.21.2022	Engineering Plan Review (Amount to be deposited by Developer into Escrow)	\$2,500.00	remove - duplicated below
03.21.2022	Zoning Board of Review:		
03.21.2022	Minor Reviews (fences, sheds, pools)	\$350.00	
03.21.2022	Major Reviews (Houses, Additions)	\$500.00	
03.21.2022	Legal Notice for Board/Commission	\$150.00	remove - included in review fees
	Planning and Zoning Review Fees:		
03.21.2022	Administrative Site Plan Review	Hourly Rate	Update to: Per contractual rate plus 10% Admin fee
03.21.2022	Plan Review Building	Hourly Rate	Update to: Per contractual rate plus 10% Admin fee
03.21.2022	ZBA Review Fee	Hourly Rate	Update to: Per contractual rate plus 10% Admin fee
	Other reviews, reports and studies not included in contract retainer		add line and Per contractual rate plus 10% Admin fee
03.21.2022	Planning Commission Site and Rezoning and Special Land use review fees	Hourly Rate	Update to: Per contractual rate plus 10% Admin fee
03.21.2022	Special Board/Commission Meeting Request Meeting requests not included in contract	Hourly Rate	Update to: Per contractual rate plus 10% Admin fee
03.21.2022	Industrial and Commercial Developments: Engineering Fees (not included in Planning fees)		change title
03.21.2022	A. Site Plan Review (Amount to be deposited by the developer into Escrow)		
03.21.2022	Minor:	\$1,400.00	moved above
03.21.2022	Major:	\$5,000.00	moved above
03.21.2022	A. Engineering Plan Review (Amount to be deposited by the developer into Escrow)		
03.21.2022	Minor:	\$2,500.00	
03.21.2022	Major:	\$5,000.00	change to TBD
03.21.2022	B. Sanitary Sewer, Water Mains and Storm Sewers (Amount the be deposited by the Developer)	1% of construction cost plus \$75.00/acre	update fee verbage

BUILDING FEES

<u>Effective</u> <u>Date</u>	<u>Description</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
03.21.2022	*1% of construction plus cost of each utility (Amount the be deposited by the Developer)		remove
03.21.2022	C. Full-time Inspection of Construction of utilities to be dedicated to the Municipality	Hourly Rate	update to Hourly rate
03.21.2022	*Hourly engineering rate (Amount shall be escrowed by the developer or contractor)		Remove - moved line up
03.21.2022	Abatements -- Creation of District/Application	Hourly Rate	
03.21.2022	Alley Vacations	Hourly Rate	
03.21.2022	Street Vacations	Hourly Rate	

CLERK FEES

Effective Date	Description	Current Fee	Proposed Fee
04.18.2022	FOIA		
04.18.2022	Under 15 minutes	\$	-
			\$.25 plus Update to search/retrieve/review and \$10.00 a disc burn time (lowest pd. plus fees
04.18.2022	CD/DVD		
ADDITION	Flash Drive	\$15.00/flash drive plus fees	
			\$.06 one sided \$.10 two sided plus Update to \$.10 search/retrieve/review/copy plus fees
04.18.2022	Paper Print-Out		
			\$.30 per sheet of 30 plus search/retrieve/review/print (lowest pd. Employee)
04.18.2022	Printed Labels		
			\$.25 plus Update to search/retrieve/review/copy \$5.00 a sheet (lowest pd. Employee) plus fees
04.18.2022	Blueprints		
04.18.2022	Recordings of Public Meetings:		
			Update to
04.18.2022	Under 15 minutes per copy		\$.25 per disc \$10.00 a disc
			\$.25 per disc plus Update to search/retrieve/copy (lowest \$10.00 a disc pd. Employee) plus fees
04.18.2022	Over 15 minutes per copy		
			-\$2.50 per VHS plus Remove - No search/retrieve/copy (lowest longer pd. Employee) available
04.18.2022	Video Tapes		
04.18.2022	Electronic Tax Rolls:		
			Search/Retrieve/Review (lowest pd. Employee)
04.18.2022	First Roll		
			Search/Retrieve/Review (lowest pd. Employee)
04.18.2022	Additional FY		
04.18.2022	Maps		
04.18.2022	City (up to 11 x 17)	\$	1.00
04.18.2022	Precinct	\$	1.00
04.18.2022	Zoning (up to 11 x 17) color	\$	2.00
			\$.10 two sided plus search/retrieve/review/copy (lowest pd. Employee)
04.18.2022	Master Plan		
04.18.2022	City Charter/Code of Ordinances	\$	150.00
04.18.2022	Replacement/Updated Pages		\$0.25 per page
04.18.2022	CD/DVD	\$	75.00
04.18.2022	Zoning Ordinance	\$	150.00
04.18.2022	Replacement/Updated Pages		\$.10 two sided

CLERK FEES

Effective Date	Description	Current Fee	Proposed Fee
		\$.25 per disc plus Update to search/retrieve/copy (lowest \$10.00 a disc pd. Employee) plus fees	
04.18.2022	CD/DVD		
04.18.2022	Birth/Death Certificates - Certified Copies		
04.18.2022	First Copy	\$	18.00
04.18.2022	Each Additional Copy	\$	7.00
04.18.2022	Non-Certified Copy	\$	1.00
04.18.2022	Corrections after filing	1/2 of Original Cost	
04.18.2022	Boat Ramp Permits		
	Resident/Riverview Registered Business Owner	\$	25.00
	Non-Resident Boat Ramp Permit (Maximum of 50)	\$	200.00
04.18.2022	Boat Ramp Replacement Sticker	\$	5.00
04.18.2022	Assessment Roll, Plat Maps	\$	0.50
04.18.2022	Bicycle Registration	\$	5.00
04.18.2022	Bicycle Registration Transfer	\$	1.00
04.18.2022	Field Sheets	\$	1.00
	Mailing of Senior Citizen Tax Forms (Seniors to provide stamps or stamp cost)	Current Postage Rate	
04.18.2022	Non-Sufficient Funds Check Charge, per NSF check	\$	40.00
	Penalty for failure to file Property Transfer Affidavit	After 45 days \$5.00/day; max \$200.00	
04.18.2022	Personal Property Business List	\$	5.00
04.18.2022	Photocopies	\$	0.25
04.18.2022	Photographs		
04.18.2022	4x6 reprint, each; on photo paper from copier	\$	8.00
	8x10 reprint, each; on photo paper from copier	\$	10.00
04.18.2022	Print from colored copier	\$	5.00
	Transcripts of Public Hearings	\$.10 two sided plus search/retrieve/review/ copy (lowest pd. Employee)	
04.18.2022	CD/DVD of Special Event (i.e. Graduation)	\$	15.00
	Vacant/Blight Property secured by City or designated representative	Labor/Material/ Transportation plus 20% Adminstrative Fee	
04.18.2022			
ADDITION	Notary Fees		
	Resident	\$	5.00
	Non-Resident	\$	10.00
ADDITION	Passport Fees		

CLERK FEES

<u>Effective Date</u>	<u>Description</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
	Application Processing	\$	35.00
	Passport Photo	\$	10.00
		Varying on Service	
	Postage Fee	Requested	

DPW FEES

Effective Date	Description	Current Fee	Comments	Proposed Fee
04.18.2022	Water Services:			
		Long Tap, Actual Cost +		
04.18.2022	Water Service Installation	20%	\$6,000 Deposit	
		Short Tap, Actual Cost +		
04.18.2022	Water Service Installation	20%	\$4,000 Deposit	
	Water Service Capital			
04.18.2022	Connection Charge	\$ 500.00		
04.18.2022	Water Meter	Materials/Labor + 10%		
04.18.2022	Replace Damaged Meter	Materials/Labor + 10%		
		Non-Payment amount		
		of bill + 10% of non-		
04.18.2022	Turn Off/Turn On (Non-Payment*)	payment amount + labor & equipment		
04.18.2022	Turn Off/Turn On (Repairs)	Labor/Equipment + 10%		
04.18.2022	Turn Off - Out of Town	\$ -		
04.18.2022	Repair Stop Box	Materials/Labor + 10%		
04.18.2022	Repair Water Service	Materials/Labor + 10%		
04.18.2022	Damaged Hydrant	Materials/Labor + 10%		
		Water/Sewer Rates +		
04.18.2022	Hydrant Use	20%		
04.18.2022	Hydrant Meter/Backflow	\$ 4,000.00	Deposit	
	City-Owned Buildings:			
	Damage to Building			
04.18.2022	(Vandalism, etc.)	Materials/Labor + 10%		
04.18.2022	Street Services:			
04.18.2022	Damage to Sign Post	Materials/Labor + 10%		
		Snow Removal charge		
		of \$39.18 + 10% (admin		
		fee) + \$100 fine per		
		hour be changed to an		
		hourly fee of \$150 per		
04.18.2022	Snow covered sidewalks	hour + 10% (admin fee)		
	(Resolution 18-03 Amended)	with a minimum of 1		
04.18.2022	Damage to Fence	Materials/Labor + 10%		
		Hourly; Minimum 2 hr		
04.18.2022	Weed Cutting	charge \$100		
04.18.2022	Other:			

DPW FEES

<u>Effective Date</u>	<u>Description</u>	<u>Current Fee</u>	<u>Comments</u>	<u>Proposed Fee</u>
	Clean Up after Construction			
04.18.2022	Work	Materials/Labor + 10%		
04.18.2022	Dumpster Fees	Actual Cost + \$50.00		
04.18.2022	Special Pick Ups	No Fee		
	Delayed Assessment Fee -	Graduate yearly fee per		
04.18.2022	Change Water Meters	Ordinance		
	Delinquent Water Bills			
	Administrative Fee for			
04.18.2022	Transfer to Tax Roll	20% of Balance Due		
04.12.2024	Toters	Actual Cost + \$30.00		

FINANCE FEES

<u>Effective Date</u>	<u>Description</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
	Credit Card Fees	3% of charge	
	Non Sufficient Funds	\$ 40.00	
	Duplicate Tax Bill Fee	\$ 5.00	\$ 10.00

GOLF FEES

<u>Effective Date</u>	<u>Description</u>	<u>Current Fee</u>
03.01.2024	Small Bucket	\$ 6.00
03.01.2024	Medium Bucket	10%
03.01.2024	Large Bucket	\$ 13.00
03.01.2024	Crate	\$ 27.00
03.01.2024	3 Holes	\$ 5.00
03.01.2024	3 Hole Cart	\$ 4.00
03.01.2024	Replay Walking	\$ 3.00
03.01.2024	Replay Riding	\$ 5.00
03.01.2024	Indoor Facility	\$10.00/hour
03.01.2024	Spring 2024 Rates - Walk **Effective March 18, 2024 thru April 28, 2024**	
03.01.2024	Public 18	\$ 23.00
03.01.2024	Resident 18	\$ 21.00
03.01.2024	Public Sr/Jr. 18	\$ 17.00
03.01.2024	Resident Sr/Jr. 18	\$ 16.00
03.01.2024	Public 9	\$ 17.00
03.01.2024	Resident 9	\$ 16.00
03.01.2024	Public Sr/Jr. 9	\$ 13.00
03.01.2024	Resident Sr/Jr. 9	\$ 11.00
03.01.2024	Spring 2024 Rates - Ride **Effective March 18, 2024 thru April 28, 2024**	
03.01.2024	Public 18	\$ 38.00
03.01.2024	Resident 18	\$ 36.00
03.01.2024	Public Sr/Jr. 18	\$ 26.00
03.01.2024	Resident Sr/Jr. 18	\$ 25.00
03.01.2024	Public 9	\$ 25.00
03.01.2024	Resident 9	\$ 24.00
03.01.2024	Public Sr/Jr. 9	\$ 19.00
03.01.2024	Resident Sr/Jr. 9	\$ 17.00
03.01.2024	Summer 2024 Rates - Weekday Walk **Effective April 29, 2024 thru September 29, 2024**	
03.01.2024	Public 18	\$ 30.00
03.01.2024	Resident 18	\$ 28.00
03.01.2024	Public Sr/Jr. 18	\$ 20.00
03.01.2024	Resident Sr/Jr. 18	\$ 18.00
03.01.2024	Public 9	\$ 18.00
03.01.2024	Resident 9	\$ 16.00
03.01.2024	Public Sr/Jr. 9	\$ 14.00
03.01.2024	Resident Sr/Jr. 9	\$ 12.00
03.01.2024	Summer 2024 Rates - Weekday Ride **Effective April 29, 2024 thru September 29, 2024**	
03.01.2024	Public 18	\$ 45.00
03.01.2024	Resident 18	\$ 40.00
03.01.2024	Public Sr/Jr. 18	\$ 30.00
03.01.2024	Resident Sr/Jr. 18	\$ 28.00

GOLF FEES

<u>Effective Date</u>	<u>Description</u>	<u>Current Fee</u>
03.01.2024	Public 9	\$ 27.00
03.01.2024	Resident 9	\$ 25.00
03.01.2024	Public Sr/Jr. 9	\$ 20.00
03.01.2024	Resident Sr/Jr. 9	\$ 18.00
03.01.2024	Summer 2024 Rates - Weekend Walk **Effective April 29, 2024 thru September 29, 2024**	
03.01.2024	Public 18	\$ 39.00
03.01.2024	Resident 18	\$ 33.00
03.01.2024	Public 9	\$ 24.00
03.01.2024	Resident 9	\$ 20.00
03.01.2024	Summer 2024 Rates - Weekend Ride **Effective April 29, 2024 thru September 29, 2024**	
03.01.2024	Public 18	\$ 55.00
03.01.2024	Resident 18	\$ 49.00
03.01.2024	Public 9	\$ 34.00
03.01.2024	Resident 9	\$ 30.00
03.01.2024	Fall 2024 Rates - Walk **Effective September 30, 2024**	
03.01.2024	Public 18	\$ 20.00
03.01.2024	Resident 18	\$ 19.00
03.01.2024	Public Sr/Jr. 18	\$ 16.00
03.01.2024	Resident Sr/Jr. 18	\$ 15.00
03.01.2024	Public 9	\$ 16.00
03.01.2024	Resident 9	\$ 15.00
03.01.2024	Public Sr/Jr. 9	\$ 12.00
03.01.2024	Resident Sr/Jr. 9	\$ 11.00
03.01.2024	Fall 2024 rates - Ride **Effective September 30, 2024**	
03.01.2024	Public 18	\$ 32.00
03.01.2024	Resident 18	\$ 30.00
03.01.2024	Public Sr/Jr. 18	\$ 24.00
03.01.2024	Resident Sr/Jr. 18	\$ 22.00
03.01.2024	Public 9	\$ 22.00
03.01.2024	Resident 9	\$ 21.00
03.01.2024	Public Sr/Jr. 9	\$ 17.00
03.01.2024	Resident Sr/Jr. 9	\$ 16.00

LAND PRESERVE FEES

<u>Effective Date</u>	<u>Description</u>	<u>Amount Per Ton/Yard if Applicable</u>	<u>Type of Charge</u>	<u>Current Fee</u>
01.01.2024	Automobiles	N/A	FLAT RATE	\$ 60.00
01.01.2024	Van/SUV/Pickup	N/A	FLAT RATE	\$ 80.00
01.01.2024	Other Vehicles & Vehicles with Trailers:			
01.01.2024	TRASH	\$80.00 per TON	MIN CHARGE	\$ 95.00
	**Prior Approval Required for all dirt loads generated from non-residential			
01.01.2024	Tree Limbs, Logs, & Brush	\$45.00 per TON	MIN CHARGE	\$ 40.00
01.01.2024	Mixed Stumps & Other Wood	\$55.00 per TON	MIN CHARGE	\$ 45.00
01.01.2024	Camper Pickup Truck Bed Mounted		FLAT RATE	\$ 175.00
01.01.2024	Camper Tow Behind Pop Up		FLAT RATE	\$ 200.00
01.01.2024	Tree Wood Chips	\$3.50 per TON		
01.01.2024	In Addition to Disposal Charges:			
01.01.2024	Mattresses & Box Springs		EACH	\$ 30.00
01.01.2024	Weight Only Fee		PER TICKET	\$ 20.00
	Unloading/Dig Out Assistance - Signed			
01.01.2024	Waiver Required	\$250.00 per HOUR	MIN CHARGE	\$ 75.00
			PER	
01.01.2024	Credit/Debit Card Administrative Fee		TRANSACTION	3%
01.01.2024	Return Check Fee		PER CHECK	\$ 40.00

POLICE FEES

<u>Effective Date</u>	<u>Description</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
04.18.2022	Accident Reports no Redactions:		
04.18.2022	Report	\$	5.00
		\$.10 two sided plus	
04.18.2022	FOIA with Redactions	search/retrieve/review/copy	
04.18.2022	Identification Cards (each)	\$	2.00
04.18.2022	Fingerprinting Fee	Current State Fee + \$15.00	
04.18.2022	Carrying concealed weapon permit	\$	15.00
04.18.2022	Gun permits	\$	5.00
04.18.2022	Preliminary Breath Test	\$	10.00
04.18.2022	Record Clearance Checks	\$	10.00
04.18.2022	Forfeiture Vehicle Storage, per day	\$	10.00
	Vehicle Inspections, each vehicle: Ice		
04.18.2022	Cream Trucks, Taxicabs	\$	45.00
04.18.2022	Auto Salvage Inspection	\$	100.00

RECREATION FEES

Effective Date	Description	Current Fee	Proposed Fee
06.19.2023	Section A: Program & Rental Fees		
06.19.2023	Youth Passive Recreation Programs (i.e. craft classes, day camps, summer park programs, preschool programs)	\$6.00 - \$75.00	
06.19.2023	Youth Drop-In Programs (i.e. teen basketball, flook hockey, o	\$2.00 - \$8.00	
06.19.2023	Youth Instructional Programs (i.e. swim lessons, tennis lessons, 2nd grade basketball, rollerblading)	\$12.00 - \$85.00	
06.19.2023	Youth Athletic Leagues (i.e. competitive swim, soccer league, junior tennis league, t-ball, junior basketball league)	\$20.00 - \$210.00	
06.19.2023	Youth Special Events (i.e. trips, holiday specials, sports clinics, theatre trips)	\$5.00 - \$50.00	
06.19.2023	Family Special Events (i.e. Christmas light show, theatre trips, professional sporting events)	\$10.00 - \$75.00	
06.19.2023	Adult Drop-In Programs (i.e. tennis mixer night, open basketball, open swim, indoor walking, paddleboats)	\$2.00 - \$12.00	
06.19.2023	Adult Instructional/Craft/Home Imporvement Projects (i.e. aerobics, country line dance, swim aerobics, yoga,	\$10.00 - \$90.00	
06.19.2023	Senior Citizen Day Trip Programs	\$5.00 - \$125.00	
06.19.2023	Senior Citizen Programming	\$2.00 - \$40.00	
06.19.2023	Supply Fee	\$5.00 - \$35.00	
06.19.2023	Municipal Gym Rental (2 hr. rental)	\$40.00/hour	
06.19.2023	Non-Resident	\$50.00/hour	
06.19.2023	Additional Room Fee	\$ 40.00	
06.19.2023	Deposit	\$ 100.00	
06.19.2023	Baseball/Softball Field Rental (per game)	\$ 50.00	
06.19.2023	Park Use Sport or Private	\$ 50.00	
06.19.2023	Community Center Rental Fees		
06.19.2023	Individuals & Private Organizations	\$300.00 per day	
06.19.2023	Community Service Organizations & City Employees	\$50.00 off per day	
06.19.2023	Department Sponsored/Co-Sponsored Programs	\$ -	
06.19.2023	Non-Resident Fee	+ \$50.00 per day	
06.19.2023	Deposit	\$ 250.00	
06.19.2023	Sign Fee (Left in Park after Party)	\$ 50.00	
06.19.2023	Special Event Vendor Fees		
06.19.2023	Craft/Merchandise	\$25.00 - \$250.00	
06.19.2023	Food/Food Truck	\$25.00 - \$350.00	
06.19.2023	Civic Group	\$0.00 - \$50.00	
06.19.2023	Section B: Non-Resident Fees		

RECREATION FEES

<u>Effective Date</u>	<u>Description</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
06.19.2023	Youth, Adult, Senior Non-Residents: Programs and leagues will be opened for non-resident enrollment when space is available at no extra fee. Non-residents will be permitted to register for programs 48 ours after registration is open.		
06.19.2023	Community Center Building Non-Residents: Community Center Building rentals will be open to non-residents at an additional cost of \$50.00 per day. Non-Residents will be permitted to reserve a Community Center Building Renntal 6 months in advance of rental date.		
06.19.2023	Section C: Cancellation and Administration Fee		
06.19.2023	Cancellation of programs may be done at any time before the second class session. Cancellations are subject to an administration/cancellation fee up to 25% of the cost of the program plus cost of supplies, equipment, materials, jerseys purchased for the program.		
06.19.2023	Section D: Contracted Services		
06.19.2023	and events (i.e. Karate, Yoga, Aerobics, Line Dancing). The Department will require 15%-35% of the program cost as fees for any contracted recreation program or special event. The fees will be determined based on City service being extended, and determined by the Recreation Director.		
06.19.2023	Associations		
06.19.2023	The Associations shall set their own registration fees. The Recreation Department will collect late registration fees for private recreation associations, when requested, as a service to participants.		



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding, entered into this _____ day of _____ 2024, by the **City of Riverview (City)** and **Carlisle/Wortman Associates, Inc. (CWA)**.

WHEREAS, Carlisle/Wortman Associates, Inc. has provided the City of Riverview with continuous assistance in community development and building administration services since 2009 and most recently pursuant to the terms of a contractual agreement entered into in 2012, the term of which expired in 2015.

AND WHEREAS, CWA has continued to provide assistance in community development and building administration services under the terms of the 2012-2015 agreement since its expiration with no rate or fee adjustments.

AND WHEREAS, the City desires the uninterrupted continuation of community development and building administration services provided by CWA for a period of 120 days subject to the rate adjustments outlined in the attached agreement and in conjunction with City fee schedule adjustments to be adopted by the City.

NOW, THEREFORE, In consideration of the foregoing, and of the mutual agreement hereinafter set forth, the parties hereto legally intending to be bound hereby do agree for themselves and their respective successors and assigns agree to as follows in the **Agreement for Community Development and Building Department Consulting Services** attached hereto as **Attachment A**.

BACKGROUND INFORMATION

CWA originally entered into a contract with the City in 2009 to manage and staff the Community Development Department, which included building administration and inspections. The contract was extended for three (3) years in 2012 and expired in 2015.

Since 2015, CWA has been operating under an automatic contract extension. During this period, CWA initiated numerous discussions with the previous City administration about revising the contract. In 2019, CWA assumed responsibility for trade and rental housing inspections, and at that time, proposed a complete revision of the agreement that would incrementally raise fees commensurate with costs over a three (3) year period. In that contract proposal, CWA recommended reducing the Community Development Director's time to one (1) day a week to be devoted exclusively to economic development. To repave the Director's administrative duties, CWA also proposed adding a planning and zoning coordinator two (2) days a week at a lower rate.

Had that proposed contract been presented for consideration and adopted in 2019, it would have resulted in a revision of CWA's contractual fees as follows:

Benjamin R. Carlisle, *President* John L. Enos, *Vice President* Douglas J. Lewan, *Principal*
David Scurto, *Principal* Sally M. Elmiger, *Principal* R. Donald Wortman, *Principal* Craig Strong, *Principal*
Paul Montagno, *Principal* Megan Masson-Minock, *Principal* Laura Kreps, *Principal*
Richard K. Carlisle, *Past President/Senior Principal*

- 2012 Contract (total monthly retainer) \$13,226
- 2019 Proposal (total monthly retainer)
 - 2019-20 \$16,978
 - 2020-21 \$17,656
 - 2021-22 \$18,362

Had the 2019 contract proposal been presented to Council and been approved, the parties would not be in the position they find themselves today. In short, CWA has provided the City with stable, highly qualified and experienced staff without any fee adjustments to meet increased salary, benefit, and overhead costs. CWA has strived to maintain staffing consistency so that the Community Development and Building Departments are serviced by individuals who are knowledgeable with the City and its operations and who work well with other City departments and staff.

PROPOSAL FOR TERM EXTENSION WITH RATE ADJUSTMENT

Working with the new City administration earlier this year, CWA had productive discussions in an effort to resolve this situation. In January 2024, CWA proposed contractual rate adjustments that have since been revised to include additional cost-saving opportunities for the City.

For instance, CWA eliminated the monthly retainer for the Community Development Director's attendance at evening meetings in lieu of prevailing hourly rates for actual time spent at meetings. CWA believes this may be a more equitable approach both for the City and CWA, and will provide the City with the ability to control costs as the City deems appropriate. In addition, CWA has proposed alternate staffing in order to lower retainer rates by assigning a Community Planner to fulfill a portion of the Community Development Director's schedule.

At the City's suggestion, CWA surveyed other municipal building department fees to determine the City's position relative to its neighboring communities and its ability to recover costs. Accordingly, CWA has recommended limited fee and process adjustments to better align the City with area prevailing rates and services. For instance, the standard \$20 permit application fee is recommended to be adjusted to a non-refundable \$75 base permit fee in order to better cover costs, including unplanned permit refund effort. The first inspection fee will be \$50 and additional inspections required to verify code compliance will be \$75 each; the City currently does not cover the cost to provide all inspections.

CWA has also recommended changing how the multifamily rental inspection cycle is administered to afford the City more control over the workflow and receipt of revenues. By doing it all in a single year as the City now does, workload equity is very difficult and causes significant and unpredictable revenue fluctuations over fiscal budgets. Both of these undesirable factors can be eliminated by spreading inspections out over the City's three-year certification cycle; CWA has suggested a methodology that makes more sense. Further, multifamily rental inspection fees are recommended to be adjusted to cover costs and position the City in alignment with neighboring communities.

CWA values its relationship with the City and wants to continue to provide services to the City. Although a three (3) year agreement is preferred, CWA is willing to enter into this 120-day Memorandum of Understanding to help demonstrate its viability.

The new total monthly retainer to maintain the current scope of services will be **\$19,956** for Community Development and Building Department administrative staffing, plus per-inspection fees for building, trade, rental, and home sale inspections as outlined in the **Agreement for Community Development and Building Department Consulting Services** attached hereto as **Attachment A**.

CWA has strived to control costs as measured over the past 12 years since the most recent 2012 contract agreement was executed. The proposed 2024-25 administrative retainer, as compared to the 2012 retainer, represents the equivalent of 3.5% adjustments each year. At the completion of this 120-day period, CWA would submit a request for a three (3) year extension, which would also reflect a relatively modest annual increases of 3.5% for the City's approval.

WITNESS

CITY OF RIVERVIEW


Andrew Swift
Mayor

Shane Anne Harrison
Clerk

CARLISLE/WORTMAN ASSOCIATES, INC.



Laura Kreps



Benjamin R. Carlisle, AICP
President
Carlisle/Wortman Associates, Inc.

ATTACHMENT A

AGREEMENT FOR COMMUNITY DEVELOPMENT AND BUILDING DEPARTMENT CONSULTING SERVICES

THIS AGREEMENT, Entered into this _____ day of _____ 2024, by the **City of Riverview**, hereinafter referred to as the “**Client**” and **Carlisle/Wortman Associates, Inc.** hereinafter referred to as the “**Consultant**.”

WHEREAS, The Client desires to engage the Consultant to provide assistance in planning and zoning administration services for an interim period of 120 days pursuant to the terms of this Memorandum of Understand.

NOW, THEREFORE, In consideration of the foregoing, and of the mutual agreement hereinafter set forth, the parties hereto legally intending to be bound hereby do agree for themselves and their respective successors and assigns as follows:

SECTION 1.0 COMMUNITY DEVELOPMENT & BUILDING DEPARTMENT SERVICES

The Consultant agrees to provide services in accordance with a **Scope of Work** outlined in **Attachment B** attached hereto as requested by the City of Riverview.

SECTION 2.0 COLLECTION OF DATA

It is understood that the Consultant will have the cooperation of the Client in the collection of basic data and other information for the above work.

SECTION 3.0 PAYMENT FOR SERVICES

- 3.1** For all services, the Consultant shall be paid in accordance with the retainer fees, hourly rates, and per-inspection rates described in **Attachment C** attached hereto.
- 3.2** **Terms of Payment** - The Consultant shall present the Client an invoice each month based on work performed in the previous month. Invoices shall be paid within thirty (30) days after receipt by the Client.

SECTION 4.0 REPRESENTATION

It is understood and agreed that **Benjamin Carlisle** will represent the Consultant in all matters pertaining to this Agreement. The principal-in-charge of services will be **Dave Scurto**. From time to time, the Consultant may use additional personnel within the firm or sub-consultants to assist in the execution of matters pertaining to this contract.

SECTION 5.0

OWNERSHIP OF MATERIALS

All documents or other materials prepared by the Consultant under this Agreement shall be considered the property of the Client. In the case of pending or future litigation, the Client acknowledges the Consultant cannot produce any information or materials requested at any point in the litigation process without authorization from the City Attorney, or designated Legal Counsel. The Client agrees to defend the Consultant against any and all claims when the Consultant is operating under the direction of the City Attorney, or other designated Legal Counsel in accordance with Section 7.0.

SECTION 6.0

INSURANCE

6.1 During the term of this agreement, the Consultant agrees to procure and maintain in effect insurance policies naming the Client as an "Additional Insured" in the amounts and with the types of coverage shown below:

1. Professional liability insurance protecting the Consultant and its employees in an amount not less than \$2,000,000.
2. Workers Compensation Insurance in the form and amount required by Michigan law.
3. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$2,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage.

SECTION 7.0

INDEMNIFICATION

The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold the Client harmless from damages and losses arising from the negligent acts, errors or omissions of the Consultant in the performance of professional services under this Agreement, to the extent that the Consultant is responsible for such damages and losses on a comparative basis of fault and responsibility between the Consultant and the Client. The Consultant is not obligated to indemnify the Client for the Client's own negligence.

SECTION 8.0

TERMS OF AGREEMENT

The term of this Agreement shall be for a period of **120 days** from the date first set forth in this Agreement, unless mutually extended.

This Agreement may be terminated by either the Client or Consultant individually or jointly upon thirty (30) days written notice. Compensation during the notice period would be paid by the Client to the Consultant if services are faithfully rendered to the Client.

IN WITNESS WHEREOF, The Consultant and the City of Riverview execute this Agreement as of the date first set forth in this Agreement.

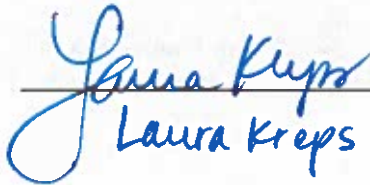
WITNESS


CLIENT

Andrew Swift
Mayor

Shane Anne Harrison
Clerk

CONSULTANT


Laura Kreps


Benjamin R. Carlisle, AICP
President
Carlisle/Wortman Associates, Inc.

ATTACHMENT B SCOPE OF SERVICES

Community Development Director/Planner

(Retainer)

CWA will provide qualified and experienced Community Development staff to work on-site at the Client's office the equivalent of three (3) full days per week as follows:

- CWA will provide a **senior-level planner** (*currently Dave Scurto, AICP, Principal with the Firm*) to serve as **Community Development Director**. The Director will work on-site at the Client's office two (2) days per week.
- CWA will provide an assistant **Community Planner** to work on-site at the Client's office one (1) day per week.
- Staffing may occasionally be adjusted as necessary so as to always provide at least three (3) days per week of on-site planner staffing at the Client's office.
- The Community Development Director and/or designee will attend evening meetings of the City Council, Planning Commission, and Zoning Board of Appeals on an as-needed basis at the Client's discretion to be billed at prevailing hourly rates. Every effort will be made in collaboration with the Client to eliminate unnecessary meeting attendance to reduce costs.

In addition to scheduled office staffing, the Community Development Director will be available by telephone and email for unlimited communication with staff, residents, property owners, and business owners during business hours. Individual appointments with staff will be accommodated in a timely manner in alignment with on-site staffing schedules.

Community Development duties will include:

- Day-to-day management of community development activities including:
 - Conceptual meetings with potential developers
 - Pre-application meetings with developers
 - Receive and process site plan applications
 - Receive and process zoning permit applications
 - Staff support to the Planning Commission and Zoning Board of Appeals:
 - Agenda preparation
 - Public hearing notices (preparation/mailling/posting)
 - Attend meetings and present application cases
 - Implement commission/board decisions
 - Facilitate meeting minutes
 - Oversight management of Building, Zoning and Planning functions and staffing

Miscellaneous Other Duties

(Hourly Rates)

- Meeting attendance outside of scheduled hours as requested by the City Manager
- Assist city staff with grant applications as requested (recreation, parks, DPW, trees)
- Assist with the RFP process to sell city-owned property
- Assignments outside of the scope of retainer hours

Development Plan Review Projects (Pass Through Cost to Applicant)**(Hourly Rates)**

Review of projects submitted to the Community Development Department will be billed at the hourly rates listed in **Attachment C**. Examples of such projects include, but are not limited to, the following:

- Single-Family Subdivision Plat Review
 - Sketch Plan Review
 - Preliminary Plat Review
 - Final Plat Review
- Site Plan Review
 - Preliminary Plan
 - Final Plan
- Planned Unit Development
 - Preliminary Site Plan
 - Final Detailed Site Plan
- Rezoning Applications
- Conditional Land Use Applications
 - Open Space Development
 - All Others
- Variances
- Review of Revisions

Building & Zoning Administrator**(Retainer fee)**

CWA will provide a qualified Building and Zoning Administrator (*currently Jennifer Dufore*) to work on-site at the Client's office five (5) days per week during the Client's regular business hours excluding holiday closures. The Administrator will coordinate Building and Planning operations in conjunction with the Community Development Director to provide the following services:

- Building Department Services
 - Organize and manage Client's BS&A Building.NET records management software.
 - Intake, process, invoice, and issue building and trade permit applications.
 - Distribute building plans for review; distribute approved plans to appropriate inspectors for field use.
 - Receive requests for inspections and schedule inspections for appropriate inspectors to perform.
 - Receive, process, and record inspection results as required.
 - Monitor inspector's schedules and inspection results to verify completeness; handle any technical or follow-up services required.
 - Receive resident and permit applicant phone calls and email inquiries; answer administrative and technical questions as necessary.
 - Coordinate Building Department activities with other City departments as needed.
- Planning & Zoning Services
 - Assist planning staff with receipt of site plan applications, zoning permit applications, and related community development processes as necessary.

- Review and/or approve zoning permit applications as appropriate.
- Manage development escrow accounts for site plan applications/projects.
- Manage development escrow accounts for the city's engineering consultant.
- Assist the city's code enforcement officers as needed.
- Testify in district court on code enforcement cases as necessary (may require office coverage which will be included).
- Assist residents and applicants with technical and procedural questions regarding planning and zoning ordinances and permit application requirements as necessary.
- Assist planning staff with meeting agendas and legal publications as necessary.

Building/Rental Housing Technician

(Retainer fee)

CWA will provide a qualified Administrative Support technician to work on-site at the Client's offices two (2) days per week during the Client's regular business hours excluding city holiday closures. Under the supervision of the Building and Zoning Administrator, the support staff will assist with administration of building and trade permits, and will administer the city's Rental Housing Certification and Home Sale Inspection programs. Duties will include:

- Receive, process, and invoice rental housing registration and home sale inspection applications.
- Schedule rental housing and home sale inspections and make assignments to appropriate inspectors.
- Monitor inspection results to verify completeness; handle any technical or procedural questions that arise.
- Issue inspection reports to property owners and schedule re-inspections as required.
- Issue approved rental housing certificates and monitor certifications for timely renewal.
- Issue approved home sale certificates.
- Receive and process home sale escrow funds; transfer code violation responsibility to buyers when appropriate; monitor code violation abatement timelines; refund or forfeit escrow funds as appropriate; coordinate with the city's Code Enforcement officers to issue code violations for default situations.
- Fill-in and assist with the administration of building and trade permits as necessary.

Building Official / Building Code Consultation

(retainer fee)

CWA will provide a qualified Building Official registered by the State of Michigan in compliance with all applicable laws, ordinances, standards, and regulations. The building official will oversee inspection activity, monitor the quality of inspection services, resolve questions or disputes regarding inspection services, interpret the application of the building code in accordance with state law, and issue certificates-of-occupancy. The building official will regularly consult with inspection and administrative staff and will be available for consultation during regular business hours and during emergencies as necessary.

Construction Code Plan Review***(pass-through hourly fee)***

CWA will provide commercial construction plan review services performed remotely by state-registered and qualified plan reviewers in coordination with the city's building official and building inspector. Initial plan review will be completed within 10 business days with direct communication with the design professional of record. Residential construction plan review will be provided either remotely or on-site at no additional charge.

Building Inspections***(per inspection fee)***

CWA will provide a qualified building inspector registered by the State of Michigan to be available to work at the client's office five (5) days per week during regular business hours. Building inspection services will be performed on a scheduled basis as needed to meet construction project timelines.

Trade Inspections (Mechanical-Electrical-Plumbing)***(per inspection fee)***

CWA will provide qualified mechanical, electrical, and plumbing inspectors registered by the State of Michigan to perform trade inspections during regular business hours as needed. Trade inspectors will coordinate inspections and inspection results with the city's Building Department administrative staff.

Rental Housing Inspections***(per inspection fee)***

CWA will provide qualified housing inspectors to perform commercial and residential housing inspections as needed in coordination with Building Department administrative staff. Inspectors will be responsible for performing property maintenance code inspections for rental housing buildings, dwelling units, and accessory facilities; communicating with landlords and maintenance staff concerning code violations, and completing inspection reports in a timely manner.

Home Sales Inspections***(per inspection fee)***

CWA will provide qualified inspectors to perform point-of-sale home inspections as needed in coordination with Building Department administrative staff. Inspectors will be responsible for performing property maintenance inspections for home sale purposes, communicating with homeowners concerning code violations, and completing inspection reports in a timely manner.

ATTACHMENT C

STAFFING RETAINER AND OTHER RATES

	2024-25
Community Development Director (2 days/wk)	\$6,480
Community Planner/Assistant (1 day/wk)	\$2,124
Building & Zoning Administrator (5 days/wk)	\$9,282
Building Department Technician (2 days/wk)	\$1,624
Building Official (365 day availability as needed)	\$446
Total Monthly Retainer Invoiced	\$19,956

COMMERCIAL PLAN REVIEW HOURLY RATES

	2024-25
Commercial Code Plan Review	\$130

PER-INSPECTION FEES

	2024-25
Building Inspections	\$80
Trade Inspections	\$80
Home Sale Inspections	\$80
Rental Housing Inspections	\$80

PLANNING CONSULTATION HOURLY RATES

	2024-25
Principal	\$150
Senior Associate	\$135
Associate	\$125
Community Planner/Landscape Architect	\$115
Graphics (GIS) Technician	\$100
Support Staff	\$85

Community Development & Building/Engineering Appropriations History

All Appropriations

Dept 447 - Community Development		2022-23	2023-24	2024-25
101-447-725.100	Part-Time Salaries	\$37,448		
101-447-725.500	Social Security - Employer	\$2,865		
101-447-730.000	Unemployment Expense	\$14		
101-447-735.000	Workers Comp Expense	\$309		
101-447-740.000	Operating Supplies	\$102	\$500	\$500
101-447-740.050	Supplies - Boards & Commissions		\$500	\$500
101-447-740.166	Supplies - Code Enforcement	\$591	\$1,300	\$1,300
101-447-740.175	Uniforms - Laundry/Cleaning	\$1,606		
101-447-775.005	Vehicle Fuel & Maintenance	\$4,564		
101-447-802.000	Dues & Subscriptions	\$14	\$800	\$800
101-447-803.500	Background Investigations	\$153		
101-447-818.000	Contractual Services	\$108,703	\$142,800	\$103,248
101-447-818.007	Economic Development Corporation	\$2,927		
101-447-818.024	Property Maintenance	\$14,937		
101-447-818.700	Meetings			\$27,000
101-447-818.800	**Block Grant Admin Fees			\$8,500
101-447-853.000	Cell Phone/Ipad	\$3,700	\$492	
101-447-862.000	Travel, Ed & Training		\$500	\$500
101-447-862.050	Training - Boards & Commissions		\$1,000	\$1,000
101-447-905.100	Printing		\$3,000	\$3,000
Totals for Dept 447 - Community Development		\$177,933	\$150,892	\$146,348
Dept 448 - Building & Engineering		2022-23	2023-24	2024-25
101-448-740.000	Operating Supplies	\$2,017	\$4,000	\$4,000
101-448-815.000	Consulting Engineer	\$35,917	\$40,000	\$40,000
101-448-818.000	Contractual Services	\$72,954	\$69,912	\$136,224
101-448-818.050	Copy Machine Maintenance	\$4,945	\$7,000	\$7,000
101-448-822.000	Building Inspection Fees	\$69,810	\$90,000	\$90,000
101-448-822.100	Inspector Fees - Rental Housing	\$76,245	\$50,000	\$50,000
101-448-822.200	Inspector Fees Home Transfer	\$20,230	\$32,000	\$35,000
101-448-823.000	Plumbing Inspections	\$51,105	\$60,000	\$8,500
101-448-824.000	Electrical Inspections			\$14,000
101-448-825.000	Mechanical Inspections			\$15,000
101-448-853.000	Cell Phone/Ipad	\$564		
101-448-998.050	Computer Equipment	\$2,804		
Totals for Dept 448 - Building & Engineering		\$336,591	\$352,912	\$399,724
Total Appropriations		\$514,524	\$503,804	\$546,072
Total Revenues		\$363,866	\$284,000	\$526,362
Net		(\$150,658)	(\$219,804)	(\$19,710)
			**Kibby	\$8,500
				(\$11,210)

Community Development & Building/Engineering Appropriations History

CWA Contractual Appropriations

		2022-23	2023-24	2024-25
Dept 447 - Community Development				
101-447-818-000	Contractual Services	\$108,703	\$142,800	\$103,248
101-447-818.700	Meetings			\$27,000
Totals for Dept 447 - Community Development		\$108,703	\$142,800	\$130,248
		2022-23	2023-24	2024-25
Dept 448 - Building & Engineering				
101-448-818.000	Contractual Services	\$72,954	\$69,912	\$136,224
101-448-822.000	Building Inspection Fees	\$69,810	\$90,000	\$90,000
101-448-822.100	Inspector Fees - Rental Housing	\$76,245	\$50,000	\$50,000
101-448-822.200	Inspector Fees Home Transfer	\$20,230	\$32,000	\$35,000
101-448-823.000	Plumbing Inspections	\$51,105	\$60,000	\$8,500
101-448-824.000	Electrical Inspections			\$14,000
101-448-825.000	Mechanical Inspections			\$15,000
Totals for Dept 448 - Building & Engineering		\$290,344	\$301,912	\$348,724
Total Appropriations - CWA Work		\$399,047	\$444,712	\$478,972
Total Revenues - CWA Work		\$337,772	\$258,800	\$510,162
Net		(\$61,275)	(\$185,912)	\$31,190

Community Development & Building/Engineering Revenue History

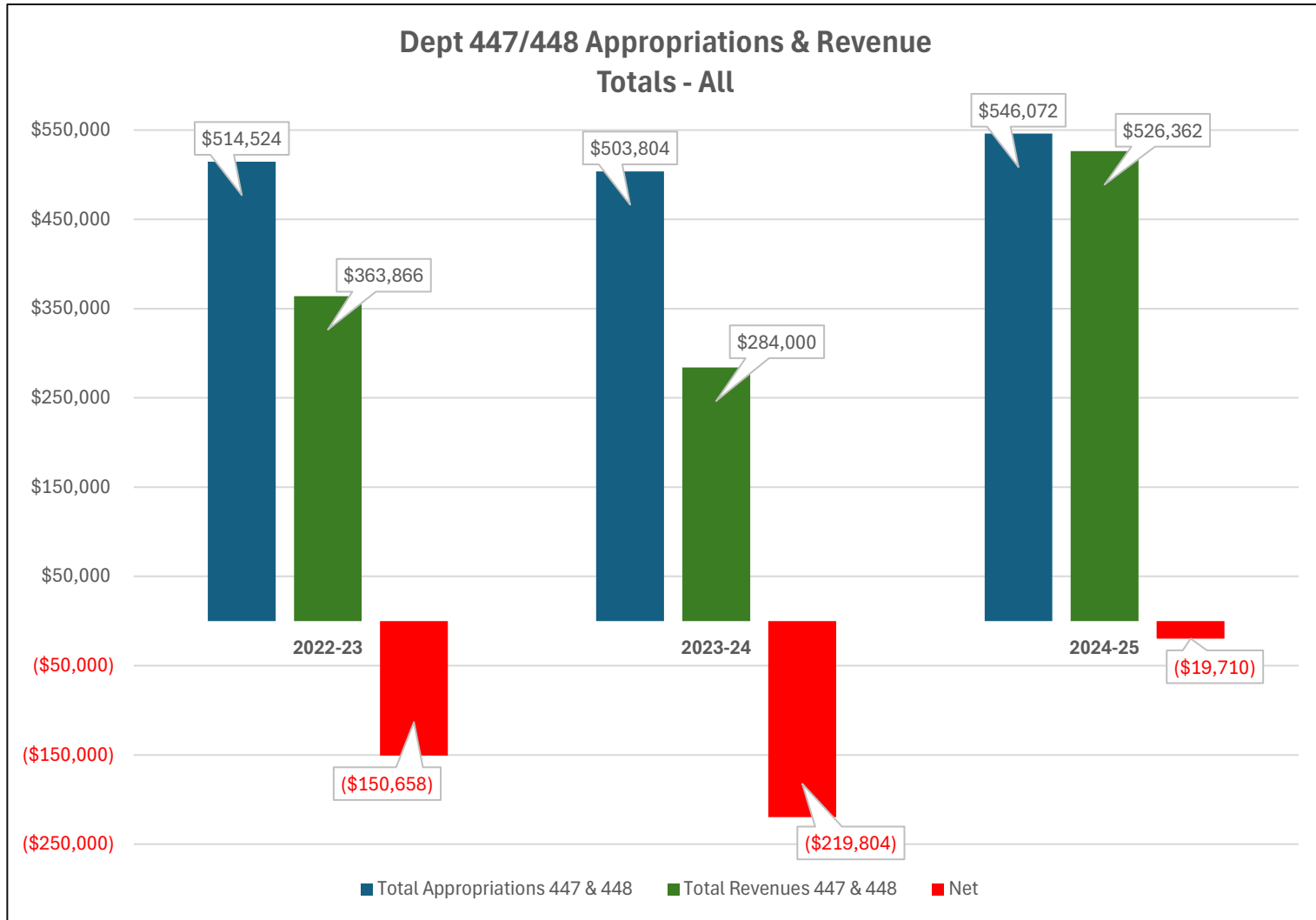
All Revenues

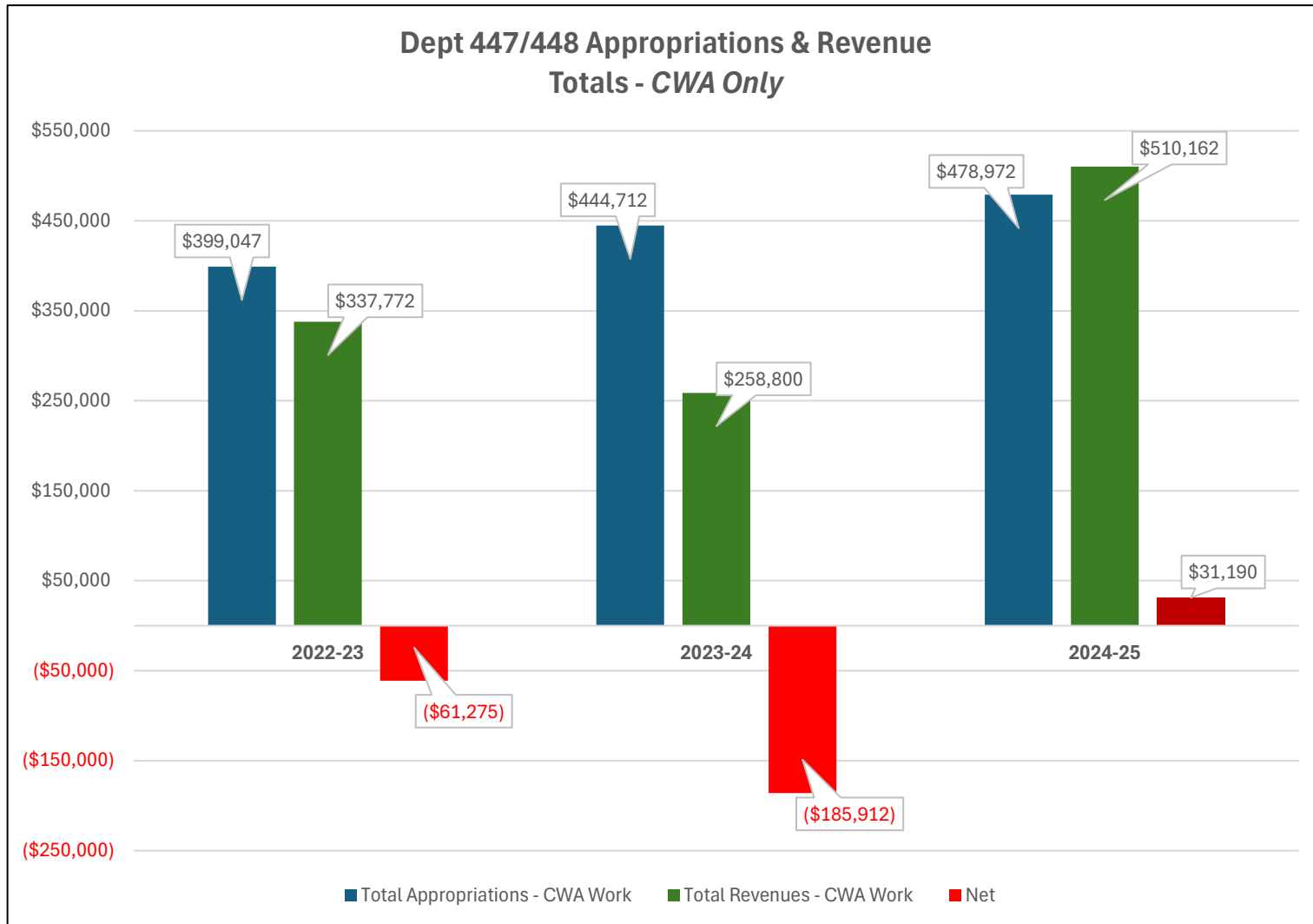
Dept 000 - Revenues		2022-23	2023-24	2024-25
101-000-483-000	Rental Housing Registration Fees	\$750	\$800	\$1,000
101-000-484-000	Rental Inspection Fees	\$78,720	\$50,000	\$119,955
101-000-485.000	Background Check for Business Lic	\$575	\$600	\$600
101-000-486.000	Home Transfer Inspection Fees	\$31,900	\$40,000	\$35,320
101-000-487.000	Vacant Property Registration Fees	\$900	\$600	\$600
101-000-630.010	Contractor Licenses	\$10,200	\$8,000	\$8,000
101-000-630.030	Building Permits	\$145,642	\$95,000	\$238,100
101-000-630.040	Electrical Permits	\$30,970	\$30,000	\$42,730
101-000-630.050	Mechanical Permits	\$27,253	\$25,000	\$44,950
101-000-630.060	Plumbing Permits	\$12,337	\$10,000	\$20,107
101-000-630.090	Administrative Fee - Eng Reviews	\$24,619	\$24,000	\$15,000
Totals for Dept 000 - Revenues		\$363,866	\$284,000	\$526,362

Community Development & Building/Engineering Revenue History

CWA Contractual Revenues

Dept 000 - Revenues		2022-23	2023-24	2024-25
101-000-483-000	Rental Housing Registration Fees	\$750	\$800	\$1,000
101-000-484-000	Rental Inspection Fees	\$78,720	\$50,000	\$119,955
101-000-486.000	Home Transfer Inspection Fees	\$31,900	\$40,000	\$35,320
101-000-630.010	Contractor Licenses	\$10,200	\$8,000	\$8,000
101-000-630.030	Building Permits	\$145,642	\$95,000	\$238,100
101-000-630.040	Electrical Permits	\$30,970	\$30,000	\$42,730
101-000-630.050	Mechanical Permits	\$27,253	\$25,000	\$44,950
101-000-630.060	Plumbing Permits	\$12,337	\$10,000	\$20,107
Totals for Dept 000 - Revenues		\$337,772	\$258,800	\$510,162







Economic Development Department Property Intake Form

Please fill out form to the best of your abilities. Do not leave any field blank, use "n/a" if necessary.

Contact Information

First Name: Jeff **Last Name:** Dobek

City/Company/Organization Name: City of Riverview

Email Address: jdobek@cityofriverview.com

Cell Phone: (734) 626-5113 **Business Phone:** (734) 281-4201

Property Information:

Site Address: 51 005 01 0014 000 **City:** Riverview

Site Name: Riverview - Grange **Current Zoning:** R-1 Single-Family Residential w/ possibility of conditional rezoning.

Acreage: 9.49 acres

Current Site Owner (circle):

City County Bank Private Other Unknown

Name of Owner: City of Riverview

Is this site in a DDA District or Downtown Area? Yes **No** Unsure

Is this site in a designated Opportunity Zone? Yes **No** Unsure

Is there a developer currently interested in the site? Yes **No** Unsure

Please share any known previous site uses or history: Vacant property not previously used.

Are there any known or suspected contaminant releases on site? Yes- **No** Unsure

What is the desired future use? **Residential** Commercial Industrial Recreational Mixed

Are there any additional access points? Rail ~~Water~~/Port **N/A**

Known utilities on site: **Water** **Electric** **Gas** **Fiber (Unsure)**

Desired next steps:

Help with marketing property

Help with environmental testing or remediation

Other: Zoning description is attached. City-owned property with an assessment of zero dollars.

• EconomicDevelopment@dccwf.org • (734) 362-7038 •

Section 3.01 - Single-Family Residential Districts (R-1, R-2, R-3, R-4 and R-5).

A. Intent.

The intent of the Single-Family Residential Districts is to primarily provide for single-family detached residential dwellings and associated uses. The R-1, R-2, R-3, R-4 and R-5 Districts have different minimum area, density, and building placement requirements to provide for different housing types and residential densities that accommodate the varied needs of the population.

It is the further intent of these districts to permit a limited range of uses that are associated and compatible with single-family dwellings and residential land uses, and which would contribute to the richness and stability of residential neighborhoods. Multiple-family, office, business, commercial, industrial and other uses that would interfere with the quality of single-family residential life are prohibited in these districts.

B. Principal Uses and Structures.

In the R-1, R-2, R-3, R-4 and R-5 Districts, no structure or land shall be used, erected, or altered, in whole or in part, except for one (1) or more of the following principal permitted uses:

1. Single-family detached dwellings, subject to the standards of Section 8.108 (Single-Family Dwelling, Detached).
2. Publicly owned and operated parks, parkways, and recreation facilities, subject to the standards of Section 8.315 (Recreation, Indoor and Outdoor).
3. Private parks owned and maintained by homeowner associations, subject to the standards of Section 8.315 (Recreation, Indoor and Outdoor).
4. Child and adult residential care facilities of the following nature or as licensed by the State of Michigan:
 - a. Adult foster care family home [six (6) or fewer adults].
 - b. Foster family home [four (4) or fewer children twenty-four (24) hours per day].
 - c. Foster family group home [five (5) to six (6) children twenty-four (24) hours per day].
 - d. Family day care home [six (6) or fewer children less than twenty-four (24) hours per day].
5. Cemeteries that lawfully occupy land at the time of the adoption of Ordinance, subject to the standards of Section 8.201 (Cemeteries).
6. Fire stations.

C. Accessory Uses and Structures.

The following uses and structures shall be permitted accessory to principal uses in the R-1, R-2, R-3, R-4 and R-5 Districts, subject to the provisions of Section 24.03 (Uses):

1. Home occupations, subject to the provisions of Section 8.104 (Home Occupations).
2. Signs, subject to the provisions of Article 17 (Signs).
3. Off-street parking, subject to the provisions of Article 13 (Streets and Off-Street Parking).
4. Uses and structures incidental to and customarily associated with Single-Family detached dwelling units, such as private garages.
5. Private swimming pools, subject to the provisions of Section 24.06 (Accessory Structures and Uses).

D. Special Land Uses.

The following uses may be permitted in the R-1, R-2, R-3, R-4 and R-5 Districts by the Planning Commission, subject to the conditions specified for each use; review and approval of the site plan by the Planning Commission; any special conditions imposed by the Planning Commission to fulfill the purposes of this Ordinance; and the procedures and requirements set forth in Section 20.02 (Special Land Uses):

1. Bed and breakfast inns, subject to the standards of Section 8.102 (Bed and Breakfast Inns).
2. Institutional uses [as defined in Section 25.02 (Definitions)], subject to the standards of Section 8.203 (Institutional Uses).
3. Child and adult residential care facilities of the following nature or as licensed by the State of Michigan, subject to the standards of Section 8.103 (Child Care Center, Group Day Care, Nursery Schools, Day Nurseries, Pre-Schools):
 - a. Group day care home [twelve (12) or fewer children less than twenty-four (24) hours per day].
 - b. Adult foster care small group home [twelve (12) or fewer adults].
 - c. Child care centers.
4. Golf courses, subject to the standards of Section 8.308 (Golf Courses).
5. Public utility facilities, subject to the standards of Section 8.205 (Public Utility and Essential Service Structures and Uses).
6. Municipal buildings and uses.

(Ord. No. 717, art. I, 10-19-2020)

Section 20.05 - Conditional Rezoning

- A. **Purpose and Intent.** The city council may, from time to time, on recommendation from the planning commission, on its own motion, or on petition, amend, supplement, modify, or change the zoning ordinance in accordance with the authority of Act No. 110 of the Public Acts of Michigan of 2006, as amended, in accordance with the following procedural outline:
1. A petition for amendment to the zoning ordinance by an owner, or other person having a sufficient legal or countable interest, may be presented to the council. Such petition shall be accompanied with a fee in an amount established by resolution by the council and shall be used to defray the expense of publishing required notices and related expenditures. Should no public hearing be held thereon, the fee shall be refunded to the petitioner.
 2. All amendment proposals not originating with the planning commission shall be referred by the council to the planning commission for a recommendation before any action is taken by the council.
 3. The planning commission shall study the proposed ordinance amendment and make written recommendation addressing all legal and statutory requirements to the council for approval, conditional approval, or disapproval. In the course of such study, the planning commission shall hold a public hearing on the proposed amendment as required by the provisions of Public Act 110 of the Public Acts of Michigan of 2006, as amended.
 4. An owner of land may voluntarily offer in writing and the council may approve, certain use and development of land as a condition to the approval of a rezoning consistent with the provisions of Section 405 of Public Act No. 110 of 2006 (MCL 125.3405) and in accordance with the following:
 - a. **Procedure.** Except as otherwise provided herein, the application, review, and approval of a conditional rezoning request shall follow the same procedures as established by the council and as provided by Public Act No. 110 of 2006 (MCL 125.3101 et seq.) for all rezoning requests without an offer of conditions.

A written offer of conditions may be submitted either at the time an application for rezoning is filed or at a later time during the rezoning process. An applicant may voluntarily amend or withdraw all or part of the offer of conditions at any time during the rezoning process, provided that if such amendment or withdrawal occurs subsequent to the planning commission's public hearing on the original request, the rezoning application shall be referred back to the planning commission for a new public hearing and recommendation.

Notice of the public hearing shall be given as required by state law. An offer of more restrictive conditions may not require a new public hearing.

- b. **Conditions.** An offer of conditions submitted as part of a conditional rezoning request shall bear a reasonable and rational relationship to the property for which rezoning is requested.
- c. **Approval.** Upon approval of a conditional rezoning request, the applicant shall submit a formal written statement of conditions as approved by the board which shall be incorporated by attachment as an inseparable part of the ordinance adopted by the council. The statement of conditions shall:
 - (1) Be in a form recordable with the Wayne County Register of Deeds and include a statement acknowledging that it is recorded.
 - (2) Contain a legal description of the land to which it pertains.
 - (3) Acknowledge that upon the rezoning taking effect, the use and development of the land shall conform thereafter to all of the requirements regulating use and development within the new zoning district as modified by the statement of conditions.
 - (4) Contain a provision acknowledging that the statement of conditions runs with the land and is binding upon successor owners of the land. Any person who establishes a development or commences a use upon such land shall continuously operate and maintain the development or use in compliance with all of the conditions set forth in the statement of conditions.
 - (5) Incorporate by attachment or reference any diagram, plans or other documents submitted or approved by the owner that are necessary to illustrate the implementation of the statement of conditions. If any such documents are incorporated by reference, the reference shall specify where the document may be examined.
 - (6) Specify that failure to comply with any of the conditions set forth in the statement of conditions shall constitute a violation of this zoning ordinance and shall be punishable accordingly.
 - (7) Contain the notarized signatures of all of the owners of the subject land preceded by a statement attesting to the fact that they voluntarily offer and consent to the provisions contained within the document.
- B. **Recording.** The approved statement of conditions shall be filed by the city clerk with the Wayne County Register of Deeds. The council shall have the ability to waive this requirement if it determines that, given the nature of the conditions and/or the time frame within which the conditions are to be satisfied, the recording of such a document would be of no material

benefit to the township or to any subsequent owner of the land. An approved conditional rezoning shall be designated on the zoning map in a manner that identifies that the property is subject to a statement of conditions.

C. **Effect.** The following shall apply to approved conditional rezoning requests:

1. Unless another time period is specified in the ordinance rezoning the subject land, the approved development and/or use of land pursuant to building and other required permits must be commenced upon the land within eighteen (18) months after the rezoning took effect and thereafter proceed diligently to completion. This time limitation may upon written request be extended by the council if (1) it is demonstrated to the council's reasonable satisfaction that there is a strong likelihood that the development and or use of will commence within the period of extension and proceed diligently thereafter to completion and (2) the council finds that there has not been a change in circumstances that would render the current zoning with statement of conditions incompatible with other zones and uses in the surrounding area or otherwise inconsistent with sound zoning policy.
2. If approved development and/or use of the rezoned land does not occur within the time frame specified under section 20.05C.1, then the land shall revert to its former zoning classification as set forth in Section 405(2) of Public Act No. 110 of 2006 (MCL 125.3405) subrelates any action taken as provided in subparagraph A. The reversion process shall be initiated by the council requesting that the planning commission proceed with consideration of the rezoning of the land to its former zoning classification. The procedure for considering and making this reversionary rezoning shall thereafter be the same as applies to all other zoning requests.
3. When land that is rezoned with a statement of conditions is thereafter rezoned to a different zoning classification or to the same zoning classification but with a different or no statement of conditions, whether as a result of a reversion of zoning pursuant to section 20.05C.2, or otherwise, the statement of conditions imposed under the former zoning classification shall cease to be in effect. Upon the owner's written request, the city clerk shall record with the Wayne County Register of Deeds a notice that the statement of conditions is no longer in effect.
4. During the time period for commencement of an approved development or use specified pursuant to section 20.05C.1, or during any extension thereof granted by the council, the township shall not add to or alter the conditions in the statement of conditions.
5. The statement of conditions may be amended thereafter in the same procedure as set forth for the original conditional rezoning approval.
- 6.

Nothing in the statement of conditions nor in the provisions of this Section shall be deemed to prohibit the township from rezoning all or any portion of land that is subject to a statement of conditions to another zoning classification. Any rezoning shall be conducted in compliance with this ordinance and Public Act No. 110 of 2006 (MCL 125.3101 et seq.).

(Ord. No. 742, art. I, 6-5-2023)



Economic Development Department Property Intake Form

Please fill out form to the best of your abilities. Do not leave any field blank, use "n/a" if necessary.

Contact Information

First Name: Jeff **Last Name:** Dobek

City/Company/Organization Name: City of Riverview

Email Address: jdobek@cityofriverview.com

Cell Phone: (734) 626-5113 **Business Phone:** (734) 281-4201

Property Information:

Site Address: 51 017 99 0001 002 **City:** Riverview

Site Name: Riverview Highlands – Sibley Road Frontage **Current Zoning:** B-2 Community Business and PSP Public/Semi-Public w/ possibility of planned development.

Acreage: 40.69 acres not including the golf course maintenance facility.

Current Site Owner (circle):

City County Bank Private Other Unknown

Name of Owner: City of Riverview

Is this site in a DDA District or Downtown Area? ~~Yes~~ **No** Unsure

Is this site in a designated Opportunity Zone? ~~Yes~~ **No** Unsure

Is there a developer currently interested in the site? ~~Yes~~ **No** Unsure

Please share any known previous site uses or history: Vacant property not previously used. The maintenance facility property may be included. The Huntington Drain bisects the site.

Are there any known or suspected contaminant releases on site? ~~Yes~~ **No** Unsure

What is the desired future use? **Residential** Commercial Industrial Recreational Mixed

Are there any additional access points? Rail Water/Port **N/A**

Known utilities on site: **Water** **Electric** **Gas** **Fiber (Unsure)**

Desired next steps:

Help with marketing property

Help with environmental testing or remediation for golf maintenance facility.

Other: **Zoning description and property survey are attached.** City-owned property with an assessment of zero dollars.

Section 6.02 - Community Business (B-2) District.

A. Intent.

The Community Business (B-2) District is hereby established to permit a wider range of business and entertainment activities than those permitted in the Local Business (B-1) District, and are generally characterized by an integrated or planned cluster of establishments served by common parking areas and generating large volumes of vehicular and pedestrian traffic. The intended potential customer base for uses in this District is the entire City, plus people in transit through the City. Business establishments should be retail or service in character, and should deal directly with customers with all goods produced on the premises and sold at retail on the premises where produced.

Because of the types of uses permitted in the Community Business (B-2) District, detailed attention must be focused on relationships with adjacent areas, site layout, building design, and vehicular and pedestrian circulation. Accordingly, development in the Community Business (B-2) District shall be compatible in design with the overall City character, designed in coordination with adjoining sites, buffered from or located away from residential areas, and served by major streets or thoroughfares.

B. Principal Uses and Structures.

In the B-2 District, no structure or land shall be used, erected, or altered, in whole or in part, except for one (1) or more of the following principal permitted uses:

1. Any retail business whose principal activity is the sale of merchandise in an enclosed building.
2. Banks, credit unions, savings and loan associations, and similar financial-related uses.
3. Barber shops, beauty salons, nail care, and similar personal service establishments.
4. Institutional uses [as defined in Section 25.02 (Definitions)], subject to the standards of Section 8.203 (Institutional Uses).
5. Medical, dental, osteopathic, chiropractic, and physical therapy offices and clinics. Therapeutic massage shall be permitted as a principal or accessory use, subject to the standards of Section 8.320 (Therapeutic Massage).
6. Offices for professional, executive, governmental, or administrative uses; accountants, writers, attorneys, realtors, architects, engineers, planners, and similar professions and occupations.
7. Pharmacies or apothecary shops, or optical service establishments.
8. Printing and copy centers.
- 9.

Restaurants, bakeries, coffeehouses, delicatessens, and similar places serving food or beverages, subject to the standards of Section 8.316 (Restaurants). Outdoor eating areas and sidewalk cafes may be permitted accessory to a principal restaurant use, subject to the standards of Section 8.313 (Outdoor Eating Areas and Sidewalk Cafes).

10. Self-service laundries and dry-cleaners. Central dry cleaning plants serving more than one (1) retail outlet shall be prohibited.
11. Studios and showrooms for painters, photographers, decorators, dressmakers, artists, upholsterers, tailors, taxidermists, and similar service establishments that require a retail adjunct.
12. Workshops and showrooms for the repair or service of bicycles, electronics, small appliances, furniture, shoes, and similar items.
13. Other uses similar to the above uses, as determined by the Planning Commission.

C. Accessory Uses and Structures.

The following uses and structures shall be permitted accessory to principal uses in the B-2 District, subject to the provisions of Section 24.03 (Uses):

1. Signs, subject to the provisions of Article 17 (Signs).
2. Off-street parking, subject to the provisions of Article 13 (Streets and Off-Street Parking).
3. Indoor storage of goods or material normally incidental to a principal use, subject to the standards of Section 8.410 (Industrial Uses in Commercial Districts).
4. Other accessory structures and uses customarily incident to the principal uses permitted in the B-2 District.

D. Special Land Uses.

The following uses may be permitted in the B-2 District by the Planning Commission, subject to the conditions specified for each use; review and approval of the site plan by the Planning Commission; any special conditions imposed by the Planning Commission to fulfill the purposes of this Ordinance; and the procedures and requirements set forth in Section 20.02 (Special Land Uses):

1. Child or adult day care centers, child caring institutions, and nursery schools, subject to the standards of Section 8.103 (Child Care Center, Group Day Care, Nursery Schools, Day Nurseries, and Pre-schools).
2. Drive-in or drive-through facilities shall be permitted accessory to a principal use in the B-2 District, subject to the standards of Section 8.306 (Drive-in or Drive-through Lanes, Facilities or Establishments).
- 3.

Fueling (gasoline) stations for automobiles, trucks and other motor vehicles, subject to the standards of Section 8.304 (Vehicle Repair Garages, Service Centers, or Fueling (Gas) Stations).

4. Funeral homes and mortuary establishments, subject to the standards of Section 8.307 (Funeral Homes, Mortuaries and Crematoriums).
5. Hotels, subject to the standards of Section 8.311 (Hotels and Motels).
6. Private gymnasiums, health clubs and fitness centers, subject to the standards of Section 8.315 (Recreation, Indoor and Outdoor).
7. Public utility and service buildings and uses (without storage yards), subject to the standards of Section 8.205 (Public Utility and Essential Service Structures and Uses).
8. Veterinary clinics and hospitals, subject to the standards of Section 8.318 (Veterinary Clinics and Hospitals).
9. Adult-use cannabis retailers, subject to the conditions and standards set forth in Article XIV "Cannabis Businesses", in Chapter 14 "Businesses" of the Code of Ordinances.
10. Other uses similar to the above uses, as determined by the Planning Commission.

(Ord. No. 740, art. I, 3-20-2023)

ARTICLE 4 - PSP, PUBLIC/SEMI-PUBLIC SERVICES DISTRICT

Section 4.01 - Intent.

The PSP (Public/Semi-Public Services) District is hereby established for the purpose of accommodating public areas and land uses available to the residents and businesses of the City, and to provide areas for off-street parking as an accessory use to private land uses in certain adjoining zoning districts. This District is intended to be reserved for dedicated areas of open space, government buildings and uses, and institutional and recreational uses.

Section 4.02 - Principal Uses and Structures.

In the PSP District, no structure or land shall be used, erected, or altered, in whole or in part, except for one (1) or more of the following principal permitted uses:

1. Open space, wetlands, woodlands, drains, and greenbelt areas dedicated to the public, and public owned or operated pedestrian malls, parks, trails, playgrounds, and playfields.
2. Off-street parking facilities accessory to a permitted principal use in an adjoining Office-Service, Business or Industrial District.
3. Institutional uses [as defined in Section 25.02 (Definitions)], subject to the standards of Section 8.203 (Institutional Uses).
4. Offices for governmental uses.
5. Other uses similar to the above uses, as determined by the Planning Commission.

Section 4.03 - Accessory Uses and Structures.

The following uses and structures shall be permitted accessory to principal uses in the PSP District, subject to the provisions of Section 24.03 (Uses):

1. Signs, subject to the provisions of Article 17 (Signs). Signs are prohibited accessory to a principal parking lot use in the PSP District, except for signs designating entrances, exits, other traffic directional signs and signs related to restrictions or conditions of use of the off-street parking area.
2. Off-street parking lots, subject to the provisions of Article 13 (Streets and Off-Street Parking).
3. Child or adult day care centers, child caring institutions, and nursery schools shall be permitted accessory to a principal use in the PSP District, subject to the standards of Section 8.103 (Child Care Center, Group Day Care, Nursery Schools, Day Nurseries, and Pre-schools).
- 4.

Retail, restaurant or personal service establishments which serve the convenience needs of employees, visitors and patrons of a principal use in the PSP District shall be permitted accessory to and located entirely within a principal building occupied by the principal use. Such establishments shall be limited to convenience stores, credit unions, dry cleaners, printing or photographic reproduction, health clubs and fitness centers, indoor recreation facilities, and similar uses.

5. Indoor storage of goods or material normally incidental to a principal use, subject to the standards of Section 8.410 (Industrial Uses in Commercial Districts).
6. Other accessory structures and uses customarily incident to the principal uses permitted in the PSP District.

Section 4.04 - Special Land Uses.

The following uses may be permitted by the Planning Commission, subject to the conditions specified for each use; review and approval of the site plan by the Planning Commission; any special conditions imposed by the Planning Commission to fulfill the purposes of this Ordinance; and the procedures and requirements set forth in Section 20.02 (Special Land Uses):

1. Golf courses, public or privately owned or operated, subject to the standards of Section 8.308 (Golf Courses).
2. Airports and heliports, public or privately owned or operated.
3. Indoor and outdoor recreation facilities, privately owned or operated, subject to the standards of Section 8.315 (Recreation, Indoor and Outdoor).
4. Cemeteries, subject to the standards of Section 8.201 (Cemeteries).
5. Public utility and service buildings and uses (without storage yards), subject to the standards of Section 8.205 (Public Utility and Essential Service Structures and Uses).
6. Hospitals, sanitariums, urgent care centers, and similar facilities for human care, subject to the standards of Section 8.202 (Hospitals).
7. Other uses similar to the above uses, as determined by the Planning Commission.

ARTICLE 11 - PD, PLANNED DEVELOPMENT DISTRICT

Section 11.01 - Intent and Scope.

It is the intent of these regulations to permit planned development for the purposes of:

1. Fostering innovation in land use planning, development, and redevelopment.
2. Achieving a higher quality of development than would otherwise be achieved.
3. Encouraging assembly of lots and redevelopment of inefficient or outdated land uses.
4. Supporting in-fill development on sites that would be difficult to develop according to conventional standards because of the shape, size, abutting development, accessibility, environmental status or other unique features or conditions related to the site.
5. Providing enhanced housing, employment, and shopping opportunities.
6. Creating a development framework that promotes appropriate business activity that significantly improves the economic viability of the City.
7. Assuring compatibility of design and function among neighboring properties.
8. Enhancing and expediting the redevelopment process for parcels, such as brownfield sites, that present complex solutions for re-use.
9. Encouraging unique development and redevelopment that is consistent with the City's Master Plan.

These planned development regulations are not intended as a device for ignoring the more specific standards of the City, or the planning upon which the standards are based. Rather, these provisions are intended to result in development that is substantially consistent with the zoning standards generally applied to the proposed uses, but allowing for modifications to the general zoning requirements to assure a superior quality of development.

SIBELY ROAD

+/-1290.50'

60'

DENTIST/
CHILD CARE
CENTER

+/-490.00'

SUBJECT PROPERTY
+/- 40.69 ACRES



COACHWOOD
PARK

+/-350.00'

+/-990.00'

HUNTINGTON DRAIN

+/-887.00'

GOLF COURSE

RIVERVIEW
FOREST
SUBDIVISION

GOLF COURSE

SANITARY SEWER 20' ESMT

+/-749.88'

GOLF MAINT.
FACILITY

+/-640.00'

SANITARY SEWER 20' ESMT

Club House
Riverview Golf Course
L20426 P.174

1500' x 256ft
Paving
Easement
L20426 P.173

20ft Water Easement
L20426 P.172

20ft Elec. Tele & Gas Easmt L20426 P.171

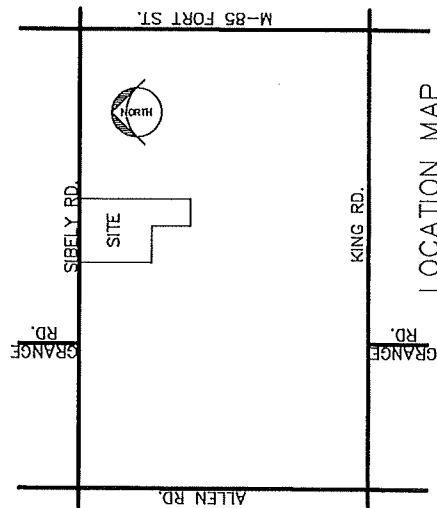
100ft Road & Sign
Easement L20426 P.170

355ft x 300ft
Parking
Easement
L20426 P.178

20ft Elec. Tele & Gas Easmt L20426 P.171

Club House
Riverview Golf Course
L20426 P.169

BLDG
SITE L20426 P.177



LOCATION MAP
NOT TO SCALE



**CITY OF RIVERVIEW - RIVERVIEW LAND PRESERVE
ENVIRONMENTAL CONSULTANT FISCAL YEAR 2023-2024**

PROJECT NUMBER		PROJECT	ENGINEERING BUDGET	LAST ACTION	NEXT ACTION	ON SCHEDULE			COMMENTS
							% COMPLETE	ON BUDGET	
4231588.01	Engineering	General Site Support Engineering	\$ 110,000	SESC permit, planning for closure activities	On-going planning and project management	Y	96%	Y	change order requested for June
4231588.02	Regulatory Support	Air Emissions	\$ 60,000	Ongoing reporting and data reviews	Routine data reviews, annual GHG reporting	Y	100%	Y	change order requested for June
4231588.03	Operations Support	Special Waste Review	\$ 10,000	Complete waste reviews as requested	Complete waste reviews as requested	Y	42%	Y	
4231588.04	Regulatory & Operations Support	Volume Reporting and Construction Forecasting	\$ 10,000	Developed fill surface	Develop updated Dozer model	Y	90%	Y	
4231588.05	Regulatory Support	Routine Inspections	\$ 22,200	Perform May inspection	Perform June inspection	Y	100%	Y	change order requested for June
4231588.06	Regulatory Support	Environmental Monitoring	\$ 60,400	Completed 2Q sampling	Complete 2Q report	Y	100%	Y	change order requested for June
4231588.07	Operations Support	Health & Safety Training	\$ 5,000	n/a	As needed services	Y	0%	Y	
4231588.08	Regulatory Support	Leachate Management	\$ 45,000	Monthly sampling	Complete 2Q report	Y	70%	Y	
4231588.09	Regulatory & Engineering Support	Nike Missile Site	\$ 10,000	Completed 2Q sampling	Complete 2Q report	Y	98%	Y	
4231588.10	Operations Support	Site Surveying	\$ 5,000	Provide site staking and construction points as needed	Provide site staking and construction points as needed	Y	45%	Y	
4231588.12	CAPEX	GCCS Construction	\$ 140,000	Provide construction oversight	Complete documentation report	Y	40%	Y	
4231588.14	CAPEX	Cell 7 Phase 4 Construction	\$ 20,000	Continue sand certification as placed by RLP	Continue sand certification as placed by RLP	Y	25%	Y	
4231588.15	CAPEX	Leachate Treatment	\$ 174,300	Submittee CWSRF application, continue providing documentation as needed	Continue CWSRF process and plan for bidding and construction phases	Y	92%	Y	

ENGINEERING PROJECTS UPDATE
CITY OF RIVERVIEW
June 6, 2024

VJune06/24

GENERAL

General Administration and Committees
RV-1

Attend City Council meetings and study sessions and General Consulting upon request.

Act 51 Street Report
RV-5

Completed entry in IRT report for MDOT. Filed 2020 Street financial report attest. Finalized and submitted the 2021 Streets Certification Report to MDOT. Submitted the 18j certification form to MDOT. Reviewed the Street Financial Report (SFR) and submitted the executed SFR attest form.

DPW

Storm Water Management
RV-3

Prepared Illicit Discharge Ordinance and submitted it to City for processing. Ordinance adopted by City in January, 2020. Responded to EGLE comments. Revised the Storm Water Management ordinance after Wayne County adopted a new MS4 ordinance. Revised MS4 report per EGLE. **Resubmitted application on 4/4/2024.**

Downriver WWTP
RV-4

Working with DUWA on rates analysis and structure. Evaluated meter readings. Reviewed DUWA tunnel connection agreement and submitted revisions. DUWA Board adopted agreement on October 14, 2021.
Review reports and attend Board and Technical Committee meetings.

Foot Bridge over Otto Drain
RV-216

Received bids and checked low bidder's references. **Project on hold.**

Lead Services Replacement Program
RV-220

Work completed in Riverview and in progress in Wyandotte and will continue as weather improves. Contract was extended with D&D for Riverview and Wyandotte. Riverview's work is completed. Wyandotte's work is completed under this contract.

Relief Sewer Connection to DUWA Tunnel
RV-243

Topographic survey and soil borings completed. Design in progress. Selecting metering device for flow monitoring. Submitted preliminary design for review. Received review comments. Revising plans. Working on tunnel connection structural detail. Addressed MDOT's Review comments. Addressed County's review comments. Received approval from MDOT. Received County's approval. **Prepared bidding documents. Working on second set of revisions and specifications per DUWA.**

2022 Sewer Lining Program City Wide
RV-265

Prepared Sewers Listing for the 2022 program. Starting date in late July early August. Contract was signed by the City. **Work is in progress. Approximately 99% completed. Prepared list of sewers for this year's program. Work is in progress.**

CITY OF RIVERVIEW

June 6, 2024

VJune06/24

DPW

**Roads PASER
RV-272**

Field data collection completed. **Draft Asset Management Plan is completed.**

**2023 Street Sectioning
Program City Wide
RV-286**

Project is out for bids. Bids are due on June 8, 2023 (today). Received bids. City awarded the project to Savone Construction. Awaiting insurance and bonds to execute the contract. Contracts are signed. **Project is completed. Punch list pending.**

**2024 Street Sectioning
Program City Wide
RV-301**

Assembling list of locations for sectioning. Prepared estimate for budgeting. Received extension of contract request from contractor. Agenda item will be Submitted to City Council.

**Hydro-excavating for Lead
Services Inventory
RV-302**

Preparing contract documents. **Contract is signed. Held a kickoff meeting. Project is completed.**

**2024 Lead Services
Replacement
RV-303**

Preparing contract documents. Waiting for contractor to provide insurance and bonds. **Reviewing insurance and bonds. Contract is signed. Scheduling locations for replacement.**

**ARPA-EGLE Lead Services
Investigation Grant
RV-303**

Prepared Grant application. Received notification of funding award.

BUILDING AND ENGINEERING

**Landscaping Improvements
At the Veterans Memorial
RV-221**

Project is on hold.

CITY OF RIVERVIEW

June 6, 2024

VJune06/24

SITE PLANS

Aerius Lot Split	Provided preliminary review comments on proposed addition.
Riverview Commons Sibley and Fort RV-150	Pending Storm Water Management structure and agreement execution. worked with building department on compliance issues.
Warehouse at 17720 Jefferson RV-197	Met with Owner to discuss engineering requirements.
Riverview Crossing Paving RV-201	Reviewed paving plans. Awaiting agreement and cash bond. Building demolition completed.
Piramal 2020 Riverview Addition (Ash Stevens) RV-211	Held a preconstruction meeting and submitted the water main for EGLE permit. Watermain permit is issued. Construction of underground utilities is substantially completed. Received and reviewed "As Builts". Awaiting Storm Water Management Agreement and properly executed exhibits.
Sigma Comcast Review 13725 Pennsylvania Rd. RV-234	Reviewed and submitted comments.
Gas Station Monitoring 12647 Pennsylvania RV-239	Reviewed and provided comments. Wells installation coordinated. Installation completed. Monitoring in progress. Awaiting closure report.
Safe Spot Storage Sibley Road RV-241	Reviewed second submittal on site plan and provided comments. Awaiting revisions.
17430 Valade Drainage RV-250	Performed topographic survey and recommended remedies.
Savvy's Slider RV-251	Performed review. Reviewed and accepted revisions.
Comcast Review 18235 Krause RV-252	Reviewed and submitted comments.

ENGINEERING PROJECTS UPDATE

CITY OF RIVERVIEW

SITE PLANS

Fort Cream Barber Shop Pavement Replacement RV-253	Reviewed and provided comments. Recommended approval.
Pentecostal Unity Church Pavement Replacement RV-254	Reviewed and submitted comments on drainage. Recommended conditional approval.
Pennview Medical Clinic Pavement Replacement RV-255	Reviewed and submitted comments on drainage concerns.
Piramal Temporary Parking And Construction Storage RV-256	Reviewed plans and provided comments.
Turnkey 18712 Quarry Rd. RV-257	Reviewed and submitted comments. Accepted revisions.
Sigma Comcast Review 17071 Fort RV-258	Reviewed and submitted comments. Accepted revisions.
Corby DTE Kingswood Conduit Replacement RV-259	Reviewed and submitted comments.
Subway Fort Street Drive Through RV-260	Reviewed and submitted comments.
American Tower 18752 Fort Street RV-262	Reviewed and submitted comments.
Riverview CCI Destiny Engineering Site Plan RV-266	Review is on hold, pending escrow deposit.
Sigma Comcast Review 20300 Fort RV-268	Reviewed and submitted comments. Plans not approved.

SITE PLANS

DTE / Corby Conduit 20662 Coachwood RV-269	Reviewed and submitted comments. Plans not approved.
Sigma Comcast Review 18231 Civic Park Dr. RV-270	Reviewed and submitted comments.
Riverview Crossing Building Demolition RV-273	Reviewed work plan and provided comments.
17543 Fort Parking Expansion review RV-274	Reviewed work plan and provided comments.
DTE Service at Golf Course RV-275	Working with DTE on options. Reviewed alignment. Waiting for revisions.
Sigma Comcast Review 18591 Quarry RV-276	Approved As Noted.
DTE Gas Transmission LP to Fort Street	Reviewed plans and approved As Noted.
Piramal Expansion RV-280	Met with Piramal Representatives re: scope of expansion. Reviewed plans and provided comments. Awaiting revisions,
18818 Fort St. Site Plan RV-282	Reviewed and provided comments.
Green Acres Provisioning RV-283	Reviewed revised plans and provided comments.
Kinship Provisioning RV-284	Reviewed revised plans and provided comments.
Pirate's Cove Buildings 10 and 11 Site Plan RV-287	Reviewed and provided comments. No concerns.

SITE PLANS

Jars Review 15600 King RV-288	Reviewed revised plans and provided approval.
Jars Review 18580 Fort RV-289	Reviewed revised plans and provided approval.
AT&T Utilities Request Bellaire senior living RV-291	Provided utilities.
Residential Grading Plans Residential Grading Plans	Review residential grading plans.
Sigma Comcast 18231 Civic Park RV-292	Reviewed and provided comments and utilities plans. Currently reviewing revised plans and easement documents. Conduit installation is completed.
Sigma Comcast 16261 Hale RV-293	Reviewed and provided comments and utilities plans. Plans approved. No notice for inspection yet.
Scotty's Const. Service to 17740 Fort Eng. RV-294	Reviewed and provided comments. Plans approved. Project completed and restoration approved.
ATT Service relocation at Monguagon Drian RV-295	Reviewed and provided comments. Reviewed revisions and approved plans. Construction in progress. Minor restoration remaining. Project is completed.
DTE Gas - Grange Rd. Sibley to Golfview RV-296	Reviewed and approved plans. Project is completed
DTE Electric - Aerial 18215 Fort RV-297	Reviewed plans and approved them "as noted"
DTE Gas - Sibley Design Review RV-298	Reviewed plans and provided comments to revise and resubmit. Project is completed pending restoration.
DTE RNG Sanitary Connection RV-299	Provided city's requirement for connecting to city's sewer.

SITE PLANS

**Demolition of
12547 Pennsylvania
RV-300**

Inspected sanitary service's capping. Awaiting site closure report.

**DTE Gas - Various
Locations
RV-307**

Reviewed plans and provided comments.

**DTE Electric - Aerial
13333 Pennsylvania
RV-308**

Reviewed plans and provided comments.

**Mind South Medical
Bldg. Site Plan Review
RV-309**

Reviewed plans and provided comments.

**15295 Pennsylvania
Bldg. Renovation
RV-310**

Met with developer and provided requirements.

**Aerius Health
Building Addition
RV-311**

Reviewed plans and provided comments.

COMPLETED OR DEFERRED PROJECTS

Iron Belle Trail	RV-1	On Hold
Street Lights Conversion by DTE	RV-1	Completed
Fort Street Rehab South of Sibley	RV-1	Completed
GLWA Water Supply	RV-15	On Hold (contract)
Fort Street Reconstruction	RV-56	Completed
Fort Street Utilities Improvements	RV-58	Completed
FEMA MAPS Evaluation	RV-66	Completed
Fishing Pier	RV-74	Completed
Riverview Ave Water Main Replacement	RV-80	Completed
King Assisted Living	RV-85	Completed
Riverview Highland Power Conduit	RV-88	On Hold
Fordline Pump Station Control Panel	RV-90	Completed
14500 Professional Complex	RV-91	On Hold
Water System Reliability Study	RV-93	Completed
Title VI Plan Required by MDOT	RV-95	Completed
SAW Grant	RV-96	Completed
2014 Street Sectioning Program - CDBG	RV-97	Completed
Fire Station Waterproofing	RV-98	Completed
Fiber Optic Line from Fire to Police Station	RV-99	Completed
2014 Street Sectioning Program City Wide	RV-100	Completed
Sewer Repair at 17430 Valade	RV-103	Completed
PASER Study on City Streets	RV-104	Completed
ATT Installation on Nixon	RV-105	Completed
Highland Golf Cart Rehabilitation	RV-106	Completed
Local Roads Repair Program	RV-107	Completed
2015 Joint Sealing Program	RV-112	Completed
Comcast Cable	RV-113	Completed
Comcast Cable	RV-114	Completed
Longsword Lift Station Roof	RV-119	Completed
Longsdorf Lift Station Generator and PLC	RV-120	Completed
DPW Building Hoist	RV-121	Completed
DTE Bore on Grange	RV-122	Completed
Mobilite Pole Installation Review	RV-130	Project Denied
Comcast Fiber Optic Huntington Street	RV-132	Completed
Senior Apartments Review 12525 Hale	RV-134	Completed
Comcast - Pirates Cove 18301 Krause	RV-135	Completed
Comcast - Aerius Health 13840 King	RV-137	Completed
Riverview Center Nixon Pennsylvania and Fort	RV-138	Completed
Pennsylvania Water Main Replacement	RV-141	Completed
2017 Street Sectioning Program City Wide	RV-143	Completed
Comcast - 12425 Nixon	RV-147	Completed
Comcast - Boat Ramp Bridge Road	RV-149	Completed

ENGINEERING PROJECTS UPDATE

CITY OF RIVERVIEW

June 6, 2024

COMPLETED OR DEFERRED PROJECTS

Water Asset Management Plan	RV-152	Completed
Bellaire	RV-153	Completed
Ash Stevens Addition	RV-154	Completed
Comcast - Teramisu 17780 Fort St.	RV-155	Completed
W. F. Whelan Co. Site Plan	RV-156	Completed
Comcast - Whelan 17423 W. Jefferson	RV-158	Completed
Comcast - 14750 King Road	RV-159	Completed
Water System GIS	RV-160	Completed
2018 Street Sectioning Program City Wide	RV-161	Completed
Comcast-14031 Pennsylvania	RV-162	Completed
2018 Sidewalk Replacement	RV-165	Completed
Comcast - Chicken Shack	RV-166	Completed
Sigma Technology 18655 Krause St.	RV-168	Completed
McLouth Steel	RV-169	Completed
123 Net Metro Act Permit	RV-170	Completed
Comcast / Sigma Bridge Co.	RV-171	Completed
Pirates Cove 18501 Krause	RV-172	Completed
PRVs Replacement	RV-173	Completed
Sanitary Sewers and Manholes Repairs	RV-174	Completed
Advantage One	RV-175	Completed
Riverview Apartments	RV-177	Completed
Electrical for Meadow Dr.	RV-178	Completed
Comcast North of Carroll	RV-179	Completed
Marathon Inspection Dig	RV-180	Completed
Boat Ramp Weed Control	RV-184	Completed
Comcast (Sigma) for 18500 Fort	RV-185	Completed
Detroit One Fiber Initiative Project	RV-186	Completed
2019 Street Sectioning Program City Wide	RV-188	Completed
2021 Joint sealing Program	RV-190	Completed
123NET for 14100 Civic Park Drive	RV-191	Completed
DTE Conduit (Thornwood East of Coachwood)	RV-192	Completed
Comcast (Sigma) for 16260 King Road	RV-194	Completed
Achieve Health and Performance	RV-196	Completed
Basketball Court at YP Park	RV-198	Completed
Tennis and Pickleball Courts at Vreeland Park	RV-199	Completed
2019 Pavement Improvements	RV-200	Completed
Seitz School Pool	RV-202	Completed
Perry Place Drainage Concerns	RV-203	Completed
DTE Grange Road Review	RV-204	Completed
13249 Pennsylvania Road Fiber Optic Review	RV-205	Completed
Golf Course Club House Improvements	RV-207	Completed
Country Club and Yorkshire Watermains	RV-209	Completed
Ring Road and Parking Lot at Land Preserve	RV-213	Completed
BASF Pretreatment Site Plan	RV-214	Completed

ENGINEERING PROJECTS UPDATE

CITY OF RIVERVIEW

June 6, 2024

VJune06/24

COMPLETED OR DEFERRED PROJECTS

Riverview High School Site Improvements	RV-215	Completed
Joint Sealing and Seal Coating at Golf Course	RV-217	Completed
2020 Street Sectioning Program City wide	RV-218	Completed
Veteran Memorial Library Sign	RV-223	Completed
Sibley Road 20" Watermain Break	RV-225	Completed
Water system reliability study update	RV-226	Completed
crown Castle cable installation	RV-227	Completed
2021 Street Sectioning City Wide	RV-231	Completed
EPA Risk and Resilience Analysis	RV-232	Completed
Drinking Water Needs Survey and Assessment	RV-233	Completed
Forest Elementary School	RV-235	Completed
Huntington Elementary School	RV-236	Completed
Memorial Elementary School	RV-237	Completed
Seitz Middle School	RV-238	Completed
Iron Belle Path	RV-245	On Hold
Pennsylvania Water main Grange to West City Limit	RV-248	Completed
EPA Emergency Response report	RV-249	Completed
2022 Streets Rehabilitation	RV-261	Completed
Vreeland Park and Wendy Court Water Main	RV-264	Completed
Fordline Pump Station Emergency repair	RV-267	Completed
Fueling Station Improvement at The DPW Yard	RV-271	Completed
Sigma Comcast Review 17800 Fort / Savvy slider	RV-277	Completed
Comcast- Island Kiddie Campus	RV-281	Completed
2023 Joint Sealing Program	RV-285	Completed

Memo

To: City Council
From: David Scurto, AICP
Community Development Director
Date: June 4, 2024
Re: May 2024 Economic Development, Planning and Zoning Activity

This report provides status on development, planning and zoning activity for May 2024.

PROJECTS IN PROGRESS

1. PIRAMAL (ASH STEVENS) – The Company has delayed the next expansion until an internal matter is resolved.
2. CITY PROPERTY SALE – The Grange Road RFP received zero bid proposals. Staff is working with the appraiser on the cell tower sale. The wetland report for the Sibley Road golf course frontage is expected to be received by June 7, 2024.
3. CANNABIS BUSINESS APPLICATIONS – The City Clerk has received 12 applications for cannabis businesses.
 - Seven (7) applications were approved (Phase 1). Progress is shown below.
 - Four (4) businesses are open (Phase 4).
 - One (1) application is being reviewed by the planning commission (Phase 2).
 - One (1) application is the early process of preparing plans for planning commission review (Phase 1).
 - One (1) application on King Road has been rescinded.
4. FORMER WILD CONEY SITE – The Dunkin' site plan has been rescinded. The property owner is proceeding with a cannabis site plan (See above). The city is providing guidance.
5. RIVERVIEW ENERGY SYSTEMS – RES is testing equipment. The screening solution has been changed to live vegetative shrub hedge and approved by the city. Installation details are being finalized.

BUSINESS LEADS AND DEVELOPMENT OPPORTUNITY

1. FORMER SHOWBOAT THEATER PROPERTY – The project is subjected to a circuit court agreement. Execution of the agreement is being administered.

2. ARKEMA PROPERTY – The cities of Wyandotte and Riverview met in a virtual meeting with representatives of the EPA and EGLE on cleanup efforts and timeline for the dredging project. The two Arkema sites west of Jefferson Avenue are accelerating quicker in terms of cleanup than the riverfront site. No recent meetings have happened. City Council has activated the Arkema cleanup committee.
3. ECONOMIC DEVELOPMENT ADMINISTRATION FIVE-CITY ECONOMIC DEVELOPMENT PLAN – The Downriver Area Brownfield Consortium (DABC) is facilitating an Economic Development Administration grant to prepare an economic development plan for the cities of River Rouge, Ecorse, Wyandotte, Riverview and Trenton riverfronts. A draft report has been received. The report has economic development as well as physical redevelopment recommendations.
4. DOWNRIVER COMMUNITY CONFERENCE SMALL BUSINESS PROGRAM_- The Downriver Community Conference is starting a small business assistance program for Trenton, Riverview, Wyandotte, Ecorse and River Rouge. This program is part of the 2018 Economic Recovery Strategy. A Phase I plan was unveiled and discussed at the March 28th quarterly update meeting. The next quarterly meeting is scheduled for July.

PLANNING COMMISSION

1. A site plan for the Fort and Sibley cannabis business (Burger King) was reviewed at the January 4th and February 1st planning commission meetings. The applicant was given a list of additional information to submit. The applicant has requested postponement until the information can be assembled. The project has not accelerated because of a possible property sale.
2. Mind South Medical received conditional approval for a building expansion at 14750 King Road.
3. Aerius Health will present its building expansion to the planning commission on June 6, 2024.

ZONING BOARD OF APPEALS

1. ZBA member Michael Pelkey presented facts he learned at the Planning and Zoning Essentials training session.