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MEMORANDUM

TO: City of Northville Planning Commission

FROM: Sally M. Elmiger, AICP

DATE: July 13, 2022

RE: Other Reviewing Agency Descriptions – The Downs

We were asked to provide a summary describing the features of The Downs development project that will/may require outside agency review/approval. We define an “outside agency” as a group/individual that is other than the Planning Commission. As a reminder, the Planning Commission makes a recommendation to City Council on the PUD/Preliminary Site Plan; Council makes the final decision. Then, the Planning Commission makes the final decision on the Final Site Plan. The Final Site Plan could cover the entire project, or a just a portion of the project.

The table below provides a listing of outside agencies that will/may be involved in approving various aspects of the plans after Final Site Plan approval has been granted.

Project Feature	Outside Approving Agency (Other than Planning Commission)
Site Improvements within Historic District boundaries	Historic District Commission (HDC)
Environmental Remediation	Michigan Department of Environment Great Lakes and Energy (EGLE) (Likely, but not necessarily)
Parks	Northville Parks & Recreation Commission
	City Council
Farmers Market	Chamber of Commerce
Daylighting River	Federal Emergency Management Agency (FEMA)
	EGLE
	Wayne County Drain Commissioner
	Army Corp of Engineers/EPA (possibly)
Utilities	EGLE
	Wayne County (Connections to Wayne Co. water main/sewer interceptors, stormwater management, soil erosion)
	City of Northville (DPW Director, assisted by OHM)
Roads	Wayne County Road Commission (roads under their jurisdiction)
	City of Northville (DPW Director, assisted by OHM, for roads under the City’s jurisdiction)
Buildings within Historic District Boundaries	HDC
All Buildings	City of Northville (Building Official, assisted by Code Enforcement Services)

Project Feature	Outside Approving Agency (Other than Planning Commission)
Construction Code Oversight – All aspects of project for code compliance in all trades	City of Northville (Code Enforcement Services, with assistance of Building Official)

What Happens After Final Site Plan Review?

The construction process will depend on the features approved in the Final Site Plan, and the phasing schedule. But in general, the order of activities includes the following:

1. Development team prepares Final engineering drawings; reviewed and approved by DPW Director/City Engineer.
2. Development team obtains outside agency permits for site/utility improvements.
3. Pre-construction meetings held with City, Code Enforcement Services, outside agencies, and development team.
4. Begin construction on site work, roads, utilities, etc. Inspected for code compliance by Code Enforcement Services.
5. Development team prepares construction drawings for building permits; reviewed & approved by Building Official/Outside Plan Reviewer.
6. Pre-construction meetings held with City, Code Enforcement Services, outside agencies, and development team.
7. Development team obtains building permits.
8. Begin building construction. Inspected for code compliance by Code Enforcement Services.

Clearly, this is a very simple description of a very complex process. It is intended to assist those without experience in land development in the general steps that occur during a typical project.

Also, attached to this memo is a description of the Downs Project Advisory Committee (DPAC), and its charge. This memo was prepared for City Council consideration by the City Manager. We also attached the Council meeting minutes where the DPAC was approved.

Please don't hesitate to contact me if you have any questions.



CARLISLE/WORTMAN ASSOC., INC.

Sally M. Elmiger, AICP, LEED AP

Principal

Cc: Patrick Sullivan
Dianne Massa

~ City of Northville ~

Council Communications

To: Mayor and City Council
From: Pat Sullivan, City Manager
Date: February 7, 2021
Subject: Creation of Downs Project Advisory Committee

Background

The developers of the Downs Planned Unit Development are proposing several public benefits as is required by our PUD ordinance. The developers are proposing a public/private partnership arrangement to fund the public improvements. Potential sources of funding identified to date include Brownfield tax increment financing, a development agreement with the DDA to capture new tax revenue within their boundaries and grants and contributions by the developer.

Since decisions about these proposed funding sources involve several different boards and commissions within the City, a mechanism is needed to reach an acceptable financing proposal between the City and the developer. The Planning Commission needs to know there is a reliable financing plan in order to establish that adequate public benefits will be provided as required by the ordinance. The DDA needs to be involved if DDA tax revenues are to be captured for the plan. The Brownfield Redevelopment Authority will be asked to come up with most of the funding, through a Brownfield TIF. There are environmental and walkability improvements that need to be made as part of the redevelopment. The City Council will need to approve a development agreement that includes all of the aspects mentioned above.

In order to have input from all of the bodies which will be involved in making these decisions, and in order to have a group that can analyze the detailed financial arrangements required and recommend an acceptable plan back to the bodies which will consider approval, it is recommended that a Downs Project Advisory Committee be formed. It is recommended that the committee be comprised of: The Mayor and the chairs of the Planning Commission, Brownfield Redevelopment Authority, Downtown Development Authority and the Sustainability Committee. Should any of these bodies select new chairpersons, that new chairperson would assume a seat on the DPAC.

Recommendation

It is recommended that Mayor Brian Turnbull, Planning Commission Chair Donna Tinberg, Brownfield Redevelopment Authority Chair Pat McGow, Downtown Development Authority Chair Shawn Riley, and Sustainability Committee Chair Dave Gutman be appointed to the Downs Project Advisory Committee.

Recommended Motion

Move to appoint Mayor Turnbull, Planning Commission Chair Donna Tinberg, Brownfield Redevelopment Authority Chair Pat McGow, Downtown Development Authority Chair Shawn Riley, and Sustainability Committee Chair Dave Gutman to the Downs Project Advisory Committee.

DEPARTMENT

CITY MANAGER

Motion Krenz, seconded by Moroski-Browne to approve the proposal from Vettraino Consulting and Double Haul Solutions for strategic planning services for the City of Northville at a cost not to exceed \$6,985. **Motion carried unanimously.**

B. Creation of The Downs Project Advisory Committee

The developers of The Downs Planned Unit Development (PUD) are proposing several public benefits as required by the City of Northville’s PUD ordinance. The developers are proposing a public/private partnership arrangement to fund the public improvements. Potential sources of funding identified to date include Brownfield Tax Increment Financing (TIF), a development agreement with the Downtown Development Authority (DDA) to capture new tax revenue within their boundaries, and grants and contributions by the developer.

Since decisions about these proposed funding sources involve several different boards and commissions within the City, a mechanism is needed to reach an acceptable financing proposal between the City and the developer. The Planning Commission needs to know there is a reliable financing plan in order to establish that adequate public benefits will be provided as required by the ordinance. The DDA needs to be involved if DDA tax revenues are to be captured for the plan. The Brownfield Redevelopment Authority will be asked to come up with most of the funding, through a Brownfield TIF. There are environmental and walkability improvements that need to be made as part of the redevelopment. City Council will need to approve a development agreement that includes all of these aspects.

In order to have input from all of the bodies which will be involved in making these decisions, and in order to have a group that can analyze the detailed financial arrangements required and recommend an acceptable plan back to the bodies which will consider approval, it was recommended that a Downs Project Advisory Committee (DPAC) be formed. It was also recommended that the Committee be comprised of the Mayor, along with the Chairpersons of the Planning Commission, Brownfield Redevelopment Authority, Downtown Development Authority, and Sustainability Committee. Should any of these bodies select a new chairperson, the new chairperson would assume a seat on the DPAC.

City Council Discussion:

- Comments from Council supported the formation of DPAC.
- In response to a question on which member of DPAC would represent the interests of the Farmers Market, it was explained that the Foundation that owns the identified Farmers Market site is very interested in that site being the location of the Farmers Market. They are also interested in certain environmental and connectivity improvements that would be made as part of The Downs plan. The Planning Commission would represent the Farmers Market interests as those items will or will not be a part of the plan. That will answer the plan on whether that is the site for the Farmers Market. The Sustainability Team would also be an advocate for the Farmers Market.
- While there was support in the formation of DPAC and the members identified, it was pointed out that DPAC is an advisory committee, and it does not have decision-making authority. The authority for decisions lies with the groups of which it is composed. City Council is not creating another public body that would circumvent the responsibilities of those organizations or cause any confusion by having another group making decisions or defining outcomes.
- Comments from Council noted that the background statement in the Council Communication defines DPAC’s parameters. It notes that DPAC, is a group that will “...recommend an acceptable

plan back to the bodies which will consider approval...” City Council wanted the parameters revised to state that DPAC will “...recommend an acceptable plan back to the bodies which will consider these recommendations.” It was noted that, after considering any DPAC recommendation, the bodies DPAC is comprised of may or may not approve them.

City Administration also explained that, because the DPAC is advisory, the Committee will take information from those bodies, pare that information, and go back to their respective bodies and have dialog to make sure that DPAC is working toward a plan that is acceptable to those bodies.

- Discussion ensued pertaining to the belief that information given to DPAC should be information that has already flowed through the original bodies. It is not input from all the bodies if the bodies have not previously seen the information and given its input and feedback.

City Administration noted that in general, this will happen, and it will take place prior to DPAC meeting. DPAC will get involved in issues such as the details of how this development agreement is put together. It may need to work with an attorney to develop the financial guarantees to ensure the developer is committed to build certain phases of the public improvements before moving on to the next construction phase. This would be a level of detail that might not be discussed first at the Planning Commission or other body level. DPAC will get into detailed discussion in order to advance the general ideas that come from the boards and commissions.

A comment from Council pointed out that the concern is that information that DPAC is given should be information that has already flowed through the bodies. The concern is not the issues that DPAC will be discuss. “Information” is different than “issues.” Caution is needed so that DPAC does not undermine the authority of the boards and commissions.

- It was noted that it is the Sustainability “Team” Chair and not the Sustainability “Committee” Chair that is proposed for appointment to the DPAC.
- In response to a question from Council, it was clarified that if the Chair cannot attend the DPAC meeting, the Vice-Chair or designee of the Chair would attend as the alternate. This ensures that all of the bodies are represented at each DPAC meeting.
- Discussion ensued pertaining to why Rouge River Restoration Task Force Chair Nancy Darga was not recommended for appointment to DPAC. Much of the work related to the public and private grants has been done by Darga. She also brings a lot of background and knowledge that would benefit DPAC. A separate comment from Council spoke of the desire to have an odd number of members on DPAC to avoid a tie vote. The Sustainability Team Chair is familiar with what is going on with River Walk, Ford Field, and the Farmers Market Task Forces and could represent all of the Task Forces. Other comments from Council were supportive of adding Darga to DPAC, and not concerned about the odd/even number of members, or tie votes. DPAC is an advisory committee that is making recommendations, not decisions.
- A comment from Council noted that there are three Task Forces that have put in a tremendous amount of work. Council is discussing adding the River Walk Chair, and it was questioned should the Farmers Market and Ford Field Task Force Chairs also be added to DPAC. Other comments pointed out that Farmers Market is being represented by the Sustainability Team Chair. The Ford Field Task Force completed its work and decided to wrap their efforts into the Rouge River Restoration Framework Plan. If Darga was appointed, she would also represent the Ford Field Task Force.

Dave Gutman, 903 Spring Dr., Northville Township, spoke in support of having Nancy Darga appointed to DPAC. Darga is well-versed with River Walk, she has experience with grants and foundations and

fundraising, understands the various funding mechanisms, and brings 12 years of experience as a former Councilmember and Mayor Pro Tem.

Jim Koster, 204 St. Lawrence Blvd., asked for confirmation that the public benefit of The Downs plans is the portion that DPAC will be looking at. It was responded yes, and that DPAC will look at how to come up with a public and private financing plan that funds the public improvements, along with infrastructure and remediation of contaminated sites. This is being reviewed and discussed by the Planning Commission. Koster stated that, in his experience, the developer likely will not honor his responsibility to the public benefit portion of the project. He has a specific timeline for completing the construction phases and that will be the priority. It was explained that making certain the public benefit portion of the project is completed is one of the items DPAC will address when creating the proposed development agreement.

When asked by City Council, Darga said she would be willing to serve on the DPAC.

Motion Moroski-Browne, seconded by Carter to appoint Mayor Turnbull, Planning Commission Chair Donna Tinberg, Brownfield Redevelopment Authority Chair Pat McGow, Downtown Development Authority Chair Shawn Riley, Sustainability Team Chair Dave Gutman, and Rouge River Restoration Task Force Chair Nancy Darga to the Downs Project Advisory Committee (DPAC). **Roll Call Vote. Yes: Carter, Krenz, Moroski-Browne, Price, Turnbull. No: None. Motion carried.**

C. Contract Award for Water System Leak Detection Service

Since 1997, an annual leak detection survey has been performed on the City of Northville’s water distribution system. This type of survey has been successful in locating at least one or more leaks in the water system each time it was undertaken. Reducing water loss is a high priority to the City and an annual leak detection survey is the best tool to accurately determine underground leaks so repairs can be performed on the water system.

Though the City’s water distribution system’s water loss is down from an average of 24% a few years ago to under 16% this past year, it is recommended that another leak detection survey be performed to assure that the system remains as tight as it can possibly be. Quotes were requested, with two of the three firms responding with pricing as follows:

Aqua-Line (Findlay, OH)	\$5,331
American Leak Detection (New Haven, CT)	\$9,000

After reviewing the quotes from the above listed firms, Staff is recommending that the quote submitted by Aqua-Line be accepted. Aqua-Line has performed this service for the City in the past, and has helped the City pinpoint water loss within the system. The City of Northville’s water system totals approximately 35 miles in watermains.

Funding for this activity has been included in the City’s approved FY 2022 Water Fund budget. One Department of Public Works (DPW) employee will work with the Aqua-Line during what is anticipated to be a two-day process. Should the survey identify significant leaks in the system, City staff will schedule repair work as necessary to repair the system.

City Council Discussion: In response to questions from Council, Staff explained that a realistic water loss goal is 10-15% water loss. It was noted the water meter replacement program helped with reducing the