WELCOME TO SYLVAN LAKE

"The Prettiest Little City in the State of Michigan"

The following information may be of some use to a newcomer in the City of Sylvan Lake. We have had many requests for something in writing to familiarize new residents with the City. We hope this will help, and if we have left out any information that you feel should have been included, please let us know.

Sylvan Lake has been operating under the Council-Manager form of government since the City Charter was adopted by a vote of the people on February 26, 1947. The City Council is the governing body and the City Manager is its administrative agent assigned to carry out the policies determined by Council.

CITY COUNCIL has five members who are elected by the voters. These elections are non-partisan and each Council member is elected for a four-year term. The Mayor is selected annually by the vote of fellow Council members and serves as chairperson of the Council. The Mayor has no veto power over Council actions and no independent administrative authority.

CITY COUNCIL meets for its regular meeting on the second Wednesday of each month at 7:30 p.m. They hold a more informal study session on the fourth Tuesday of each month at 6:00 p.m. Both meetings are held at the Sylvan Lake Community Center, 2456 Pontiac Dr. The public is encouraged to attend these meetings. Council appreciates all input from residents on all issues.

The **CITY MANAGER** is appointed by the Council and carries out the day to day operations of the city and all duties requested by Council, such as seeing that laws and ordinances are enforced, advising Council as to financial conditions of the City, preparing the annual budget and submitting it to Council, supervising all employees in the City and many other duties.

The **PLANNING COMMISSION** is an advisory group to Council and is composed of nine members; six residents appointed by City Council, one administrative representative (City Manager) the Mayor and one representative from City Council. They act as the initial reviewing body on all zoning ordinances, re-zoning requests and guide residential and commercial developments so that continuity and compatibility of land use will benefit the City. The Commission meets approximately 4 times per year on the first Tuesday of the month at 7:30 p.m. at the Sylvan Lake Community Center. Call City Hall for exact dates.

TAX BILLS are mailed from City Hall twice a year. On July 1st, City, State, Community College and School taxes are received and payable at City Hall without penalty through September 14th. This is the larger tax bill of the year. Winter tax bills, County and School, are mailed around the first of December and are payable at City Hall without penalty through February 14th. After March 1st, all taxes are payable at the Oakland County Treasurer's Office, 1200 North Telegraph Road, Pontiac MI 48341. Auto debit is available-amount is withdrawn on the due date or you may pay by credit card on the internet at sylvanlake.org. Contact City Hall for additional information.

The **CITY CLERK**'s office maintains voting records, registers new voters, and distributes and receives absentee ballots. To be eligible to vote you must be a U.S. citizen, 18 years of age, a Michigan resident for a

minimum of 30 days, and reside in Sylvan Lake. You must be registered at least 30 days prior to the election date to be eligible to vote in that election. You may register to vote at City Hall or the Office of the Secretary of State. We have one precinct, #1, and vote at the Community Center at 2456 Pontiac Drive. The polls are open, on any election day, from 7:00 a.m. to 8:00 p.m. School Elections are also held here.

We have 24 hour, 7 days a week **POLICE** protection. The department consists of a Chief, three full-time police officers and several part-time officers. There are two phone numbers for the Police Department. For non-emergency calls use 248-682-2104. This phone is answered 24 hours a day, seven days a week. **FOR POLICE, FIRE AND MEDICAL EMERGENCIES ONLY DIAL 911**. The Police Department encourages you to contact them anytime you observe anything of a suspicious nature. When you are going to be away from your house for vacation, business, etc., you may submit your house watch information on the City website, under online fillable forms. The officers will then be able to notice any out-of-the-ordinary happenings.

The City communicates via electronic newsbytes. The City will inform residents of important information through this method. To receive the electronic newsletter, sign up on the home page at S**YLVANLAKE.ORG.**

Please take note that there is **NO PARKING** *on any street* from 2:00 a.m.- 6:00 a.m. Also please observe the No Parking signs where posted. Violators will be ticketed. If you park in front of your home during the above hours, all tires must be completely off the asphalt. It is in violation of the City Ordinance to park in your front yard set-back. If you have any questions regarding this Ordinance please call City Hall.

All **DOGS AND CATS** over the age of three months must be licensed. You must have a valid rabies vaccination slip and present it when applying for the license. Our City Ordinance states that no residence may harbor more than two dogs and two cats. Animals are not allowed to run loose in the City; they must be on a leash. **Dogs in the Parks.** At the March, 2007 City Council meeting, it was approved to allow **leashed** dogs at the Community Center Park, east of Pontiac Drive. That is the side of Pontiac Drive toward the Community Center. Not the side toward the lake and boat docks. *This is the only park where dogs will be allowed.* Dogs must be on a leash that is no more that 10 feet long and being held by the owner/walker. The dog must be picked up after. These same rules apply to dogs being walked *anywhere* in the City. The police will issue tickets for unleashed dogs, not cleaning up after the dog and unlicensed dogs. The penalty for violating this ordinance is a misdemeanor with a minimum fine of $150. Dogs may be walked on a leash directly to your boat.

Regarding **DANGEROUS ANIMALS, PIT BULL TERRIERS AND EXOTIC ANIMALS** City Council adopted an ordinance, effective October 1, 2010, that the presence of pit bull terriers be limited to only those existing (prior to the ordinance) licensed dogs in order that the threat of this breed eventually be removed from the City. Copies of the ordinance are available at City Hall or on the website.

Oakland County is our **ANIMAL CONTROL AGENCY.** They will respond to the following complaints from Sylvan Lake residents: injured dog; cruelty to animals and a deceased dog (in road only). To report any of these, call (248) 391-4102. Contact the Sylvan Lake Police for the following animal concerns: any bite to a human by a dog, cat or wild animal, any dog at large, or barking dogs. You can reach the Sylvan Lake Police at (248) 682-2104.

Our City is served by the West Bloomfield **FIRE DEPARTMENT**. We contract with them for fire protection and medical rescue calls. They also serve the cities of Keego Harbor and Orchard Lake. **FOR FIRE AND MEDICAL EMERGENCIES DIAL 911**. For non-emergencies dial 248-975-9200 or 248-682-9200. The Fire Hall is located about one mile from the City.

We have a **NO BURNING ORDINANCE** in the City which prohibits any and all open burning. Open burning means leaves, twigs, branches, trash, and building materials, these items can be picked up by Rizzo with your yard waste. Rizzo has a leaf vacuum which makes regular collections during the fall. You are to rake your leaves to the edge of the asphalt (not in the ditch, not in the street) and Rizzo will vacuum as these items accumulated. Details about leave pick-up will be communicated via newsbytes during leave pick-up season.

RECYCLING Curbside pick-up service is available every week. This is City-funded. Place your items in any container marked recycling or a small bin is available at City Hall. The City has a few recycling bins available for sale. The prices are as follows; recycling carts are $20 (35 gal), $22 (64 gal) and $25 (96 gal).

YARD WASTE is picked up at the curbside each week except in the winter. Watch newsbytes and the website for exact dates. Yard waste includes leaves, grass clippings, garden debris, shrubbery, brush or tree trimmings. Yard waste is accepted in brown paper yard waste bags or a trash can *clearly marked yard waste*. Yard waste in any type of plastic bags *will not* be accepted.

TRASH PICK-UP is every Thursday. You must have your trash out by 6 a.m. on Thursday. You may put your containers and bags out, curbside, after 5:00 p.m. on Wednesday and must bring them in before 7:00 p.m. Thursday. If a major holiday falls on a Monday, Tuesday, Wednesday or Thursday, your trash pick-up will be delayed one day for that week only. For pick up of large items, please call Rizzo Services at 866-772-8900.

LARGE ITEMS AND CONCRETE: our trash contractor will pick up large items at the curb each week. Concrete or building materials *will not be picked up* by the contractors. You may call State Crushing Facility, 2260 Auburn Rd. (just east of Opdyke Rd.) at (248) 332-6210 for information on disposing of concrete.

STORM DRAINAGE is dependent primarily upon open ditches in front of the homes in the City. Therefore, the cooperation of each resident is very important in keeping these ditches and culverts open and free of debris all year long. If your ditch and/or culvert is clogged with leaves, trash, etc., the water cannot flow properly to the lake.

The **SANITARY SEWER** system is maintained by the City however, disposal is costly since the main outlet empties into the City of Pontiac and we are charged accordingly for usage. The sewer usage charge is based on the amount of water used during a 3-month period. During the summer months the sewer usage is averaged and your billing is based on winter consumption; therefore, you are not penalized for watering lawns, gardens, washing cars, etc.

The City is connected to the Detroit **WATER SYSTEM.** Water/sewer bills are issued quarterly. Meters are read in January, April, July and October. The due dates for the water bills will be the 20th of Feb., May, Aug. and Nov. Auto debit is available, contact City Hall or download forms on the website.

Irrigation Systems Restrictions. Property which has automatic activated or manually operated lawn and

landscaping irrigation system which is connected to the municipal water system is restricted from irrigating pursuant to the following restrictions between May 15 and October 15 of each calendar year:
1) Automated lawn and/or landscaping irrigation is prohibited between the hours of 5:00 a.m. and 11:00 p.m. Eastern Standard Time except as provided (a) (5) below.
2) Properties with an even numbered address shall be allowed to irrigate on Mondays, Wednesdays, Fridays and Sundays.
3) Properties with an odd numbered address shall be allowed to irrigate on Tuesdays, Thursdays, Saturdays and Sundays.
4) If a property has a mixture of odd and even numbered addresses or an undetermined address, the City Manager or his designee, may assign days for compliance with this ordinance.
5) A property with a newly-seeded or sodded lawn may for the first twenty-one (21) days following planting, irrigate such lawn as often as required, except that irrigation is prohibited between 5:00 a.m. and 9:00 a.m. Eastern Standard Time.

A water user may manually irrigate residential landscaping utilizing garden hoses and sprinklers provided the irrigation is not connected to an automatic system, is attended and monitored by the water user and is prohibited between the hours of 5:00 a.m. to 9:00 a.m. Eastern Standard Time.

There are two **BEACH AREAS** in the City. A small beach is located on Lakeview and the main beach is on Ferndale in the park area. You must swim at your own risk as we do not employ a **LIFEGUARD** at either swim area. Because the beach and park areas are for residents only, you must have a beach tag which may be purchased at City Hall. Located at the **COMMUNITY CENTER PARK** are two **TENNIS COURTS**, a **VOLLEYBALL COURT** and four **BOCCE BALL COURTS.** The same rule follows for the courts as for the park areas, i.e., you must have a tag to use the facility. During summer months we have Park Rangers who patrol the park areas and will ask to see your tag. If you do not have one you will be asked to leave the park. All park areas close at 11:00 p.m.

The following **USER FEES** are established for the use of the parks and recreational facilities of the City of Sylvan Lake and are issued only to persons showing proof of residency in the City of Sylvan Lake. All fees are subject to change.

Park Registration Fee: $10.00 **Fee is paid when purchasing first key/tag**. Only one registration fee will be charged per household per year. This fee does not include any keys or tags. This helps pay for the property taxes on the parks to keep them private.

Park/Beach Tags: $30.00 ($25.00 for Senior Citizens 65 years of age and older) entitles the resident's (household) entire family plus eight (8) guests to the use of the park and beach areas.

Sports/Tennis Tags: $15.00 - Each Sports Tag entitles a resident to the use of one (1) tennis court, bocce court or volley ball court with a maximum of three (3) guests.

Boat Ramp Keys: $25.00 issued only to residents showing proof of watercraft ownership. Watercraft must be registered to the Sylvan Lake resident at resident's address.

In addition to the Ramp Key, every watercraft being launched at the boat ramp must have an annual *launch pass* permanently affixed to their watercraft. One Launch Pass is included with the purchase of the Ramp Key.

Additional Launch Sticker: $15.00 per boat to be launched using our ramp. The first sticker included with purchase of ramp key (or dock license). The annual launch pass must be placed on the left side of the watercraft (when seated in the craft). It must be at least four inches (4") but no more than six inches (6") to the LEFT of the Michigan Watercraft Registration sticker.

Watercraft not requiring the use of the boat ramp do not require a launch pass. Example: Canoes, kayaks, etc.

Dock Spaces There is a waiting list for dock spaces. Please request a wait list application if you wish to be added. The Boat Dock Fee is reviwed by City Council annually and is non-refundable.

The City has about 165 **BOAT DOCK SPACES** on the lake. When you become a resident you may sign up to be added to the list. The cost is $100.00 and is not refundable and does not apply to boat dock fees. You do not need to renew your spot on the waiting list every year. Once you obtain a space it is yours for as long as you are a resident and follow the rules pertaining to dock spaces. The City maintains a boat ramp next to the Oakland County Boat Club on Ferndale. For boat owners without a space, you must purchase a key to unlock the chain at the ramp and you are responsible to see that it is locked after each time you open it.

LEGAL LAKE LEVEL is set at 928.7 during the summer. During the winter, the level drops to 927.5.

MOTORIZED VEHICLES PROHIBITED. No motorized vehicles of any kind are allowed in any park area except those areas designed for parking with the exception of emergency vehicle use as authorized by the City Administration.

The City maintains a fenced-in, locked area behind City Hall in which residents may rent a spot for storing **RECREATIONAL VEHICLES** (no cars). Apply at City Hall to have your name put on the waiting list. The charge is currently $400.00 per year for residents.

We do have a **RECREATIONAL VEHICLE (RV) STORAGE** ordinance that governs where recreational vehicles may be stored. This includes **Boats, Boat Trailers and Recreational Vehicles**. The following is partial list of items.

- All RV's must be placed within a completely enclosed building or located behind the required front yard setback (appx. 45' from the street) and at least 3' from the side and rear lot lines.
- You cannot store a RV on a vacant piece of property.
- You cannot hook up a RV to water, sewer, or electricity and they must remain unoccupied.
- No more than two RV's may be stored on one piece of property at one time. (A boat hoist is considered an RV)
- RV's may not be stored in the road right of way at any time.

BUILDING PERMITS must be obtained if you are going to be doing any repairs, remodeling, renovating, building, plumbing, or electrical work on your home. Always check with City Hall before starting any project. *Permits are required* for any improvements made in the road right-of-way, for fences, driveways, roofs, etc. A City ordinance also requires a permit for a garage sale.

The City is continuously enforcing **ORDINANCE COMPLIANCE**. Any resident not complying with the established ordinances will received written notification of violation and a reasonable amount of time to take care of the problem. If the problem is not rectified, the violation could result in a ticket. A copy of the zoning ordinance is available at City Hall. Some common violations are addresses (must be numbers at least 3" high and a contrasting color easily readable from the street), long grass/weeds, junk cars, storage of garbage cans (must not be visible from the street), brush, trash, incorrect storage of recreational vehicles (see above), illegal parking on the road or in the front yard and rocks in the road right of way. To report a violation, you do not need to identify yourself, but <u>we do need an address and a description of the problem</u>. Please call 248-682-1440 during the day or 248-682-2104 to contact the police after office hours.

The City is serviced by two **SCHOOL DISTRICTS**. The streets of Beverly, Warwick, Greer, Island Court, and a small part of Garland are in the West Bloomfield School District. The rest of the City is within the Pontiac School District. The City has a local ordinance requiring all traffic to stop in both directions for a school bus. Administrative office phone numbers are as follows: West Bloomfield (248) 738-3555, Pontiac (248) 338-7463.

The closest **POSTAL SERVICE** is located in Keego Harbor in the Harbor Pines Shopping Strip on Orchard Lake Road. For most of the City addresses the postal address is Sylvan Lake 48320. For the residents on the north side of the lake (James K, Pioneer, Tilden, and Dick), the postal address is Pontiac 48341. For Woodrow Wilson, Littletell and Penna, the postal address is West Bloomfield 48324.

The City of Sylvan Lake has use of the West Bloomfield **LIBRARY** system. There are two locations, one on Commerce Road and another on Walnut Lake Road. For hours and information you may call (248) 682-2120 (Walnut Lake Road-main branch) or (248) 363-4022 (Commerce Road).

CABLE TV is through Comcast. To order call 888-266-2278 (888-Comcast), for repair or service call 855-6988. **AT&T** is now available 800-288-2020 or go to att.com and click on the "Advanced TV" link.

We would like to introduce you to the **STAFF AT CITY HALL**, available to you Monday through Thursday, 8:00 a.m. to 4:30 p.m., 682-1440. **We are closed on Fridays, beginning November 1, 2013.**

City Manager:	John Martin	**Director of Public Safety**:		John Martin
Clerk/Treasurer:	Dennise Dryden			
Deputy Clerk:	Kris Klassen	**Officers:**	Mondeu	Jason Harmon
Admin. Asst.			Wright	
			Zuehlk	

DPW Manager:	John Martin
DPW Assist:	Bryan Majors
DPW Assist:	Kevin Hartman

The Council members do not have offices at City Hall, but you may get in touch with any of them by contacting City Hall during business hours. Our **CITY COUNCIL** members are:

		Term Expires
Mayor:	Bob Dzenko	2016
Mayor Pro-tem:	Russell Meskin	2016
Council Members:	Luke Cassar	2016
	Aron Lorenz	2016
	Mike Zubrzycki	2018

Our **OAKLAND COUNTY COMMISSIONER** is John Scott, for the 5th District.

Again, WELCOME to Sylvan Lake. We hope this packet will answer many of your questions, but we are sure there will be others that come along. Just call City Hall -- we're here to help.

WHERE AND HOW TO ADDRESS YOUR LEGISLATORS

U.S. SENATORS

The Honorable Carl Levin
United States Senator
269 Russell Senate Office Building
Washington, DC 20510
(202)224-6221
www.levin.senate.gov/contact/

The Honorable Debbie Stabenow
United States Senator
133 Hart Senate Office Building
Washington, DC 20510
(202)224-4822
www.stabenow.senate.gov/?p=contact

U.S. REPRESENTATIVE: (14TH DISTRICT)

The Honorable Gary Peters
United States Representative
1609 Longworth House Office Building
Washington, DC 20515
(202)225-5802
Email: rep.PetersG@mail.house.gov

STATE SENATOR: (12TH DISTRICT)

The Honorable Jim Marleau
Michigan State Senator
PO Box 30036
Lansing, MI 48909
(517)373-2417
Email: jimmarleau@senate.michigan.gov

STATE RESPRESENTATIVE: 29TH DISTRICT

The Honorable Tim Greimel
State Representative
PO Box 30014
State Capitol Building
Lansing, MI 48909
Email: timgreimel@house.mi.gov