



**Regular City Council Meeting
7:00 p.m., Monday, February 4, 2019
Conference Room
23600 Liberty Street
Farmington, MI 48335**

REGULAR MEETING AGENDA

- 1. Roll Call**
- 2. Approval of Agenda**
- 3. Public Comment**
- 4. Board and Commission Interviews**
- 5. Gill Road Parking Update**
- 6. Update on Recreation Master Plan**
- 7. Special Event Applications for Shiawassee Park**
 - a. Telangana Development Forum**
 - b. Lanigan Elementary - Eggstravaganza**
- 8. Other Business**
- 9. Council Comment**
- 10. Adjournment**

Farmington City Council Staff Report	Council Meeting Date: February 4, 2019	Item Number 4
Submitted by: Melissa Andrade		
<u>Agenda Topic:</u> Board and Commission Interviews		
<u>Interview Schedule:</u> 7:00 Sarah Davies, Beautification 7:15 Karlee Hamilton, Planning Commission or Community Health 7:30 John McLoughlin, Planning Commission 7:45 David DeLind, Planning Commission (currently serves on the Board of Review)		
<u>Proposed Motion:</u> Move to appoint _____ to Farmington Planning Commission for a term ending June 30, 2021. Move to appoint _____ to the Farmington Beautification Committee for a term ending June 30, 2021. Move to appoint _____ to the Farmington/Farmington Hills Community Health Committee for a term ending Dec. 31, 2021.		
<u>Background:</u> The City of Farmington is seeking to fill a vacancy on the Planning Commission, Community Health Committee, Beautification Committee and/or ZBA. Planning Commission: 3-year term ending June 30, 2021. Meets the second Monday of every month. Beautification Committee: 3-year term ending June 30, 2021. Meets on an as-needed basis. Health Committee: One alternate vacancy and one regular seat: 3-year term, ending Dec. 31 2021. Meets the third Wednesday at 6:30 p.m. in the Viewpoint Room, FH City Hall. Zoning Board of Appeals: One alternate position; 3-year term ending June 30, 2021		
<u>Materials:</u> Candidate applicatns, sent to council		

Farmington City Council Agenda Item	Council Meeting Date: February 4, 2019	Item Number 5	
Submitted by: Frank J. Demers, Public Safety Director			
<u>Agenda Topic</u> Gill Road Parking Update			
<u>Proposed Motion</u> N/A			
<u>Background</u> On October 1, 2018 City Council approved a Resolution to amend the Farmington Traffic Control Order to allow parking on the east side of Gill Road. In the months following this amendment, the public safety department continues to observe very few vehicles parked on the east side of Gill Road. Furthermore, there have been no complaints of bottlenecks or other traffic interference due to parked vehicles during the morning and afternoon student drop-offs and pick-ups and there have been no complaints of any safety concerns at the Arundel Street crosswalk. School bus drivers have not reported any associated problems. Since October 1 st , the public safety department has issued only one (1) speeding violation on Gill Road between Grand River Avenue and Freedom Road. In the five months prior to the amended Traffic Control Order, the public safety department issued five (5) speeding tickets. Based on this data, it appears that the few vehicles that are taking advantage of available parking on the east side of Gill Road are contributing to traffic calming.			
<u>Materials Attached</u> N/A			
Agenda Review			
Department Head	Finance/Treasurer	City Attorney	City Manager

Farmington City Council Staff Report	Council Meeting Date: February 4, 2019	Item Number 6
Submitted by: Kevin Christiansen, Economic & Community Development Director		
Agenda Topic: Review updates to Recreation Master Plan		
Proposed Motion: NA		
Background: At its January 22 meeting, council reviewed the City of Farmington 2019 Recreation Master Plan. Council directed Community and Economic Development Director Kevin Christiansen to make a few changes to the plan. Kevin will discuss those changes at tonight's meeting.		

**Farmington City Council
Staff Report**

Council Meeting Date:
February 4, 2019

**Reference
Number
7a**

Submitted by: Melissa Andrade

Description Special Event Request for Telangana Development Forum (TDF) – Detroit Chapter

Requested Action Move to Approve special event request for TDF- Detroit Chapter at Shiawassee Park scheduled June 15, 2019.

Background

The City received a special event request from Aravind Kancharl and Raj Gaddam, organizers for the Detroit Chapter of Telangana Development Forum. The event Vanabhojanalu – “Indian Community Event” is scheduled for Saturday, June 15, 8 a.m. – 6 p.m. in Shiawassee Park. They expect approximately 150-250 people socializing and playing games; attendees will bring food and there may be some cooking.

This is a non-profit organization created to organize seminars and community events to bring people of Telangana origin together to educate and discuss various problems they face as a people as well as provide cultural and family events to help strengthen community bonds.

This will be the sixth year this organization is holding the event.

Materials: event application



CITY USE ONLY

Approval Needed:

- City Manager
 City Council

- Approved
 Denied

City of Farmington Special Event Application

This application is for all events in Riley Park and any other city event that will bring in more than 100 people. Complete this application in accordance with the city of Farmington's Special Events Policy and return it to the City Manager's Office at least 60 days prior to the starting date of the event.

Sponsoring Organization's Name Telangana Development Forum, Detroit City Chapter

Organization Phone: 630-886-2559

Organization Address 29301 Morningview, Farmington Hills, MI 48334

Organization's Agent: Aravind Kancharla/Raj Gaddam Phone: 630-886-2559

Agent's Title: President (Working Committee) E-mail: aravind.kancharla@gmail.com

Agent's Address: 29301 Morningview, Farmington Hills MI 48334

Event Name: TDF Vanabhojanalu

Event Purpose: TDF Annual event hosted every year and is an all-day event to socialize and help the community. Families will bring cooked food from home (polluck), we will prepare some food at the park, conduct games for kids and ladies. community doctors provide health consultations and music will be played.

Event Dates: June 15 2019

Event Times: 8 AM to 6 PM

Event Location: SHIAWASSE PARK PAVILLION

Number of People Expected: 150-200

1. **Type of Event:** Based on policy section 2, this event is:

- City Operated Event Co-sponsored Event Private Event
Prohibited in Riley Park
- Non-Profit Event For-Profit Event

2. **An Event Map [is] [is not] attached.** If your event will use streets and/or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lot that you are requesting to be blocked off.

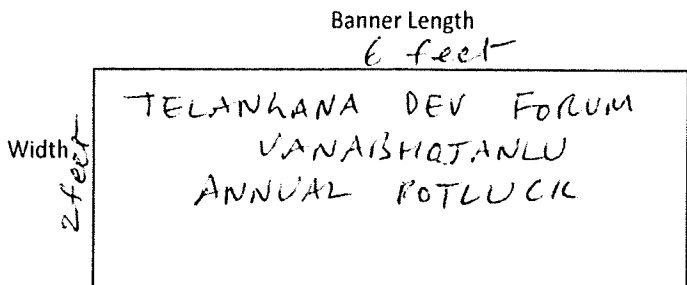
Riley Park Permit Fee:
\$100 residents/\$200 non-residents

Event Signs: Will this event include the use of signs (YES) (NO) ✓

If yes, refer to Policy Section 8 for requirements and describe the size and location of your proposed signs: Please complete sign illustrations below.

Signs or banners approved by the city of Farmington for special events shall be designed and made in an artistic and workman-like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

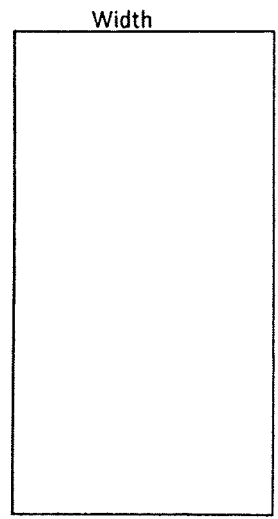
Total square footage of the banner cannot exceed 32 square feet.



This Banner
is used to take
Group picture

Write copy of banner in the box.

Total Square Footage of the sign cannot exceed eight square feet



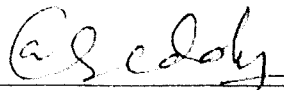
Write copy of sign in the box.

7. CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
- a. For public events, a certificate of insurance must be provided which names the city of Farmington as an additional named insured party on the policy. (see Event Policy Sec. IV.2.K for insurance requirements)
 - b. Event sponsors and participants will be required to sign Indemnification Agreement forms. (refer to Policy Section IV.2.M)
 - c. If the event includes solicitation by workers standing in street intersections, the required safety precautions will be maintained at all times in accordance with the Department of Public Safety. (see Policy Section IV.2.L)
 - d. All food vendors must be approved by the Oakland County Health Department, and each food and/or other vendor must provide the city with a certificate of insurance which names the city of Farmington as an additional named insured party on the policy. (see Policy Section IV.2.N)
 - e. The approval of this special event may include additional requirements and/or limitations based on the city's review of this application, in accordance with the city's special event policy. The event will be operated in conformance with the written confirmation of approval. (see Policy Section IV.2.R)
 - f. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the city and will promptly pay any billing for city services which may be rendered, pursuant to Policy Sections IV.2 e and f.

As the duly authorized agent of the sponsoring organization, thereby apply for approval of this special event, affirm the above understandings, and agree that my sponsoring organization will comply with the city's Special Event Policy, the terms of the Written Confirmation of Approval and all other city requirements, ordinances and other laws which apply to this special event.

01/27/2018

Date



Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least sixty (60) days prior to the first day of the event to:

City Manager's Office
23600 Liberty Street
Farmington, MI 48336

Phone: 248-474-5500, ext. 2221



23600 Liberty Street
Farmington, Michigan 48335
248-474-5500
www.farmgov.com

CITY USE ONLY

Approval Needed:

- Clerk's Office
- City Manager
- City Council

Special Event Application Submitted:

- Approved
- Denied

SHIAWASSEE PARK RESERVATION PERMIT

Pavilion X Playscape Gazebo _____

Date Reserved 06/15/2019 Time 8AM to 6PM

Group TDF Detroit Group Size 150-250
(Groups 100 or over require Special Event Permit)

Event Non Profit Org Community Picnic - Cook, eat, Health Camp, Kids Activities

Non-Profit Organization Yes X No _____ Tax Exempt # 22-3674333

Group Representative Aravind Kancharla/Raj Gaddam

Phone No. 630-886-2559 Email aravind.kancharla@gmail.com

Address 29301 Morningiew, Farmington Hills, MI - 48334

Resident: _____ hrs x \$20 = _____ or All Day = \$100

Non-Resident: _____ hrs x \$50 = _____ or All Day = \$250

Reservation Confirmed By _____ Date _____

- Acceptance of this permit acknowledges receipt of Park Rules and Regulations.
- Use of the park, other than for activities that have been specifically provided for by the City, must be approved by the Director of Public Services.

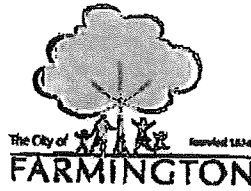
Aravind Kancharla Digitally signed by Aravind Kancharla
Date: 2019.01.22 19:53:36 -05'00'

Signature of Applicant

Permit Fee is Non-refundable.

Events may be rescheduled within the same calendar year based on availability of day and time.
Exception: Special Events denied approval will have Permit Fees refunded in full.

Farmington City Council Staff Report	Council Meeting Date: 2/4/2019	Item Number 7B
Submitted by: Melissa Andrade		
<u>Agenda Topic:</u> Special Event Application: Lanigan Eggstravaganza		
<u>Proposed Motion:</u> Move to approve the special event permit allowing Lanigan Elementary to host an Eggstravaganza egg hunt to raise funds for 5 th grade camp at Shiawassee Park on April 6 from 11 a.m. until noon.		
<u>Background:</u> This is an egg hunt for Lanigan Elementary Students – this is a fundraiser and will not exclude anyone at the park who would like to participate.		
<u>Materials:</u> Event application		



CITY USE ONLY	
Approval Needed	
<input type="checkbox"/>	City Manager
<input type="checkbox"/>	City Council
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Denied

City of Farmington Special Event Application

This application is for all events in Riley Park and any other city event that will bring in more than 100 people. Complete this application in accordance with the city of Farmington's Special Events Policy and return it to the City Manager's Office at least 60 days prior to the starting date of the event.

Sponsoring Organization's Name Lanigan Elementary

Organization Phone: _____

Organization Address 23800 Tuck Rd F.H

Organization's Agent: Tobey Chamberlain Phone: 810-241-2064

Agent's Title: Parent lead E-mail: brador1@gmail.com

Agent's Address: 23432 middlebelt rd F H

Event Name: Eggstravaganza

Event Purpose: 5th Grade Camp ^{Buses} Fundraiser

Event Dates: April 6th - Saturday

Event Times: 11am - 12pm

Event Location: Shiawassee Park Pavilion + grounds

Number of People Expected: ? 1-250

PTA#: 404005
EIN# 38-336741

1. Type of Event: Based on policy section 2, this event is:
- City Operated Event
 - Co-sponsored Event
 - Private Event
Prohibited in Riley Park
 - Non-Profit Event
 - For-Profit Event

2. An Event Map [is] [is not] attached. If your event will use streets and/or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lot that you are requesting to be blocked off.

Riley Park Permit Fee:
\$100 residents/\$200 non-residents

3. Vendors: Food Concessions (YES) (NO) Other vendors (YES) (NO)
Food Truck (YES) (NO)

If food truck, please the complete food truck registration, which you can obtain from the City Manager's office.

If yes, refer to Policy Section IV.2.M for license and insurance requirements.

If yes, please list all of the vendors by vendor name:

~~if~~ water only
popcorn

4. For events in Riley Park: Invitation to Civic Organizations and Merchants in the Event Vicinity. Non-profit organizations and local merchants in the vicinity of Riley Park – the Central Business District – should be given the opportunity to participate in the special event to the greatest extent practical; e.g., a local Deli might come out and sell bratwurst. You must demonstrate that reasonable efforts have been made with regard to such inclusion and participation. The City Manager's office shall be responsible for determining whether this requirement has been met.

() I have invited local businesses to participate.

Those invited include:

5. Exempt Parking: Are you requesting exempt Parking? (See Policy Section 5)
(YES) (NO)

If yes, list the lots or locations where exempt parking is requested:

6. Other Requests:

Egg hunt for Lanigan students -
this is a fundraiser and will not
exclude anyone at the park that
would like to participate

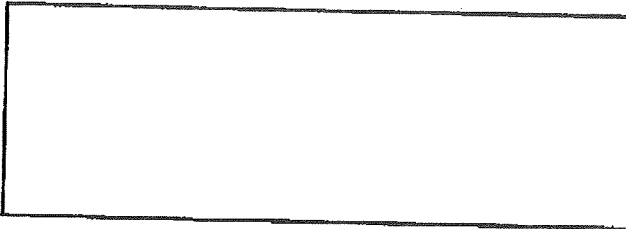
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Total square footage of the banner cannot exceed 32 square feet.

Banner Length

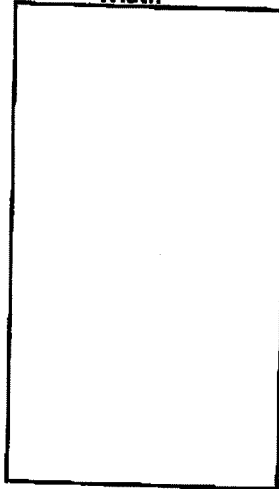
Width



Write copy of banner in the box.

Total Square Footage of the sign cannot exceed eight square feet

Width



Height

Write copy of sign in the box.

- 7. CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:**
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12-20-18

Date

Tobey Chamberlain

Signature of Sponsoring Organization's Agent



RETURN THIS APPLICATION at least sixty (60) days prior to the first day of the event to:

City Manager's Office
23600 Liberty Street
Farmington, MI 48336

Phone: 248-474-5500, ext. 2221