

**MINUTES OF THE VIRTUAL & IN-PERSON
REGULAR MEETING OF THE HIGHLAND PARK CITY COUNCIL**

October 6, 2025

Council convened at 7:01 p.m. with Council President Thomas presiding.

Present: Council Pro Tem Robinson, Councilwoman Manica, Councilwoman Martin*, Councilman Ash-Shafii, Council President Thomas (5).

Absent:, (0).

* Councilwoman Martin entered the meeting at 7:03pm.

A quorum being present, Council was declared in session.

APPROVAL OF AGENDA

Moved by Councilwoman Martin
Supported by Councilman Ash-Shafii

To approve the agenda with the addition of a resolution from City Council to extend the moratorium on enforcement of the Rental Ordinance. Yeas (3) Robinson, Martin, Ash-Shafii, Nays (2) Thomas, Manica, Absent (0).

APPROVAL OF MINUTES

Moved by Councilwoman Manica
Supported by Councilwoman Martin

To approve the minutes of the In-Person and Virtual Regular meeting held September 15, 2025. Yeas (4), Nays (1) Ash-Shafii, Absent (0).

**BID OPENING
10-06-25 V a & b**

Moved by Councilwoman Manica
Supported by Councilman Ash-Shafii

To open bids received for Ives Field Park Renovations and Ives Field Playground. Yeas (4), Nays (1) Robinson, Absent (0).

Four (4) bids were received.

Ives Field Park Renovations

Anglin Civil	13000 Newburgh Rd.	Livonia, MI 48150	\$444,495.41
WCI Contractors, Inc.	3278 Bellevue	Detroit, MI 48207	\$407,300.00

Ives Field Playground

Sinclair Recreation	176 E. Lakewood Blvd.	Holland, MI 49424	\$200,000.00
Midstates Recreation	1279 Hazelton-Etna Rd. SW	Pataskala, OH 43062	\$150,000.00

Moved by Councilwoman Martin
Supported by Councilman Ash-Shafii

To refer to administration for a recommendation. Yeas (5), Nays (0), Absent (0)

ORDINANCE – FINAL READING **10-06-25 VI a**

The following ordinance was submitted for final reading and adoption.

An Ordinance to amend the Highland Park City Code, Section 668 “Offenses Relating to Property” to establish the regulation of graffiti and making its commission a misdemeanor offense in the City of Highland Park, which will promote, protect, and safeguard the public health, safety and welfare of its citizens, businesses and their property.

Moved by Councilwoman Martin
Supported by Councilwoman Manica

WHEREAS, the City of Highland Park wishes to enact a local Ordinance regulating graffiti; and

WHEREAS, the Charter for the City of Highland Park provides that Council has the authority to enact all ordinances they deem necessary for the safety, order and good government of the City and the general welfare of the inhabitants.

NOW, THEREFORE, BE IT RESOLVED that City of Highland Pak ordains: Section 1. Section 668.18 is hereby adopted:

Section 668.19 REGULATION OF GRAFFITI

(a) DEFINITIONS

For the purpose of this Ordinance, certain terms or words used herein shall be interpreted as follows: Terms not herein defined shall have the meanings customarily assigned to them.

Code Official: The official, who is charged with the administration and enforcement of this article, or any duly authorized agent.

Graffiti: Inscriptions, drawings, paintings or other visual defacing of buildings, structures, roadways or natural features, without the consent of the owner thereof, and which is not otherwise authorized or permitted pursuant to this chapter.

Notice of Violation: A notice issued to the owner or responsible local agent stating that there has been a violation of a provision of the subchapter or any other applicable codes, ordinances, rules, or regulations concerning the premises.

Property Owner: Any person, agent, firm or corporation having a legal or equitable interest in the premises.

Responsible Local Agent: The responsible local agent shall be an individual person, and shall be either the property owner, representative of a corporation, partnership, firm, joint venture, trust, association, organization, or other entity having a legal or equitable interest in the property, or designated by the owner as responsible for operating the premises in compliance with all the provisions of the city codes and ordinances. All official notices and violations may be issued to the responsible local agent, and any notice so issued shall be deemed to have been issued upon the owner of record.

(b) GRAFFITI BLIGHT PROHIBITED

1. A person is prohibited from defacing the property of another without the consent of that person by the application of graffiti.
2. A person under eighteen (18) years of age shall not carry or possess a can of aerosol paint outside the premises of their household within the City, except when under the direct supervision of an adult in carrying out a legitimate use of such a product.
3. A person who violates any prohibition of this chapter is liable for a civil infraction of \$250.00 for a first offense and of \$500.00 for a second offense within one year. In lieu of paying a fine for a civil offense, a minor offender may be assigned to a work crew to remove graffiti to satisfy the fine at a rate of \$15.00 per hour. The prosecuting attorney, in their discretion, may further represent the owner of the property before the juvenile division of the probate court in obtaining a civil judgment against the offending juvenile for the full costs of removing the defacement and restoring the property.
4. The owner of graffiti defaced property on an architectural natural surface shall within thirty (30) days after such defacement occurs, if weather permits, either remove the graffiti, or have it removed by use of chemical agents, or by use of a pneumatic blasting material, or both. If a painted surface is defaced, the graffiti may be masked over with new and matching paint. If the graffiti is not removed within thirty (30) days, the City may issue an order to require that the work be done within another fifteen (15) days, on the condition that if it is not done within those fifteen (15) days, it shall be removed by a City crew, and the costs shall be charged to the owner. If not paid within thirty (30) days of billing, the amount of the charge plus 10% administrative fee shall become a lien against the property and shall be added to the next property tax billing.

(c) TRANSFER OF OWNERSHIP

It shall be unlawful for the owner of any property, who has received a notice of violation of this article, to transfer, convey, lease, or sell (including by land contract) their ownership and/or interest in any way to another, unless the owner shall have first furnished to the grantee, lessee, vendee, or transferee a true copy of any notice of violation and shall have furnished to the code official a signed and notarized statement from the grantee, lessee, vendee, or transferee acknowledging the receipt of the notice of violation.

(d) ADDITIONAL VIOLATIONS

The following are additional violations subject to enforcement:

1. No person shall harass, stalk, threaten, hinder, assault, bring to harm, or otherwise interfere with a code official or duly authorized agent during the performance of their duties.
2. Each day upon which a violation of this article occurs shall be considered a separate offense after the allotted thirty (30) days have elapsed and subject to the full initial or secondary offense fine, whichever is appropriate.

(e) COMPLIANCE WITH CODE OF ORDINANCES

All structures shall comply with all provisions of this article, the International Property Maintenance Code as adopted by the City, and all other applicable ordinance requirements. After an initial inspection and notice of violation have been provided to an owner or responsible local agent, thirty (30) days shall be allotted to correct or remove any violation of this chapter. Thereafter, a re-inspection shall be conducted to verify compliance. Any structure that is then found to be in compliance with this chapter shall have any enforcement action resulting from a complaint of violation of this ordinance closed.

Any structure that is found not to be in compliance with this chapter shall be subject to citation and fines and potential court action.

(f) DISTRICT COURT ACTIONS FOR GRAFFITI

1. When information is requested from the Court of any enforcement action for graffiti, the court shall be notified of any violation of this article.
2. When so instructed by the Court, the owner or responsible agent shall take measures to remove the graffiti cited in any inspection related to an enforcement action that has been referred to the Court.

(g) DISCLAIMER OF LIABILITY

1. The inspection of the land use, exterior posture, and interior accessories of the structure is limited to visual inspection only.
2. The City shall not assume any liability to any person by reason of the inspections permitted by the subchapter or the code adopted herein.

Yeas (3) Thomas, Manica, Martin, Nays (2) Robinson, Ash-Shafii, Absent (0).

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10-06-25 VI b

The following ordinance was submitted for final reading and adoption.

An Ordinance to amend the Highland Park City Code, Sections 1448, to establish policies and procedures to regulate non-owner occupied dwellings located within the City of Highland Park (also referenced in this article as the "City") and to provide a means for the City to promote, protect, and safeguard the public health, safety and welfare of its citizens and to enable the city to keep accurate records of non-owner occupied dwellings in the City.

Moved by Councilwoman Martin
Supported by Council President Thomas

WHEREAS, the City of Highland Park wishes to amend a local Ordinance regulating non- owner occupied dwellings; and

WHEREAS, The Charter for the City of Highland Park provides that Council has the authority to enact all ordinances they deem necessary for the safety, order, and good government of the City and the general welfare of the inhabitants

NOW, THEREFORE, THE CITY OF HIGHLAND PARK ORDAINS:

Section 1. Existing sections 1448.01, 1448.02, 1448.03, 1448.04, 1448.99 of the Highland Park Code of Ordinances are hereby repealed and the attached new Section 1448 is hereby adopted to stand in its place.

CHAPTER 1448

NON-OWNER OCCUPIED RESIDENTIAL PROPERTY REGISTRATION AND INSPECTION

1448.01	Purpose
1448.02	Definitions
1448.03	Registration Required
1448.04	Certificate of Compliance Required
1448.05	Registration Forms and Fees
1448.06	Business Registration and License Required
1448.07	Designation of Responsible Agent Required
1448.08	Transfer of Ownership
1448.09	Inspection of Dwelling or Non-owner Occupied Unit
1448.10	Posting of Certificate of Compliance
1448.11	Additional Violations
1448.12	Compliance with Code of Ordinances
1448.13	Court Actions for Rent and/or Possession
1448.14	Affidavit of Vacant Dwelling or Non-Rental
1448.15	Suspension of Certificate of Compliance
1448.16	Dangerous Conditions
1448.17	Disclaimer of Liability

1448.01 PURPOSE

The purpose of the subchapter is to ensure that all non-owner occupied dwellings and units within the city maintain minimum maintenance standards for public health, safety, and welfare. This subchapter will set safeguard controls for one- and two-family dwelling units, multiple family dwelling units, and apartment units, boarding and rooming houses, group homes, hotels, motels, and flats.

1448.02 DEFINITIONS

For the purpose of this Ordinance, certain terms or words used herein shall be interpreted as follows:

Terms not herein defined shall have the meanings customarily assigned to them.

Bed and Breakfast: A dwelling or non-owner occupied unit operating as a business that offers overnight accommodations that is neither a hotel nor a motel.

Certificate of Compliance: A certificate issued by the City which certifies compliance with the codes and ordinances of non-owner occupied dwellings and units in the City.

Code Official: The official, who is charged with the administration and enforcement of this article, or any duly authorized agent.

Duly Authorized Agent: An individual legally empowered to act on behalf of the City of Highland Park Building Department.

Dwelling or Non-owner Occupied Unit: Any non-owner occupied structure, or part of a structure in the case of multiple-family structures, containing one or more rooms including a kitchen and designed as a unit for occupancy by one family for the purpose of cooking, living and sleeping, which is used as a home or residence by a person or household unit, or any grounds, or other facilities or area promised for the use of a residential tenant, whether for any form of compensation or not, including without limitation, apartment units and one- and two- family dwellings. A unit that is rented or leased with an option to purchase is considered a rental agreement until the lessee fully exercises the option to purchase as evidenced by a recorded deed or land contract.

Furnace Report: A report provided by a certified contractor of the inspection of any furnace, gas, electric, or oil-fired heating unit, and/or climate-control unit for the heating purposes in a dwelling or non-owner occupied unit.

Immediate Family Member: As defined by the Michigan Compiled Laws, Section 37.2503(2); a spouse, parent, child, or sibling of the building owner.

Landlord: Means the owner, lessor, or sublessor of a non-owner occupied *unit*, or the property which it is a part of, and, *in* addition, means a person authorized to exercise any aspect of the management of the premises, whether for any form of compensation or not, including a person who, directly or indirectly, acts as a rental agent, receives rent, other than as a bona fide purchaser, and who has no obligation to deliver the receipts to another person.

Non-tenant in Residence: Any person not the owner of a residential dwelling or non-owner occupied unit occupying said dwelling or unit with the benefit of neither a written nor oral agreement constituting a lease.

Notice of Violation: A notice issued to the owner or responsible local agent stating that there has been a violation of a provision of the subchapter or any other applicable codes, ordinances, rules, or regulations concerning the premises.

Non-Owner Occupied: A dwelling or non-owner occupied unit that is occupied by any person or persons not the owner for a period of at least twelve (12) hours or overnight, whichever is the lesser duration of time.

- a) Exception: A dwelling or non-owner occupied unit occupied by an immediate family member and/or that family member's immediate family (i.e. - the daughter of the owner and/or her spouse and/or children). This exemption is not to exceed three (3) properties in the owner's possession within the City. This exemption does not apply to property owned under a corporation name or any name that is not that of a person.
- b) Exception: An additional non-owner occupied unit which is occupied by an immediate family member in a dwelling occupied by its owner, shall be required to be registered but shall be exempt from fees and standard rental inspections. Verification of the relationship and occupancy shall be provided upon request. This exemption does not apply to property under a corporation name or any name that is not that of a person.

Owner: Any person, agent, firm or corporation having a legal or equitable interest in the premises.

Owner Occupied: The actual owner of record, surviving spouse, children, parents, or siblings occupying a dwelling or non-owner occupied unit as defined by this article.

Renewal Date: The expiration date of a previous or current certificate for the same owner and the same property.

Responsible Local Agent: The responsible local agent shall be an individual person, and shall be either the property owner, representative of a corporation, partnership, firm, joint venture, trust, association, organization, or other entity having a legal or equitable interest in the property, or designated by the owner as responsible for operating the premises in compliance with all the provisions of the city codes and ordinances. All official notices and violations may be issued to the responsible local agent, and any notice so issued shall be deemed to have been issued upon the owner of record.

Tenant: A person who occupies property rented from a landlord.

1448.03 REGISTRATION REQUIRED

- a) The owner of any non-owner occupied dwelling or unit shall register with the City and shall designate a person as the responsible local agent who shall be legally responsible for operating the premises in compliance with all the provisions of the city codes and ordinances, and shall also be responsible for providing access to the premises for making the inspections necessary to ensure compliance with the terms of all applicable codes and ordinances adopted by the City. Registration is still applicable for units occupied by owners and/or immediate family members of the owner, although no inspections are required except under possible circumstances as may be addressed in 1448.11, 1448.15, or 1448.16. This exception shall also apply to foster parents/children, and persons under legal guardianship or a legal guardian of an immediate family member of an owner who lives in the owner's dwelling or non-owner occupied unit. The owner exemption shall not exceed three (3) properties in any owner's possession of properties owned within the City. The properties that exceed this threshold shall be registered and inspected as demanded by this article. It shall be the burden of the owner and tenant to establish by a preponderance of evidence that the family relationship described herein exists. A certificate of compliance shall not be issued if the requirements subsequent to registration are not completed as required by this article.
- b) Any owner of a non-owner occupied dwelling or unit with a non-tenant in residence, commonly referred to as a squatter, shall have inspections suspended for a period of six (6) months while legal proceedings are underway to evict said non-tenant. The code official may require documentation of legal proceedings as evidence of eviction proceedings. The suspension may be extended at the code official's discretion.
- c) Failure to acquire a Certificate of Compliance prior to tenant occupancy shall result in a fee equivalent to one inspection fee. If the City has reason to believe the dwelling or non-owner occupied unit has been occupied by a tenant prior to an issued Certificate of Compliance, the code official, at their discretion, may demand the owner or responsible local agent to provide a copy of the tenant lease agreement, or other evidence proving when the tenant took possession. This penalty shall also apply if the dwelling or non-owner occupied unit has a Certificate of Compliance that is allowed to lapse without renewal.

1448.04 CERTIFICATE OF COMPLIANCE REQUIRED

- a) No person shall rent, lease, advertise, or offer for rent or lease, or occupy any dwelling or non-owner occupied unit unless there is a valid certificate of compliance issued by the City in the name of the owner/responsible local agent and issued for each specific dwelling and unit. Certificates may be transferred if the request to transfer is made within fourteen (14)

days after a dwelling has completed rental registration and passed all City inspections. Certificates with open violations cannot be transferred. Registration of a non-owner occupied dwelling or non-owner occupied unit is an admission of fact by the applicant that the applicant is conducting a rental dwelling operation as defined by this article. It shall be the duty of all landlords to apply for the non-owner occupied certificate, and certificate renewals, as required by this article and obtain all required inspections, repairs, and approvals prior to the occupancy date, or the expiration date of any current certificate, whichever occurs first.

- b) Occupancy of any dwelling or non-owner occupied unit by a person other than the owner shall be presumed to require a certificate of compliance, except as exempted in the definitions in this article. This presumption may be rebutted by evidence that the occupant has ownership equity in the dwelling as evidenced by a recorded deed, a recorded land contract, or a recorded memorandum of land contract. A dwelling that is occupied, rented, or leased with an option to purchase is considered as non-owner occupied under the terms of this article until the lessee fully exercises the option to purchase as evidenced by recorded documentation.
- c) A certificate of compliance shall be issued by the City if the applicant meets all of the following requirements:
 - 1) A completed registration form is submitted pursuant to the provisions of 1448.05.
 - 2) All registration, inspection, and late fees are paid.
 - 3) The inspection(s) have been performed at the premises sought to be certified and all violations disclosed have been corrected.
 - 4) All re-inspections have been approved to confirm the correction of violations.
 - 5) No certificate of compliance will be issued until all of the following fees and debts to the City have been paid full:
 - i) All previously billed property taxes;
 - ii) All current or past due special assessments;
 - iii) Water or sewer bills outstanding;
 - iv) All charges against the property for mowing, cleanup, debris removal, or similar charges by the City;
 - v) Any fees, fines, penalties, or debts of any sort arising from provisions of property maintenance, including blight violations.
- d) The term of the certificate shall be established by resolution of City Council. The non-owner occupied certificate is valid for the established period from the date of application for a new certificate, or the expiration date of the previous certificate for a renewal, unless suspended or revoked for cause by the city. Licensees shall apply for certificate renewal sixty (60) days prior to the expiration date of the current certificate. Sale or otherwise change in ownership of the subject premises results in immediate termination of the certificate. Failure to obtain or renew a certificate or failure to pay any inspection fee is a violation of this article.
- e) Failure to register a non-owner occupied dwelling or non-owner occupied unit, complete required inspections or re-inspections, provide a furnace report from a licensed mechanical contractor, obtain a certificate of compliance or renew a certificate of compliance prior to the expiration date, or failure to pay any fee is a violation of this article and may result in additional fees and penalties, up to and including court action.

1448.05 REGISTRATION FORMS AND FEES

- a) Applications for registration will be available at the City Hall and shall include at least the following information:
 - 1) The name, address, telephone number, driver's license or State ID card, and date of birth of the applicant; no post office box shall be accepted as legal address;
 - 2) The names, addresses, and telephone numbers of all owners of the dwelling or units;
 - 3) The name, address, telephone number, driver's license or State ID card, and date of birth of the responsible local agent; no post office box shall be accepted as legal address
 - 4) The authorization appointing a responsible local agent signed by both the owner and

the responsible local agent;

- 5) The number of units in each building, if multiple units exist.
- b) A one-time registration fee is required for each property owner or entity per dwelling and shall be paid at the time of registration. No post office box will be accepted as legal address.
- c) An inspection fee for each unit shall be paid at the time of registration for a new certificate or renewal of an existing certificate. This inspection fee shall include an initial inspection, and one (1) re-inspection as needed. Third and subsequent inspections that are required shall be charged an additional fee per inspection. If an owner or registered agent fails to provide access for an inspection, or the inspector cannot gain access to any non-owner occupied dwelling or unit, this shall be considered as a 'lock out' and be subject to an additional inspection fee.
- d) Registration fees, inspection fees, late fees, as well as any other charges in connection with non-owner occupied registration and compliance shall be established by resolution of City Council.

1448.06 BUSINESS REGISTRATION AND LICENSE REQUIRED

- a) Any person, agent, firm, or corporation that meets one (1) or more of the following conditions will be considered to be operating a business in the City and will be required to obtain a business license from the City Clerk. The business license is in addition to the required certificate of compliance:
 - 1) Any non-owner occupied dwelling or non-owner occupied unit that is registered in the name of a corporation, incorporation, limited liability company, DBA, or other business entity, and evidenced by deed, land contract, property transfer affidavit or other documentation showing legal interest and ownership;
 - 2) Any person, agent, firm, or corporation, identified by name, corporation, incorporation, limited liability company, or any combination thereof, having ownership in three (3) or more non-owner occupied dwelling units;
 - 3) Any non-owner occupied dwelling or non-owner occupied unit that operates as a Bed and Breakfast.
- b) Any entity that is required under this subsection to obtain a business license must include with application a list of all properties owned in the City, and provide proof that said properties have been registered with the Assessor for the City, the Building Department, and the Community and Economic Development Department.
- c) Any entity that is required under this subsection to obtain a business license and has properties registered under two (2) or more names, need only obtain one (1) name under which each property is registered, and provide proof that said properties have been registered with the Assessor for the City, the Building Department, and the Community and Economic Development Department.
- d) Business licenses for non-owner occupied properties are non-transferable. Upon changes in ownership, the new owner, if required by this subsection, must submit application for a new business license.
- e) Fees for non-owner occupied dwellings' business licenses shall be established through a resolution adopted by City Council.

1448.07 DESIGNATION OF RESPONSIBLE AGENT REQUIRED

The owner of any dwelling or non-owner occupied unit as defined by this article shall designate an individual person as the responsible local agent who shall be responsible for operating the dwelling or non-owner occupied unit and who shall provide access for inspection by the code official or duly authorized agent for compliance with the applicable ordinance requirements. The responsible local agent shall reside within a fifty (50) mile radius of the City. The owner may act as the responsible local agent.

1448.08 TRANSFER OF OWNERSHIP

- a) Certificates may be transferred if the request to transfer is made within fourteen (14) days after a dwelling has completed rental registration and passed all City inspections. Certificates with open violations cannot be transferred. Upon transfer of ownership of any dwelling or non-owner occupied units, the new owner shall apply for a new certificate no later than thirty (30) days after the transfer of ownership.
- b) It shall be unlawful for the owner of any non-owner occupied dwelling or non-owner occupied unit who has received a notice of violation to transfer, convey, lease, or sell (including by land contract) their ownership and/or interest in any way to another, unless the owner shall have first furnished to the grantee, lessee, vendee, or transferee a true copy of any notice of violation and shall have furnished to the code official a signed and notarized statement from the grantee, lessee, vendee, or transferee acknowledging the receipt of the notice of violation.

1448.09 INSPECTION OF DWELLING OR NON-OWNER OCCUPIED UNIT

- a) *Access of Code Official or Duly Authorized Agent:* The code official or duly authorized agent shall be granted access by the owner, agent, or occupant of the dwelling or non-owner occupied unit on the date of requested inspection for the purpose of conducting a compliance inspection. If any owner or occupant refuses to provide access to the premises for a compliance inspection, or fails to show up for the inspection, the inspection shall be recorded as a 'lock out' and a re-inspection fee assessed. All dwellings and non-owner occupied units shall comply with the minimum standards set forth in the International Property Maintenance Code as adopted by council at the December 5, 2016 city council meeting.
- b) *Inspection Required.* All dwellings and non-owner occupied units shall have an inspection to ensure compliance with all requirements of the International Property Maintenance Code as adopted by council at the December 5, 2016 city council meeting.
- c) *Re-inspection required.* Re-inspection shall be required when violations are found to exist during a prior inspection. Before a certificate of compliance is issued, all violations must be corrected and approved. The violations shall be corrected and a re-inspection completed within thirty (30) days after the initial inspection or by the renewal date, whichever occurs first, except in dangerous conditions which must be remedied immediately.
- d) *Additional inspections.* In addition to regular or renewal inspections, inspections may be scheduled on one (1) or more of the following bases:
 - 1) Complaints of violations from tenants residing in the dwelling unit will be inspected within a reasonable time if they allege sufficient facts that would give reasonable cause to believe a violation of this ordinance exists.
 - 2) Whenever a code official duly authorized agent has a reasonable cause to believe that there is a violation of this ordinance or other conditions which make the structure or premises unsafe, dangerous, or hazardous.

1448.10 POSTING OF CERTIFICATE OF COMPLIANCE

No dwelling or non-owner occupied unit as defined by this article may be occupied unless a copy of the current certificate of compliance is displayed in an eight and one-half (8½) by eleven (11) inch frame securely affixed to the interior wall adjacent to the primary entrance door to the dwelling or non-owner occupied unit. A multiple-family dwelling or apartment complex shall display the license in the same manner at the primary entrance of each building unit.

1448.11 ADDITIONAL VIOLATIONS

The following are additional violations subject to enforcement:

- a) No person shall occupy for sleeping purposes, and no owner or responsible local agent shall allow a person to occupy for sleeping purposes, a basement without compliant emergency egress or any non-habitable spaces of a dwelling or non-owner occupied unit
- b) No person shall harass, stalk, threaten, hinder, assault, bring to harm, or otherwise interfere with a code official or duly authorized agent during the performance of their duties
- c) No person shall knowingly make any false statement or provide any false information on a non-owner occupied certificate registration application or any other information to any employee of the City or other authorized person in relation to any investigation of a violation of this article
- d) Every dwelling and non-owner occupied unit and the yard connected therewith shall remain clean and kept free from any accumulation of dirt, filth, rubbish, or garbage
- e) Each day upon which a violation of this article occurs shall be considered a separate offence and is subject to additional fees.

1448.12 COMPLIANCE WITH CODE OF ORDINANCES

All non-owner occupied dwellings and non-owner occupied units shall comply with all provisions of this article, the International Property Maintenance Code as adopted by council at the December 5, 2016 city council meeting, and all other applicable ordinance requirements. After inspection, all non-owner occupied dwellings and non-owner occupied units in compliance with applicable ordinances shall receive a certificate of compliance consistent with the provisions in 1448.04. Those non-owner occupied dwellings and non-owner occupied units that are not in compliance with applicable ordinances shall be brought into compliance within thirty (30) days of the date of notice of the violations or by the renewal date, whichever occurs first, and a subsequent inspection scheduled to verify compliance. Upon request and submission of proof of extenuating circumstances, the code official may grant an extension to make the non-emergency repairs necessary to bring the property into compliance.

1448.13 COURT ACTIONS FOR RENT AND/OR POSSESSION

- a) When information is requested from court of any action for rent or possession filed on an unregistered or uncertified property, the court shall be notified of any violation of this article
- b) When so instructed by the court, the owner or responsible agent shall register the property as a non-owner occupied dwelling or non-owner occupied unit
- c) If previously unregistered, or registered but not certified, the owner or responsible agent shall pay for and schedule inspections no later than ten (10) days after the completion of proceedings by the court with the exception of one of the following:
 - 1) An affidavit of non-rental is filed by the owner;
 - 2) The owner provides proof of primary residence within ten (10) days of the date of notification from the court;
 - 3) The owner provides proof that court action for possession has not been completed after thirty (30) days, at which time an extension shall be granted for an additional thirty (30) days.

1448.14 AFFIDAVIT OF VACANT DWELLING OR NON-RENTAL

- a) Any dwelling or dwelling unit that is to remain unoccupied shall register the property as vacant with the City and comply with all inspections in compliance with the Vacant Property Ordinance and the International Property Maintenance Code as adopted by City Council in

order to obtain a certificate of compliance.

- b) Any dwelling or non-owner occupied unit that is to remain unoccupied is subject to vacant property registration and fees.
- c) At such time the vacant dwelling or non-owner occupied unit is to be occupied as a non-owner dwelling, it shall be the owner's responsibility to notify the City to remove the affidavit or Vacant Property Registration and to register the property as a non-owner occupied dwelling or non-owner occupied unit.
- d) Any property that has such an affidavit filed that is found to be occupied by any person other than the property owner listed on the affidavit shall be in violation of this article and subject to the penalties herein.
- e) Any dwelling or non-owner occupied unit, which has had an affidavit filed, is subject to inspection by a code official or duly authorized agent to insure vacancy of the dwelling or unit. No schedule is needed for the inspections which may take place at any time.
- f) The owner of any dwelling or non-owner occupied unit that has a valid certificate of compliance and becomes owner occupied shall file an affidavit of non-rental with the City within fifteen (15) days of the change in occupancy.

1448.15 SUSPENSION OF CERTIFICATE OF COMPLIANCE

- a) A certificate of compliance issued by the City may be suspended by the code official for any of the following conditions:
 - 1) A condition exists contrary to the public health, safety, or welfare;
 - 2) Unauthorized use or beyond the scope of the certificate issued;
 - 3) Any condition forbidden by the provisions of this article or any other established city ordinance or other regulation;
 - 4) Violation of any criminal law;
 - 5) A verified complaint of violations of this article.
- b) Upon suspension, the owner or agent shall be notified in writing of the suspension and violations, corrective action, and the time allotted for the violations to be corrected
- c) If a certificate of compliance has been suspended, either by complaint or otherwise, the owner or agent shall be assessed a re-inspection fee and shall schedule a re-inspection in order to insure all violations have been corrected.
- d) If a certificate of compliance has been suspended for any reason, the code official shall have the right to permanently revoke the certificate if the owner or responsible local agent has allowed the violation or violations resulting in suspension to remain uncorrected after thirty (30) days have elapsed from the date of notice, or has not paid the re-inspection fee and contacted the Building Department to schedule a re-inspection for a date within thirty (30) days of the notice of suspension to verify that the violation or violations have been corrected.

1448.16 DANGEROUS CONDITIONS

Should the code official, upon inspection, determine that there are conditions which constitute an imminent danger to health and safety, the code official may order the conditions to be remedied and may limit or prohibit occupancy where appropriate.

1448.17 DISCLAIMER OF LIABILITY

- a) A certificate of compliance is not a warranty or guarantee that there are no defects in the dwelling or non-owner occupied unit and the City shall not be held responsible for defects not noted in the inspection report.
- b) The inspection of the land use, exterior posture, and interior accessories of the structure is limited to visual inspection only. The City does not guarantee or approve by inference any latent, structural, or mechanical defects thereto or other items that are not apparent by a

visual inspection.

- c) The City shall not assume any liability to any person by reason of the inspections required by the subchapter or the code adopted herein or the issuance of a certificate of compliance or a certificate of occupancy.

Yeas (2) Thomas, Manica, Nays (3) Robinson, Martin, Ash-Shafii, Absent (0).

ADMINISTRATION

10-06-25 VII

The following resolution was for approval.

RESOLUTION IN SUPPORT OF HOUSE BILLS 4503 AND 4504 FOR THE EXPANSION OF THE MICHIGAN STATE HISTORIC PRESERVATION TAX CREDITS ESTABLISHED UNDER PUBLIC ACT 343 OF 2020

Moved by Council Pro Tem Robinson
Supported by Councilman Ash-Shafii

To table. Yeas (2) Robinson, Ash-Shafii, Nays (3) Thomas, Manica, Martin, Absent (0).

Moved by Councilwoman Manica
Supported by Council President Thomas

WHEREAS, the historic buildings, residential neighborhoods, traditional downtowns, and older manufacturing facilities in Michigan's cities, towns, villages, and rural areas distinguish each community and provide character, beauty, and a sense of place that contribute to the quality of life enjoyed by each community and its residents and visitors; and

WHEREAS, the preservation and rehabilitation of these historic buildings, residential neighborhoods, traditional downtowns, and older manufacturing facilities contribute to the economic vitality of Michigan's cities, towns, villages, and rural areas; and

WHEREAS, Michigan greatly benefitted from the state historic preservation tax credit program available from 1999-2011 that leveraged \$71 Million Dollars in credits to generate \$1.46 Billion Dollars of investment in rehabilitation projects, leveraged \$251 Million Dollars in federal tax credits that brought back federal dollars that would not otherwise have returned to the State, created 36,000 jobs, and resulted in each \$1.00 of credit leveraging \$10.56 in direct economic impact; and

WHEREAS, preservation projects are effective at creating much-needed housing, providing options at all price-points of affordable and market-rate housing, accommodating all age-groups, and sustainably recycling all types of historic buildings - from schools to mills to factories; and

WHEREAS, preservation projects are often the best fit for rural areas, small towns, and mid- sized cities where funding gaps are left unaddressed, thus providing balance to the big economic development programs needed in Michigan's larger cities; and

WHEREAS, a preservation project's return on investment provides local benefits because smaller projects tap local suppliers for construction materials, employ professionals and skilled tradespeople who spend locally and pay local taxes, and have greater economic impact than equivalent new construction because rehabilitation is more labor-intensive; and

WHEREAS, preservation projects are recognized for advancing sustainability by keeping demolition waste out of landfills, curbing urban sprawl by utilizing existing infrastructure, eliminating the carbon released during both demolition and new construction, conserving the embodied energy invested during initial construction, retrofitting older buildings to make them energy efficient, and recycling all kinds of historic buildings for new uses; and

WHEREAS, preservationists have succeeded in keeping traditional downtowns and neighborhoods vibrant, returning valuable real estate to local and state tax rolls, attracting both young professionals and retirees - and everyone in between - to authentic, walkable places that become cultural centers for their regions and heritage tourism destinations; and

WHEREAS, the historic preservation tax credit is the only program singularly focused on the state's oldest real estate that often exhibits the most intractable problems deemed too risky for traditional financing, providing a program underpinned by the simple provision of tax credits made available only after the owner has incurred all the risk, covered all the costs, and returned their property to use; and

WHEREAS, the current historic preservation tax credit program under Public Act 343 of 2020 did reinstate the 25% credit for both historic income-producing and residential projects, the Act allowed only for a \$5 Million Dollar annual credit cap that, within hours of the program opening for the first time, had applications representing \$368 Million Dollars in qualified work translating into \$92 Million Dollars of credit requests - over 18 times what was available, and continues to be unable to meet the demand of worthwhile projects; and

WHEREAS, the Michigan Legislature presently is considering House Bill 4503 and House Bill 4504 that will increase the annual credits from \$5 Million Dollars to \$100 Million Dollars made available to owners of both historic income-producing and residential properties who complete their work in keeping with the U.S. Secretary of the Interior's *Standards for Rehabilitation*; and

WHEREAS, these House Bills propose additional improvements to the current tax credit program such as sorting applicants into four groups so their applications are compared with projects of similar size, increasing the 25% credit to 30% for residential and small income-producing projects, expanding eligibility so that projects from the smallest towns and unincorporated, often rural, areas of the state have access to the program, and more;

NOW, THEREFORE, BE IT RESOLVED, that the City of Highland Park supports House Bill 4503 and House Bill 4504 and calls upon the Michigan Legislature to vote approval of this important legislation and Governor Whitmer to sign it, to stimulate economic development while also protecting irreplaceable historic buildings and enhancing the quality of life in Michigan; and

BE IT FURTHER RESOLVED, that the City Clerk is authorized to forward a copy of this Resolution to the Michigan Historic Preservation Network for broad distribution. Yeas (3) Thomas, Manica, Martin, Nays (2) Robinson, Ash-Shafii, Absent (0).

RECREATION 10-06-25 VIII

The following resolution was submitted for approval.

RESOLUTION TO APPROVE THE GIFT OF EXERCISE EQUIPMENT AND SWINGING BENCH AT MULFORD/GLENDALE PARK FROM SAY DETROIT

Moved by Councilman Ash-Shafii
Supported by Councilwoman Manica

WHEREAS, SAY Detroit, along with Cooper Standard, would like to extend their commitment to Highland Park by sponsoring a “Clean Up/Fix Up Day” at Glendale Park; and

WHEREAS, they will do the following: 1) install new industry-standard exercise equipment and swinging bench, and 2) conduct a park clean-up; and

WHEREAS, all projects will be conducted by licensed and insured contractors; and

WHEREAS, by adding these amenities to Glendale Park, the community will be able to continue to enjoy their park; and

WHEREAS, any additional improvements would be approved by the Highland Park Director of Parks and Recreation; and

NOW, THEREFORE, BE IT RESOLVED, That the City approves and accepts SAY Detroit’s proposed Glendale Park improvements. Yeas (4) Thomas, Manica, Martin, Ash-Shafii, Nays (0), Absent (0), Pro Tem Robinson did not vote.

**CITY COUNCIL
10-06-25 IX**

The following resolution was submitted for approval.

Moved by Councilman Ash-Shafii
Supported by Council Pro Tem

WHEREAS, the Highland Park City Council unanimously voted for a moratorium of enforcement on the Rental Ordinance "until the council can review and make amendments. (for approximately 90 days)" on May 19th, 2025, and;

WHEREAS, the Highland Park City Council held workshops to review the ordinance on June 2nd, July 7th, & July 21st, but came to no verbal agreements or common understandings, and;

WHEREAS, various members of the Highland Park City Council submitted questions to the McKenna Group without adequate or timely response or explanation, and;

WHEREAS, the Highland Park City Council has not yet fully reviewed the existing ordinance, and;

WHEREAS, the aggressive nature of the existing ordinance puts sudden and undue burden on many citizens of Highland Park risking many their livelihoods and duly-owned assets, and;

WHEREAS, the upcoming fall and winter holiday seasons exacerbate this stress on families in the city of Highland Park, and;

WHEREAS, the recently read rental ordinance was not primarily authored by a member of the Highland Park City Council in contravention of established norms, and;

NOW, THEREFORE, BE IT RESOLVED, that the Highland Park City Council affirms the

continuance of and further extends the moratorium on the Rental Ordinance for at least 120 days until the council can properly review and make amendments with no less than 4 workshop agenda items dedicated to its review with a representative of the McKenna Group in attendance. Yeas (3) Robinson, Martin, Ash-Shafii, Nays (2) Thomas, Manica, Absent (0).

* Councilman Ash-Shafii left the meeting at 8:31 p.m.

Council Pro Tem Robinson stated for the record that the President did not allow her to ask questions for clarity on item VIII in regards to the 5th whereas giving the rec department additional information for improvements.

ADJOURNMENT

Moved by Councilwoman Manica
Supported by Councilwoman Martin

To adjourn the meeting, meeting adjourned at 8:42 p.m.

CERTIFICATE

I hereby certify that the attached is a copy of the minutes of the In-Person and Virtual Regular Meeting held the 6th day of October 2025 and that said minutes are available for public inspection at the address designated on the posted public notice.



Cidia Wicker-Brown, Deputy City Clerk