



8:00AM Wednesday, November 5, 2025  
City Hall Conference Room  
23600 Liberty Street  
Farmington, MI 48335

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## REGULAR AGENDA

1. Roll Call
2. Approval of Consent Agenda
  - a) Minutes: October 1, 2025 DDA Board Regular Meeting
  - b) Minutes: October 30, 2025 DDA Design Committee Meeting
3. Approval of Regular Agenda
4. Public Comment
5. Executive Director Update
6. 2026 Events Calendar
7. 2026 Calendar of DDA Meetings
8. Parking Ordinance Update
9. DDA Representative for Capital Improvement Planning
10. Committee Updates:
  - a. Promotions Committee
  - b. Business Development Committee
  - c. Design Committee
  - d. Public Art Committee
  - e. Organization Committee
11. Other Business
12. Board Comment
13. Adjournment

### Dates of Interest:

*November DDA Board Meeting: November 5, 8am, Conference Room*

*MDA Annual Conference: November 5-7, Rochester*

*Downtown Decorating: November 9<sup>th</sup>, 1pm Riley Park*

*Ladies Night Out: November 13, 5-9pm*

*PA 57 Public Meeting: November 19 & December 10, 11am*

*December DDA Board Meeting: December 3<sup>rd</sup>, 8am*

*Holly Days: December 6<sup>th</sup>*

*Ugly Sweater Crawl: December 6<sup>th</sup>*



DDA Board Meeting  
8:00 AM Wednesday October 1, 2025  
City Hall Conference Room  
23600 Liberty Street  
Farmington, MI 48335

## Minutes

### Call to Order

The meeting was called to order at 8:12 AM by Todd Craft.

### 1. Roll Call

Board Members Present: Todd Craft, Sean Murphy, James McLaughlan, Johnna Balk, Claire Perko (arrived late), Karlyn Cassidy

Absent: Donovan Singleton, Shawn Kavanagh, Tom Pascaris

Others Present: Jess Westendorf, Jenny Gray

### 2. Approval of Consent Agenda

Minutes: September 3, 2025 DDA Board Regular Meeting

Minutes: September 9, 2025 Business Development Committee minutes

Minutes: April 1, 2025 Business Development Committee minutes

Motion by Murphy, seconded by McLaughlan. The motion passed unanimously.

### 3. Approval of Regular Agenda

Motion by Balk, seconded by Murphy to approve the items on the regular agenda. Motion passes unanimously.

### 4. Public Comment

No public comments.

### 5. Financial Report

Jess Westendorf presented the financial update, noting that the FY 2024-25 budget had been mostly finalized and audited. She explained that publication of the annual TIF Report is required by law and must occur before year-end, accompanied by informational public meetings in December.

### 6. Executive Director Update

Jess Westendorf reported on a series of successful recent events. She thanked staff, board members, and volunteers for their support during Harvest Moon, highlighting strong community engagement and the unveiling of the Wave Mural. She noted the DDA's semifinalist recognition with Great American Main Street Association, with further publicity and a film crew visit scheduled for October 10–11.

Construction updates included completion of final documents for the Thomas Street Project and continued work on the Art Park Promenade, with the goal of making the park accessible for pedestrian use by winter. She also shared progress from the recent Master Plan Steering Committee meeting, emphasizing coordination with the ongoing downtown parking study.

## **7. Consideration to Publish Annual TIF Report and Public Informational Meetings**

Motion by Balk, seconded by Cassidy to authorize the publication of the Fiscal Year 2024-25 Annual Report, funds to be derived from Miscellaneous Expenses, Account #248-00.000-956.000. and scheduling of the required public informational meetings. Motion Passes unanimously via roll call.

- Ayes (5) – Craft, Cassidy, Murphy, McLaughlan, Balk, Perko
- Nays (0)
- Absent (3) – Singleton, Kavanagh, Pascaris

## **8 .Committee Updates**

- **Promotions Committee:** Discussion on the Downtown Merchant Meeting, where discussion centered on ways to enhance holiday programming and improve participation by non-food businesses. Ideas included swag bags, specialty mugs, and post-parade programming to keep visitors downtown longer.
- **Business Development Committee:** Discussion focused on the need for improved communication with merchants ahead of major events such as Harvest Moon, to better engage businesses and reduce negative impacts on sales.
- **Design Committee:** Updates highlighted progress on the Art Park Promenade and coordination with the Thomas Street Project.
- **Public Art Committee:** Celebrated the successful launch of the Wave Mural at Harvest Moon and ongoing community engagement in the mural's creation.
- **Organization Committee:** No meeting held.
- **Harvest Moon Committee:** Reflections on the event emphasized increased revenue from 2024, strong volunteer turnout, and lessons for strengthening downtown business participation in future years.
- **Grand Raven Caw-mittee:** Preparations were finalized for the Grand Raven Festival, which begins with "The Strut" on October 2.

### **9. Other Business**

Board members discussed continued planning around parking policy in relation to the Master Plan update, including exploration of potential regulatory adjustments and use of parking heat maps to identify issues more accurately.

### **10. Board Comment**

Board members expressed appreciation for staff and volunteers involved in Harvest Moon and upcoming Raven events.

### **11. Adjournment**

Motion by Balk, seconded by Cassidy to adjourn the meeting. The motion passes unanimously.

**Meeting adjourned at 9:07 am.**



DDA Design Committee Meeting

7:30AM, October 30, 2025

City Hall Conference Room

Farmington, MI 48335

## Minutes

The meeting was called to order at 7:35 AM by Claire Perko.

### Roll Call

Present: Claire Perko, Ken Crutcher, Brett Budnick, Brian Golden, Jess Westendorf

Absent: Steve Schneemann

### Approval of Minutes

Committee approve August 28, 2025 Design Committee minutes.

### Sign Advisory Review

#### a. Claymates

Committee reviewed sign design for **Claymates**, a new paint-your-own-pottery and craft studio next to Dearborn Music. The committee discussed the following:

- **Design and Ordinance Review:** The sign meets size and mounting requirements under the City's ordinance. Backlit illumination is permissible and consistent with other downtown signs such as Lone Light.
- **Recommendations:**
  - The committee suggested that the business consider removing the graphic portion of the logo and using only the "Claymates" lettering to simplify branding and increase readability.
  - Members acknowledged that as a franchise logo, the design may be required by corporate branding.
  - The committee emphasized that feedback is advisory; the recommendation will not delay Planning Commission review.

**Consensus:** Recommendation to explore sign simplification (removal of graphic) but recommend planning commission approval if the franchise elects to retain it.

#### b. Hillside Townes

Committee reviewed **monument sign** design and location for the Robertson Brothers development. Sign was relocated due to utility conflicts.



DDA Design Committee Meeting

7:30AM, October 30, 2025

City Hall Conference Room

Farmington, MI 48335

### Discussion Highlights:

- New placement offers better visibility along the Promenade connection while maintaining setback requirements (11 feet from the right-of-way).
- The committee reviewed materials and construction details, including brick veneer matching building architecture and pressure-treated lumber slats with metal lettering.
- Members suggested considering composite materials for longevity and a finished end detail to improve appearance from the Thomas Street view.
- Lighting is ground-mounted and meets standards; the committee briefly discussed dark-sky best practices for future consideration.

**Motion by Perko, second by Golden to recommend approval of the Hillside Townes monument sign, pending submission of the Thomas Street elevation detail. Motion passes unanimously.**

### 4. Other Business

- **Lighting Observation:** Perko raised concern regarding the brightness of the lantern fixtures on the front of the Los Tres Amigos garages. Committee will review at night and confirm with building department for light shed ordinance.
- **Art Promenade Project Update:** Utility delays and landscape forms coordination regarding lighting anchor bolts. Construction may start once technical revisions are resolved. The community glass mural with **Fired & Fused** continues successfully, with approximately 150 tiles completed post-Harvest Moon and a goal of 700 tiles by year-end.

Mission: To promote and enrich a vigorous downtown business and residential district while retaining and enhancing our Main Street atmosphere.



## EXECUTIVE DIRECTOR UPDATE

November 2025

Happy November! October was one for the books. The opening night Grand Raven strut set new records (and confirmed that we need to close Farmington Road to accommodate the strut going forward). We launched a new element Whispers in the Park, where Casey Brunner of Blue Cheese Theatre hosted a theatrical reading each week at one of our Downtown parks - a great capacity builder with Casey producing it, and the DDA promoting it. The great un-ravensing has begun in preparation for holiday decorating on November 9<sup>th</sup>. We are seeking around 30 volunteers to help [transform Riley Park into a winter wonderland](#).

I had the pleasure of sharing our mission with around 150 members of the District Gardening Club on October 15th. The presentation is included with this board packet ([link here](#)), which was book-ended with excerpts from our 2026 GAMSA application video and 2024 spirit videos.

We're almost halfway there with the Make-a-Wave project. 327 tiles out of 700 have been completed. Our first Metromode Article of the 25/26 contract is a joy to share – [The Art of Gathering: Farmington's Art Promenade turns creativity into community capital](#).

In case you missed it: [Detroit Free Press: Southeast Michigan city vies for national honor](#). [What to know about Farmington](#) is another great one.

Art Promenade is under construction! Despite a several week utility delay, we're still on track for completion in Spring 2026.

Master planning continues with the draft plan under review with the steering committee. OHM hosted a public engagement open house at the farmers market and we sprinkled thousands of trick or treaters with the master plan survey during Halloween Fun - Thank you Legato team for handing these out! Visit [FarmingtonForward2025.com](#) to see excerpts from the plan. The Parks and Rec plan will be the first of the three plans to be published, with Council receiving the draft for public feedback beginning on December 1<sup>st</sup>.

Respectfully submitted,  
Jess Westendorf  
Executive Director

Mission: To promote and enrich a vigorous downtown business and residential district while retaining and enhancing our Main Street atmosphere.



October 30, 2025

**TO:** DDA Board of Directors  
**FROM:** Jess Westendorf, Executive Director  
**SUBJECT:** 2026 Events calendar

**BACKGROUND:**

Attached is a proposed 2026 Event Calendar for discussion and approval. We are entering a new sponsorship cycle and about to begin work planning for 2026; now is the time to review 2025 and plan for the upcoming year.

The entire calendar of events experienced attendance growth in 2025. Of note: Dinan Park Thursday night series returns for a 3<sup>rd</sup> year, with a potential bonus concert on Wednesday August 5<sup>th</sup> pending MML workshop sponsorship. Farmington Fit experienced growth and success in 2025 with the addition of a small registration fee. Grand Raven Festival Opening Night Strut with Gabriel Brass Band is booked for October 1<sup>st</sup>, and experience such growth that closing Farmington Road will be necessary going forward. February will continue to highlight awareness for public art downtown through a month of passive cultural programming in the social district, with opportunity for Public Art Committee led event to highlight public art at the Promenade.

**ACTION:**

MOTION by, SECONDED by, RESOLVED, that the Board shall approve the 2026 Events Calendar.

2026 Event Specifications

Event	Proposed Dates	Date details	Event Specs	Comments	Business or Community-Oriented	Ranking (Opportunity for Business Engagement)	Budget Impact
Public Art Event	February: Month long passive programming	All Feb long	Month passive cocktail crawl, incorporate Syndicate, with potential for Public Art Committee led event	Public Art Committee may host an element plus continuing with passive programming for month long feature.	Community	5	PSD/Public Art Budget/ Private Donations
Ladies Night Out	April 23, Nov 12	Last Thursday in April / 2 <sup>nd</sup> Thursday in Nov	Open House: 5-9pm	Business participation is high.	Business	1	PSD
Swing Farmington	May 1 – October 30 (No Swing during Founders Festival)	Thursday Nights – May through October	Thursday: 7 - 11pm	Free to the community – Volunteer DJ Driven – high engagement with dancers of all ages.	Community-oriented, and not included on our sponsorship package as private partnership opportunity.	12	No budget impact (volunteer DJ)
Art on the Grand	June 6-7 (Sat. – Sun.) Set up starts June 1	First weekend in June	Saturday: 10 am – 7 pm Sunday: 11 am – 5 pm	In partnership with City of Farmington Hills Cultural Arts.	Both, structured to be in scale with and beneficial to business and restaurants	4	Sponsor funded
Rhythms in Riley Park	June 12 - Aug. 28 (No concert during Founders Festival)	11 concert dates	Fridays: 7pm – 9pm	Another year of growth experienced. We’re at park capacity.	Community	7	Sponsor funded
Lunch Beats	June 10 - Aug 26 (No concert during Founders Festival)	11 concert dates	Each Wednesdays: 12pm-1pm Select Wednesdays: Free yoga by Lunch Beats Sponsor at 11am-12pm	Average attendance 150 each week.	Community, specifically bringing in employees who may not live in Farmington.	6	Sponsor funded
Dinan Park Music Series	June 11 - Aug 27 (No concert during Founders Festival)	11 concert dates (potential of 12 with bonus concert sponsored by MML on 8/5)	Solo musician Thursday evenings 6-8pm	Experienced a great inaugural series in 2024, and growth in 2025. Adjusting hours in 25 to maximize traffic for businesses.	Supported through adjacent businesses seeking foot traffic on Farmington Road. Activation of new public space.	9	Sponsor funded by local businesses
Farmington Fit Series	Monday evenings June 1 – August 3	Max 10 weeks fitness sessions, with opportunity	Mondays 6:30pm Memorial Park in DDA District, led by	Great launch in 2024 activating Memorial Park and excellent growth in 2025. Added a small registration	Community	10	Sponsor/PSD funded

		to reschedule rain dates in August.	downtown businesses and DDA Board Volunteers	fee (\$5) in 2025 because self-investment is needed for follow through.			
Community Band Concert	July 27	An evening of community music	Use of Riley Park is simpatico with Friday night RIRP, but separate on calendar.	De facto inclusion with DDA concert programming, outside of Friday night slot.	Community-oriented, and not included on our sponsorship package as private partnership opportunity.	11	No budget impact
Harvest Moon Celebration	Sept. 17, 18, 19 (Thurs. – Sat.) Set up starts Sept. 14	Third full weekend in Sept.	Thursday: 6 pm-11pm Friday: 6pm-11pm Saturday: 6pm-11:30pm	Three night formula is a proven winner with steady growth each year. Staff to consider contract for production support.	Community, for the most part. Taste on Farmington with emphasis on Downtown restaurant participation.	8	Sponsor and revenue funded
Grand Raven Festival	Month of October Kick-Off Strut: Oct 1, 6pm	31 Days of Raven	Bonfires, Pop Up Strut, Live music, Story Slams, Ravenscrows, Pumpkin Contest and Art	Strong growth entering the 7 <sup>th</sup> year. Opening Night Strut, Story Slam & Thrill the World experienced growth, added story telling with Whispers in Riley Park '25. Poised for more growth in '26	Community & Business	3	Sponsor
Small Business Saturday	November 28	Saturday after Thanksgiving	Open House	Business participation is strong	Business	2	PSD

**Considerations:**

- 1. Update sponsor packages in preparation for maximizing window of opportunity for sales
- 2. Support Staff for Events:

Public Art Event	Public Art Committee/Businesses/DDA Staff
Art on the Grand	Contracted Producer
Rhythms in Riley Park	Concert Producer/DDA Staff
Lunch Beats	Concert Producer/DDA Staff
Dinan Park Music Series	Concert Producer/DDA Staff
Harvest Moon Celebration	Contracted Producer/Volunteers/DDA Staff
Grand Raven Festival	Volunteers/DDA Staff
Small Business Saturday	Downtown Merchant Group
Ladies Night Out	Downtown Merchant Group
Farmington Fit Series	DDA Board Member / Business Led

Mission: To promote and enrich a vigorous downtown business and residential district while retaining and enhancing our Main Street atmosphere.



October 30, 2025

**TO:** DDA Board of Directors  
**FROM:** Jess Westendorf, Executive Director  
**SUBJECT:** 2026 Calendar of Regular DDA Meetings

**BACKGROUND:**

The DDA meets on the first Wednesday of each month at 8:00am in the conference room at Farmington City Hall, unless noted otherwise. The annual meeting is held in March.

The following calendar is proposed for 2026:

January 7	July 1
February 4	August 5
March 4	September 2
April 8*	October 7
May 6	November 4
June 3	December 2

\*Adjusted from normal cadence.

**ACTION:**

Motion by, Seconded by,  
RESOLVED, to approve the 2026 Calendar of Regular DDA Meetings.

Mission: To promote and enrich a vigorous downtown business and residential district while retaining and enhancing our Main Street atmosphere.



October 30, 2025

**TO:** DDA Board of Directors  
**FROM:** Jess Westendorf, Executive Director  
**SUBJECT:** Parking Ordinance Update

**BACKGROUND:**

OHM presented results from the Parking Best Practices Analysis to the City of Farmington Parking Committee. This analysis included reviewing parking industry best practices and regional minimum and maximum requirements and comparing those with the City of Farmington's parking requirements for multi-family developments, typical downtown commercial land uses, and mixed-use shared parking. The Parking Committee Recommends that the following changes be made to the zoning ordinance for parking requirements in the Central Business District to be more supportive of future development projects:

1. For general office, decrease the requirement from 1 per 250 square feet to 1 space per 300 square feet
2. For multi-family residential, decrease the requirement from 2 spaces per dwelling unit (1.5 per dwelling unit where on-street parking is provided for) to 1 space for efficiency and 1 bedroom (becomes .5 space per dwelling unit for efficiency and 1 bedroom where public parking is available), and 1.5 spaces for 2 or more bedrooms (becomes 1 space per dwelling unit for 2 or more bedrooms where public parking is available).
3. Change Gross Floor Area to Gross Leasable Area

**ACTION:**

Motion by, Seconded by,  
RESOLVED, to support the recommended changes to the zoning ordinance as outlined by the parking committee.

Municipality/Resource	Downtown Commercial (Retail)	Downtown Commercial (Sit-Down Restaurant)	Downtown Commercial (Carry-Out Restaurant)	Salons (beauty/barber)	General Office	Commercial Land Uses	Multi-Family Residential		Mixed-Use Shared	
	Minimum	Minimum	Minimum	Minimum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
<b>Farmington</b>	1 per 250 sf GLA (4 per 1,000 GLA). Waived if within 500' of public parking, or if applicant agrees to being part of a SAD and paying in lieu fees to City. See Notes A-C.*	1 per 3 seats. Waived if within 500' of public parking, or if applicant agrees to being part of a SAD and paying in lieu fees to City. See Notes A-C.*	6 per counter station. Waived if within 500' of public parking, or if applicant agrees to being part of a SAD and paying in lieu fees to City. See Notes A-C.*	3 per chair or 1 per 300 sf GLA, whichever is greater. Waived if within 500' of public parking, or if applicant agrees to being part of a SAD and paying in lieu fees to City. See Notes A-C.*	1 per 250 sf GLA. Waived if within 500' of public parking, or if applicant agrees to being part of a SAD and paying in lieu fees to City. See Notes A-C.*	Number of spaces provided shall not exceed 10% beyond that required, except as approved by the planning commission	2 per DU, but the planning commission may reduce the number of parking spaces required to 1.5 per DU where on-street parking is provided for guest parking at the rate of 0.5 per DU. Notes A-C.*	Number of spaces provided shall not exceed 10% beyond that required, except as approved by the planning commission	Waived if within 500' of public parking, or if applicant agrees to being part of a SAD and paying in lieu fees to City. See Note A.* Also, The required number of spaces may be reduced or modified by the planning commission in cases of shared parking by multiple uses where there will be a high proportion of multipurpose visits or uses have peak parking demands during differing times of the day or days of the week. Where uses are on separate lots, the lots shall be adjacent, pedestrian, and vehicular connections shall be maintained between the lots and shared parking agreements shall be filed with the county register of deeds and the city. See Notes B-C.*	Number of spaces provided shall not exceed 10% beyond that required, except as approved by the planning commission
<b>ITE Parking Gen (8th ed.)</b>	1.46 per 1,000 sf GFA	5.92 per 1,000 sf GFA	9.61 per 1,000 sf GFA	N/A	1.85 per 1,000 sf GFA	N/A	0.93 per DU	1.29 per DU (85th percentile)	N/A	N/A
<b>APA PAS - Parking Standards (range)</b>	1 per 200 to 1 per 300 sf GFA	1 per 75 sf GFA to 1 per 250 sf GFA	1 per 200 sf GFA to 1 per 250 sf GFA	1 per chair plus 1 per employee to 3 per chair	1 per 200 sf GFA to 1 per 300 sf GFA	N/A	1.5 per DU	2.5 per DU	N/A	N/A
<b>ULI Shared Parking (3rd ed.)</b>	4 per 1,000 sf GFA	17.75 per 1,000 sf GFA	14.70 per 1,000 sf GFA	N/A	3.8 per 1,000 sf GFA	4 per 1,000 sf GFA	1.8 per DU	1.8 per DU	Depends on mix of base land uses	Set at 85th percentile of peak occupancy rates for similar land use mixes
<b>Berkley</b>	1 per 225 sf UFA	1 per 60 sf UFA	1 per 75 sf UFA	3 per chair/station	1 per 225 UFA	N/A	2 per DU	N/A	The sum of the individual requirements that will occur at the same time. See Note 1.*	N/A
<b>Clawson</b>	1 per 200 sf UFA. See Note 2.*	1 per 3 seats based on maximum seating capacity. See Note 2.*	1 per 30 sf floor area devoted to customer assembly and/or waiting area. See Note 2.*	3 per chair. See Note 2.*	1 per 300 UFA. See Note 2.*	Exceeding the minimum parking requirements by greater than 20% shall not be allowed, except as approved by the planning commission.	1 per efficiency; 1.5 per 1BR; 2 per 2BR; 3 per 3+ plus BRs	Exceeding the minimum parking requirements by greater than 20% shall not be allowed, except as approved by the planning commission.	Not less than the sum of the requirements for the individual uses computed separately. See Note 3.*	Exceeding the minimum parking requirements by greater than 20% shall not be allowed, except as approved by the planning commission.
<b>Fenton</b>	1 per 200 sf GFA. See Note 4.*	1 per 60 SF GFA, or 0.6 per seat, whichever is greater. (Assumes liquor license.) See Note 4.*	6 plus 1 per employee. See Note 4.*	1 per 175 SF GFA or 2.5 per each barber or beautician's chair/station, whichever is greater. See Note 4.*	1 per 300 sf GFA plus 1 per employee. See Note 4.*	Number of spaces provided shall not exceed 10% beyond the number required, except as approved by the Planning Commission.	1.5 per efficiency or 1BR; 2 per 2BR; 2.5 per 2+BRs, plus 5 spaces for any office, plus 1 per 200 sf of GFA of any clubhouse facility, plus visitor off-street parking equal to at least 20% of the total spaces required. See Note 4.*	Number of spaces provided shall not exceed 10% beyond the number required, except as approved by the Planning Commission.	Total number of spaces provided collectively shall not be less than the sum of spaces required for each separate use. However, the Planning Commission may reduce the total number of spaces by up to twenty-five percent (25%) if they determine that the operating hours of the buildings or uses do not overlap. See Note 5.*	Number of spaces provided shall not exceed 10% beyond the number required, except as approved by the Planning Commission.
<b>Ferndale</b>	None in CBD. See Note 6.*	None in CBD. See Note 6.*	None in CBD. See Note 6.*	None in CBD. See Note 6.*	None in CBD. See Note 6.*	Maximum off-street parking permitted cannot exceed 110% of the minimum parking requirements for that specific use.	1 per DU	Maximum off-street parking permitted cannot exceed 110% of the minimum parking requirements.	Where more than one use is present in a building or on a site, the various components of the use must comply with the parking applicable individually. See Notes 7-9.*	Maximum off-street parking permitted cannot exceed 110% of the minimum parking requirements. This does not apply to one to four-unit dwellings.
<b>Northville</b>	1 per 250 sf GFA. See Note 10.*	1 per 150 sf GFA. See Note 10.*	1 per 100 sf GFA, plus at least 3 for employees of a peak shift. See Note 10.*	1 per 250 sf GFA. See Note 10.*	1 per 200 for lower level offices, and 1 per 300 sf of gross floor space for second floor or upper level offices.	N/A	1 per efficiency or 1 BR; 2 per 2BR; 3 per 3BR+ plus 5 spaces for any office building or clubhouse facility. See Note 10.*	N/A	The applicant shall calculate the number of spaces required for each use if it were free-standing. The applicable general land use category to each proposed use shall be applied, as well as the percentages to calculate the number of spaces required for each time. The applicant shall add the number of spaces required for all applicable land uses to obtain a total parking requirement for each time period. The time period with the highest total parking requirement and use shall be the mixed use parking requirement. See Note 11.*	N/A
<b>Wyandotte</b>	None in CBD. See Note 12.*	None in CBD. See Note 12.*	None in CBD. See Note 12.*	None in CBD. See Note 12.*	None in CBD. See Note 12.*	N/A	1 per 1BR; 1.25 per 2BR+; plus 1 per every 8 DU for guest parking	N/A	N/A	N/A

BR = Bedroom

DU = Dwelling Unit

GFA = Gross Floor Area

GLA = Gross Leasable Area

UFA = Usable Floor Area

\*See best practices narrative for notes

# City of Farmington Downtown Parking Study

May 21, 2025

## RE: Phase 2: Parking Best Practices

### Task 2.1 – Review of Industry Parking Best Practices

OHM Advisors reviewed parking standard best practices for multi-family, downtown commercial, and mixed-use developments as recommended in the Institute of Transportation Engineers' (ITE) *Parking Generation Manual (6<sup>th</sup> edition)* (2023), the Urban Land Institute's (ULI) *Shared Parking (3<sup>rd</sup> edition)* (2020), and the American Planning Association's (APA) *Planning Advisory Study (PAS) report on Parking Standards* (2002).

#### 2.1.1 ITE Parking Generation Manual (6<sup>th</sup> edition)

**A note on ITE's parking rate ratio:** The ITE Parking Generation Manual standardizes and recommends as a best practice that municipalities standardize their parking rates to "XX parking spaces per 1,000 sf GFA" for non-residential land uses. Therefore, the table shows all ITE's average parking rates per land use calculated using this standardized ratio. If the City of Farmington eventually undertakes a revision to its parking ordinance it may want to consider standardizing its non-residential rates. This not only enables ease of comparison between parking rates for land uses within Farmington, but also in comparison to national best practices.

**A note on parking maximums:** The ITE Parking Generation Manual does not include recommended parking maximums for land uses but does include the 85<sup>th</sup> percentile parking ratios for multifamily housing (2+ BR mid-rise). The study author has included the 85<sup>th</sup> percentile as a reference in the comparison table to approximate parking maximums for multifamily residential land uses.

#### ***Downtown Commercial (Retail) Land Use***

There is no equivalent for Downtown – General Retail in the Parking Generation Manual. Therefore, the closest match was "821 – shopping plaza – 40,000 to 150,000 square feet" in a dense multi-use area on a Saturday. Unfortunately, the sample size for this land use is only one study. The study used a 96,000 square foot shopping plaza with 140 parked vehicles.

#### ***Downtown Commercial (Sit-Down Restaurant) Land Use***

For the comparison, land use 932 – High Turnover Sit-Down Restaurant in a dense multi-use area on a Saturday was used. The sample size for this land use is five studies. The restaurants ranged from 1,700 to 5,050 square feet, and nine to 25 parked vehicles.

#### ***Downtown Commercial (Carry-Out Restaurant) Land Use***

There is no equivalent for Downtown Commercial – Carry-Out Restaurant in the Parking Generation Manual. Therefore, the closest match was "933 – Fast Food Restaurant without Drive-Through" in a dense multi-use area on a weekday. No



Saturday option was available. The sample size for this land use is five studies. The restaurants ranged from 838 to 3,339 square feet, and five to 35 parked vehicles.

#### ***Downtown Commercial (Salons – Beauty/Barber) Land Use***

There is no equivalent or close match for the Salon land use in the ITE Parking Generation Manual.

#### ***General Office Land Use***

For the comparison, land use 712 – Small Office Building in a general urban/suburban area on a weekday was used. Unfortunately, there were no sample studies located in a dense multi-use area. Sample size for this land use is 26 studies. The offices ranged from 924 to 8,000 square feet, and two to 18 parked vehicles.

#### ***Multi-Family Residential Land Use***

For the comparison, land use 221 – Multifamily Housing 2+ BR (Mid-Rise) in a dense multi-use area on a weekday was used. No Saturday option was available. The sample size for this land use is 44 studies. The housing ranged from 16 to 352 dwelling units, and four to 388 parked vehicles.

#### ***Mixed-Use Developments***

The ITE Parking Generation Manual does not include a “Mixed-Use” land use to enable best practices comparison. ITE does offer a Mixed-Use Trip Generation tool but has nothing similar for parking.

### **2.1.2 ULI Shared Parking (3<sup>rd</sup> edition)**

Key points that should be considered when referencing the recommended ULI shared parking ratios include the following:

- ULI Shared Parking ratios, like ITE’s, reflect expected peak accumulation at the peak hour.
- ULI Shared Parking assumes an almost “100 modal split to automobile use and minimal ride sharing”. Further stating “all the parking ratios recommended in this book are intended to reflect conditions in suburban and smaller city settings with little or no transit, free or inexpensive parking, and minimal employee ride sharing.” This could lead ULI’s ratios to skewing higher than what would be needed for a multimodal downtown environment where pedestrians and cyclists are included in the modal split.
- Like ITE, units are generally standardized to “XX parking spaces per 1,000 GSF (gross square feet or gross floor area (GFA))”.
- ULI Shared Parking uses “base parking ratios” as a base for calculating shared parking requirements. Where these are provided for individual land uses, they have been included in the comparison table. The base ratios are provided for weekdays, weekends, and peak ratios. The weekend ratios (combined employee plus visitor) are included in the comparison table for the minimum requirements, and the peak ratios are included for the parking maximums.
- ULI Shared Parking uses the 85<sup>th</sup> percentile of peak hour observations for its “peak hour” parking ratios.

#### ***Downtown Commercial (Retail) Land Use***

There is no equivalent for Downtown – General Retail in ULI Shared Parking. Therefore, the closest match was “Retail <400,000 square feet”. The source for this ratio was *Parking Requirements for Shopping Centers*, 2<sup>nd</sup> ed. (ULI, 1999). The peak requirement for this land use was used for the “commercial land uses maximum” in the comparison table.

#### ***Downtown Commercial (Sit-Down Restaurant) Land Use***

There is no equivalent for Downtown Commercial – Sit-Down Restaurant in ULI Shared Parking. Therefore, the closest match was “Fine/Casual Dining”. The source for this ratio was developed by the ULI team in consultation with the 5<sup>th</sup> edition of the *Parking Generation Manual* (ITE, 2019).



#### ***Downtown Commercial (Carry-Out Restaurant) Land Use***

There is no equivalent for Downtown Commercial – Carry-Out Restaurant in ULI Shared Parking. Therefore, the closest match was “Fast Casual/Fast Food”. The source for this ratio was the 5<sup>th</sup> edition of the *Parking Generation Manual* (ITE, 2019).

#### ***Downtown Commercial (Salons – Beauty/Barber) Land Use***

There is no equivalent or close match for the Salon land use in ULI Shared Parking.

#### ***General Office Land Use***

There is no equivalent for General Office in ULI Shared Parking. Therefore, the closest match was “Office <25,000 square feet”. The weekday ratio was used for the office unlike the other land uses. The source for this ratio was the 5<sup>th</sup> edition of the *Parking Generation Manual* (ITE, 2019).

#### ***Multi-Family Residential Land Use***

Residential land uses in ULI Shared Parking do not differentiate based on housing type (single-family, duplex, midrise apartment), but only based on number of bedrooms. Therefore, the ratio used was “Residential – Two bedrooms” on a weekend. The weekend ratio and peak ratio were identical. The source for this ratio was developed by the ULI team in consultation with the 5<sup>th</sup> edition of the *Parking Generation Manual* (ITE, 2019).

#### ***Mixed-Use Developments***

The ITE Parking Generation Manual does not include a “Mixed-Use” land use to enable best practices comparison. ITE does offer a Mixed-Use Trip Generation tool but has nothing similar for parking.

### **2.1.3 Planning Advisory Service Report Number 510/511 – Parking Standards (2002, APA).**

Although this is the oldest resource reviewed in this study, it still contains relevant recommendations as discussed below.

**Parking Maximums:** The PAS report provides guidance on three methods of setting parking maximums including:

- Setting a ratio per square feet of building area.
- Basing the maximums on the minimums (for instance 110% or 120% of the minimum). This is the method most used by Farmington’s neighboring communities.
- Limiting the overall number of spaces in a particular geographic area.

**Bicycle Parking:** The PAS report includes a case study of Grand Rapids’ bicycle parking requirement. This requirement stipulates that any parking facility with more than 50 parking spaces shall provide bicycle parking at a rate of one bicycle space for each 40 automobile spaces with a minimum of six spaces.

**Parking Ratios:** Keeping in mind that these best practice recommendations are 23 years old, the PAS report includes a comprehensive list of recommended parking ratios per land use. These ratios have been added to the comparison table. Rather than provide one ratio per land use type, the PAS report takes the approach of providing ratio examples from all over the United States and listing them by city. The PAS report also did not attempt to standardize the ratios for ease of comparison. Therefore, the comparison table includes a range of ratios rather than singular ratios for the PAS report.

#### ***Downtown Commercial (Retail) Land Use***

There is no equivalent for Downtown Commercial – General Retail in the PAS report. Therefore, the closest match was “Retail Use – Unless Otherwise Specified”. Twelve ratio examples from cities were included.



#### ***Downtown Commercial (Sit-Down Restaurant) Land Use***

The equivalent for Downtown Commercial – Sit-Down Restaurant in the PAS report is the “Restaurant” land use. Thirteen ratio examples from cities were included.

#### ***Downtown Commercial (Carry-Out Restaurant) Land Use***

The PAS report includes a “Carry-Out Restaurant” land use. Two examples of ratios from cities were included.

#### ***Downtown Commercial (Salons – Beauty/Barber) Land Use***

The PAS report equivalent for a “Beauty Salon” land use is a “Beauty Shop”. Seven examples of ratios from cities were included.

#### ***General Office Land Use***

There is no equivalent for General Office in the PAS report. Therefore, the closest match was “Office Use – Unless Otherwise Specified”. Seven ratio examples from cities were included.

#### ***Multi-Family Residential Land Use***

The PAS report equivalent used for the “Multi-Family Residential Land Use” land use was “Dwelling, Apartment, Two Bedrooms”. Four examples of ratios from cities were included. The lowest ratio was used for the minimum residential parking requirement, and the highest ratio was used for the maximum residential parking requirement.

#### ***Mixed-Use Developments***

The ITE Parking Generation Manual does not include a “Mixed-Use” land use to enable best practices comparison and instead advises report users to review the report chapter titled “The Dynamics of Off-Street Parking”. The PAS report additionally includes examples of mixed-use shared-parking ordinances from Minneapolis, Minnesota, and Bellevue, Washington.

## **Task 2.2 – Review of Regional Best Practices**

OHM Advisors reviewed regional minimum and maximum requirements and compared these with the City of Farmington’s parking requirements for multi-family developments, typical downtown commercial land uses, and mixed-use shared parking.

Case study communities were selected based on the following criteria:

- Lower parking minimums
- Actively seeking higher density development
- Have a traditional downtown
- Have walkable destinations
- Be adding residential units

### **2.2.1 Farmington**

**Note A: Sec. 35-104.D.3 - Central Business District—Nonresidential and Mixed-Use Development Requirements. Parking.**



Parking lot design shall conform to the requirements of [Article 14](#), Off-Street Parking and Loading Standards and Access Design. Because the regulations of this section are intended to encourage pedestrian/transit friendly design and compact mixed-use development that requires less reliance on automobiles, on-site parking required under [Article 14](#) may be waived under the following conditions:

- a. The site is located within 500 feet of other parking facilities intended for public use, such as a municipal parking lot, parking structure or on-street parking that provides adequate parking spaces to serve the proposed use.
- b. Failure to provide on-site parking shall be deemed to constitute and acknowledgement and acceptance of a benefit (i.e., the relaxation of on-site parking standards) such that, if the city establishes a special assessment district to fund the construction operation and maintenance of public parking that will serve the property, the property owner agrees to become part of such district and further agrees to payment of the assessment in lieu of providing on-site parking. The city may require a written acknowledgement with respect to the benefit provided.

**Note B: Sec. 35-146.C.1 – Grand River Corridor Overlay District. General Development Requirements. Parking.** The number of spaces shall be as required in [Article 14](#), Off-Street Parking and Loading Standards and Access Design. Notwithstanding the flexibility allowed in [Article 14](#), the amount of parking may be reduced based on a determination that adequate parking for peak periods is provided for the mixture of proposed and future uses. In making its determination, the planning commission shall consider the expected amount of bicycle or transit travel to the site, the nature of the proposed land use, different peak hour parking demands, shared parking agreements, on-site parking management, employee transit incentives, provision of transit or bike amenities, bicycle parking, or other means that will otherwise reduce vehicular trips to the site that would otherwise be expected. The planning commission may require a parking study, prepared by a qualified professional, from the applicant to assist with making a determination.

**Note C: Sec. 35-172.I - Off-Street Parking Requirements by Use. Reduction or Modification of Required Spaces.** The required number of spaces in the tables that follow may be reduced or modified by the planning commission under the following circumstances:

1. Shared parking by multiple uses where there will be a high proportion of multipurpose visits or uses have peak parking demands during differing times of the day or days of the week. Pedestrian connections shall be maintained between the uses. Where uses are on separate lots, the lots shall be adjacent, pedestrian, and vehicular connections shall be maintained between the lots and shared parking agreements shall be filed with the county register of deeds and the city.
2. Convenient municipal off-street parking is available to meet peak time parking demands of the use. The city council may require payment of offset acquisition, construction and maintenance costs.
3. The number of required spaces may be reduced in consideration of available curbside spaces within a convenient walking distance, but not those located fronting a residential use.
4. Expectation of walk-in trade due to sidewalk connections to adjacent residential neighborhoods or employment centers. The site design shall incorporate pedestrian connections to the site and on-site pedestrian circulation providing safe and convenient access to the building entrance.
5. Availability of other forms of travel such as transit. The planning commission may require the site design incorporate transit stops, pedestrian connections to nearby transit stops or bicycle parking facilities.
6. Where the applicant has provided a parking study, conducted by a qualified traffic engineer, that demonstrates that another standard would be more appropriate based on actual number of employees, expected level of customer traffic or actual counts at a similar establishment. The planning commission may require a parking study to document that any one (1) of the criteria 1. through 5., above, will be met.

### **2.2.2 Berkley**

**Note 1: Sec. 138-218. - Shared parking/parking waivers.**

- (a) *Collective or joint use of parking areas.* The joint use of parking facilities by two or more uses is permitted whenever such use is practicable and satisfactory to each of the uses intended to be served, and when all



requirements for location, design and construction can be satisfied. A copy of any agreement between joint users shall be filed with the application for a business license. The agreement shall include a guarantee for continued joint use and a joint site maintenance agreement.

In computing capacities for any joint use, the off-street parking requirement is the sum of the individual requirements that will occur at the same time. In computing the required parking spaces for the total of joint off-street parking, the total spaces required may be reduced by the zoning officer whenever the facilities served do not operate during the same hours of the day or night and it can be clearly established that a simultaneous need for joint use parking will not occur.

- (b) *Reductions in existing off-street parking.* Effective with the date of this chapter, off-street parking existing in connection with the operation of an existing building or use shall not be reduced to an amount less than hereinafter required for a similar new building or new use.

(Ord. No. O-5-99, § 1, 7-19-1999)

### **2.2.3 Clawson**

#### **Note 2. Sec. 3.11.C.4 – Supplemental regulations for the City Center (CC) and Central Mixed Development 2 (CMD-2) districts – Vehicular Parking.**

- a. Under those circumstances in which a developer or owner of a building has provided alternative arrangements or made commitments for patron or customer parking acceptable to the planning commission, or has entered into a previously approved development agreement, the parking requirements for first floor use in a multiple story building shall be exempt or modified by the planning commission from the requirements of Section 5.1 through Section 5.4, off-street parking and loading, of article X of the land development regulations.
- b. The planning commission may, unless an existing parking agreement exists with the city that commits on-site parking, approve reductions in parking requirements for single-story structures where all of the following requirements are met:
  - I. Construction materials and design are exemplary and implement the goals, objectives and policies of the city's master plan and the framework design plan.
  - II. An existing mansard roof is being removed and not being replaced.
  - III. The applicant demonstrates the availability of shared parking within 300 feet of the subject site, as measured from property line to property line. Proof of availability of parking shall be demonstrated through submission of a signed parking agreement with the other property owner(s).
  - IV. No accent colors are being used to express corporate identity or a business theme. V. Use of the adopted DDA color palette is encouraged.
  - V. Building signage is limited to architecturally compatible wall, projecting and/or suspending signage.
- c. All upper floor office and residential uses shall be required to provide off-street parking spaces in accordance with Article 5 - Site Standards of this article, and the following:
  - I. Users are encouraged to provide collective parking facilities in accordance with Section 5.1.B.1.e.
  - II. The planning commission may approve a reduction in parking requirements if the applicant demonstrates that adequate parking will be provided either on site or within 300 feet of the site.
- d. When an upper-floor user is unable to provide all or some of the required off-street parking spaces within reasonable proximity (will be determined by planning commission with recommendation from city planner and director of building and planning to such building or use, the user may request to pay a fee in lieu of parking in accordance with Section 5.1.C Fee in lieu of off-street parking. The cost per parking space and the payment methods shall be established from time to time by resolution of the city council.

#### **Note 3: Sec. 5.1.B.1.e – Collective Off-Street Parking.**



- I. Two or more buildings or uses may collectively provide off-street parking; in which case, the required number of spaces as set forth in Section 5.1.D Table of off-street parking requirements shall not be less than the sum of the requirements for the individual uses computed separately, except as set forth in Section 5.1.B.1.f Modification of off-street parking requirements, below.
- II. The planning commission may consider as a condition of site plan approval, collective parking when the following circumstances appear to justify such a condition:
  - i. The applicant has provided for parking on the site, but the requirements for the nonconforming structure, lot or use under chapter 34 of the land development code [this ordinance] cannot be met;
  - ii. The nature of the use may impose the need for greater flexibility in the application of parking requirements depending upon the hours of operation;
  - iii. The applicant has demonstrated that there is or will be in place a plan for off site parking for employees, staff or independent contractors working in the structure;
  - iv. If a road separates the structure or use from the collective parking area, there is a marked or identified pedestrian crossing area in close proximity to the site;
  - v. A written agreement, which can include incentives to the servient property owner, approved by the city has been entered into and is agreed to be a condition to the site plan approval; the agreement shall assure continued availability of the collective parking facilities for the uses it is intended to serve.
  - vi. A number different than required in Section 5.1.B.1.e.i above may be allowed upon a sufficient showing such a number is justified as determined by ITE (Institute of Traffic Engineers) or APA (American Planning Association) or some other recognized industry standard.
- III. In the WG, BRD-1 and BRD-2 districts, use of shared parking between two or more buildings and/or uses shall be allowed by the planning commission upon demonstration by the applicant that the individual uses do not have overlapping hours of operation, or the sharing of parking will not result in the creation of a parking nuisance on the site or abutting roadways and properties.

#### **2.2.4 Fenton**

##### **Sec. 19.02.b.2 – Off-Street Parking and Loading Standards – General Requirements**

b. **Note 4: Location.**

2. Within the Central Business District (CBD), off-street parking shall be either on the same lot, lot(s) under the same ownership and control, open public parking lots, or on the street within five hundred (500) feet of the building it is intended to serve, measured from the nearest point of the building entrance to the nearest point of the off-street parking lot. The Planning Commission may, however, require that some or all of the parking required by Section 19.04 Parking Space Numerical Requirements be provided outside of municipal parking lots or on-street if it is determined that sufficient capacity is unavailable within the municipal parking lot(s) or on-street. The Planning Commission can require a parking supply and demand study if necessary to make this determination.

f. **Note 5: Collective Parking.** The collective provision of off-street parking for two more buildings or uses is permitted subject to the following:

1. The total number of spaces provided collectively shall not be less than the sum of spaces required for each separate use. However, the Planning Commission may reduce the total number of spaces by up to twenty-five percent (25%) if they determine that the operating hours of the buildings or uses do not overlap.



2. Each use served by collective off-street parking shall have direct access to the parking without crossing any public rights-of-way.
3. Written easements which provide for continued use and maintenance of the parking shall be submitted to the city for approval. Such agreement shall include provisions to address any changes in use which shall be reviewed in accordance with Section 19.02 paragraph c. Change in Use or Intensity.

### **2.2.5 Ferndale**

#### **Sec. 7.07 – Off-Street Parking Manual**

- B. **Note 6. Projects Exempt from Off-Street Parking.** Projects exempt from providing off-street vehicle and electric vehicle parking must provide the required ADA barrier-free spaces. Exempt projects include:
1. Non-Residential Projects in the Central Business District (CBD).
  2. Affordable housing units (that portion within a development proposal)
  3. Businesses with an occupancy level of 30 persons or less, only when the use is not subject to special land use approval.
- C. **Note 7. Process.** The applicant reviews the Off-Street Parking Manual requirements listed for their business / use in the Parking Manual. The applicant can provide this amount or offer an alternative number to the CED Director with a parking study.
1. Application for a Parking Study. The application consists of a parking study and a brief short answer narrative of why the required off-street parking amount is excessive for the business. The CED Director can request any additional information needed. Failure to submit information may result in no decision being made.
  2. Review and Approval Standards. The CED Director may reduce the parking based upon finding that there will be lower demand for parking due to one or more of the following factors:
    - a) Shared parking by multiple uses with peak parking demands during differing times of the day or days of the week.
    - b) Convenient municipal off-street parking or on-street spaces are located within 500-feet that have the capacity to handle additional parking.
    - c) Expectation of walk-in business due to sidewalk connections to adjacent residential neighborhoods or employment centers. The site design incorporates pedestrian connections to the site and on-site pedestrian circulation providing safe and convenient access to the building entrance.
    - d) Availability of other forms of travel such as transit. The CED Director may require that the site design incorporate transit stops, pedestrian connections to nearby transit stops or enhanced bicycle parking facilities.
    - e) The applicant has provided a parking study that demonstrates that another standard would be more appropriate based on actual number of employees, expected level of customer traffic or actual counts at a similar establishment.
- G. **Note 8.** Where more than one use is present in a building or on a site, the various components of the use must comply with the parking applicable individually. The applicant must provide information regarding the floor area, employees, or other relevant information about each use to allow the city to determine the minimum parking requirements for the building or site. Shared parking provisions may be applied if applicable.

**Sec. 7.08 – Note 9. Shared Parking Agreements.** Private parking facilities may be shared by multiple users whose activities are not normally conducted during the same hours, or when hours of peak use vary. No reduction in the number of spaces reserved for persons with disabilities is permitted.



- A. Proof from Applicant. Evidence must be submitted that demonstrates shared parking will not result in inadequate parking. Below is a list of required application information:
1. An analysis of available and used parking spaces based on parking counts taken at certain time intervals and days to verify parking usage patterns.
  2. The type and hours of operation and parking demand for each land use.
  3. A sketch or site plan displaying shared use spaces in the lot and walking distance to the uses sharing the lot.
  4. A description of the character of land use and parking patterns of adjacent land uses.
  5. An estimate of anticipated turnover in parking space use over the course of 12 - 24 hours at the site.
- B. Distance and Design Standards.
1. A waiver of the maximum allowable distance between the user and associated shared parking may be approved by the CED Director (up to 500-feet), with written justification and supporting information provided by the applicant.
  2. Users sharing a parking facility must provide for safe, convenient walking between land uses and parking, including safe, well-marked pedestrian crossings, signage, and adequate lighting. Pedestrian paths must be as direct and short as possible, without compromising safety. A pedestrian circulation plan that shows connections and walkways between the parking facilities and subject uses must be provided.
  3. Details regarding the maintenance of the shared parking areas, including snow removal, must be provided within the shared parking agreement.
- C. Parking Agreement. If the CED Director approves the shared parking agreement, a written agreement must be approved by the City Attorney and executed by the property owner to assure the continued availability of the shared parking spaces for the life of the development. The agreement must, at a minimum:
1. List the names and ownership interest of all parties to the agreement and contain the signatures of those parties.
  2. Provide a legal description of the land upon which the parking area(s) and building(s) appurtenant to the parking areas are located.
  3. Include a sketch or site plan showing the area of the parking lot, pedestrian and driver circulation, maintenance, etc.
  4. Provide details regarding the maintenance of the shared parking areas, including snow removal.

## **2.2.6 Northville**

### **Note 10: Sec. 10.05.g – Central Business District Overlay (CBD-O) – Shared driveways/collective parking.**

In order to minimize the number of curb cuts and maximize off-street parking, shared driveways and parking areas are encouraged. Collective parking and shared parking in accordance with Section 17.01.13 may be considered for the CBD Overlay District. Shared parking may allow a reduction of up to thirty percent (30%) from the parking requirements of Section 17.01.13.a, subject to City Council approval.

### **Note 11: Section 17.01.13.d Parking Within the CBD – CBD/Mixed Use Parking**

For mixed use projects within the CBD, the Planning Commission may recommend and the City Council may consider a reduction in parking from Section 17.01.13a subject to the following criteria:

1. Application. The City may authorize a reduction in the total number of required parking spaces for two or more uses jointly providing on-site parking subject to the following criteria:
  - i. The respective hours of operation of the uses may overlap, as demonstrated by the following Table (Schedule of Mixed Use Parking Calculations). If one or all of the land uses proposing to use joint parking facilities do not conform to one of the general land use classifications, the applicant shall submit sufficient data to indicate that



there is not substantial conflict in the principal operating hours of the uses. Such data may include information from a professional publication such as those published by the Institute of Transportation Engineers (ITE), the Urban Land Institute (ULI), or by a professionally prepared parking study.

- ii. A Parking Plan shall be submitted for approval which shall show the layout of proposed parking based on City of Northville zoning standards.

2. Calculation. The applicant shall calculate the number of spaces required for each use if it were free-standing (with no application of this program). The applicable general land use category to each proposed use shall be applied, as well as the percentages to calculate the number of spaces required for each time. The table provided below shall be used for the calculations. The applicant shall add the number of spaces required for all applicable land uses to obtain a total parking requirement for each time period. The time period with the highest total parking requirement and use shall be the mixed use parking requirement. The Planning Commission may require that the applicant submit parking studies and/or documentation on parking use, anticipated schedule for shared parking, peak hour demand, or adequacy of parking spaces. These studies, together with the recommendations of the Planning Commission, will be forwarded to the City Council.

<i>Schedule of Mixed Use Parking Calculations</i>						
	<i>Weekdays</i>			<i>Weekends</i>		
	<i>Midnight- 7:00 a.m.</i>	<i>7:00 a.m. – 6:00 p.m.</i>	<i>6:00 p.m. – Midnight</i>	<i>Midnight – 7:00 a.m.</i>	<i>7:00 a.m. – 6:00 p.m.</i>	<i>6:00 p.m. – Midnight</i>
<i>Office</i>	<b>5%</b>	<b>100%</b>	<b>5%</b>	<b>0%</b>	<b>60%</b>	<b>10%</b>
<i>Retail</i>	<b>0%</b>	<b>100%</b>	<b>80%</b>	<b>0%</b>	<b>100%</b>	<b>60%</b>
<i>Residential</i>	<b>100%</b>	<b>55%</b>	<b>85%</b>	<b>100%</b>	<b>65%</b>	<b>75%</b>
<i>Restaurant</i>	<b>50%</b>	<b>70%</b>	<b>100%</b>	<b>45%</b>	<b>70%</b>	<b>100%</b>
<i>Hotel</i>	<b>100%</b>	<b>65%</b>	<b>90%</b>	<b>100%</b>	<b>65%</b>	<b>80%</b>
<i>Cinema/Theater</i>	<b>0%</b>	<b>70%</b>	<b>100%</b>	<b>5%</b>	<b>70%</b>	<b>100%</b>

3. If there is a change of use which alters the mixed-use parking allowance, the site parking requirements shall be re-calculated. If the new calculation requires additional parking spaces, the site shall be subject to the parking requirements of this Section or the purchase of parking credits in accordance with Section 17.03. (Rev. 10/08)

## **2.2.7 Wyandotte**

### **Note 12: Sec. 190.324.P – Parking Requirements – CBD parking.**

- 1) Within the Central Business District (CBD) Zoning District, as shown on the city's zoning map, all uses, except for those listed below, are exempt from the off-street parking requirements contained in division (R) below:
  - (a) Residential uses;
  - (b) Funeral homes/mortuary establishments;
  - (c) Hotels and motels with 34 or more rooms;
  - (d) Hospitals;



- (e) Clinic; and
  - (f) Private clubs.
- 2) For properties within the “developed business area”, but not zoned CBD, Central Business, Zoning District, the provisions of division (R) below shall be reduced by one-half the minimum required spaces for all uses, except residential. The “developed business area” for purposes of this division (P) is that area illustrated on the map.

### **Task 2.3 – Parking Standard Comparison Table Preliminary Findings**

Based on the review of parking industry best practices and parking ordinances from other regional municipalities within similar Downtown/Central Business District characteristics, OHM Advisors has observed the following preliminary findings:

1. Farmington’s minimum parking requirement for retail in its Central Business District (CBD) zoning is lower than most case study communities except those that completely exempt retail from parking minimums (Ferndale and Wyandotte).
2. Farmington’s minimum parking requirement for sit-down restaurants in its CBD zoning is average compared with most case study communities except those that completely exempt sit-down restaurants from parking minimums (Ferndale and Wyandotte).



3. Farmington's minimum parking requirement for carry-out restaurants in its CBD zoning is average compared with most case study communities except those that completely exempt carry-out restaurants from parking minimums (Ferndale and Wyandotte).

4. Farmington's minimum parking requirement for salons and barber shops in its CBD zoning is lower than most case study communities except those that completely exempt retail from parking minimums (Ferndale and Wyandotte).

5. **Farmington's minimum parking requirement for general office in its CBD zoning is higher than most case study communities.** Potentially options to lower this requirement range from using usable floor area (UFA) instead of gross floor area (GFA), to decreasing the requirement to 1 space per 300 square feet, to adopting an exemption from minimum parking requirements for general office space. UFA typically excludes common areas, closets, bathrooms, stairwells, etc.

6. **Farmington's minimum parking requirement for multi-family residential in its CBD zoning is higher than most case study communities.** Farmington requires 1.5 to 2 parking spaces per dwelling unit (DU) regardless of the number of bedrooms depending on the availability of nearby public parking for guests. By comparison, for efficiency and 1-bedroom DUs, Ferndale only requires 1 parking space per DU regardless of number of bedrooms, Northville and Wyandotte require 1 parking space for efficiencies and 1-bedrooms, Clawson requires 1 space for efficiencies and 1.5 spaces for 1-bedrooms, and Fenton requires 1.5 spaces for both efficiencies and 1-bedrooms. Only Berkley matches Farmington's typical requirement of 2 spaces per DU. However, Farmington's minimum parking requirement is paradoxically advantageous for DUs with 3 or more bedrooms compared to the communities of Clawson, Fenton, and Northville which either require 2.5 or 3 parking spaces for each 3-bedroom DU.

7. Relative to the case study communities, Farmington's Mixed-Use Shared Parking requirements allow greater flexibility and options for developers. No other case study community includes an option to waive minimum parking requirements for CBD zoned mixed-use developments if existing public parking lots are nearby.

8. Farmington's maximum parking requirement for CBD zoning commercial and residential uses states that the "number of spaces provided shall not exceed 10% beyond that required" and is progressive compared with the other case study communities. Only Fenton and Ferndale have the same requirement. Clawson caps at 20% beyond the required parking, and Berkley, Northville, and Wyandotte do not have parking maximums.

9. ITE recommends standardizing parking requirements for commercial and industrial developments in the format of "XX parking spaces per 1,000 square feet gross floor area". Standardizing parking ratios allows a more accurate comparison across different land uses within a municipality as well as a more accurate comparison with national best practices. However, most Michigan municipalities do not standardize their parking so this would not lead to more accurate comparisons with neighboring case study communities.

10. ITE's parking recommendations were generally lower than the minimum parking requirements in the City of Farmington's parking ordinance; however, ITE's datasets for general retail, sit-down restaurants, and carry-out in "dense multi-use areas" were limited in size ranging from one study to five studies.

11. ULI's Shared Parking recommendations were significantly higher across all land uses than the City of Farmington's requirements, other national best practice resources, and the case study communities. This is likely due to ULI assuming an almost "100 modal split to automobile use and minimal ride sharing" and basing their requirements on suburban conditions with "little or no transit, free or inexpensive parking, and minimal employee ride sharing." The only land use where ULI's recommendation was lower than Farmington's requirement was for multi-family residential parking.

12. Neither ITE nor ULI's Shared Parking included land uses for salons (hair salons/barbershops).



13. Although the APA PAS Report on Parking Standards is 23 years old, the ranges it provided for the different land uses still fell within the range of Farmington's current parking standards; however, APA's parking ranges were higher than ITE's recommendations.

Mission: To promote and enrich a vigorous downtown business and residential district while retaining and enhancing our Main Street atmosphere.



October 30, 2025

**TO:** DDA Board of Directors  
**FROM:** Jess Westendorf, Executive Director  
**SUBJECT:** DDA Representative for Capital Improvement Planning

**BACKGROUND:**

City ordinance requires a Capital Improvement Program (CIP). The City has asked for input from the DDA. After completion, the CIP will be incorporated into the city budget. City administration is asking for DDA representation in the work group. It is anticipated that the Downtown Master Plan will be the main source of capital projects from the DDA.

The City requires input from the DDA to be submitted by December 4, 2025, to the CIP Steering Committee.

The current CIP can be found on the City of Farmington Website:

<https://www.farmgov.com/media/sljemfgj/capital-improvement-program-2026-2031.pdf>

**ACTION:**

MOTION by, SECONDED by, RESOLVED, that the Board designates Jess Westendorf to serve on the Capital Improvement Program Work Group.