

January 3, 2024, Approved Minutes

**Official Proceedings
Pontiac City Council
124th Session of the Eleventh Council**

Call to order

A Regular Meeting of the City Council of Pontiac, Michigan was called to order at the City Hall Council Chambers, 47450 Woodward Ave Pontiac, MI 48342 on Wednesday, January 3, 2024, at 12:00 p.m. by Council President Mike McGuinness.

Invocation – Minister Kathalee James – Pontiac, Michigan

Pledge of Allegiance to the Flag of the United States

Moment of Silence

Roll Call

Members Present – William Carrington, Mikal Goodman, Kathalee James, Mike McGuinness, Brett Nicholson, William Parker Jr., and Melanie Rutherford.

Mayor Tim Greimel was present.
A quorum was announced.

Amendments to and Approval of the Agenda

Motion to approve the agenda. Moved by Councilperson Rutherford and second by Councilperson Carrington. Discussion.

Motion to amend the agenda and move items # 4 & #5 (Resolution ratifying Council Rules and Procedures and Election of City Council President and City Council President Pro-Tem for 2024) before item #1 (Adoption of a Zoning Ordinance Map Amendment to Rezone four parcels totaling 0.59 acres at 148 E. Howard St.) and add a discussion on McCarroll School Demolition. Moved by Councilperson Rutherford and second b Councilperson Nicholson.

Ayes: Goodman, James, McGuinness, Nicholson, Parker, Rutherford, and Carrington
No: None
Motion Carried

The vote was taken to approve the agenda as amended.

Ayes: Carrington, Goodman, James, McGuinness, Nicholson, Parker, and Rutherford
No: None
Motion Carried

Consent Agenda

24-1 **Resolution to approve the consent agenda for January 3, 2024.** Moved by Councilperson Rutherford and second by Councilperson Goodman.

WHEREAS, the City Council has reviewed the consent agenda for January 3, 2024.
NOW, THEREFORE, BE IT RESOLVED that the City Council approves the consent agenda for January 3, 2024, including the December 27, 2023, City Council Meeting Minutes.

Ayes: James, McGuinness, Nicholson, Parker, Rutherford, Carrington, and Goodman

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No: None

Resolution Passed

Special Presentation

Presentation of City Resolution Recognizing Modesto DelaO for Veterans of Foreign Wars National Honor

Recognition of Elected Officials - None

Agenda Address

1. Carlton Jones addressed items #1, #2, #3, #8 and #10

Agenda Items

Resolution

City Council

24-2

Resolution Ratifying Council Rules and Procedures. Moved by Councilperson Rutherford and second by Councilperson Carrington.

WHEREAS, the Pontiac City Council has established Rules and Procedures to govern the 11th Pontiac City Council proceedings and deliberations during 2024.

NOW, THEREFORE, BE IT RESOLVED, that the Pontiac City Council approves the 11th Pontiac City Council Rules and Procedures for the 2024 calendar year.

Ayes: McGuinness, Nicholson, Parker, Rutherford, Carrington, Goodman, and James

No: None

Resolution Passed

****See Exhibit A 11th Pontiac City Council Rules and Procedures after the minutes****

Election of City Council President and City Council President Pro-Tem for 2024

Motion to elect Mike McGuinness for Council President. Moved by Councilperson Rutherford and second by Councilperson Nicholson.

Ayes: Nicholson, Parker, Rutherford, Carrington, Goodman, James, and McGuinness

No: None

Motion Carried

Motion to elect William Carrington for Council President Pro-Tem. Moved by Councilperson Rutherford and second by Councilperson James.

Motion to elect Mikal Goodman for Council President Pro-Tem. Moved by Councilperson Nicholson and second by Councilperson Parker.

The vote was taken for Council President Pro-Tem.

Parker voted for Carrington

Rutherford voted for Carrington

Carrington voted for Carrington

Goodman voted for Goodman

James voted for Carrington

McGuinness voted for Carrington

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Nicholson voted for Goodman.

Carrington received 5 votes and Goodman received 2 votes. William Carrington was elected President Pro-Tem.

Ordinances

2429 Adoption of An Ordinance to Amend Appendix B of the Municipal Code of The City of Pontiac, Amending Article 2, Section 2.103—Zoning Map, To Change The Zoning Classifications For Four (4) Specific Parcels On The West Side Of Perry Street Between East Howard and Gladstone Place. (Second Reading) Move by Councilperson Goodman and second by Councilperson Nicholson.

Ayes: Rutherford, Carrington, Goodman, James, McGuinness, Nicholson, and Parker

No: None

Ordinance Passed

****See Ordinance #2429 as Exhibit B after the minutes. ****

Councilman Brett Nicholson left the meeting.

2430 Adoption an Ordinance to Amend The City of Pontiac Zoning Ordinance To Clarify The Minimum Lot Width In The R-1 Zoning District To Include: Article 2, Chapter 3, Section 2.301, Table 3 – Dimension Standards; Article 2, Chapter 3, Section 2.304 – R-1, R-1A, R-1B One Family Dwelling Districts; And Article 6, Chapter 5, Section 2.506 – Application To Lots of Record. (Second Reading) Moved by Councilperson Carrington and second by Councilperson Rutherford.

Ayes: Carrington, Goodman, James, McGuinness, Parker, and Rutherford

No: None

Ordinance Passed

****See Ordinance #2430 as Exhibit C after the minutes.****

2431 Adoption an Ordinance to Amend The City of Pontiac Zoning Ordinance To Clarify Public Hearing Notice Requirements: Amend Article 6, Chapter 9, Section 6.902; (Second Reading) Moved by Councilperson Rutherford and second by Councilperson Goodman.

Ayes: Goodman, James, McGuinness, Parker, Rutherford, and Carrington

No: None

Ordinance Passed

****See Ordinance 2431 as Exhibit D after the minutes.****

Resolutions Continued

Code Enforcement Division

24-3 Resolution to approve proposed Budget Amendments for Fiscal Year 2023-24 to increase GL 249-371-702.000 salary and wages account by \$22,499.99, GL 249-371-718.500 401A Employer Cost account by \$900.00, GL 249-371-716.000 Medical Insurance by \$5,887.50, GL 249-371-719.001 Dental by \$ 568.00, GL 249-371-716.011 Hearing by \$5.00, GL 249-371-717.000 Life Insurance by \$ 928.00. GL 249-371-719.000 Workers Comp by \$500.00, GL 249-371-725.000 Sick and vacation by \$216.35, GL 249-371-707.003 and GL 249-371-977.002 Vehicles by \$29,308.00 (These proposed budget amendments are for changing a part-time Code Enforcement Officer position to full-time and the lease of a 2024 Chevrolet Equinox for \$29,308.00 for Code Enforcement) Moved by Councilperson Rutherford and second by Councilperson Parker.

WHEREAS, The Code Enforcement Division has the need to create an additional full time Inspector position for the downtown parking enforcement and purchase an additional vehicle.

WHEREAS, The Code Enforcement funds require a budget amendment for fiscal year 2023/2024. Fiscal Year budget to cover these costs,

NOW, THEREFORE IT IS RESOLVED: The Pontiac City Council approves the proposed budget amendment for fiscal year 2023-2024 to increase GL 249-371-702.000 salary and wages account by \$22,499.99, GL 249-371-718.500 401A Employer Cost account by \$900.00, GL 249-371-716.000 Medical Insurance by \$5,887.50, GL 249-371-719.001 Dental by \$ 568.00, GL 249-371-716.011 Hearing by \$5.00, GL 249-371-717.000 Life Insurance by \$ 928.00. GL 249-371-719.000 Workers Comp by \$500.00, GL 249-371-725.000 Sick and vacation by \$216.35, GL 249-371-707.003 and GL 249-371-977.002 Vehicles by \$29,308.00.

Ayes: James, McGuinness, Parker, Rutherford, Carrington, and Goodman

No: None

Resolution Passed

Human Resources (HR)

24-4 **Resolution to approve Contract for Assistance with Retirement Funds by Titan Wealth Management.** Moved by Councilperson Rutherford and second by Councilperson James. Discussion.

Motion to postpone Resolution to approve Contract for Assistance with Retirement Funds by Titan Wealth Management for one week. Moved by Councilperson Carrington and second by Councilperson Rutherford.

Ayes: Parker, Rutherford, Carrington, Goodman, James, and McGuinness

No: None

Motion Carried

Discussions

U.S. Department of Housing and Urban Development (HUD) Announced \$10 Million in Rehabilitation Funding for North Hill Farms in Pontiac, City Councilman Mikal Goodman Holding Community Forum on January 4, 2024, from 5:00 to 7:00 pm at North Hill Farms Clubhouse and Invites Community Members to Attend, Learn More, and Share Questions

Demolition of McCarroll School (Agenda add-on)

Public Comment

1. Carlton Jones
2. Renee Beckley
3. Darlene Clark
4. Gloria Miller

Communications

City Council, Mayor's Office and City Clerk's Office

Mayor, Clerk and Council Closing Comments

Mayor Tim Greimel, Clerk Garland Doyle, Councilwoman Melanie Rutherford, Councilman Mikal Goodman, Councilwoman Kathalee James, Councilman William Parker Jr., Council President Pro-Tem William Carrington and Council President Mike McGuinness made closing comments.

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Adjournment

Motion to adjourn the meeting. Moved by Councilperson Carrington and second by Councilperson Parker.

Ayes: Parker, Rutherford, Carrington, Goodman, James, and McGuinness

No: None

Motion Carried

Council President Mike McGuinness adjourn the meeting at 2:16 p.m.

Garland S. Doyle
City Clerk



The 11th Pontiac City Council Rules and Procedures

All meetings of the City Council will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, and with these rules.

Meeting Times

The City Council meetings will be held every Tuesday of each month beginning at 6:00 p.m. at Pontiac City Hall in the Council Chambers for regular meetings, unless otherwise rescheduled by resolution of the Council.

Regular Meeting

During the Regular Meetings the City Council shall proceed through the regular agenda and take action on agenda items.

Special Meetings

A Special Meeting may be called by the Mayor, or any two Members of Council. A 24 hours written notice to each Member of the Council served personally or left at the Councilmember's usual place of residence is required. However, any Special Meeting at which all Councilmembers are present or have given written consent shall be a legal meeting for such purposes, without such written notice. Special Meeting notices shall state the purpose of the meeting. No official action shall be transacted at any Special Meeting of the Council unless the item has been stated in the notice of such meeting.

Posting Requirements for Regular and Special Meetings

- A. Within ten (10) days after the first meeting of the Council following the election, a public notice stating the dates, times, and places of the regular monthly Council meetings will be posted at the City Clerk's Office and on the City's website.
- B. For a rescheduled Regular or Special Meeting of the Council, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting at the City Clerk's Office and on the City's website. Special Meeting notices shall also state the purpose of the meeting.
- C. The notice described above is not required for a meeting of the Council in emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when two-thirds of the members of the Council determine that a delay would be detrimental to the City's efforts in responding to a threat.

Minutes of Regular and Special Meetings

The City Clerk shall attend the Council meetings and record all proceedings and resolutions of the Council in accordance with the Open Meetings Act. In absence of the Clerk, the Deputy Clerk shall perform the Clerk's duties.

At a minimum, the Minutes shall indicate the date, place, type (Regular or Special), and time of meeting; the names of all elected City officials present at Roll Call; the name and time of arrival of any elected City official not present at Roll Call; the name and time of departure of any elected City official before adjournment; the maker and supporter of all motions and resolutions which are voted upon by the Council; and indication of how each Council member present voted on a motion or resolution; the call of the presiding official as to the passage or failure of the motion or resolution; and the time of adjournment.

For public comment, only the name of individuals speaking need be included in the Minutes. For a public hearing, the name of the person addressing the Council and the topic of the comments need be included in the Minutes.

Meetings to be Public

All Regular and Special meetings of the Council shall be open to the public. Citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the Council may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act.

All official meetings of the Council and its committees shall be open to the public, freely subject to recording by radio, television, and photographic services at any time provided that such arrangements do not interfere with the orderly conduct of the meetings.

Meeting Agendas

An agenda for each Regular Council meeting shall be prepared by the City Clerk with the following order of business:

1. Call to Order
2. Invocation
3. Pledge of Allegiance to the Flag of the United States
4. Roll Call
5. Authorization to Excuse Members from the Meeting
6. Amendments to and Approval of the Agenda
7. Approval of Consent Agenda
8. Subcommittee Reports (As Needed)
9. Special Presentations (If Any)
10. Public Hearings (If Any)
11. Recognition of Elected Officials (If Any)
12. Agenda Address (2 Minute Limit)
13. Agenda Items
14. Public Comment (3 Minute Limit)
15. Mayor, Clerk, and Council Closing Comments (7 Minute Limit for Mayor; 3 Minute Limit Clerk, Council)
16. Adjournment

All items presented to the City Council for action shall be placed on the first possible Agenda by the City Clerk. The deadline to submit an item to the Clerk for placement on the Agenda shall be 12:00 Noon on the Thursday before a Regular Meeting. The Clerk shall distribute the Agenda by email no later than 5:00 p.m. on the Friday before a Regular Meeting. Complete Agenda packets, excluding confidential information, shall be posted on the City's website concurrent with distribution of the Agenda packet to Councilmembers and to the Mayor.

Any Councilmember shall have the right to propose an amendment to the Agenda prior to the Approval of the Agenda being voted upon; if a majority of the Council approves an amendment (or multiple amendments), the amended Agenda with the incorporated change(s) is the Agenda under consideration for Approval near the beginning of the Regular Meeting. Motions to amend the Agenda are not debatable prior to being voted upon by the Council.

Any Special Presentations with prepared materials must have copies provided to the Councilmembers and Mayor prior to the beginning of the presentation, either in digital or printed format.

Agenda Distribution

The City Clerk is responsible for the Agenda distribution, which is emailed to each Councilmember and to the Mayor forty-eight (48) hours or more prior to each Regular Council Meeting. In addition, the Clerk shall post each Agenda to the City's website forty-eight (48) hours prior to each meeting for the purpose of public access. Agendas for Special Meetings shall be distributed with the notice of Special Meeting and posted on the City's website.

Quorum

A majority of the entire elected or appointed and sworn Members of the Council shall constitute a Quorum for the transaction of business at all Council Meetings. In the absence of a Quorum, a lesser number may adjourn any meeting to a later time or date with appropriate public notice.

Council Attendance at Meetings

City Councilmembers are expected to attend Council Meetings to the best of their ability. Council is empowered by Article III – Legislative Branch, Section 3.107 of the City Charter to adjourn a meeting if a Quorum is not present and compel attendance in a manner prescribed by its ordinance.

In the event that a Member's absences continue for more than five consecutive Regular Meetings of the Council, then the Council may declare the seat vacant in accordance with Section 3.119 of the Charter.

Mayor Attendance at Meetings

Per Section 4.101 of the City Charter, the Mayor or Deputy Mayor shall attend all Meetings of the Council and respond to questions from Councilmembers and Citizens, and make reports and present proposals. The Mayor or Deputy Mayor may be recognized to speak on Council Agenda items.

Presiding Officer

The Presiding Officer shall be responsible for enforcing these Rules and Procedures, and for enforcing orderly conduct at Council Meetings. The Council President is ordinarily the Presiding Officer. If the Council President is absent, the Council President Pro Tem will serve as Presiding Officer. In the absence of both the Council President and the Council President Pro Tem at the same Meeting, the Councilmember who shall assume the role of Presiding Officer at that Meeting shall rotate by District, starting with District One. In the event of a resignation or other permanent absence, the Council President or Council President Pro Tem position shall be filled by nomination and affirmative vote by a majority of Councilmembers serving.

The President or the President Pro Tem may be removed by an affirmative Roll Call vote of a two-thirds majority of Councilmembers serving; such a removal may occur at a Regular Meeting throughout the year during this Council Session. In the event that either or both positions are vacant following a removal, then an election for that vacant leadership position shall be the next item of business to take place on the Meeting Agenda following the removal.

Disorderly Conduct

The Presiding Officer may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time, or speaking vulgarities. Such person shall be seated until the Presiding Officer determines whether the person is in order.

Closed Meetings

Closed Meetings may be held only for the reasons authorized in the Open Meetings Act, which are the following:

- A. To consider the dismissal, suspension, or disciplining of, or the hear complaints or charges brought against a public officer, employee, staff member, or individual agent when the name person requests a Closed Meeting.
- B. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
- C. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- D. To consult with the municipal attorney or another attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the Council.
- E. To review the specific contents of an application for employment or appointment to a public office when a candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting.
- F. To consider material exempt from discussion or disclosure by state or federal statute.

Calling Closed Meetings

At a Regular or Special Meeting, the Councilmembers elected or appointed and serving, by a two-thirds Roll Call vote may call a Closed Session under the conditions outlined in the Open Meetings Act. The Roll Call vote and purpose(s) for calling the Closed Meeting shall be entered into the Minutes of the public part of the Meeting at which the vote is taken.

Minutes of Closed Meetings

A separate set of Minutes shall be taken by the City Clerk or the designated secretary of the Council at the Closed Session. These Minutes will be retained by the Clerk, shall not be available to the public, and shall only be disclosed if required by civil action, as authorized by the Michigan Open Meetings Act. These Minutes may be destroyed one year and one day after approval of the Minutes of the Regular Meeting at which the Closed Session was approved.

Parliamentary Procedure

The rules of Parliamentary Procedure, as contained in the most recent edition of Robert's Rules of Order Newly Revised, shall govern the Council in all cases in which they are applicable, provided they are not in conflict with these rules, City ordinances, or applicable state statutes. The Council may also enlist the services of a Parliamentarian to assist the Council with use of Parliamentary Procedure. If enlisted, the Parliamentarian shall be a Professional Registered Parliamentarian with the National Association of Parliamentarians. The Presiding Officer shall preserve order and decorum and may speak to Points of Order in preference to other Councilmembers. If a Point of Order is given, it should not exceed two (2) minutes.

Conduct of Discussion

During Council discussion and debate, no Councilmember shall speak until recognized for that purpose by the Presiding Officer. After such recognition, the Councilmember shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a Point of Order or Privilege raised by another Councilmember. Councilmembers should address their remarks to the Presiding Officer, maintain a courteous tone, and avoid interjecting a personal note into debate. Councilmembers may decide by a majority vote to limit or determine the time to be devoted to the discussion of a pending motion or item for discussion.

Ordinances and Resolutions

A vote on all Ordinances and Resolutions shall be taken by a Roll Call vote and entered in the Minutes unless it is a unanimous vote. If the vote is unanimous, it shall be necessary only to so state in the Minutes, unless a Roll Call vote is required by law or by Council rules.

Voting Procedure

In all Roll Call votes, the names of the members of the Council shall be called in rotating alphabetical order. Interruptions during an active voting procedure are permitted only before any Councilmember has cast their vote. A Councilmember has a right to change their vote during the voting process up until the result of the vote is announced. Once the result of a vote is announced, a Councilmember may only change their vote if unanimous consent by the remaining Councilmembers present is granted. A Councilmember does not have the right to explain why they are voting a certain way, or to offer the rationale for their vote during the voting procedure. Except as otherwise specified in the City Charter or in matters pertaining to a direct financial conflict of interest, no Councilmember shall abstain from voting on any question.

Citizen Participation

Each Regular and Special Council Meeting Agenda shall provide reserved time for citizen participation. During citizen participation, each individual shall address the City Council in an orderly and dignified manner and shall not engage in conduct or language that disrupts, makes fun of, or otherwise impedes the orderly conduct of the Council Meeting. In addition, members of the audience shall not engage in disorderly or boisterous activity including but not limited to: the utterance of loud, obnoxious, threatening, or abusive language, cheering, whistling, or any other acts that disturb, disrupt, or impede, or otherwise interfere with the orderly conduct of the Council Meeting.

Agenda Address

The Council has included in its Agenda a time for Agenda Address. Agenda Address will allow a citizen to comment on Agenda Items on the Agenda for that applicable Council Meeting. A person addressing the Council will have two (2) minutes to complete the Agenda Address. All individuals wishing to participate in the Agenda Address will have to fill out an Agenda Address Card, which will be made available in the City Clerk's Office. The Agenda Address Card shall require the person to identify themselves, a method of contact, and the subject matter of their comments and such other information the Council President may require. The Agenda Address Card is required to be completed and turned in to the Clerk's Office two hours ahead of the scheduled start time of the Council Meeting in order to be considered a valid request at that Council Meeting. Those who have submitted an Agenda Address Card to speak must be present in the Council Chambers when their name is called or they will forfeit their opportunity for Agenda Address.

Public Comment

The Council has included in its Agenda a time for Public Comments. The Public Comment portion of the Agenda will allow individuals to comment on items not specific to Agenda Items. Individuals addressing the Council will have three (3) minutes to complete Public Comment. At the Public Comment portion of the Agenda, the Presiding Officer has the flexibility to determine whether the allotted time for each speaker should be limited to less than three minutes.

All individuals wishing to speak during Public Comment must sign up at the Public Comment Sign-In Sheet, which will be located in the Council Chambers on a clipboard. The Public Comment Sign-In Sheet shall require an individual to identify themselves, a method of contact, and the subject matter of their comments, and such other information the Council President may require. The Public Comment Sign-In Sheet will be picked up before the Call of Order of the Meeting. If an individual's

name is not on the Public Comment Sign-In Sheet once picked up, they will not be allowed to speak during Public Comment. Individuals who have submitted their information on the Sign-In Sheet to speak must be present in the Council Chambers when their name is called, or they will lose their turn to speak. Only individuals who have signed up on the Sign-In Sheet for Public Comment can be recognized; there can be no names added once the Sign-In process is closed. An individual recognized to speak during Public Comment may not yield their time to another individual.

During Public Comment, Councilmembers shall not respond to any speaker. Responses to Public Comments are appropriate during Closing Comments prior to the adjournment of the Meeting. During Public Comment, speakers shall not expressly advocate a vote for or against a candidate or ballot issue, per Section 57 of the Michigan Campaign Finance Act. City of Pontiac employees cannot speak during Public Comments during the course of their work duties and while receiving compensation from the City of Pontiac.

Council Committees

The Council establishes Committees to increase the efficiency of their research, review, oversight, and planning. A Committee shall be comprised of three (3) Councilmembers, and one (1) alternate Councilmember who may attend if a regular member is unable to attend. Councilmembers shall be appointed to Committees by the Council President. The Council President shall designate which Councilmember shall serve as Chair for that Committee. Committee assignments shall be for the length of one (1) year, and all assignments shall be revisited the month of January of each year; Councilmembers may be reappointed to the same Committee assignment for multiple years in a row, however. The Council President shall fill any Committee vacancies.

Committees may determine the date and time of their meetings; however, Committee meetings at which City of Pontiac Department Heads will be present shall be scheduled at a time mutually acceptable to both the Committee and the Department Head. Committees can discuss current or prospective policy with Department Heads or other participating City employees. Committees cannot make final decisions, but may recommend actions to the full Council.

Standing Committees

Standing Committees will meet once a month, or as needed. The Council's Standing Committees shall be the following:

- A. Communications, Engagement & Operations – *Information Technology, Public Access Cable, Municipal Communications, Branding, Marketing, Citizen Engagement, Youth In Government, Internal Council Operations*
- B. Economic Development, Housing & Planning – *Economic Growth, Building and Planning, Zoning and Land Use, Housing Policies, Review of Proposed Residential and Commercial Developments*
- C. Facilities & Property – *City-Owned Land and Sites, Consideration of Future Real Estate Transactions, Municipal Facilities Management and Maintenance (e.g. City Hall, Senior Centers)*
- D. Finance & Personnel – *Reviewing Financial Reports, Reviewing Proposed Budgets, Auditing and Accounting Needs, Human Resources Needs and Systems, Hiring Processes and Considerations*
- E. Law & The Courts – *Municipal Legal Contracts, Operations and Functions of 50th District Courthouse, Communication and Coordination with District Court Judges and Court Staff*

F. Parks, Recreation & Public Works – *Municipal Parks, Public Trails, Greenspaces, Forestry, Youth and Community Recreation Services, Road Infrastructure, Water Infrastructure, Department of Public Works Services*

G. Public Safety, Health & Wellness – *Reviewing Law Enforcement Services, Fire Safety, Emergency Medical Transport Service Providers, Public Health & Safety Strategies, Community Mental Health Services*

The Committee's above descriptive text found in these Rules shall not be construed as the full breadth or limitations of a Committee's possible areas of research or review.

Special Committees

Special Committees may be established for a specific period of time by the Council President or by a Resolution of the Council, which specifies the tasks(s) of the Special Committee and the date of its dissolution. Special Committees shall present reports in the same manner as Standing Committees.

Committee Reports

Council Committees shall present both oral and written reports. The Community shall designate a Member to prepare the written report for the Committee. The written report shall indicate the date and time of the Committee meeting, all persons present, and the subject matter of discussion with some detail. If a Committee is making a recommendation to the full Council, then at least two of the three Councilmembers on that Committee must be noted as being in support of the recommendation.

Suspension or Modification of These Rules

The Rules of the Council may be suspended for a specified portion of a Meeting by an affirmative vote of two-thirds of the Councilmembers present except that Council actions shall conform to state statutes and to the Michigan and United States Constitutions. During the month of January of each year, the Council shall conduct an Annual Review of these Rules and may revise them by a majority vote of Councilmembers.

Effective: January 4, 2022

STATE OF MICHIGAN
COUNTY OF OAKLAND
CITY OF PONTIAC

ORDINANCE NO. 2429

ZONING ORDINANCE MAP AMENDMENT

AN ORDINANCE TO AMEND APPENDIX B OF THE MUNICIPAL CODE OF THE CITY OF PONTIAC, AMENDING ARTICLE 2, SECTION 2.103—ZONING MAP, TO CHANGE THE ZONING CLASSIFICATIONS FOR FOUR (4) SPECIFIC PARCELS ON THE WEST SIDE OF PERRY STREET BETWEEN EAST HOWARD AND GLADSTONE PLACE.

THE CITY OF PONTIAC ORDAINS:

Section 1. Amendments.

That the Zoning Map of the City of Pontiac, said map being incorporated by reference in the Zoning Ordinance for the City of Pontiac pursuant to Article 2 therefore, be and the same is hereby amended, changed, and altered so that hereafter the zoning classifications for the below legal description, commonly referred to as 148 E. Howard and 140 E. Howard, Parcel IDs: 14-28-103-016 and 14-28-104-009 from R-2 Two Family Dwelling District to C-1 Local Business/Residential Mixed-Use District and 147 E. Howard, Parcel IDs: 14-29-233-018 and 4-28-103-007 from R-2 Two Family Dwelling District to P-1 Parking District.

Provided Legal Description:

T3N, R10E, SEC 28 ASSESSOR'S PLAT NO 25 LOT 15, ALSO LOT 16 EXC THAT PART TAKEN FOR RD

T3N, R10E, SEC 29 ASSESSOR'S PLAT NO. 25 LOT 14

T3N, R10E, SEC 28 ASSESSOR'S PLAT NO. 24 LOT 10

T3N, R10E, SEC 28 ASSESSOR'S PLAT NO. 24 LOT 9

Section 2. Repealer and Severability.

All other parts and provisions of the Zoning Ordinance shall remain in effect, amended only as provided above. If any section, clause or provision of this Ordinance shall be declared to be unconstitutional, void, illegal or ineffective by any Court of competent jurisdiction, such section, clause or provision declared to be unconstitutional, void or illegal shall thereby cease to be a part of this Ordinance, but the remainder of this Ordinance shall stand and be in full force and effect.

Section 3. Effective Date

The foregoing amendment to the City of Pontiac Zoning Map was approved and adopted by the City Council on _____, 2023, after a public hearing as required pursuant to the Michigan Act 110 of 2006, as amended. The Ordinance shall be effective on _____, 2023, which date is the eighth day after publication of a Notice of Adoption and Posting of the Zoning Map Amendment in a publication in a newspaper of general circulation in the zoning district as required by Section 401 of Act 110 of 2006, as amended. However, this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

ORDINANCE DECLARED ADOPTED.

CERTIFICATION

The foregoing is a true and complete copy of an Ordinance adopted by the City Council of the City of Pontiac, County Oakland, State of Michigan, at a regular meeting of the City Council held on _____ day of _____, 2023, and public notice of said meeting was given pursuant to and in accordance with the requirements of Act No. 267 of the Public Acts of 1976, as amended, being the Open Meetings Act, and the minutes of said meeting have been or will be made available as required by said Act.

Members Present: _____

Members Absent: _____

It was moved by Member _____ and supported by Member _____
_____ to adopt the Ordinance.

Members voting yes: _____

Members voting no: _____

Members abstaining: _____

The Ordinance was declared adopted by the Mayor and has been recorded with the City of Pontiac.

Garland Doyle, City Clerk
City of Pontiac, Michigan

ADOPTED:

PUBLISHED:

EFFECTIVE:

STATE OF
MICHIGAN COUNTY
OF OAKLAND CITY
OF PONTIAC

ORDINANCE NO. 2430

ZONING ORDINANCE TEXT AMENDMENT

AN ORDINANCE TO AMEND THE CITY OF PONTIAC ZONING ORDINANCE TO CLARIFY THE MINIMUM LOT WIDTH IN THE R-1 ZONING DISTRICT TO INCLUDE:

ARTICLE 2, CHAPTER 3, SECTION 2.301, TABLE 3 – DIMENSION STANDARDS;

ARTICLE 2, CHAPTER 3, SECTION 2.304 – R-1, R-1A, R-1B ONE FAMILY DWELLING DISTRICTS; AND

ARTICLE 6, CHAPTER 5, SECTION 2.506 – APPLICATION TO LOTS OF RECORD.

THE CITY OF PONTIAC ORDAINS:

[illegible]

Table 3: Dimension Standards											
Zoning District	Minimum Lot Dimensions			Minimum Setback: Common Yard or Front Parking Private Frontage (ft.) ^(A, B)				Minimum Setback: Stoop, Courtyard, or Streetfront Private Frontage (ft.) ^(A, B)			
	Interior Width (ft.)	Corner Width (ft.)	Area (sq. ft.)	Front ^(D)	Side (street) ^(D)	Side (interior)	Rear	Front ^(D)	Side (street) ^(D)	Side (interior)	Rear
R-O	Refer to Article 3, Chapter 4										
C-C	Refer to Article 3, Chapter 5										
G-O-T	Refer to Article 3, Chapter 6										
MUD	Refer to Article 3, Chapter 7										
TC	Refer to Article 3, Chapter 8										
SP	Refer to Article 3, Chapter 9										

Amend Article 2, Chapter 3, Section 2.304 -

2.304 R-1, R-1A, R-1B One Family Dwelling Districts.

- C. Permitted and Special Exception Uses. Refer to Table 2 for permitted and special exception uses in the R-1 district.

LOT REQUIREMENT	DIAGRAM KEY			R-1	R-1A	R-1B
Minimum Lot Width (interior lot)	A	40	80 ft.	100 ft.		
Minimum Lot Width (corner lot)	B	75 ft.	95 ft.	115 ft.		
Minimum Lot Area (sq. ft.)	(A or B)*C	7,200	9,600	16,000		

D. Required Street Frontage. All buildings constructed within the R-1 districts shall be located on lots having, at minimum, 15 feet of frontage on a public or private right-of-way or permanent, unobstructed easement-of-record of at least a 40 foot width,

improved as would be a public right-of-way pursuant to Sections 106-102 and 106-127 of City Code.

Amend Article 6, Chapter 5, Section 6.506

6.506 Application to Lots of Record

C. For the purpose of erecting a single-family detached dwelling within the R-1 One-family Dwelling District and R-2 Two-family and Terrace Dwelling District, a previously platted (or otherwise legally created) non-conforming lot, including those which are contiguous with one (1) or more other lots under the same ownership, shall be considered conforming with respect to the applicable minimum required lot width and lot area requirements of this ordinance IF the proposed development or said lot would conform to all other applicable requirements and standards, including but not limited to: building appearance and placement, minimum floor area and height etc. AND if the following circumstance applies:

1. Neither the current owner nor prospective purchaser of the lot in question owns the adjacent property(s), and the lot in question is at least 40 feet wide and provides a lot area of no less than 4,800 sq. ft.

¹ Lot width may not be less than the width of the majority (50% or more) of lots in the surrounding area that are developed with existing single-family dwellings. Surrounding area shall be defined as all of the lots abutting either side of the street(s) that abut the lot in question and which are also located within 500 feet of said lot. For example, if a parcel is 80 feet wide and the majority of parcels along the same street and within 500 feet of the property are 50 feet wide then the subject parcel could not be split as it would create two parcels with frontages less than the street average.

STATE OF MICHIGAN
COUNTY OF OAKLAND
CITY OF PONTIAC

ORDINANCE NO. 2431

ZONING ORDINANCE TEXT AND MAP AMENDMENT

AN ORDINANCE TO AMEND THE CITY OF PONTIAC ZONING ORDINANCE TO
CLARIFY PUBLIC HEARING NOTICE REQUIREMENTS:

AMEND ARTICLE 6, CHAPTER 9, SECTION 6.902;

THE CITY OF PONTIAC ORDAINS:

Amend Article 2, Chapter 9, Section 6.902:

6.902 General Public Hearing Procedures.

The following procedures are applicable to all public hearings except zoning ordinance text and map amendments, which are described in Section 6.903, below.

A. **Publication in a Newspaper of General Circulation.** Notice of the request shall be published in a newspaper of general circulation not less than 15 days before the date the application will be considered for approval.

B. **Personal and Mailed Notice.**

- 1 Notice shall be sent by mail or personal delivery to the owners of property for which approval is being considered.
- 2 Notice shall be sent to all persons to whom real property is assessed within 300-500 feet of the property, regardless of municipal jurisdiction.
- 3 Notice shall be given to the occupants of all structures within 300 500 feet of the property regardless of municipal jurisdiction. Notification need not be given to more than one occupant of a structure, except that if a structure

contains more than one dwelling unit or spatial area leased by different persons, one occupant of each unit or spatial area shall be given notice. If a single structure contains more than 4 dwelling units or other distinct spatial areas owned or leased by different persons, notice may be given to the manager or owner of the structure who shall be requested to post the notice at the primary entrance(s) to the structure.

- 4 All notice delivered by mail or personal delivery must be given not less than 15 days before the date of the public hearing. Notice shall be deemed given when personally delivered or when deposited during normal business hours for delivery with the US postal service or other public or private delivery service. If the name of the occupant is not known, the term "occupant" may be used for the intended recipient of the notice.
- 5 The City shall prepare a list of property owners and occupants to whom notice was mailed.

C. Content. Any notice published in a newspaper or delivered by mail shall:

- 1 Describe the nature of the request.
- 2 Indicate the property that is the subject of the request.
- 3 Include a listing of all existing street addresses within the property. If no such addresses exist, other means of identifying the property may be used.
- 4 When and where the public hearing will occur.
- 5 When and where written comments may be submitted concerning the request.

D. Posting of Signs for Zoning Map Amendments, Special Exceptions, or Right-of-Way Vacations. *An applicant requesting a Zoning Map Amendment, Special Exception, or Right-of Way Vacation shall construct and install a sign indicating the requested change. The signage is required to ensure adequate public notice. All signage must meet the following requirements:*

- 1 *The sign(s) shall be installed no less than fifteen (15) days prior to public hearing at the Planning Commission meeting.*
- 2 *All Signs related to Zoning Map Amendments and Special Exception Applications must abide by the following requirements:*
 - a. *All signs must be uniform and follow the template provided in the Application for Zoning Map Amendment and/or Special Exception. All signs must comply with the following sign specifications:*
 - i. *Block style black lettering on a yellow background.*
 - ii. *Signs shall be a minimum four (4) feet vertical by six (6) feet horizontal.*
 - iii. *Sign face must be re-enforced plastic, exterior plywood, aluminum, or similar material.*
 - b. *Required Signs in All Districts Except the C-2 Downtown District must abide by the following requirements:*
 - i. *The sign(s) shall be installed on the parcel(s) requested for the land use change.*
 - ii. *The sign(s) shall not be placed within the public right-of-way nor shall the sign(s) obstruct clear vision for motorists per the Clear Vision Ordinance.*
 - iii. *In the event the parcel fronts on more than one roadway, signage shall be required for all adjoining public roadways.*
 - c. *Required Signs in the C-2 Downtown District must abide by the following requirements:*
 - i. *Applicants shall either affix signs to interior windows or shall post signage on the parcel which is the subject of the property.*
 - ii. *Window Signs shall abide by the following requirements:*
 - A. *Signage shall be affixed to the ground-floor interior window(s).*
 - B. *Window(s) shall be clear glass and no encumbrances to viewing the sign(s) or the sign(s) shall be surely attached to a building wall.*
 - C. *Paper sign(s) may be approved at the discretion of staff on a case-by-case basis.*

iii. *Exterior Signs shall abide by the following requirements:*

- A. Sign(s) must be located a minimum of three (3) feet from ground level and have no encumbrances that block the signage and able to withstand lateral winds of 14 pounds per square foot.*
- B. Sign support system must be structurally sound.*
- C. Posts, if required, shall be set in the ground at least 24 inches below the surface.*
- D. The bottom of the sign(s) shall be no less than three (3) feet above the ground level.*

3. *All signage for right-of-way or alleyway vacations must abide by the following requirements:*

- a. Signs must be uniform and follow the template provided in Application for Right of Way Vacation.*
- b. Signs shall be placed perpendicular to the adjoining roadway either in the right-of-way or on adjacent property and be clearly visible.*
- c. If the applicant of the right-of-way vacation is not able to secure a 24 square foot temporary sign, they may elect to install a minimum of two (2) sandwich board signs each of which shall be a minimum of six (6) square feet.*
- d. Signs shall be clearly visible from the adjacent public streets and located in the right-of-way, alley, or adjacent properties to the right-of-way.*
- e. Sandwich boards shall be positioned toward roadways and shall be weighted down to protect against wind resistance.*

4. *Duration*

- a. Sign(s) are required to be posted at the subject site for the duration of the public notification period (15 Days).*
- b. The applicant shall provide the Community Development Department with a photograph of the sign(s) on the parcel(s) which shall be emailed to planning@pontiac.mi.us. The photograph(s) shall be sent the day the sign(s) is posted with a date shown on the picture.*

- c. *In the event of a failure to post the required sign(s) within the public notification period, the request will not be heard at the scheduled public hearing.*
- d. *Sign(s) required above shall be removed within three (3) days after the final public hearing has been completed. Failure to remove sign(s) within this period may result in the removal of the sign(s) by the City, following notice and an opportunity to cure, at the owners expense.*