

DATE: June 3, 2026
TO: City Council
FROM: Melissa R. Marsh, City Manager
SUBJECT: Agenda Comments Regular Council Meeting of Monday, June 8, 2026

CONSENT AGENDA:

FIRE CHIEF – FIRE THERMAL IMAGING CAMERA

This item requests approval to purchase four Seek AttackPRO+ thermal imaging cameras for the Fire Department through the Sourcewell cooperative purchasing program. The cameras will replace outdated units on frontline apparatus and provide enhanced thermal imaging capabilities that improve firefighter and victim safety. Approval prior to June 30 will allow the City to take advantage of a promotional discount of \$2,916, reducing the total purchase price to \$18,116.96. Funding is included in the FY 2026-2027 budget.

Staff recommends that City Council approve the purchase of four Seek AttackPRO+ thermal imaging cameras from MES through Sourcewell cooperative purchasing program for a total amount of \$18,116.96.

REPORTS:

SPECIAL LAND USE REQUEST PSP26-02 – 27392 PARK COURT- MAJOR HOME OCCUPATION (PET GROOMING)

Consideration is being requested from the homeowner at 27392 Park Court for Special Land Use approval to operate a pet grooming business as a Major Home Occupation from her residence. The proposed business would provide appointment-only grooming services for small and medium-sized dogs and would be operated solely by the homeowner.

The Planning Commission held the required public hearing on May 18, 2026. No public comments were received, and the Planning Commission unanimously recommended approval with conditions. Those conditions include limiting appointments to one client at a time between 8:00 a.m. and 8:00 p.m., prohibiting overnight pet boarding, requiring off-street parking for clients, and requiring continued compliance with all Major Home Occupation standards contained in the Zoning Ordinance.

Staff find the request meets the applicable Special Land Use criteria and is compatible with the surrounding residential neighborhood. Staff recommend that City Council approve the Special Land Use request, subject to the conditions recommended by the Planning Commission.

SPECIAL LAND USE REQUEST PSP26-03 – 32525 STEPHENSON HWY- MINOR AUTO SERVICE (ELECTRONIC EQUIPMENT SALES AND INSTALLATION)

Consideration is being requested for Special Land Use approval to allow a Minor Auto Service business at 32525 Stephenson Highway. The applicant proposes to use a portion of the existing building for the sale and installation of vehicle audio, GPS, remote start, security, and related electronic systems, along with a small office and sales area. No engine repair, collision work, or other major vehicle repairs are proposed or permitted under this request.

The Planning Commission held the required public hearing on May 18, 2026. No public comments were received, and the Planning Commission unanimously recommended approval. Staff finds the proposed use to be compatible with the surrounding industrial area, consistent with the City's Master Plan, and compliant with the Special Land Use review standards, subject to several conditions limiting the scope of operations and ensuring compliance with zoning requirements. In addition, if City Council approved this special land use staff recommend it do so with conditions. These conditions should include:

1. Special Land Use approval is limited to automobile-related electronic system sales and installation including but not limited to audio, GPS, remote start, and security equipment. Motor vehicle repair such as that related to engines, brakes, wheels, collision-related work, etc., is not permitted through this Special Land Use approval.
2. All trash and discarded equipment shall be disposed of either within the building or in dumpsters fully contained within the freestanding enclosure.
3. A shared dumpster easement agreement shall be recorded for use of the dumpster on the adjacent parcel; if this cannot be obtained, a new dumpster enclosure shall be proposed on site which satisfies Zoning Ordinance standards.
4. The final Certificate of Occupancy shall satisfy the use-specific standards for auto repair and service facilities contained in Section 7.03.2 and attached to the staff report. The use-specific operating conditions shall be listed on the final Certificate of Occupancy.
5. Expansion of the auto service use within the existing building shall require new Special Land Use approval under a new application.

Staff recommend that City Council approve the Special Land Use request for Minor Auto Service at 32525 Stephenson Highway, subject to the conditions recommended by the Planning Commission and staff.

SPECIAL LAND USE REQUEST PSP26-04 – 32371 DEQUINDRE ROAD – MINOR AUTO REPAIR AND AUTO SALES

Consideration is being requested by property owner Sergio Basmajian for Special Land Use approval to operate a minor auto repair facility with an associated auto sales showroom at 32371 Dequindre Road.

Despite the Planning Commission vote that this application does not meet the standard to qualify as materially changed to be considered a new application; legal counsel has reviewed the application and requirements and determined that it does meet that standard. The revised proposal reduces the number of service bays from six to four and adds an auto sales showroom component with proposed site and approximately \$600,000 in building improvements.

Therefore, this Special Land Use has been sent to City Council for consideration. Should City Council choose to approve the Special Land Use, staff suggest the following conditions be incorporated:

1. The Major Site Plan, when submitted, shall be substantially consistent with the concept plan approved with this Special Land Use submittal and shall incorporate the auto sales use and auto sales showroom. However, the site plan shall be modified, as needed, to denote the following:
 - a. Provide a site demolition plan, including locations of asphalt removal and replacement. Given the state of disrepair, complete milling and repaving and new stormwater quality structures may be required.
 - b. Replace the concrete bumper blocks along the northern property line with a permanent concrete curb.
 - c. Provide a landscape plan in accordance with minimum planting standards.
 - d. Provide a photometric plan in accordance with lighting standards.
 - e. Add the required concrete dumpster pad.
 - f. Provide details, including cross-section and plant/seed listings, of the proposed bioswale/rain garden.
 - g. Denote the parking areas to be used for vehicles for sale.
2. Given the adjacent industrial land uses and minimal buffer widths, the minimum perimeter parking lot landscaping requirements of Section 11.06.3 may be reduced along the northern, western and southern property lines as part of Major Site Plan review.
3. The final site plan and use shall satisfy the use-specific standards for auto repair and service facilities contained in Section 7.03.2 and attached to the staff report. The use-specific operating conditions shall be listed on the final Certificate of Occupancy.

Should City Council choose to deny this Special Land Use, the motion shall include concise findings based upon the Special Land Use review standards and criteria, Section 15.03.3. Per Section 15.05.

Although not staff recommendation, City Council may also postpone action on a Special Land Use request or remand the case back to the Planning Commission to allow verification, compilation, or submission of additional or supplemental information or to address other concerns or issues.

BID AWARDS/PURCHASES:

IT CONTRACTOR – MICROSOFT 365 LICENSES RENEWAL

Our Microsoft 365 P1, G1, and G3 licenses, approved last year by City Council, are expiring. Staff is requesting a renewal for annual licenses for City staff. Once our new IT Contractor is completely onboard (July 1) we will revisit these licenses to discuss a possible upgrade for enhanced security. Funds have been budgeted for this expense in account number 101-228-818-3000 and 590-590-818-3000.

Staff recommends approval of the renewal of Microsoft P1, G1 and G3 license in the amount of \$60,753. Funds are budgeted and available.