



The City of Ferndale

Agenda

**VIRTUAL Meeting of the Downtown Development Authority (DDA) Board of
Directors Downtown Development Authority Meeting**

THURSDAY, AUGUST 27, 2020 @ 8:00 AM

JOIN FROM A COMPUTER OR PHONE (WITH VIDEO):

- JOIN THE MEETING:

**[HTTPS://US02WEB.ZOOM.US/J/84761641823?pwd=A1VIDLL1EU05TUTHYXRJ
EMLLCVO0ZZ09](https://us02web.zoom.us/j/84761641823?pwd=A1VIDLL1EU05TUTHYXRJEMLLCVO0ZZ09)**

- PASSWORD: FERNDALE

CALL IN FROM A PHONE:

- US TOLL-FREE: 312 626 6799

- MEETING ID: 847 6164 1823

- PASSWORD: 86084236

1.Call to Order & Roll Call

2.Approval of Agenda

3.Presentations

3.a. [DDA Executive Director Updates](#)

3.b. [Downtown Maintenance Report](#)

3.c. [Introduction to Parking Manager](#)

4.Community Reports

Reports from community organization representatives in attendance, including but not limited to: Ferndale Area Chamber of Commerce, Ferndale Area District Library, 8 Mile Boulevard Association, etc.

5.Call to Audience

6.Consent Agenda

6.a. [Approval of Minutes](#)

7.Regular Agenda

7.a. [Status Review of All DDA Board Actions in 2020](#)

- 7.b. Discussion of Payment in Lieu of Parking Ordinance
- 7.c. Discussion of Plan Establishing Social Districts in the City of Ferndale, as Proposed by the Directors of Special Events, CED, and the Ferndale DDA
- 7.d. Approve Recommendations for PPE Marketplace

8.Call to Committee Chairs, Board Members & Staff (note more than 3 minutes)

9.Adjournment

**CITY OF FERNDAL
REQUEST FOR COUNCIL ACTION**

FROM: Lena Stevens

SUBJECT: DDA Executive Director Updates

INTRODUCTION

SUMMARY & BACKGROUND

N/A

BUDGETARY CONTEXT

CIP#

ATTACHMENTS

STRATEGIC PLANNING CONTEXT

RECOMMENDED ACTION

Updates from the DDA Executive Director on previous month's activities and programs.

**CITY OF FERNDALE
REQUEST FOR COUNCIL ACTION**

FROM: Lena Stevens

SUBJECT: Downtown Maintenance Report

INTRODUCTION

SUMMARY & BACKGROUND

The Department of Public Works was awarded the contract for Downtown Maintenance and began work in December 2018. The contract was established for a 2 year period, based on a calendar year. As you can see below, the contract is budgeted at \$165,000 each fiscal year with an additional \$20,000 allocated for planting materials. The DDA will begin discussions next month regarding the potential to renew the contract. Those discussions will provide a platform for the DDA Board of Directors to discuss changes or additions to the contract (snow removal, upgrades for street furniture, etc).

A representative of the DPW will be in attendance at the meeting to discuss maintenance activities from the months of June and July.

BUDGETARY CONTEXT

Downtown Maintenance for Fiscal Year 2020 is budgeted at \$165,000. Total spend actual for the fiscal year totaled is \$141,685. This represents a decline from what would have been expected given the demand decrease and operational impacts caused by COVID-19. Additionally there is a planting materials budget of \$20,000 for each fiscal year. The invoices have not yet been aggregated for those expenses.

CIP#

ATTACHMENTS

STRATEGIC PLANNING CONTEXT

Supported Infrastructure

RECOMMENDED ACTION

Review and discuss updates from the Department of Public Works regarding maintenance contract for Downtown Ferndale.



August 27, 2020

City Manager

**CITY OF FERNDAL
REQUEST FOR COUNCIL ACTION**

FROM: Lena Stevens

SUBJECT: Introduction to Parking Manager

INTRODUCTION

SUMMARY & BACKGROUND

BUDGETARY CONTEXT

CIP#

ATTACHMENTS

STRATEGIC PLANNING CONTEXT

RECOMMENDED ACTION

N/A

**CITY OF FERNDAL
REQUEST FOR COUNCIL ACTION**

FROM: Lena Stevens
SUBJECT: Approval of Minutes

INTRODUCTION

SUMMARY & BACKGROUND
N/A

BUDGETARY CONTEXT

CIP#

ATTACHMENTS

STRATEGIC PLANNING CONTEXT

RECOMMENDED ACTION

Approval of the minutes from the DDA Board of Directors meeting held on June 11 2020

**CITY OF FERNDAL
REQUEST FOR COUNCIL ACTION**

FROM: Lena Stevens

SUBJECT: Status Review of All DDA Board Actions in 2020

INTRODUCTION

SUMMARY & BACKGROUND

As fiscal year 2020 comes to a close, DDA staff felt it would be useful to review the actions taken by the DDA Board of Directors from November 2019 - June 2020.

BUDGETARY CONTEXT

CIP#

ATTACHMENTS

[DDA Board of Directors Action Tracking.pdf](#)

STRATEGIC PLANNING CONTEXT

RECOMMENDED ACTION

Review list of all actions taken by the DDA Board of Directors and discuss any feedback.

**Ferndale DDA
Board of Directors Actions
November 2019 - July 2020**

MEETING HELD	LINE ITEM	APPROVAL	NOTES
14-Nov-19	7. b) Motion to authorize DDA contract with Miller Canfield	Pawlica/Raska	All Ayes
14-Nov-19	7. c) Motion to move forward with Option 1: The Dot Campaign	Raska/Scheer	All Ayes
13-Feb-20	7. b) Motion to approve increase in Schiffer Park contribution from \$75,000 & no more than \$205,000	Jacokes/Martin	All Ayes
13-Feb-20	7. c) Motion to authorize Executive Director to enter contract with Ideation Orange for experience/art planning at The Dot not exceeding \$36,000	Johnston/Martin	All Ayes
13-Feb-20	7. d) Motion to approve contract with Charles Williams Group, not exceeding \$4000 for Spring Fever 2020.	Brown/Jacokes. Abstained by Johnston.	Quroum met, motion carries.
12-Mar-20	7. a) Appointment of Member PJ Jacokes to serve as representative for The Dot Experience Planning Committee	Martin/Scheer	All Ayes
12-Mar-20	7. b) Motion to approve the DDA Fiscal Year 2020 Budget provided to city council for approval	Jacokes/Brown	All Ayes
9-Apr-20	8. a) Motion to recommend that Ferndale City Council approves applicant's payment in lieu of parking request at 22757 Woodward Ave. in accordance with Ordinance No. 1087, Section 24-223 (k).	Raska/Jacokes	All Ayes
9-Apr-20	8. c) Motion to authorize Executive Director to contract with Everything HR, starting with \$10,000	Jacokes/Brown	All Ayes
14-May-20	7. a) Motion to approve suggested updates to the Ferndale DDA By-Laws as presented, with more review planned for fall 2020	Raska/Scheer	All Ayes
11-Jun-20	6. a) Authorization of Budget Allocation for Outdoor Seating and Business Support Services for COVID-19 Recovery		All Ayes
11-Jun-20	6. b) License for Use of Property at 165 E. 9 Mile Road for Outdoor Seating		All Ayes
11-Jun-20	6. d) Resolution in Support of the City of Ferndale City Council's Declaration of Commitment to Antiracism		
July 2020	*via Harassment statement email/phone discussions		N/A

**CITY OF FERNDALE
REQUEST FOR COUNCIL ACTION**

FROM: Lena Stevens

SUBJECT: Discussion of Payment in Lieu of Parking Ordinance

INTRODUCTION

SUMMARY & BACKGROUND

The DDA Executive Director believes it is time to discuss the effectiveness of this Payment in Lieu of Parking Ordinance in achieving its stated goals. As the lot parking deck is scheduled to open this fall, and Covid-19 has increased the importance of outdoor dining, Ms. Stevens is initiating a discussion with the Ferndale DDA Board of Directors to gather preliminary feedback on the issue.

Ferndale's Payment in Lieu of Parking Ordinance was adopted in 2008. The intent of the Ordinance was to require the user having a direct impact on the City's peak hour parking issue to contribute to the resolution of the issue. Payment in lieu, by Ordinance, is set aside and allows proceeds for acquisition, development and maintenance of municipally owned or leased off-street parking facilities for the benefit of the CBD. Fees take into consideration the cost of constructing a new offstreet parking space in a municipal facility. Fees are set at \$5,000 (per space) for spaces 1-5 required, \$4,000 (per space) for spaces 6-10, and \$3,000 (per space) for spaces over 11.

Payment in lieu determination applications are submitted to the Community and Economic Development department. Applications include a letter describing the project, a Zoning Determination Request form, and sketch floor plan with the gross square footage details. Once a determination of the number of parking spaces required is made, the request may be reviewed by the Planning Commission and Downtown Development Authority, prior to City Council consideration.

The purpose of this discussion is to gauge the interest in the DDA Board of Directors in reviewing the ordinance this fall.

BUDGETARY CONTEXT

Current fees take into consideration the cost of constructing a new offstreet parking space in a municipal facility. Fees are set at \$5,000 (per space) for spaces 1-5 required, \$4,000 (per space) for spaces 6-10, and \$3,000 (per space) for spaces over 11.

CIP#

ATTACHMENTS

STRATEGIC PLANNING CONTEXT

RECOMMENDED ACTION

Discuss recommendation from the DDA Executive Director to move forward with a review of the Payment in Lieu of Parking Ordinance.

**CITY OF FERNDALE
REQUEST FOR COUNCIL ACTION**

FROM: Lena Stevens

SUBJECT: Discussion of Plan Establishing Social Districts in the City of Ferndale, as Proposed by the Directors of Special Events, CED, and the Ferndale DDA

INTRODUCTION

SUMMARY & BACKGROUND

In response to COVID-19, the Michigan Legislature enabled the creation of Social Districts in municipalities throughout the state, allowing outdoor activities as well as the sale and consumption of alcohol in ways that allow activity to continue while complying with best practices and social distancing protocols that mitigate the spread of COVID-19.

City Staff from Special Events, Community and Economic Development (CED), Downtown Development Authority (DDA), and other departments coordinated a proposal in response to Social Districts legislation to provide for the practical deployment of this opportunity in our community. Staff intends to begin with no more than three common areas within the established district, allowing for performance assessment and adaptation as necessary, as well as responding to business and consumer demand for these amenities. The establishment of these districts as proposed will allow staff to make these adaptations administratively, rather than having to return to Council each time - though staff would return for anything that is outside the scope of this proposal, such as the total closure of a street.

If the plan and resolution are approved by City Council, use of the common areas within the Social Districts will function similarly to the City's special events process, which will be administered by the Director of Special Events and the Special Events Committee. Staff's first steps following an approval will be to finalize the logistical details for initial common areas, such as amenities and costs for sanitation/maintenance service.

Social District legislation requires that a minimum two liquor license-holding establishments be present in order to have a Social District.

BUDGETARY CONTEXT

CIP#

ATTACHMENTS

[Ferndale_Social_District_Plan_DRAFT.pdf](#)

[Social District Cities List Aug 14.pdf](#)

[Social District Permit Application_ CITY.pdf](#)

[Social District Permit Application_BUSINESS.pdf](#)

STRATEGIC PLANNING CONTEXT

Economic Prosperity

RECOMMENDED ACTION

Review and discuss the plan for establishing Social Districts in Ferndale, as proposed by the directors of Special Events, CED and the Ferndale DDA.



SOCIAL DISTRICT & COMMON AREAS PLAN PROPOSAL

Introduction:

The City of Ferndale seeks to take advantage of Michigan Public Act 124 of 2020 signed in to law on July 1, 2020. This is enabling legislation that would allow Michigan municipalities to establish Social Districts that would allow for “common areas” where two or more contiguous licensed establishments (bars, distilleries, breweries, restaurants and tasting rooms) could sell alcoholic beverages in serving cup no larger than 16 ounces with the licensee's trade name or logo mark.

The Ferndale City Manager's Office through a collaboration of all City Hall departments has designed a Ferndale Social District and the policies, parameters and management of this new community development tool. This Ferndale Social District Plan will be shared with potential license holder users for refinement of the plan, a final draft presented to the Ferndale City Council for approval and sent on to the Michigan Liquor Control Commission for state concurrence. (See attached **Schedule A**)

Management:

The Ferndale Social District would be created and managed by the city through its Community & Economic Development and Special Events Departments. The social district management and operations will be assisted by the city's police department, public works, clerk and finance departments.

District boundaries:

The Ferndale Social District will be from along Woodward Avenue, from Cambourne Street to Saratoga Street. There will be seven(7) common areas within this district: Municipal Lots #1, 3, 9, 13 & 15, along with the south pedestrian alleyway (between to W. 9 Mile Rd & W. Troy St) and on West Troy St. (adjacent to 'the dot'). (See attached **Schedule B pages**)

The social district would remain open to traffic and parking. The district and the common areas are being proposed with the expectation of certain properties being developed that would include future businesses with liquor licenses.

Participating license holders:

Participating license holders will be asked to apply and submit a Social District Application for review and consideration, which must be approved social district permits issued by the MLCC. This allows a license holder to sell alcoholic beverages in special social district cups in its service area to be taken into the common area for consumption. An Application fee is recommended for processing and city staff time at a cost of \$175.

Non-alcohol businesses within the district:

These businesses could have the opportunity to be in the common area and allow for Social District beverages to be brought into those places of business.

Operations:

The Ferndale Social District would operate from 5:00 pm to 12:00 am Monday to Friday; and 9:00 am to 12:00 am on Saturday and Sunday. Operations would be seven(7) days a week. The common areas would be open from the time participating license holders open for business until midnight. After midnight, Social District beverages cannot be sold in participating establishments nor possessed and consumed in the common areas. After midnight, consumption of alcoholic beverages must be contained within the license holders' service areas. It is the intent of city administration to begin implementing the Ferndale Social District on September 1, 2020.

District designation and marking:

The boundaries of the Ferndale Social District would be clearly designated and marked with signs and graphics on streets and sidewalks. The signs would be accompanied by a trash receptacle for customers to dispose of used district cups as they exit the district.

Social District logo and beverage containers:

The Ferndale Social District may have a name for branding and marketing purposes but must have a special logo for use on the non-glass district beverage cups of no more than 16 ounces. The cups of various colors to differentiate among license holders must also have a logo or name identifying the establishment. Ferndale Social District cup may not be reused, must remain in the establishment where they were purchased or in the common area and may not be taken into an establishment that did not sell the beverage. Stickers will follow the same guidelines in that the Ferndale Social District logo will be placed on each cup and it will be the license holder's responsibility to place their own logo or name on the cup to be in compliance with State law.

Ferndale Social District will require that all license holder plastic cups and lids are eco-friendly PLA compostable cups.

Security-enforcement:

Security and enforcement in the Ferndale Social District will be provided by the Ferndale Police Department.

Insurance:

The city will insure its management and operation of the Ferndale Social District through its municipal umbrella insurance policy. Participating license holders would be responsible to secure their own liability insurance.

Sanitation:

The Ferndale Public Works Department will provide sanitation within the district including trash removal and litter pick up on a daily basis. Each participating license holder will be required to have a trash receptacle outside of its entrances for the disposal of district cups and empty those receptacles when needed.

Marketing and promotion:

The Ferndale Social District should have a branded name for marketing purposes and a distinctive logo. Marketing will be done through traditional free media and paid advertising along with extensive social media. Ferndale Social District social media will be tunneled through the City of Ferndale and Ferndale DDA social media accounts.

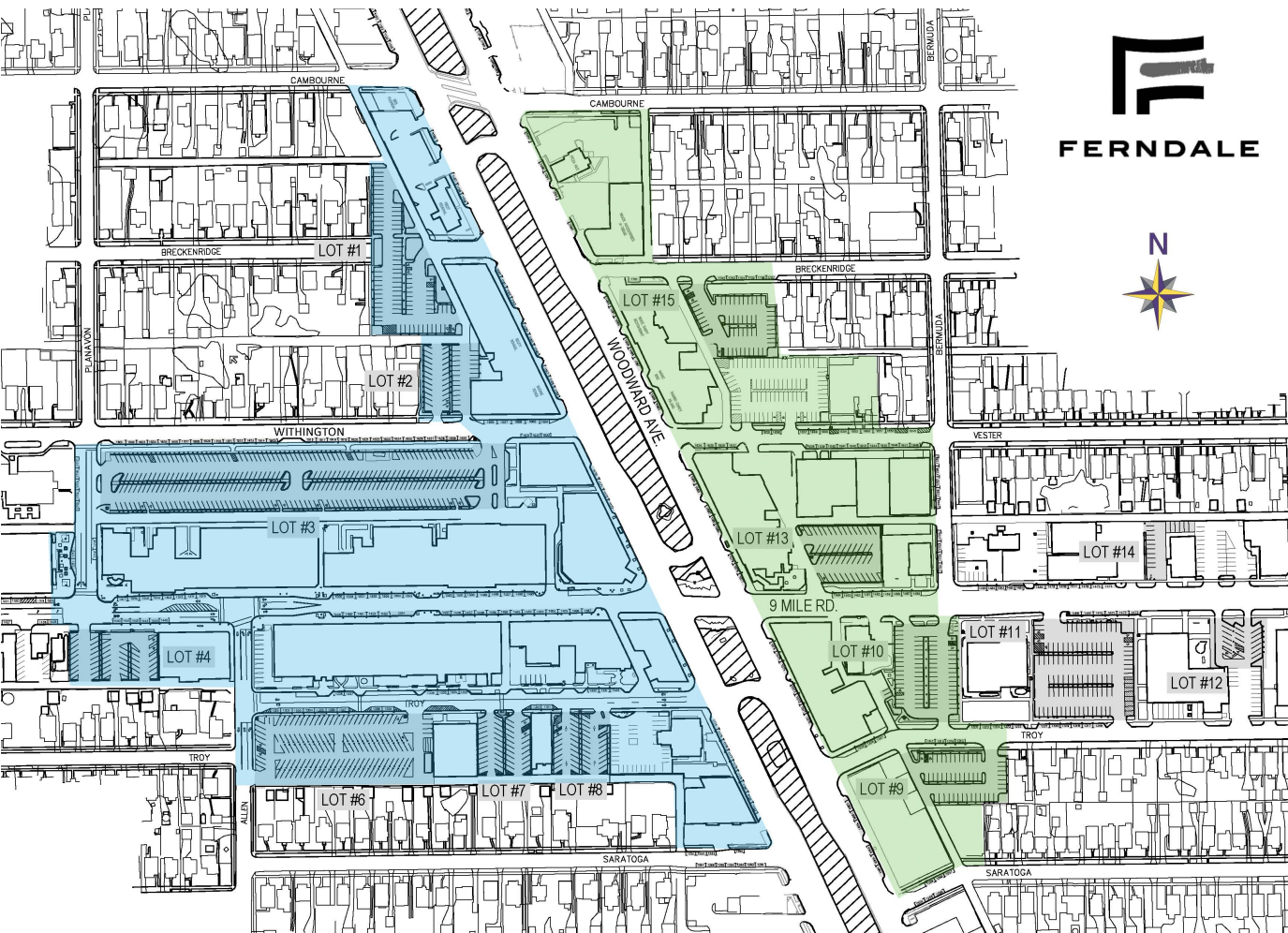
Entertainment/food trucks:

The Ferndale Social District has the opportunity to provide food trucks on a regular basis, if needed.

Special events:

The state's Social District law does not allow special event liquor licenses to participate in a Social District. Such special licenses are the backbone of several outdoor special events historically within Ferndale's Social Districts. Any common area of the Ferndale Social District that is within an approved special event area shall be temporarily closed throughout the duration of the dates and times of the approved special event or that the special event could be denied a temporary liquor license in lieu of Ferndale Social District license holders.

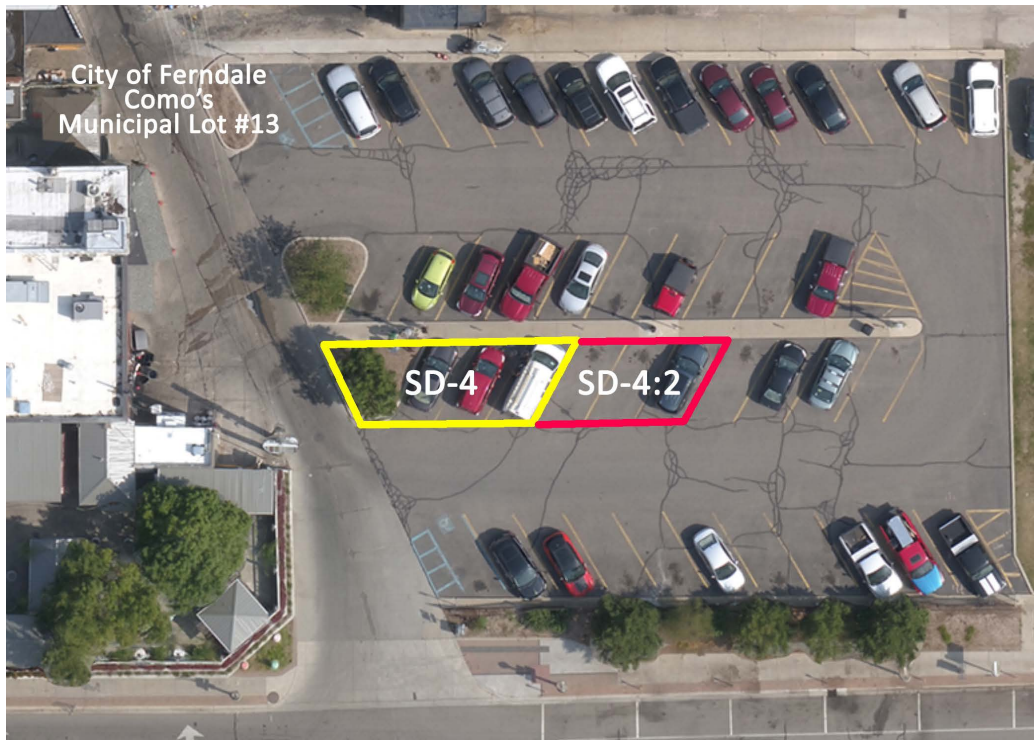
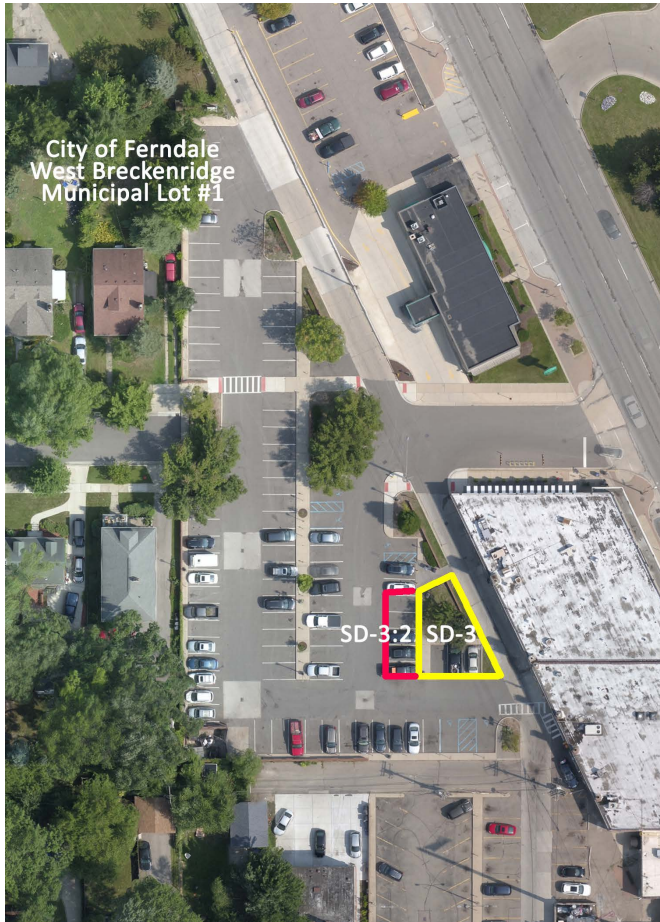
Schedule A: Ferndale Social District



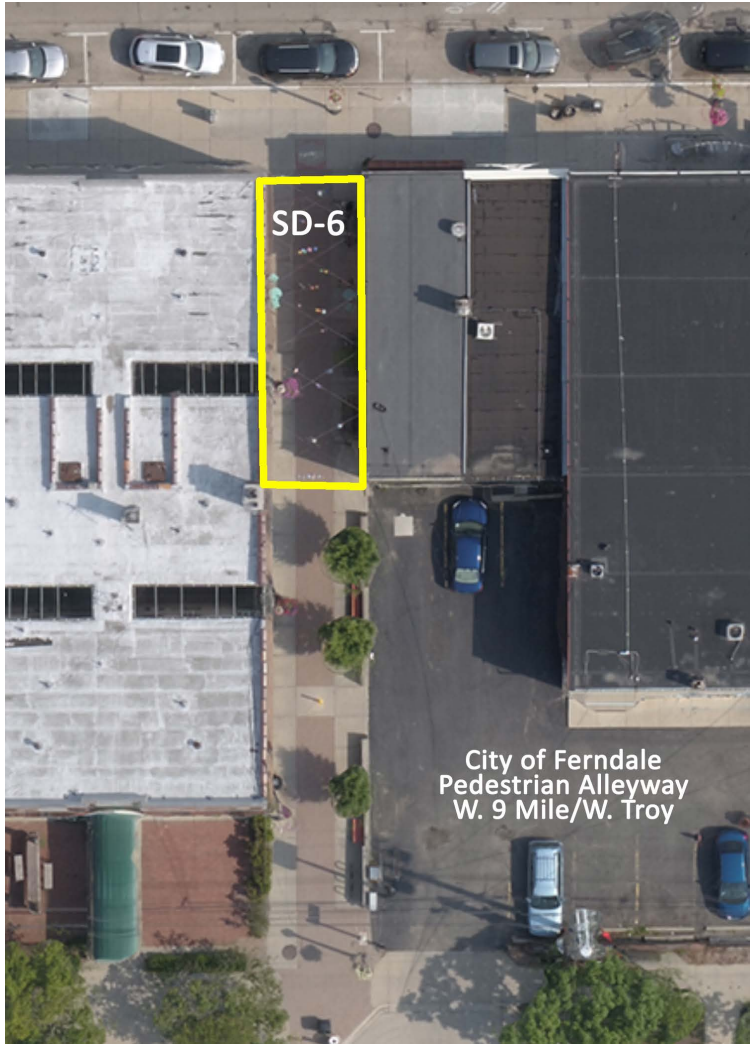
Schedule B: Common Areas



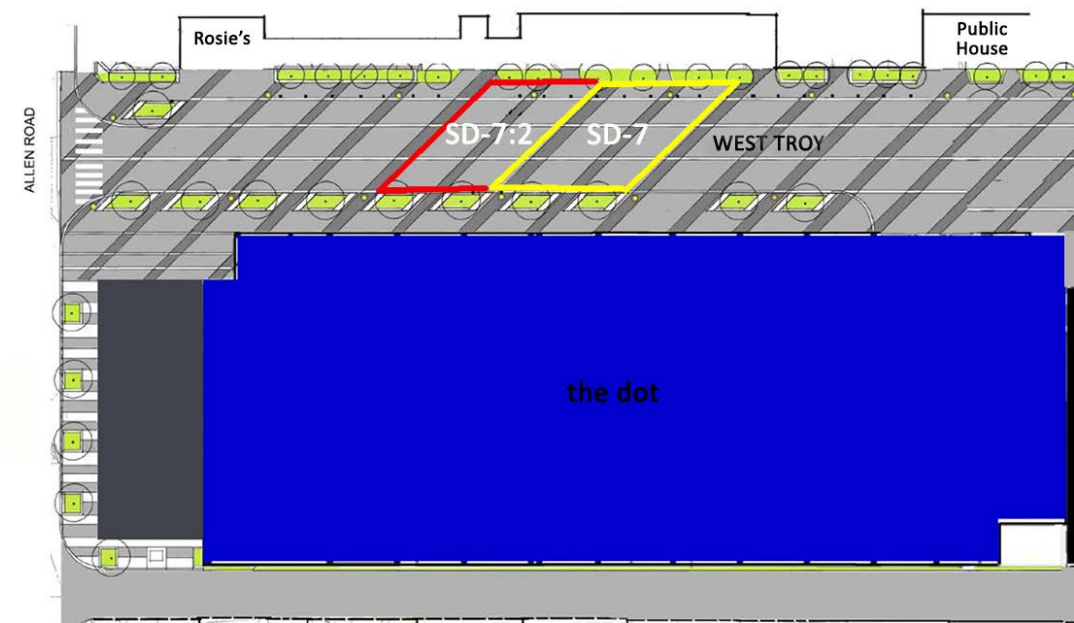
Schedule B: Common Areas



Schedule B: Common Areas



Schedule B: Common Areas





Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall – 525 W. Allegan - Lansing, Michigan 48933
Toll-Free 866-813-0011 • www.michigan.gov/lcc

Updated August 14, 2020

Local Governmental Units That Have Established Social Districts

The following is an ongoing list of local governmental units (city, village, township, county) that have established a Social District under [MCL 436.1551](#).

Calhoun County

- Battle Creek City

Kalamazoo County

- Kalamazoo City

Kent County

- Grand Rapids City

Lenawee County

- Adrian City

Oakland County

- Lake Orion Village

St. Clair County

- Port Huron City

Wayne County

- Belleville City
- Grosse Pointe Park City
- Northville City

Wexford County

- Cadillac City



Michigan Liquor Control Commission (MLCC)
Constitution Hall, 2nd Floor, 525 W. Allegan St, Lansing, MI 48933
P.O. Box 30005, Lansing, MI 48909
866-813-0011 – www.michigan.gov/lcc

Social District Permit Information For Local Governmental Units

Pursuant to MCL 436.1551, the governing body of a local governmental unit may designate a Social District within its jurisdiction. Qualified licensees whose licensed premises are contiguous to the commons area within the Social District, and that have been approved for and issued a Social District Permit, may sell alcoholic liquor (beer, wine, mixed spirit drink, spirits, or mixed drinks) on their licensed premises to customers who may then consume the alcoholic liquor within the commons area of the Social District. The commons area is not considered part of the licensed premises for any of the licensees that hold a Social District Permit.

The term commons area is defined by MCL 436.1551(8)(a):

"Commons area" means an area within a social district clearly designated and clearly marked by the governing body of the local governmental unit that is shared by and contiguous to the premises of at least 2 other qualified licensees. Commons area does not include the licensed premises of any qualified licensee.

The term qualified licensee is defined by MCL 436.1551(8)(c):

"Qualified licensee" means any of the following:

- *A retailer that holds a license, other than a special license, to sell alcoholic liquor for consumption on the licensed premises. (This includes the following license types: Class C, Tavern, A-Hotel, B-Hotel, Club, G-1, G-2, Brewpub.)*
- *A manufacturer with an on-premises tasting room permit issued under section 536.*
- *A manufacturer that holds an off-premises tasting room license issued under section 536.*
- *A manufacturer that holds a joint off-premises tasting room license issued under section 536.*

A list of all licensees, sorted by county and local governmental unit, may be found on the MLCC website:

https://www.michigan.gov/documents/lara/liclist_639292_7.xlsx

The governing body of a local governmental unit may designate a Social District pursuant to MCL 436.1551 under the following conditions:

- Designate a Social District that contains a commons area, as defined in MCL 436.1551(8)(a).
- Establish local management and maintenance plans, including hours of operation, for a commons area.
- Define and clearly mark with signs the designated commons area.
- A governing body of a local governmental unit shall not designate a Social District that would close a road unless the governing body receives prior approval from the road authority with jurisdiction over the road.
- The governing body shall maintain the commons area in a manner that protects the health and safety of the community.
- The governing body may revoke the designation if it determines that the commons area threatens the health, safety, or welfare of the public or has become a public nuisance. Before revoking the designation, the governing body must hold at least 1 public hearing on the proposed revocation. The governing body shall give notice as required under the open meetings act of the time and place of the public hearing before the public hearing.
- The governing body shall file the designation or revocation of the Social District with the MLCC.

Before applying to the MLCC for a Social District Permit, a qualified licensee must first obtain approval from the governing body of the local governmental unit. A fillable resolution for this approval is part of the [Social District Permit Application \(LCC-208\)](#).

Filing the Designation of a Social District with the MLCC

A local governmental unit must file the following items with the MLCC when designating a Social District:

- ☐ A copy of the resolution passed by the governing body designating the Social District and commons area.
- ☐ A copy of the management and maintenance plans, including the hours of operation, established by the local governmental unit for the Social District and commons area.
- ☐ A diagram or map that clearly shows the boundaries of the Social District and commons area. Please indicate the name, address, and location of the qualified licensees that are contiguous to the commons area on the diagram or map.

Submit the items above to:

By Mail: Michigan Liquor Control Commission - P.O. Box 30005 - Lansing, MI 48933
By Fax: (517) 763-0059 **By Email: mlccrecords@michigan.gov**

Additional sections of the Liquor Control Code for a local governmental unit to consider when establishing a Social District or commons area within a Social District:

MCL 436.1915 - Possessing or consuming alcoholic liquor on public highway or in park, place of amusement, or publicly owned area; authority of local governmental unit or state department or agency to prohibit possession or consumption of alcoholic liquor; definitions.

- (1) Alcoholic liquor shall not be consumed on the public highways.
- (2) Except as provided in subsections (3) and (4), alcoholic liquor may be possessed or consumed in public parks, public places of amusement, or a publicly owned area not licensed to sell for consumption on the premises.
- (3) The governing body of a local governmental unit may prohibit by ordinance, order, or resolution the possession or consumption of alcoholic liquor in any public park, public place of amusement, or publicly owned area that is owned or administered, or both, by that local governmental unit. When land is leased from a department or agency of this state, an ordinance, order, or resolution adopted pursuant to this subsection shall be subject to the approval of the department or agency.
- (4) A department or agency of this state that administers public lands may prohibit by rule, order, or resolution the possession or consumption of alcoholic liquor on the public land under its jurisdiction.
- (5) As used in this section:
 - (a) "Local governmental unit" means a county, city, township, village, or charter authority.
 - (b) "Publicly owned area" means an area under the jurisdiction of a local governmental unit.

MCL 436.1913(1), (2), & (5) - Prohibited conduct; unlicensed premises or place; unlawful consumption of alcoholic liquor; exceptions; construction of section; "consideration" defined.

- (1) A person shall not do either of the following:
 - (a) Maintain, operate, or lease, or otherwise furnish to any person, any premises or place that is not licensed under this act within which the other person may engage in the drinking of alcoholic liquor for consideration.
 - (b) Obtain by way of lease or rental agreement, and furnish or provide to any other person, any premises or place that is not licensed under this act within which any other person may engage in the drinking of alcoholic liquor for consideration.
- (2) A person shall not consume alcoholic liquor in a commercial establishment selling food if the commercial establishment is not licensed under this act. A person owning, operating, or leasing a commercial establishment selling food which is not licensed under this act shall not allow the consumption of alcoholic liquor on its premises.
- (5) As used in this section, "consideration" includes any fee, cover charge, ticket purchase, the storage of alcoholic liquor, the sale of food, ice, mixers, or other liquids used with alcoholic liquor drinks, or the purchasing of any service or item, or combination of service and item; or includes the furnishing of glassware or other containers for use in the consumption of alcoholic liquor in conjunction with the sale of food.



Social District Permit Information



Local Governmental Approval Required Before You Apply

The city, township, or village where your business is located must have first designated a Social District before you may apply. Your licensed business must be contiguous to the commons area inside the Social District to qualify. Check with your local governmental unit to see if you qualify.

Your licensed business must also be approved individually by the city, township, or village before you apply for a Social District Permit. A local governmental unit approval form is attached to this application.

The governing body of a local governmental unit may designate a Social District within its jurisdiction that contains a commons area in which the patrons of qualified licensees may consume alcoholic liquor (beer, wine, mixed spirit drink, spirits, or mixed drinks/cocktails) in the commons area.

At least two (2) qualified licensees must have their licensed premises contiguous to a commons area for the area to qualify to be part of a social district.

The local governmental unit must define and clearly mark the commons area with signs. The local governmental unit must establish a management plan, including the hours of operation, for the commons area. These plans must be submitted to the Commission.

A qualified licensee may apply to the Commission for a Social District Permit using the attached application. The licensee must first obtain approval from the governing body of the local governmental unit before applying for the permit.

A licensee that has been issued a Social District Permit may sell alcoholic liquor for on-premises consumption on its licensed premises only, but then customers may remove the alcoholic liquor from the premises to be consumed in the commons area. A licensee must not sell alcoholic liquor in the commons area.

The commons area is not considered part of any licensee's licensed premises. Nevertheless, a licensee that has been issued a Social District Permit must make every effort to ensure that it does not sell alcoholic liquor to a minor or intoxicated person.

Any alcoholic liquor sold to customers for consumption in the commons area by a licensee with a Social District Permit must comply with all of the following:

- The serving container must prominently display the licensee's trade name or logo or some other mark that is unique to the licensee that sold the alcohol.
- The serving container must prominently display a logo or some other mark that is unique to the commons area.
- The serving container is not made of glass.
- The serving container does not have a liquid capacity over 16 ounces.

A customer that purchases alcoholic liquor to be consumed in a commons area must not transport that alcoholic liquor onto the licensed premises of another licensee contiguous to the commons area from which the customer did not purchase the alcoholic liquor. A licensee shall not allow alcoholic liquor purchased from another licensee to be brought onto its licensed premises.

A customer that purchases alcoholic liquor to be consumed in a commons area must not transport that alcoholic liquor outside of the commons area.

Qualified licensees for Social District Permits are:

- A retailer licensee that is licensed to sell alcoholic liquor for consumption on the premises, such as a Class C, Tavern, A-Hotel, B-Hotel, Club, G-1, or G-2. A Special License issued to a nonprofit organization is not a qualified licensee.
- A manufacturer with an On-Premises Tasting Room Permit.
- A manufacturer with an Off-Premises Tasting Room License or a Joint Off-Premises Tasting Room License. For Joint Off-Premises Tasting Room Licenses, all licensees that have licenses at that same location must be approved for and issued a Social District Permit.



Social District Permit Application

Part 1 - Licensee Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it appears on your Articles of Incorporation / Organization.

Licensee name:		
Address:		
City:	State:	Zip Code:
Contact Name:	Phone:	Email:

Part 2 - Required Documents & Fees

<input type="checkbox"/> Local Governmental Unit Approval <i>Approval from the local governmental unit (city council, township board, village council) is required to be submitted with this application (See page 2 for approval form)</i>	
<input type="checkbox"/> \$70.00 Inspection Fee (MLCC Fee Code 4036) <input type="checkbox"/> \$250.00 Social District Permit Fee (MLCC Fee Code 4081)	TOTAL DUE: <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div> <p>Make checks payable to State of Michigan</p>

Leave Blank - MLCC Use Only

Part 3 - Signature of Licensee

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this permit for the sale of alcoholic liquor on the licensed premises.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

The person signing this form has demonstrated that they have authorization to do so and have attached appropriate documentation as proof.

Print Name of Licensee & Title

Signature of Licensee

Date

Please return this completed form and fees to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries: Constitution Hall - 525 W. Allegan Street, Lansing, MI 48933
Overnight deliveries: 2407 N. Grand River Avenue, Lansing, MI 48906
Fax with Credit Card Authorization to: 517-284-8557



Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (name of city, township, or village)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from _____
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is _____ by this body for consideration for approval by the
(recommended/not recommended)

Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____
(regular or special) (date) (name of city, township, or village)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.



Coronavirus (COVID-19) State-of-Emergency Compliance Certification

Due to the ongoing Coronavirus (COVID-19) state-of-emergency and pursuant to MCL 436.1925(1), which states that the Michigan Liquor Control Code shall be construed to protect the health, safety, and welfare of the citizens of Michigan, all applicants and licensees that have applied for licenses, permits, permissions, or approvals, must complete the Coronavirus (COVID-19) State of Emergency Compliance Certification form prior to the Commission considering the application submitted by the applicant or licensee. Further, in determining whether an applicant may be issued a license or permit the Commission must consider "[t]he effects that the issuance of a license would have on the health, welfare, and safety of the general public", pursuant to administrative rule R 436.1105(2)(j).

Applicant / Licensee Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it appears on your Articles of Incorporation / Organization.

Applicant / Licensee name:		
Licensed Address:		
City:	State:	Zip Code:
Contact Name:	Phone:	Email:

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee.

Compliance with R 436.1003 includes all Executive Orders issued by the Governor, local health department orders, or local ordinances related to the Coronavirus (COVID-19) state-of-emergency. The licensee must comply with all Executive Orders, local health department orders, and local ordinances, including, but not limited to, reduced seating capacity, social distancing, and the wearing of face masks by staff and customers.

Failure by the licensee to comply with R 436.1003 and Executive Orders, local health department order, and local ordinances related to the Coronavirus (COVID-19) state-of-emergency may result in the suspension or revocation of the licensee's liquor license.

- ☐ By checking this box, I attest that the applicant / licensee named above will comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances.
- ☐ By checking this box, I attest that the applicant / licensee named above will comply with all Executive Orders issued by the Governor, local health department orders, and local ordinances related to the Coronavirus (COVID-19) state-of-emergency.
- ☐ By checking this box, I attest and understand that the applicant / licensee named above may have its license suspended or revoked if it fails to comply with all Executive Orders issued by the Governor, local health department orders, and local ordinances related to the Coronavirus (COVID-19) state-of-emergency.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003. The person signing this form has demonstrated that they have authorization to do so and have attached appropriate documentation as proof.

Print Name of Applicant / Licensee & Title

Signature of Applicant / Licensee

Date

Please submit this completed certification form with the application that you are submitting.

Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Overnight deliveries: 2407 N. Grand River Avenue, Lansing, MI 48906
Email to: MLCCRecords@michigan.gov
Fax to: 517-763-0059



Michigan Department of Licensing and Regulatory Affairs
Finance and Administrative Services
Revenue Services

LARA Revenue Services **is not** a part of
the Michigan Liquor Control
Commission (see note below).

Credit Card Authorization Form

**** FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 ****

**** DO NOT EMAIL OR MAIL THIS FORM ****

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

****IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED****

Name: _____	Transaction Amount: _____
Address: _____	Card Number: _____
City: _____	Check One:
State: _____	<input type="radio"/> MasterCard <input type="radio"/> Visa <input type="radio"/> Discover
Zip Code: _____	Security Code/CVV Code: _____
Phone: _____	Expiration Date: _____
Applicant/Licensee Name: _____	Request or Business ID #: _____

Payment is for: _____

Signature _____

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

Fee Type	Fee Amount	MLCC Fee Code
<input type="checkbox"/> Inspection Fee:	_____	4036
<input type="checkbox"/> Social District Permit Fee:	_____	4081

LARA Revenue Services **is not** a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. **Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.**

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.

**CITY OF FERNDALE
REQUEST FOR COUNCIL ACTION**

FROM: Lena Stevens

SUBJECT: Approve Recommendations for PPE Marketplace

INTRODUCTION

SUMMARY & BACKGROUND

Ferndale teamed up with Main Street Oakland County in May 2020 to create a crowdfunding campaign to support small businesses. The #openinferndale campaign was designed to offer support to businesses that need Personal Protective Equipment (PPE) to deal with operating during the COVID-19 pandemic.

Engagement Manager Sommer Realy has developed a draft proposal for the funds which will be presented during the meeting.

BUDGETARY CONTEXT

A detailed project budget will be outlined during the presentation. The campaign currently has approximately \$21,500 available from various sources.

CIP#

ATTACHMENTS

STRATEGIC PLANNING CONTEXT

Economic Prosperity

RECOMMENDED ACTION

Review and approve proposal from Engagement Manager Sommer Realy to create a free PPE Marketplace for businesses using funding from the Open in Ferndale Patronicity crowdfunding campaign.