

City of St. Clair Shores

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..Since 1951



City of St. Clair Shores
27600 Jefferson Circle Drive
St. Clair Shores, MI 48081-2075
586.445.5200
www.scsmi.net

New Resident Packet

1 Welcome New Residents
Help Save Lake St. Clair

2 Contact Information
Community Service Organizations

3 FAQs
Passports
Garage Sales
Building Permits

4 Police Department
Solicitations
False Alarms

5 DPW

6 Hazardous Waste

7 Trash Information

8 Fire Department
Parks & Recreation

Welcome New Residents!

We are proud that you and your family have chosen St. Clair Shores as your new home.

As a new member of our community, we hope you will feel free to give us a call or come in to see us at City Hall anytime you have a question or concern. Also, we are open to any suggestions that might make St. Clair Shores a better place to live. Again, welcome to our city!

Help Save Lake St. Clair

Tips

Here are some ways to help save our beautiful Lake St. Clair.

- ◆ Collect storm water from downspouts and use it for watering plants and grass.
- ◆ In the winter, collect snow in a bucket and let it melt to water indoor plants.
- ◆ Buy a toilet that takes less water to flush.
- ◆ Try fertilizing your lawn when it is not supposed to rain so the fertilizer won't get washed into the storm drain.
- ◆ Use a mulching lawnmower.
- ◆ Compost kitchen waste from vegetables and fruits in a compost bin.
- ◆ Don't do laundry or run the dishwasher just before or during a rainstorm.
- ◆ Don't take a bath or shower during a rainstorm.



- ◆ Turn off automatic sprinkler systems during a rainstorm.
- ◆ Make sure downspouts are extended five feet from your house.

Facts

The 60,000 homes in Eastpointe, Roseville and St. Clair Shores pay almost 1 million dollars per year in sewer treatment of rain water directly related to improperly connected downspouts and low grading around the home. Approximately 45% of these 60,000 homes have improperly connected downspouts and are discharging rainwater into the sanitary sewer. This 45% plays a major role in the overflow spills of raw sewage into Lake St. Clair. One downspout connected directly to the sanitary

sewer requires sewer treatment of 6,250 gallons of rain water per year. An unextended downspout draining water next to the basement wall requires sewer treatment of 4,000 gallons of rain water per year. Low ground draining back to a home requires sewer treatment of approximately 12,000 gallons of rain water per year, per home. Working together, residents can make a difference in providing a safe environment in their home and help stop the discharge of raw sewage into Lake St. Clair.

Municipal Phone Guide

Animal Control (MCAC)	469.5115
Assessing	447-3355
Comm. Development	447-3340
City Clerk	447-3303
City Manager	447-3311
Code Enforcement	447-3336
Communications	447-3414
Court (40th District)	445-5280
Dept. of Public Works	445-5363
Human Resources	447-3321
Finance	447-3324
Fire Department	445-5380
Golf Course	294-2000
Housing/Leisure Manor	773-9200
Library	771-9020
Parks & Recreation	445-5350
Planning/Zoning	447-3340
Police Department	445-5300
Tax Dept.	447-3317
Trash Collection	772.8900
Water Billing	447-3317
Water Maintenance	445-5374

EMERGENCY 911

School Districts

South Lake Schools Administrative Office	435-1660
Lakeview Schools Administrative Office	445-4020
Lake Shore Schools Administrative Office	285-8484
L'Anse Creuse Schools Administrative Office	783-6300
Adult Education 23055 Masonic	285-8880

Government Agencies

SECRETARY OF STATE 24040 Harper	888-767-6424
POST OFFICE 23125 Greater Mack	800-275-8777

Cable Companies

Comcast Cable	978-8780
Wide Open West	1-800-848-2278
AT&T	1.800.CALLATT

Trash Pick-up

GFL	772.8900
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Utilities

Consumers Energy	1-800-477-5050
DTE Energy	1-800-477-4747

Contact Information

Elected Officials

City Council:

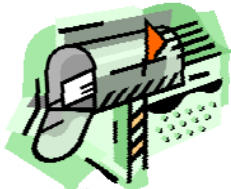
Mayor	Kip C Walby walby@scsmi.net
Mayor Pro-Tem	John Caron caron@scsmi.net
Councilmember	Ron Frederick rfrederick@scsmi.net
Councilmember	Peter Rubino rubinop@scsmi.net
Councilmember	Peter Accica accicap@scsmi.net
Councilmember	Candice B Rusie rusiec@scsmi.net
Councilmember	Chris M Vitale vitalec@scsmi.net

Macomb County Officials:

County Treasurer	Lawrence Rocca (R) (586) 469-5190
County Commissioners	(586) 556.1616
<u>State Officials:</u>	
Governor Rick Snyder (R)	(517) 335-7858 or (313) 456-0010
State Sen. Jack Brandenburg (R)	(517) 373-7670
State Rep. Kevin Hertel (D)	(517) 373-1180

40th District Court:

Judge Mark Fratarcangeli	(586) 445-5280
Judge Joseph Oster	(586) 445-5280



U.S. Officials:

President Donald J Trump (R)	(202) 456-1111
U.S. Senator Debbie Stabenow (D)	(313) 961-4330
U.S. Senator Gary Peters (D)	1.313.964.9960
U.S. Rep Sandy Levin (D)	(586) 498-7122

Community Service Organizations

Attorney General's Office	
Consumer Complaints...	(517) 373-1140
Chamber of Commerce	493.7600
Crime Stoppers, Inc.	1-800-SPEAK-UP
St. Clair Shores Optimist Club	
Debbie DePape.....	293.5363
Goodfellows	
Freda Ogden.....	777-7300
Karen Cameron.....	791-1982
Ken Carver.....	293-1284
Masons Lodge 553	775-9253
Kiwanis	
Lac Ste Claire.....	294-0020
Shores Lodge.....	296-3304
Shorewood Lodge.....	294-7935
St. Clair Shores Pageant Committee	
Elizabeth Munger.....	296-3243

St. Clair Shores Parade Committee	
scsparade14@gmail.com	
Cops for Kids	
27665 Jefferson.....	445-5300
Rotary Club	
Mel Groszko.....	778-9664
Elks Lodge No. 34	
21728 Harper.....	773-3400
Fraternal Order of Eagles # 3619	
23631 Greater Mack.....	773-9253
K of C Lakeshore Council 2733	
25003 Little Mack.....	771-1380
Moose Lodge # 1837	
33879 Harper.....	792-1908
Shriners	(313) 832-7100
Disabled American Veterans	
Veterans of Foreign Wars	
28404 Jefferson.....	778-1146

Helpful Information & Frequently Asked Questions

I want to file a Freedom of Information Request, what do I do? For more information and to fill out a request form, go to the City Clerk's office.

I need to notarize a document, does the city have notary services? Yes. Bring your document, a Photo ID, and \$10 for each page to the City Clerk's Office in City Hall for notary services.

I heard that you can process passport applications, what should I bring?

You must bring a photo ID, birth certificate (MUST be a certified copy), two passport pictures, two checks (one for \$110 to U.S. Department of State and one \$25 to the City of St. Clair Shores) and if applicable an expired passport. For more information call 447-3303.

I want to attend a City Council Meeting, when are they? City Council Meetings are the 1st and 3rd Mondays of every month at 7:00 p.m. in the Council Chambers at City Hall.

What can I put my yard waste in? Yard waste can be placed in 32-gallon or less trash containers marked with a yard waste sticker or in brown paper yard waste bags.

Where do I get yard waste stickers? Yard waste stickers are available at City Hall and at DPW.

Where do I get a recycling cart? GFL Services 772.8900

Where do I get a park pass? Park passes are available at Parks & Rec or City Hall. Call 445-5350 for more information.

I have a complaint with the garbage pickup, what should I do? First, call 772.8900 and talk with a GFL Services representative. If your problem is not resolved after calling GFL, contact Natalie Turner at 447.3311.

Where do I pay my tax and water bills? Pay your tax and water bills at the Cashier window at City Hall.

I have a question about my tax or water bill, who should I contact? Call 447-3317 or stop by the Tax and Water Department for billing information.

I need to file a homestead exemption, where do I go? Go to the Assessing Department at City Hall for homestead exemption information.

We want to have a special event (parade, block party, etc.), who should we see about information? Come to the City Clerk's Office at City Hall for information and permits for special events.

There is a problem with my water (low pressure, brown water, etc) who do I call? Call the Water Maintenance Department at 445-5374.

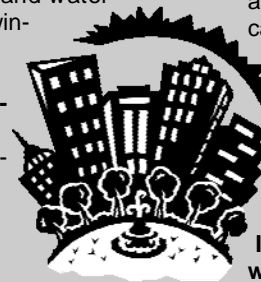
I have a tree in the right of way that needs maintenance, who should I talk to? Call the Department of Public Works Forestry Department at 445-5363.

How do I obtain a library card? Bring your Photo ID with a St. Clair Shores address to the Library to get a library card. Call 771-9020 for Library Information.

Where do I go to pay traffic tickets? Go to the 40th District Court on Jefferson & 11 Mile to pay traffic tickets. For more information on court services call 445-5280.

I need to contact Animal Control, who do I call? Call Macomb County Animal Control at 469.5115.

Can I park my car in the street in front of my house at night? Parking on residential streets is not permitted between the hours of 3:00 and 5:00 AM.



Passports

(City Clerk's Office—City Hall)
The St. Clair Shores City Clerk's Office is now accepting Passport Applications on a limited basis.

Please call 447.3303 for days and hours.



Garage Sales (Community Development—City Hall)

Garage sales are very popular in St. Clair Shores. A permit is **needed** to display up to three (3) garage sale signs, not larger than two (2) square feet. A permit can be purchased for \$5.00 at the Community Development counter at City Hall and is valid for three consecutive days. Only three sales per year are allowed. **Signs can be placed on private property only.** They **cannot** be placed in public right of way, the area between the curb and sidewalk, on trees, utility poles or public signs.

Building Permits

(Community Development—City Hall)

What is a building permit? A building permit is a license that grants legal permission to start construction of a building project.

Why do I need a building permit? Building permits provide the means for the Building Inspector to protect us by reducing the potential hazards of unsafe construction and therefore insuring the public health safety and welfare.

How do I apply for a permit? Visit the Community Development Office at City Hall or call us at 447-3340.

Typical Home Improvement Projects that need a permit: Additions, basements, bathrooms, decks, driveways-resurfacing (in right of way only), garages, kitchens, porches, rewiring (any), roofs and windows. Fences require a Request for Fence Approval which must be submitted and approved by Community Development.

From the Police Department

*Parking is **NOT** permitted on the streets between the hours of 3 a.m. and 5 a.m. This ordinance is enforced by the Police Department.*

Parking Permits: Permits are granted only on a “not enough space” basis. They can be obtained in person at the Police Department Records Bureau. Be sure to bring a current registration for ALL of the vehicles at your residence, even for renewals. All permits expire on February 1st.

Animal Licenses: Pet licenses are now available through Macomb County Animal Control. Please contact them at 469.5115 for additional information as well as hours.

Bicycle Licenses: Did you know that registering your bicycle greatly increases your chances of returning it to you if it’s lost or stolen? Stop by with your bike’s serial number, brand, color, type and tire size to receive your free license.

The Records Bureau is open Tuesday, Wednesday and Thursday from 9:00 a.m. to 5:00 p.m. Closed to the public on Monday and Friday. Call (586) 445-5315 for more information.



Solicitations

What are your rights? Soliciting cannot be prohibited but it **can be regulated**. Free speech is guaranteed by the United States Constitution and the State of Michigan. Report any force, coercion or intimidation to the Police Department Dispatch at 777.6700. You can get a sticker at the City Clerk’s Office to place on or near your front door if you do not wish to receive unsolicited information. You can request identification of any person soliciting at your residence.

Remember: Certain religious, veteran, political and non-profit groups do have the right to solicit you. It is your decision whether to listen or not.



False Alarms

All security alarms must be registered with the Police Department. There is a one-time registration fee of \$30. Forms may be obtained at the Police Department or online from the City’s website under “forms and applications”. Please check the “Alarm Ordinance—19.700” for false alarm fees that can be incurred.

**Department of Public Works
Monday thru Friday
Hours 7:30 am—3:30 pm
586.445.5363**

**May 1—October 15
Irrigation System Restriction Place
Even numbered address irrigates on even-numbered days;
Odd numbered address irrigates on odd-numbered days**



**Long Mondays at DPW
Second Monday of every month, April—October (2nd Monday)
7 am until 7 pm
This service is provided for drop-off items not picked up by our regular waste hauler
NO HAZARDOUS WASTE MATERIALS ACCEPTED**

**Trash Carts are available to purchase at the Cashier's Office at City Hall
Recycling Carts are available by calling
GFL Services at 772.8900**

****Please do not use Recycling Carts for Yard Waste****



**DPW FAQ'S
Did you know our DPW crew takes care of
storm and sanitary sewers, water main breaks, fall leaf pickup, and winter plowing???**

Yard Waste Stickers are available at City Hall and DPW



Hazardous Waste Information

Macomb County Household Hazardous Waste Hotline
1.586.466.7923

Do you have Hazardous Materials in your home?

Common examples include cell phones, computers, paint strippers, gasoline, oven cleaners, drain openers, polishes, pesticides, glue, household cleaners, furniture stripper, preservatives, disinfectants and oil based paint, etc. Select Option #1 for a complete list.

What makes a Household Product Hazardous?

Products are hazardous if they harm the user or the environment. A hazardous material has at least one of the following properties:

- ◆ TOXIC: Harmful to human or aquatic life.
- ◆ FLAMMABLE OR IGNITABLE: Burns or ignites easily
- ◆ CORROSIVE: Corrodes steel or alters skin tissue.
- ◆ REACTIVE: Can explode or give off poisonous gases. To determine whether a product is hazardous read the label
- ◆ DANGER OR POISON: refers to highly toxic, extremely flammable, or corrosive material.
- ◆ WARNING OR CAUTION: Refers to a less toxic product.

Reasons to reduce your use of Hazardous Products:

- ◆ Save money
- ◆ Reduce user risk of burns and accidents
- ◆ Decrease the chance of accidental poisoning of children.

Talking Trash

GFL: 772.8900

Garbage— St Clair Shores uses a private company for this service - GFL Services

Please do not place trash out earlier than 6 p.m. the evening before and no later than 7 a.m. of a scheduled pick up day. Mixed waste shall be placed in water tight containers or other portable receptacles, either galvanized metal or heavy duty plastic with handles, and shall have a capacity of not less than 10 gallons, nor more than 32 gallons, nor shall each container weigh more than 60 pounds. Plastic bags for mixed waste shall be of good quality, tied shut, and be able to withstand lifting by the top without breaking. In no case shall a bag exceed 40 pounds.

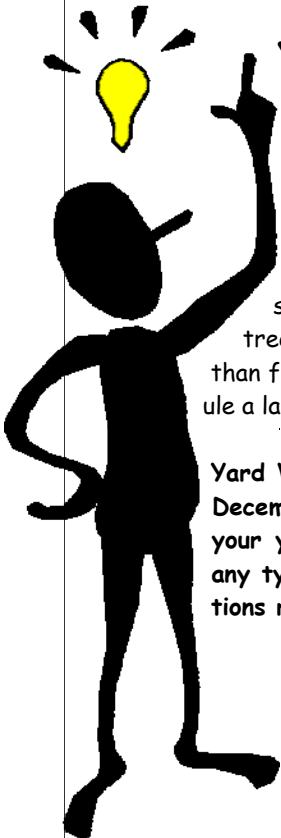
Recycling

The official container is a green recycling bin cart and can be ordered by contact GFL directly. Please rinse out all containers before placing them in recycling bin. Diapers are not recyclable. Batteries can be placed in with your regular trash. Remove and discard all caps from plastic and glass containers. Dispose of sanitary products properly. Do not use plastic grocery bags for your trash. You can return those to your local grocery store. You can use plastic bags for your trash. Please use plastic bags of good quality that can be tied shut and withstand lifting by the top without breaking open.

Yard Waste

Please use a trashcan marked "Yard Waste" or a 30 gallon brown kraft yard waste paper bag for all grass, weeds, leaves, plant clippings, twigs and branches less than four (4) inches in diameter for collection as compostable yard waste. The containers may be galvanized metal or heavy duty plastic with handles and shall have a capacity of not less than 20 gallons nor more than 32 gallons, nor shall each container weight more than 60 pounds. For bushes and tree branches with limbs longer than four (4) feet in length and less than four (4) inches in diameter call GFL Services at 772.8900 to schedule a large brush pickup (seasonal). Plastic bags are not acceptable.

Yard Waste Pick up Season is from April 1st until the 2nd Friday in December only. Do not put paper or any other type of debris in your yard waste container, *it will not be picked up!* Yard waste in any type of plastic bag will not be picked up! If you have any questions regarding this, please call GFL Services at 772.8900.



Holiday Schedule

If your collection day falls on one of the following holidays, your service will be delayed one day that week. Regular collection resumes the next week.

- New Year's Day (January 1st)
- Memorial Day (May)
- Independence Day (July 4th)
- Labor Day (September)
- Thanksgiving (November)
- Christmas Day (December 25th)

Guidelines

- **Accepted Recyclables:** Metal cans, glass, plastics, and paper products.
- **Construction Materials:** Waste Management will pick up small amounts of building materials (1/4 yard or less and properly contained) from residents who perform their own repairs or remodeling.
- **Corrugated Cardboard:** is now included in the curbside recycling system. Large corrugated cardboard must be flattened to 2'x 2' or smaller and placed in or next to your recycling bin.
- **Medical Supplies, Disposable Needles:** Place in a puncture proof container (metal coffee can) tape the lid and mark accordingly.
- **Paint (latex only):** Remove the lid and put Speedi-dry or cat litter in the paint or allow the paint to dry thoroughly. When it hardens put it out for GFL Services without the lid on it.
- **Freon:** Any appliance that contains freon gas such as refrigerators and air conditioners may be set out at the curb on your scheduled day. GFL Services will collect each item and have a certified, licensed technician remove the freon at no cost to the resident. **Refrigerators and freezers must have doors removed!**

From the Fire Department

Open Burning Policy

The opening burning policy of the City of St. Clair Shores comes from the "2000 International Fire Code" which is the maintenance code that has been adopted by the City.

Guidelines:

- 1) The device that is used must be of an approved type that is enclosed on all four sides, bottom and has a solid lid.
- 2) The device must be resting on a non-combustible surface with a minimum of 15 feet clearance from any combustible items such as home, garages, shed and wood fencing
- 3) Only wood that would be commonly used in a fireplace (well seasoned fire wood) is allowed to be burned. No construction lumber, roots, twigs, leaves, yard waste, or trash.
- 4) In the event of any smoke staying low to the ground the fire should be extinguished.
- 5) If a complaint is received and the responding fire or police personnel find that the smoke is a "nuisance," the fire must be extinguished.

Exceptions are given to construction operations in warming or drying of sand for masonry use. Treated lumber, fiberboard, plywood, etc. is not allowed to be used due to the amount and type of smoke these forms of wood produce. This method of warming or drying sand is allowed if it is the only option and is performed in a safe



Parks & Recreation

Location: 20000 Stephens Drive, St. Clair Shores, MI 48080-3109

Office: (586) 445-5350 **Fax:** (586) 445-5324 **TDD:** (586) 774-6309

Office Hours: Open Monday through Sunday 8:30 a.m. to 9:00 p.m.

Park Passes: *Must* be obtained for admission to all lakefront parks and the City Pool. Park passes can be obtained at the Parks and Recreation Office and the Cashier's Window at City Hall.

Lakefront Parks are: Memorial Park: Jefferson & Masonic Boulevard; Lac Saint Claire Park: Jefferson & 11 Mile Road (Pool); Blossom Heath Park: 24800 Jefferson south of 10 Mile Road; Champine Park: (Jefferson & 12 Mile Road)

Public Ice Skating: 2 indoor Ice Rinks: Civic Arena: 20000 Stephens Drive

Outdoor Ice Rink: Wahby Park

Senior Center

20000 Stephens
(586) 445-0996

Van Service: 498-2331