City of Hart, Michigan
CITY COUNCIL AGENDA
October 11, 2022, 7:30 PM
407 State St. – Council Chamber
NOTICE OF PUBLIC MEETING
REGULAR COUNCIL MEETING

1. Call to Order
2. Roll Call – Burillo, Evans, Hodges, Klotz, Rybarz Jr., Trygstad, Platt
3. Pledge of Allegiance
4. Approval of Agenda
5. Public Comments – **Public comment on any matter that is not included on the agenda for a public hearing by the Council. We ask that you please limit your comments to 3 minutes**
    a. Correspondence, Events, Presentations
        i. PUBLIC HEARING – INDUSTRIAL FACILITIES TAX EXEMPTION REQUEST (GRAY & CO / SENECA FOODS)
6. Consent Agenda
    a. Approval of Minutes from September 27, 2022, Council meeting.
    b. Bills, Claims, Payroll
    c. Reports of Boards, Commissions, and Committees
    d. Department Reports – Police/BioPure/Public Works/Energy/C&E Dvlp.
7. Action Items
    a. Resolution 2022-43 Consider approval of Industrial Facilities Tax Exemption Certificate
    b. Resolution 2022-44 Accept proposal from McKenna Community Planners as City of Hart Planning Consultant
    c. Resolution 2022-45 Resolution to discontinue issuance of door notifications to delinquent utility customers
    d. Resolution 2022-46 Accept bids for streetscape design and award professional services contract
    e. Resolution 2022-47 Accept bids for Wayfinding signage request for proposal and award work
8. Discussion Items
    a. Civic Leadership And Notable Community Involvement Award (The CLANCI) – council input on award criteria and review of current recognition policy
9. City Manager Report
10. Communications from the Mayor and Council (Including board and committee updates.)
11. Adjournment –

Access is provided through the Michigan Relay Service for individuals with speech or hearing impairments. *https://hamiltonrelay.com/michigan/index.html*

With advance notice of seven calendar days, the City will provide interpreter services at all public meetings, including language translation and signage for the hearing impaired. Call 231-873-2488. La Ciudad proporcionará servicio de intérprete para esta reunión pública si se pide con siete días de anticipación, lo cual incluye la traducción de idioma y letreros para los con una discapacidad auditiva. Llame al 231-873-2488.

CITY OF HART
COUNTY OF OCEANA, MICHIGAN

NOTICE OF PUBLIC HEARING TO CONSIDER APPROVAL OF AN INDUSTRIAL FACILITIES TAX EXEMPTION CERTIFICATE

[Gray & Company – Gray & Company Industrial Development District No. 1 (3325 West Polk Road, Hart)]

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of the City of Hart will hold a public hearing on October 11, 2022, at 7:30 p.m. (or shortly thereafter), at the Hart City Hall, 407 S. State Street, Hart, Michigan, on the application of Gray & Company for an Industrial Facilities Tax Exemption Certificate for building improvements on lands located at 3325 West Polk Road, Hart, Michigan and the Gray & Company Industrial Development District No. 1, and legally described as shown on Exhibit A attached hereto.

Following the public hearing, the City Council may consider a resolution for the approval of an Industrial Facilities Tax Exemption Certificate under the terms of Act 198 of the Public Acts of 1974, as amended, with respect to the building improvements more fully described in the application.

All interested persons may attend the public hearing and comment on the requested Industrial Facilities Tax Exemption Certificate. Written comments may be submitted to the City Clerk at the City Hall, at the above-stated address, up to the time of the public hearing.

Dated: September 27, 2022

CITY COUNCIL OF THE
CITY OF HART

Exhibit A

Legal Descriptions of Company's Real Property for New Facility

Gray & Company Industrial Development District No. 1 (3359 W Polk (020-661-001-00)

RD WD775909 WD9724144 WD-L2006P1418 1978 ANNEXED FROM 64-07-661-001-00 DESC CHG IN 05/JP DESC CHG IN 08/JP SUPERVISORS PLAT NO 1 LOTS 6 & 7, OUTLOT C, PT OF LOTS 1,2 & 3 COM AT NE COR SEC 20, TH S 88 DEG 02'43"W 500.41 FT TO S'LY R/W LN POLK

CITY OF HART
407 S. STATE ST.
HART, MI 49420
COUNCIL PROCEEDINGS
September 27th, 2022
MINUTES – Draft

PRESENT: Mayor Vicki Platt, Councilors: Catalina Burillo (late), Jim Evans, Dean Hodges, Amanda Klotz, and Fred Rybarz

ABSENT: Kris Trygstad

OTHERS PRESENT: City Manager – Rob Splane, City Clerk – Karla Swihart, BioPure Superintendent – Paul Cutter, DPW and Sharon Hallack

Mayor Platt called the meeting to order; following the roll call, the mayor led the Council in the pledge of allegiance.

APPROVAL OF AGENDA:

- F. Rybarz motioned to approve the agenda and was supported by C. Burillo
  - Ayes: 6 Nays: 0 Absent: 1

PUBLIC COMMENTS: NONE

CORRESPONDENCE, EVENTS, PRESENTATIONS:

- Audito Engagement Letter – Manor Costerisan

  To the City Council

  We are engaged to audit the financial statements of the governmental activities, the business-type activities, the discretely presented componenet unit. Each major fund, and the aggregate remaining fund informtion of the City of Hart (the City), Michigan, for the year ened June 30, 2022. Professional standards require that we provide you wit hteh following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

  As part of our audit, we will consider the internal control of the City. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

  As part of obtaining resonable assurance about whether the financial statements are free of material misstatement, we will also perform test of the City's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

  Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free from material misstatment. As part of our audit, we will consider the internal control of the City. Such considerations will be solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control. We are responsiable for communicating significant matter related to the audit that are, in our professional judgement, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

  Generally accepted accouting principles provide for certain required aupplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the management's discussion and analysis, budgetary compraison information, and OPEB schedules, which suplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with ufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

  We have been engaged to report on other supplementary information, which accompany the finanical statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evalute the presentation of the supplementary information is relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

An audit includes examining on the test basis, evindence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judement about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the City and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City. We will generally communicate our significant findings at the conclusion of the audit. However, some matters ocund be communicated sooner, particularly if significant difficulties are encounrtered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit procedures in September 2022 and issue our report on or before Decemeber 31, 2022. Steven R. Kirinovic, CPA is the engagement partner and isresponsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the City Council and mangement of the City of Hart and is not intended to be, and should not be, used by anyone other than these specified parties.

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CONSENT AGENDA:

- Approval of minutes from September 13th, 2022.
- Bills, Claims, Payroll
- Reports of Boards, Commissions, and Committees
- Department Reports – Police/BioPure/Public Works/Energy/C&E Dvlp
    - A. Klotz motioned to approve Consent Agenda and supported by C. Burillo
        - Ayes: 6 Nays: 0 Absent: 1

ACTION ITEMS:

- Resolution 2022-40 Acceptance of agreement related to services – 2022 Clean Water State Revolving Fund Bonds

WHEREAS, the City of Hart owns, operates and maintains municipal water and wastewater systems; and

WHEREAS, the City of Hart has committed to the letting of revenue bonds as matching funds for a $2,877,000 EDA Grant to assist the City in a series of wastewater capital improvement projects; and

WHEREAS, the City of Hart has been awarded financing from the State of Michigan's Clean Water State Revolving Loan Fund ("CWSRF"). This low interest loan will cover the needed matching funds for the EDS Grant project. The CWSRF loan will cover the needed matching funds for the EDA Grant project. The CWSRF loan will be evidenced by the City's issuance of revenue bonds under the provisions of Act 94 of the Public Acts of Michigan of 1933, as amended ("Act 94").; And

WHEREAS, A municipal financial advisor will be required to oversee preparation and processing of bond funding related documents including revenue support consulting, debt structuring, timetable management, application preparation, liaison assistance with the Municipal Finance Authority and the Department of Treasury; and

WHEREAS, to secure the benefits of efficient self-government and to promote and protect our common interest and welfare, the City Council hereby declares:

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL:

Accepts the proposal submitted from Baker Tilly Municipal Advisors to provide services related to the 2022 CWSRF Bonds for the fee of $9,500. City Council further authorizes the City Manager to sign and execute any related documents to this expenditure.

- F. Rybarz motioned to approve Resolution 2022-40 and supported by J. Evans
    - Ayes: 6 Nays: 0 Absent: 1

- Resolution 2022-41 Acceptance of agreement related to services – 2023 Clean Water State Resolving Fund Bonds
  WHEREAS, the City of Hart owns, operates and maintains municipal water and wastewater systems; and
  WHEREAS, the City of Hart has committed to the letting of revenue bonds to provide funding for a series of wastewater capital improvement projects as adopted by council in 2021; and
  WHEREAS, the City of Hart has been awarded financing from the State of Michigan's Clean Water State Revolving Loan Fund ("CWSRF"). This low interest loan will cover the needed matching funds for the EDA Grant Project. The CWSRF loan will be evidenced by the City's issuance of revenue bonds under the provisions of Act 94 of the Public Acts of Michigan of 1933, as amended ("Act 94").; and
  WHEREAS, A municipal financial advisor will be required to oversee preparation and processing of bond funding related documents including revenue support consulting, debt structuring, timetable management, application preparation, liaison assistance with the Municipal Finance Authority and the Department of Treasury; and
  WHEREAS, to secure the benefits of efficient self-government and to promote and protect our common interests and welfare, the City Council hereby declares:
  NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL:
  Accepts the proposal submitted from Baker Tilly Municipal Advisors to provide services related to 2023 CWSRF Bonds for the fee of $15,500. City Council further authorizes the City Manager to sign and execute any related documents to this expenditure
  - J. Evans motioned to approve Resolution 2022-41 and supported by F. Rybarz
    - Ayes: 6 Nays: 0 Absent: 1
- Resolution 2022-42 Accept proposal to perform Professional Environmental Due Diligence Services and award work
  WHEREAS, the City of Hart Tax Increment Finance Authority has an active TIFA plan adopted by the City Council in 2021; and
  WHEREAS, the City of Hart adopted TIFA plan identifies property acquisition as a TIFA goal in pursuit of improving land to the highest and best use case; and
  WHEREAS, the City of Hart TIFA has identified an opportunity to acquire a blighted property containing functionally obsolete buildings; and
  WHEREAS, The City of Hart TIFA has budgeted for acquiring property, performing environmental due diligence work, remediating any significant findings, and preparing the property for redevelopment with input from the City of Hart community, in cooperation with the State of Michigan, the Oceana County Brownfield Authority, and other area stakeholders; and
  WHEREAS, to secure the benefit of efficient self-government and to promote and protect our common interests and welfare, the City Council hereby declares:
  NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL:
  Accepts the proposal to perform professional environmental due diligence services and Award the work to Fishbeck Engineers for the amount not to exceed $15,200. City Council Further authorizes the City Manager to sign and execute any related documents to this pursuit.
  - C. Burillo motioned to approve Resolution 2022-42 and supported by A. Klotz
    - Ayes: 6 Nays: 0 Absent: 1

DISCUSSION ITEMS:

- Civic Leadership and Notable Community Involvement Award (The CLANCHI)
  Councilman Evans suggested this a few months ago, A plaque has been ordered. The idea of this award to honor those for exceptional actions, and for going above and beyond.
- City Council Retreat – Proposed for Winter 2022
  As an organization, how often do we reflect on your core values, mission, and guiding principles? Do you consider ow they influence your decision – making process on a daily basis?
  Retreats are a powerful management tool for local government leaders to refocus on the mission of the City and develop priorities which are in line with the City's core values.

Moreover, retreats can be energizing. They are opportunities for elected officials and City staff to step back from the day-to-day routine and organize around the foundational elements of our service – who we serve, what values we uphold, and what direction we are headed.
Who – Council and public for sure – Superintendents? – Boards/Commissions
What – Mission Statement – Goals and priorities – Expectations
Where – Recommended to be outside of City property to help foster new discussion, Fruit Research Station, Ladder, Loading Dock, Dunes Express
When – Friday night, Saturday in January.

CITY MANAGER'S REPORT:

UPDATES:

- The Creeks Subdivision construction coming along
- The City has accepted an offer on a single-family home lot
- TEAM Golf outing moved to Sunday October 2nd, come cheer on a good cause!
- Oceana County Economic Alliance – West Michigan Developer Day
- Hart Prize and Art Walk October 1st 11am-2pm

Legacy Topics:

- Waiting on legal to draft intergovernmental operational agreement for property code enforcement department – Adaption of that agreement in October looking to post Rental Inspection/Property Maintenance Code Enforcement position shortly after.
- Received one quote to demolish 227 East Main property waiting on a second
- Charter review committee has a timeline established for the review process and anticipates presenting to Council in November.

Upcoming Topics:

- Adoption of 2022-2026 Park and Rec Master Plan
- Planning Consultant RFP due next week – Council recommendation from the Planning Commission in October.
- Industrial Tax Exemption application – Seneca Foods

COMMUNICATIONS FROM THE MAYOR AND COUNCIL:

- R. Rybarz thanked City Manager for the explanations on the resolutions it helps with making decisions.

ADJOURN:

- There being no further business to come before the Council, the meeting adjourned at upon a motion by C. Burillo and supported by F. Rybarz. The next regularly scheduled meeting will be on October 11th, 2022, at 7:30 pm.

Respectfully Submitted

Karla Swihart

Karla Swihart, City Clerk

Payables Date: 9/27/2022	Description	Total	General +	DPW	Energy	BPTF	Water
Charter	Hart Commons Internet	$ 114.99			$ 114.99		
Custom Tree Service	Stump Grinding	$ 2,000.00		$ 2,000.00			
Cutter, Paul	Reimburse Operating Expense	$ 84.53				$ 84.53	
DTE Energy	Natural Gas	$ 646.27	$ 195.74	$ 40.11	$ 195.44	$ 170.22	$ 44.76
First Net	Police Modems	$ 176.92	$ 176.92				
Fishbeck	CDBG Environmental Review	$ 260.15				$ 260.15	
Fleis&Vanderbrink	SRTS Project	$ 2,566.28	$ 2,566.28				
Freed Mgmt	#11 JGP Mgrs	$ 3,570.00	$ 3,570.00				
Gemplers	Parts/Supplies	$ 486.93				$ 486.93	
Gillison's Fabrication Inc	Tire Leak/Labor	$ 100.00				$ 100.00	
Gustafson HDD	Directional Bore Hart Gray & Co	$ 11,200.00			$ 11,200.00		
Huntington CC	8.27.22 Stmt	$ 4,321.05	$ 1,958.88	$ 579.62	$ 1,041.54	$ 741.01	
Lakeside Equipment Corporation	Lab Supplies	$ 264.08				$ 264.08	
Leaf	Police Copier Lease Fee	$ 39.00	$ 39.00				
Linde	Cylinder Rental	$ 165.22		$ 72.44	$ 92.78		
Malburg's Sanitation Service	Pump Out Waster Water	$ 4,200.00				$ 4,200.00	
Maner Costerisan	Audit fieldwork	$ 10,000.00	$ 2,500.00		$ 2,500.00	$ 2,500.00	$ 2,500.00
Medler Electric Co.	Parts/Supplies	$ 111.66			$ 111.66		
Mika Meyers	CWSRF Sewer Project	$ 12,378.00	$ 12,378.00				
Mika Meyers	Garcon The Creeks Condominum	$ 145.00	$ 145.00				
Mika Meyers	Charter Revision	$ 111.00	$ 111.00				
Mika Meyers	General Legel	$ 3,559.50	$ 3,559.50				
Mika Meyers	Zoning Matters	$ 1,520.50	$ 1,520.50				
Moore, Andrew	Meal Reimbursement/Training	$ 21.28	$ 21.28				
MPPA	Purchased Power	$ 78,443.69			$ 78,443.69		
MPPA	Purchased Power	$ 31,786.87			$ 31,786.87		
NYE Uniform	Safety Vests	$ 62.26	$ 62.26				
NYE Uniform	Uniform New Hire Ray Ryder	$ 254.21	$ 254.21				
Oceana County Equilaztion	Property Assessment Service	$ 8,675.00	$ 8,675.00				
Pitney Bows	Postage	$ 503.50	$ 125.88		$ 125.88	$ 125.88	$ 125.88
Pitney Bows	Postage	$ 503.50		$ 125.88	$ 125.88	$ 125.88	$ 125.88
Power Line Supply	Parts/Supplies	$ 189.93			$ 189.93		
Power Line Supply	Parts/Supplies	$ (1,548.75)			$ (1,548.75)		
Power Line Supply	Parts/Supplies	$ 7,873.44			$ 7,873.44		
Pranger Property Management	Cleaning Services	$ 204.00	$ 204.00				
Pranger Property Management	Cleaning Services	$ 204.00	$ 204.00				
Prein & Newhof	NPDES Permit & Irrigation Expansion	$ 924.00				$ 924.00	
Prein & Newhof	Drinking Water Asset Management	$ 429.00					$ 429.00
Prein & Newhof	Hanson & Wigton Street	$ 24,454.60	$ 24,454.60				
Prein & Newhof	Drinking Water Asset Management	$ 4,190.80					$ 4,190.80
Prein & Newhof	Hart Dam Stairway & Erosion	$ 9,866.70			$ 9,866.70		
Prein & Newhof	Forcemain Replacement Griswold	$ 1,401.55				$ 1,401.55	
Prein & Newhof	Wastewater System Lift Stations	$ 7,201.23				$ 7,201.23	
Quill	Office Supplies	$ 74.97	$ 74.97				
Rotary Club	Quarterly Dues - Splane	$ 170.00	$ 170.00				
Steve's Auto and Truck Inc	2019 Ford -Police Interceptor	$ 632.87	$ 632.87				
Swihart's Septic Service	Pump Out Waster Water	$ 11,550.00				$ 11,550.00	
Swihart's Septic Service	Pumpout Riverside Lift Station	$ 355.00				$ 355.00	
Swihart's Septic Service	Pumpout	$ 255.00				$ 255.00	
Tanner Plumbing and Heating	Parts/Supplies	$ 97.29	$ 97.29				
Team Life	Defibrillation Pads	$ 242.00		$ 80.67	$ 80.66	$ 80.67	
Up North Garden Center	Arborvite Green Giant trees	$ 873.77		$ 873.77			
West Michigan Drain Solutions	W. Main and Plum St	$ 440.00				$ 440.00	
Wilson Chemical	AQUA Ammonia	$ 14,925.40				$ 14,925.40	
Windridge	DPW Sweatshirts	$ 732.00		$ 732.00			
	Subtotal	$ 264,010.19	$ 63,697.18	$ 4,504.49	$ 142,200.71	$ 46,191.53	$ 7,416.32
HAND CHECKS/ACH/EFT							
Alerus	City Share 401 Retirement	$ 4,263.10	$ 4,263.10				
US Postmaster	Postage	$ 250.00					
Guardian	Insurance Premium	$ 1,460.60					
Delta Dental	Insurance Premium	$ 1,741.25	$ 1,741.25				
United Group	Insurance Premium	$ -					
Blue Cross Blue Shield	Insurance Premium	$ 16,096.14					
	TOTAL HAND CHECKS	$ 23,811.09	$ 6,004.35	$ -	$ -	$ -	$ -

--OVER--

Payables Date: 9/27/2022	Description	Total	General +	DPW	Energy	BPTF	Water
	Sub-Total Regular Bills/Hand Checks	*$ 287,821.28*	*$ 69,701.53*	*$ 4,504.49*	*$ 142,200.71*	*$ 46,191.53*	*$ 7,416.32*
Gross Payroll	546	$ 73,129.28					
	Sub-Total	$ 73,129.28					
	GRAND TOTAL	*$ 360,950.56*	$ 69,701.53	$ 4,504.49	$ 142,200.71	$ 46,191.53	$ 7,416.32

City of Hart Police Department

407 State Street Ph. (231)873-2488 Fax (231)873-0100 Hart, MI 49420-1259

Juan Salazar, Chief

TO: City of Hart Mayor, City Council, and City Manager
FROM: Juan Salazar, Chief of Police
DATE: October 11th, 2022

RECENT EVENTS

From Thursday, September 22nd, 2022, through Wednesday, October 5th, 2022, the Hart Police Department received 65 complaints ranging from Larcenies, Suspicious Situations, Property Damage Crashes, Medical Assists, Well-Being Checks, Malicious Destruction of Properties, Family Troubles, Alarms, Assist to Other Agencies, Vehicle Violations, Motorist Assists and Threat Complaints.

On Thursday, September 22nd, 2022, the Hart Police Department was dispatched to the 10 block of Park Street referencing a Larceny complaint. A 40-year-old Hart woman reported her Ebicycle had been stolen sometime between Sunday, September 18th, 2022, to Thursday, September 22nd, 0222. An investigation is ongoing.

On Friday, September 23rd, 2022, the Hart Police Department was dispatched to the intersection of Oceana Drive and Polk Road regarding a Personal Injury Crash. A 25-year-old Hart woman was attempting to cross Oceana Drive traveling westbound on Polk Road. The woman pulled directly in front of a 34-year-old Walkerville man who was travelling Northbound on Oceana Drive. The woman was placed as fault for the collision and cited for failure to yield.

On Tuesday, September 27th, 2022, the Hart Police Department was dispatched to Polk Road near Comfort Drive referencing a Personal Injury Crash. A 32-year-old DeWitt, Michigan woman was travelling Westbound on Polk Road when a vehicle travelling Eastbound on Polk Road, later identified as being driven by a 65-year-old Mears woman, pulled directly in front of DeWitt woman's lane of travel attempting to enter the McDonald's parking lot. The DeWitt woman attempted to stop her vehicle but ultimately collided with the Mears woman's vehicle. Both vehicles received extensive/disabling damage. The women were evaluated at the scene by LIFE EMS for injuries. The Mears woman was placed at fault for the collision.

On Wednesday, September 28th, 2022, the Hart Police Department was dispatched to the 2000 block of Comfort Drive regarding a Well-Being Check. A 43-year-old Shelby man contacted a 44-year-old Wyoming woman via telephone stating to be suicidal. Officers located the man and the man explained at no time did the man claim to have been suicidal. The man was run in LEIN, Law Enforcement Information Network, and showed to have a valid/active warrant for his arrest out of the Kent County Sheriff's Office. The man was arrested and lodged at the Oceana County Jail on this outstanding warrant.

On Wednesday, September 28th, 2022, the Hart Police Department initiated a traffic stop on Courtland Street near Washington Street regarding a vehicle violation. A 59-year-old Hart man was arrested and lodged at the Oceana County Jail for Operating a Motor Vehicle While Intoxicated (Alcohol).

On Thursday, September 29th, 2022, the Hart Police Department was dispatched to the 300 block of Johnson Street referencing a threat of violence. A 14-year-old juvenile had verbally threatened an act of violence during a school function. The juvenile was suspended and turned over to his parents without incident. A report will be submitted to the Oceana County Prosecutor's Office for his review.

On Thursday, September 29th, 2022, the Hart Police Department initiated a traffic stop on East Main Street near Orchard Street referencing a vehicle violation. A 32-year-old Hart woman was arrested and lodged at the Oceana County Jail on an outstanding warrant for her arrest. The woman was also cited for Operating a Motor Vehicle with an Expired Registration.

On Monday, October 3rd, 2022, the Hart Police Department assisted Hart Spitler School staff in the 500 block of Union Street referencing several truant students. Officer stood by while school staff assisted family with getting students ready for the school day and verifying the students attend school. All students were transported to the school without incident.

On Monday, October 3rd, 2022, the Hart Police Department was dispatched to the 300 block of Johnson Street regarding an assault complaint. A 21-year-old Hart woman claims her 3-year-old daughter had been forcibly grabbed and pulled, receiving injuries, by a staff member of the facility. An investigation is ongoing.

On behalf of the Hart Police Department, we wish to thank all the local businesses within Oceana, Mason and Muskegon Counties for their generous donations to the T.E.A.M. (Teaching, Educating and Mentoring) School Liaison Program. We would also like to thank all this year's participants playing in the outing. This truly was a team effort and without the donations and participants this school resource program would not exist. This year's golf outing was held on Sunday, October 2nd, 2022, at the Oceana Golf Club and over $4,200 was raised. With their support, the Hart Police Department is able to continue to provide educational classes on various safety and law topics to the youth of our community. For the past 28 years, the Hart Police Department has had the unique opportunity of being involved in our public school system by providing school liaison programs which have become a proactive effort in making our schools and communities safer. T.E.A.M. has also made a positive impact in promoting responsible citizenship and positive character traits among our students.

Respectfully,

J. Salazar,
Chief of Police

RESOLUTION 2022-43
City Council
City of Hart, Michigan
Oceana County

RESOLUTION APPROVING APPLICATION OF GRAY & COMPANY FOR AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE FOR A NEW FACILITY

WHEREAS, pursuant to Act 198 of the Public Acts of Michigan of 1974, as amended, and after a duly noticed public hearing held on December 23, 2008, the City Council of the City of Hart (the "City") adopted a resolution, Resolution No. 08-82, and established the "Gray & Company Industrial Development District No. 1," (the "District"); and

WHEREAS, Gray & Company (the "Company") has filed an application, dated August 25, 2022 (the "Application") for an Industrial Facilities Exemption Certificate with respect to a new facility (the "Facility") to be acquired and constructed within the District on the real property described on Exhibit A; and

WHEREAS, before acting on the Application, the City Council held a public hearing on October 11, 2022 at City Hall, 407 S. State Street, Hart, Michigan at 7:30 pm or shortly thereafter, at which hearing the Company, the Assessor and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on the Application; and

WHEREAS, construction of the Facility and installation of new machinery and equipment had not begun earlier than six (6) months before August 25, 2022, the date of acceptance of the Company's Application for the Industrial Facilities Exemption Certificate; and

WHEREAS, completion of the Facility is calculated to and will at the time of issuance of the certificate have the reasonable likelihood to retain, create or prevent the loss of employment in the City; and

WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the City, after granting this certificate, will not exceed 5% of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real property thus exempted; and

WHEREAS, the Company has submitted a PA 198 Agreement to the City, in the form on file with the City Clerk/Treasurer (the "Agreement"), which sets forth certain terms and conditions for the grant of the tax abatement by the City; and

WHEREAS, the City Council desires to approve the application for the Industrial Facilities Tax Exemption Certificate and approve the Agreement upon certain terms and conditions.

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL:

1. *The City Council hereby approves, ratifies and confirms the scheduling of the public hearing on the Company's Application and the providing of notice of the public hearing as required by Act 198.*

2. *The City Council hereby approves the Company's Application for an Industrial Facilities Tax Exemption Certificate for the real property and Facility described on the Company's Application, all to be constructed, furnished and used on the real property located in the District and described on Exhibit A. The Company's Application, dated August 25, 2022, is included in this resolution by reference, to the extent of the Facility that are lawfully subject to an Industrial Facilities Tax Exemption Certificate under the terms of Act 198.*

3. *The Industrial Facilities Tax Exemption Certificate is approved for the Real Property, subject to the provisions of Act 198, for a period of 12 years, commencing December*

31, 2022 (or such date as determined by the State Tax Commission), based upon applicable value as determined by the State Tax Commission.

4. *The City Council finds and determines that:*

a. *the granting of the Industrial Facilities Tax Exemption Certificate, considered together with the aggregate amount of industrial facilities exemption certificates previously granted and currently in force, if any, will not have the effect of substantially impeding the operation of the City of Hart or of impairing the financial soundness of the City;*

b. *the state equalized valuation of the property proposed to be exempt pursuant to the application, considered together with the aggregate state equalized value of property exempt under certificates previously granted and currently in force, if any, does not exceed 5% of the state equalized valuation of the City;*

c. *the real property and the proposed Facility will be located in an Industrial Development District that was duly established in the City by resolution and that the District was established before the commencement of the construction of the Facility;*

d. *the commencement of the construction of the Facility occurred not earlier than six months before the filing of the Application for the Industrial Facilities Exemption Certificate;*

e. *the Company's Application relates to construction which, when completed, will constitute a new facility within the meaning of Act 198.*

f. *the completion of the Company's industrial Facility is calculated to, and will at the time of issuance of the certificate, be reasonably likely to create employment, retain employment or prevent a loss of employment in the City;*

g. *the proposed Facility, more fully described in the Company's Application, would not be a speculative building within the meaning of Act 198.*

5. *The City Council hereby approves the Agreement in the form on file with the City Clerk/Treasurer and the Mayor and City Clerk/Treasurer are hereby authorized and directed to execute and deliver the Agreement on behalf of the City.*

6. *The City Clerk/Treasurer is directed to forward the Company's Application to the State Tax Commission within 60 days after the adoption of this resolution. The Clerk/Treasurer is further directed to provide the additional information concerning local government action as is called for in the Local Government Action and Certification portion of the Act 198 application for Industrial Facilities Tax Exemption Certificate, and to sign the certificate and provide other City information as required by Act 198.*

7. *All resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded.*

Exhibit A

Legal Description(s) of Company's Real Property for New Facility

Gray & Company Industrial Development District No. 1

Parcel # 020-661-001-00 (3359 W POLK RD) WD775909 WD9724144 WD-L2006P1418 1978 ANNEXED FROM 64-07-661-001-00 DESC CHG IN 05/JP DESC CHG IN 08/JP SUPERVISORS PLAT NO 1 LOTS 6 & 7, OUTLOT C, PT OF LOTS 1,2 & 3 COM AT NE COR SEC 20, TH S 88 DEG 02'43"W 500.41 FT TO S'LY R/W LN POLK

Moved by _____, supported by _____, and thereafter adopted by the Hart City Council at a regularly scheduled meeting held on October 11, 2022

Ayes: __ Nays: __ Absent: __

Michigan Department of Treasury
1012 (Rev. 03-21), Page 1 of 4

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the completed application and the required attachments with the clerk of the local government unit. If you have any questions regarding the completion of this form, call 517-335-7460.

To be completed by Clerk of Local Government Unit	
Signature of Clerk: Karla Reinhart	▸ Date Received by Local Unit: 8.25.22
STC Use Only	
▸ Application Number	▸ Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

▸ 1a. Company Name (Applicant must be the occupant/operator of the facility)	▸ 1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code)	
Gray & Company	2033	
▸ 1c. Facility Address (City, State, ZIP Code) (real and/or personal property location)	▸ 1d. City/Township/Village (indicate which)	▸ 1e. County
3325 West Polk Road	City of Hart	Oceana
▸ 2. Type of Approval Requested	▸ 3a. School District where facility is located	▸ 3b. School Code
[X] New (Sec. 2(5)) [ ] Transfer	Hart Public School	64040
[ ] Speculative Building (Sec. 3(8)) [ ] Rehabilitation (Sec. 3(6))	4. Amount of years requested for exemption (1-12 Years)	
[ ] Research and Development (Sec. 2(10)) [ ] Increase/Amendment	12	

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

The project is to add additional warehouse space for our finished goods, corrugate, caps and supplies. The addition of 100,000 sq. ft. warehouse will give us the necessary storage capacity here in Hart to bring all storage and warehouse activities back in house, eliminating extra storage rentals, and freight and handling costs associated with moving product and supplies back and forth ebtween Hart and Muskegon.

6a. Cost of land and building improvements (excluding cost of land)	▸ 9,273,724	Real Property Costs
* Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.		
6b. Cost of machinery, equipment, furniture and fixtures	▸ 3,883,760	Personal Property Costs
* Attach itemized listing with month, day and year of beginning of installation, plus total		
6c. Total Project Costs	▸ 13,157,484	Total of Real & Personal Costs
* Round Costs to Nearest Dollar		

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements ▸	04/19/2022	12/31/2022	▸ [X] Owned [ ] Leased
Personal Property Improvements ▸	04/19/2022	12/31/2022	▸ [X] Owned [ ] Leased

▸ 8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. [ ] Yes [X] No

▸ 9. No. of existing jobs at this facility that will be retained as a result of this project.	▸ 10. No. of new jobs at this facility expected to create within 2 years of completion.
221	8

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land) _____

b. TV of Personal Property (excluding inventory) _____

c. Total TV _____

▸ 12a. Check the type of District the facility is located in:

[X] Industrial Development District [ ] Plant Rehabilitation District

▸ 12b. Date district was established by local government unit (contact local unit)	▸ 12c. Is this application for a speculative building (Sec. 3(8))?
	[ ] Yes [X] No

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name	13b. Telephone Number	13c. Fax Number	13d. E-mail Address
Maxwell Kwarteng	(231) 873-7848	(231) 873-2037	mkwarteng@senecafoods.com
14a. Name of Contact Person	14b. Telephone Number	14c. Fax Number	14d. E-mail Address
Chris Hasenbank	(213) 873-7820	(231) 873-2037	CHasenbank@senecafoods.com
▸ 15a. Name of Company Officer (No Authorized Agents)			
Chris Hasenbank			
15b. Signature of Company Officer (No Authorized Agents)		15c. Fax Number	15d. Date
		(231) 873-2037	08/16/2022
▸ 15e. Mailing Address (Street, City, State, ZIP Code)		15f. Telephone Number	15g. E-mail Address
3325 West Polk Road, Hart, MI 49420		(231) 873-2037	CHasenbank@senecafoods.com

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▸ 16. Action taken by local government unit

- ☐ Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12)
  - After Completion ☐ Yes ☐ No
- ☐ Denied (Include Resolution Denying)

16a. Documents Required to be on file with the Local Unit
Check or Indicate N/A if Not Applicable

- ☐ 1. Notice to the public prior to hearing establishing a district.
- ☐ 2. Notice to taxing authorities of opportunity for a hearing.
- ☐ 3. List of taxing authorities notified for district and application action.
- ☐ 4. Lease Agreement showing applicants tax liability.

16b. The State Tax Commission Requires the following documents be filed for an administratively complete application:
Check or Indicate N/A if Not Applicable

- ☐ 1. Original Application plus attachments, and one complete copy
- ☐ 2. Resolution establishing district
- ☐ 3. Resolution approving/denying application.
- ☐ 4. Letter of Agreement (Signed by local unit and applicant)
- ☐ 5. Affidavit of Fees (Signed by local unit and applicant)
- ☐ 6. Building Permit for real improvements if project has already begun
- ☐ 7. Equipment List with dates of beginning of installation
- ☐ 8. Form 3222 (if applicable)
- ☐ 9. Speculative building resolution and affidavits (if applicable)

16c. School Code

17. Name of Local Government Body	▸ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
Karla Swihart	Karla Swihart	kswihart@cityofhart.org
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
407 S State St Hart MI 49420		
19e. Telephone Number	19f. Fax Number	
231-873-2488	231-873-0100	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

For faster service, email the completed application and additional required documentation to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing, MI 48909

STC USE ONLY

▸ LUCI Code	▸ Begin Date Real	▸ Begin Date Personal	▸ End Date Real	▸ End Date Personal

Oceana County HART TWP **Building** **Permit No: PBR220091**

PERMIT EXPIRES: **10/16/2022** Issue Date 04/19/2022

Work Description: 110,450 SF WAREHOUSE EXPANSION WITH TRUCK DOCKS-INCLUDES A 900SF SHIPPING OFFICE EXPANSION

3325 W POLK RD

GRAY & COMPANY

Contractor VANEKLASEN CONSTRUCTION
500 KENDRICK ST SE
GRAND RAPIDS MI 49525

Owner 007-020-200-12
GRAY & COMPANY
3325 W POLK RD
HART, MI. 49420

PLEASE CALL (231) 873-5355 ***FOR AN INSPECTION 24 HOURS IN ADVANCE***

Notice: The Permit Card must be posted visable from main road before any inspection & maintained until all inspections are made.

M&E	Buildings	
3,473,917	7,126,796	
113,210	415,000	
12,975	275,000	
21,960	80,000	
7,900	60,000	
217,798	150,000	
36,000	30,000	
	170,000	
	442,000	
	524,928	
3,883,760	9,273,724	13,157,484

9,273,724	Finished Goods Warehouse
3,883,760	Racking, Shuttles FG Warehouse
13,157,484	
(0)	

Seneca Foods Corporation
Project Expenditure Request

Location: Hart

Project Title: Finished Goods Warehouse

Project Cost Details / Questionnaire:

ITEM NO.	IO NO.	DESCRIPTION	COST	Expected Completion Date REMARKS
		Warehouse and drive aisle connectors	$ 7,126,796	12-31-22
		Shipping offices, restrooms, driver area	$ 416,000	12-31-22
		Run new water main, connections	$ 275,000	12-31-22
		Asphalt repair, replacement	$ 80,000	12-31-22
		IT services for warehouse	$ 60,000	12-31-22
		Relocate syrup receiving	$ 150,000	12-31-22
		Preparing City property for parking	$ 30,000	12-31-22
		Relocating outside functions - dumpsters, propane, etc.	$ 170,000	12-31-22
		Relocating internal functions - Maint. Shop, air compressors, air handler systems, etc.	$ 442,000	12-31-22
		Sub Total	$ 8,748,796.00	
		Sales Taxes	$ 524,927.76	
		Freight	$ -	
		Sub Total - Revised Additional Cost Requested	$ -	
		Sales Taxes - On Revised Cost	$ -	
		Freight - On Revised Cost	$ -	
		TOTAL PROJECT COST (Should = amt on Page 1 (Item 3.)	$ 9,273,723.76	

QUESTIONNAIRE: COMPLETE (CHECK) THE FOLLOWING:

- [X] All Transportation costs have been verified and are included in the Total Project Cost
- [X] All outside installation costs have been verified and are included in the Total Project Cost
- [X] Trade-In Allowances are not included in the Total Project Cost and if applicable, are listed under "Disposition of Existing Equipment"
- [X] All applicable non-refundable sales taxes have been verified and included in the Total Project Cost
- [X] All electrical parts and supplies have been included in the Total Project Cost.
- [X] I have read 1820 Project Expenditure Request Procedures and 3010 Contractor Liens - and will comply with all requirements of these policies.
- [X] I have verified that all sizes, speeds, capacities, and specifications are correct for this project.

Completed By: D L Williams (sign)

Seneca Foods Corporation
Project Expenditure Request

Location: Hart

Project Title: Racking, Shuttles FG Warehouse

Project Cost Details / Questionnaire:

ITEM NO.	IO NO.	DESCRIPTION	COST	Expected Completion Dates REMARKS
		Radioshuttle racking, shuttles	$ 3,473,917	12-31-22
		Selective racks	$ 113,210	12-31-22
		Staging towers (3)	$ 12,975	12-31-22
		Installation pallet racks	$ 21,960	12-31-22
		Wire guidance	$ 7,900	12-31-22
		Sub Total - Original PER	$ 3,629,962.40	
		Sales Taxes	$ 217,797.74	
		Freight	$ 36,000.00	
		Sub Total - Revised Additional Cost Requested	$ -	
		Sales Taxes - On Revised Cost	$ -	
		Freight - On Revised Cost	$ -	
		TOTAL PROJECT COST (Should = amt on Page 1 (Item 3.)	$ 3,883,760.14	

QUESTIONNAIRE: COMPLETE (CHECK) THE FOLLOWING:

X	All Transportation costs have been verified and are included in the Total Project Cost
X	All outside installation costs have been verified and are included in the Total Project Cost
X	Trade-In Allowances are not included in the Total Project Cost and if applicable, are listed under "Disposition of Existing Equipment"
X	All applicable non-refundable sales taxes have been verified and included in the Total Project Cost
X	All electrical parts and supplies have been included in the Total Project Cost.
X	I have read 1820 Project Expenditure Request Procedures and 3010 Contractor Liens - and will comply with all requirements of these policies.
X	I have verified that all sizes, speeds, capacities, and specifications are correct for this project.

Completed By: Dirk Williams (sign)

RESOLUTION 2020-38
City Council
City of Hart, Michigan

INDUSTRIAL FACILITIES TAX EXEMPTION CERTIFICATE GRAY AND COMPANY

WHEREAS, on May 13, 2020, Gray & Company (Hart, MI) applied for an Industrial Facilities Tax Exemption Certificate for $1,919,000 of real property improvements and $3,743,261 in personal property costs located 3325 West Polk Road, Hart, MI 49420; and

WHEREAS, the Hart Tax Abatement Committee/Board of Review recommended approval of the Gray and Company request on June 18, 2020; and

WHEREAS, all governmental units that may be affected by the aforementioned application were notified by certified mail; and a public notice was published in the Oceana Herald Journal on June 18, 2020 regarding a public hearing on this matter; and

WHEREAS, the City of Hart City Council conducted a public hearing at their meeting on June 23, 2020 regarding the Gray and Company request; and

WHEREAS, in order to secure the benefits of efficient self-government and to promote and protect our common interests and welfare, the City Council hereby declares:

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

1. *Approves an agreement between Gray and Company and the City of Hart acknowledging mutual benefit from the real property improvements and personal property costs as identified in the aforementioned Industrial Facilities Tax Exemption application.*
2. *Approves an application from Gray and Company for a 12-year Industrial Facilities Tax Exemption on $5,662,261 of real property improvements and personal property costs.*
3. *Certifies that the granting of the Industrial Facilities Exemption Certificate shall not have the effect of substantially impeding the operation of the City of Hart, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City of Hart.*
4. *Certifies that the state equalized valuation of property proposed to be exempt pursuant to an application under consideration, considered together with the aggregate state equalized valuation of property exempt under certificates previously granted and currently in force does not exceed 5% of the state equalized valuation of the local governmental unit.*
5. *Authorizes and directs the Mayor and Clerk to sign the aforementioned documents on behalf of the City of Hart.*

Moved by Mrs. Platt supported by Ms. Burillo, and thereafter adopted at the regular City of Hart City Council meeting on June 23, 2020.

Ayes: 7 Nays: Abstain: Absent:

Resolution adopted.

I, the undersigned, the Clerk of the City of Hart, Oceana County, Michigan, do hereby certify that the foregoing is a true and complete copy of City of Hart Resolution 16-49, approved by the Hart City Council of Hart, Michigan at a regular meeting held June 23, 2020

Cheri Eisenlohr

Cheri Eisenlohr, Dep. City Clerk

HISTORICAL INFORMATION

Michigan Department of Treasury
3222 (Rev. 05-19)

Applicant Name

Fiscal Statement (to be completed by local unit)

Is this project:	YES	NO
Real Property?	☒	☐
Personal Property?	☒	☐
Both Real and Personal Property - New Facility?	☒	☐
Both Real and Personal Property - Rehabilitation Facility?	☐	☒
Both New and Replacement Facility?	☐	☒

Estimated Project Investment (not assessed value):

Real Property	Personal Property	Total
$9,273,724.00	$3,883,760.00	$13,157,484.00

	YES	NO	REMARKS
1. A. Has the proper local authority reviewed the plan?	☒	☐	
B. Is the project located in a certified industrial park?	☐	☒	
C. Is this a renovation or expansion of an existing building?	☐	☒	
2. Will this project require improvement of your road service?	☐	☒	
3. Will this project require improvement of your sanitary sewer services?	☐	☒	
4. Will this project require improvement of your storm sewer services?	☐	☒	
5. Will this project require improvement of your water services?	☒	☐	Seneca Foods to pay costs.
6. Will this project require additional police personnel, police equipment or a need for new police building expansion?	☐	☒	
7. Will this project require the need for additional fire personnel, additional or specialized fire equipment or the need for a new fire building?	☐	☒	
8. Will this project require other costs?	☐	☒	
9. Are costs of infrastructure elements to be provided through Local Development Finance Authority or Tax Increment Finance Authority Bonds?	☐	☒	

If you answered yes to any of questions 2 through 8, the appropriate sections of the Supplement to Fiscal Statement form must be completed and accompany the IFT application. Call 517-335-7460 to obtain that form.

LOCAL UNIT CERTIFICATION

This is to certify that the following has been provided as accurately as possible.

Signature	Name and Title of Local Governmental Unit Official
	Robert Splane City Manager

RESOLUTION 2022-44
City Council
City of Hart, Michigan
Oceana County

ACCEPT PROPOSAL FROM MCKENNA TO PROVIDE CITY ZONING AND PLANNING SERVICES

WHEREAS, the City of Hart is heavily involved in community development activities and has established extensive zoning regulations that require interpretation and implementation in a fair and efficient manner that sometimes exceed the human resource capacity and expertise of City staff to carry out the work effort; and

WHEREAS, the City has used several consultants beginning in 2003 with no public request for proposal process, earlier this year, Horizon Planning, the City of Hart's current consultant indicated a lack of staffing has contributed to a reduction in available time to provide the city with planning services; and

WHEREAS The City of Hart has sought proposals from multiple regional entities to provide future professional services to the city; and

WHEREAS, McKenna Community Planners has submitted a proposal that will fill the requirements of the RFP; and

WHEREAS, Multiple references have been checked supporting the professionalism and capabilities of the staff at McKenna Community Planners in the capacity the city requires; and

WHEREAS, to secure the benefits of efficient self-government and to promote and protect our common interests and welfare, the City Council hereby declares:

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL:

Accepts the proposal from McKenna Community Planners for professional zoning and planning services.

Authorizes and directs the City Manager to acquire professional zoning and planning services from McKenna.

Moved by _____, supported by _____, and thereafter adopted by the Hart City Council at a regularly scheduled meeting held on October 11, 2022

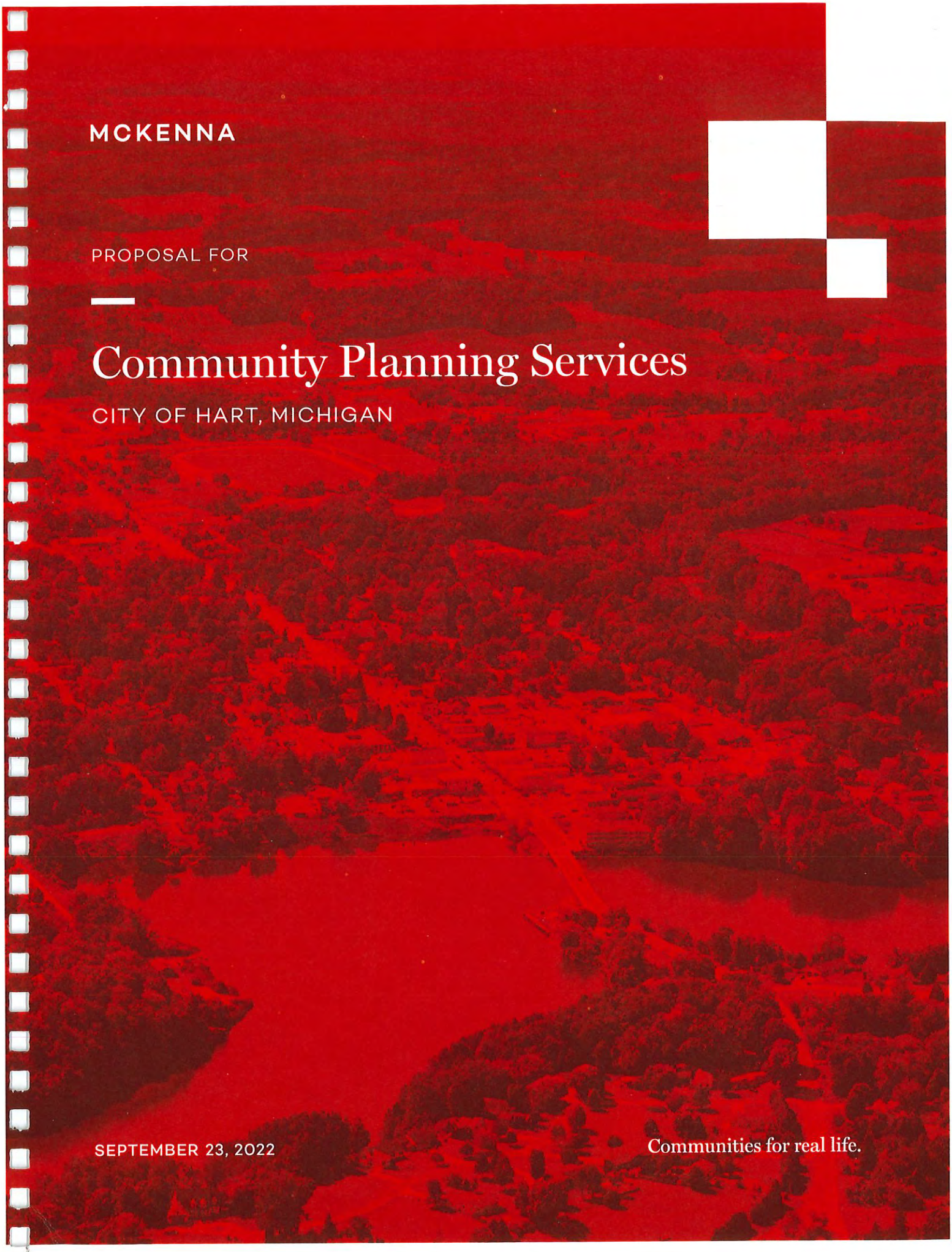
Ayes: __ Nays: __ Absent: __

MCKENNA

PROPOSAL FOR

Community Planning Services

CITY OF HART, MICHIGAN



SEPTEMBER 23, 2022

Communities for real life.

Community Planning Services

CITY OF HART, MICHIGAN
SEPTEMBER 23, 2022

Prepared by:

MCKENNA
124 East Fulton Street, 6th Floor, Suite B
Grand Rapids, Michigan 49503

O (616) 226-6375
F (248) 596-0930
E ckhorey@mcka.com
MCKA.COM

MCKENNA

Communities for real life.

MCKENNA

September 23, 2022

Rob Splane
City Manager
City of Hart
407 S. State Street
Hart, MI 49420

Subject: Community Planning Services Proposal

Dear Mr. Splane,

The City of Hart is a historic legacy community striving for growth and prosperity—the type of place McKenna professionals love to work. Our team prides itself on small-town planning—focused on preserving the history and charm while leveraging the walkability and character for economic development. We understand that the role of a community planner is to improve quality of life for residents—and in order to do that, we have put together a team that is dedicated to living up to our slogan—**"Communities for Real Life."**

Planning is not about pretty documents (although our documents are pretty and we have full-time graphic designers on staff). Instead, planning is about the tangible improvements that can be made to the physical realm through public and private investment. We view planning as the process of determining what those investments are for a given community, and then bringing them to life through the tools at our disposal, including efficient and effective zoning administrations processes.

McKenna's Hart team includes experienced planning professionals. **We propose Christopher Khorey, AICP, West Michigan Manager, as the Project Manager and day-to-day contact, along with Danielle Bouchard, AICP, Senior Planner, as the Zoning Specialist and GIS Mapping Technician.** Chris and Danielle are both based in our Grand Rapids office – just an hour from Hart. Along with Chris and Danielle, the City would also have access to our full planning staff (Michigan's largest), including several specialists included in this proposal.

McKenna is committed to the economic development of our clients. We see ourselves as partners in prosperity, not obstructive bureaucrats. And we would be thrilled to work with Hart.

Please call myself or Chris Khorey at (248) 596-0920 if we can answer any questions.

Respectfully submitted,

McKENNA

John Jackson, AICP
President

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.



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TEAM COMPOSITION

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Danielle Bouchard, AICP 12
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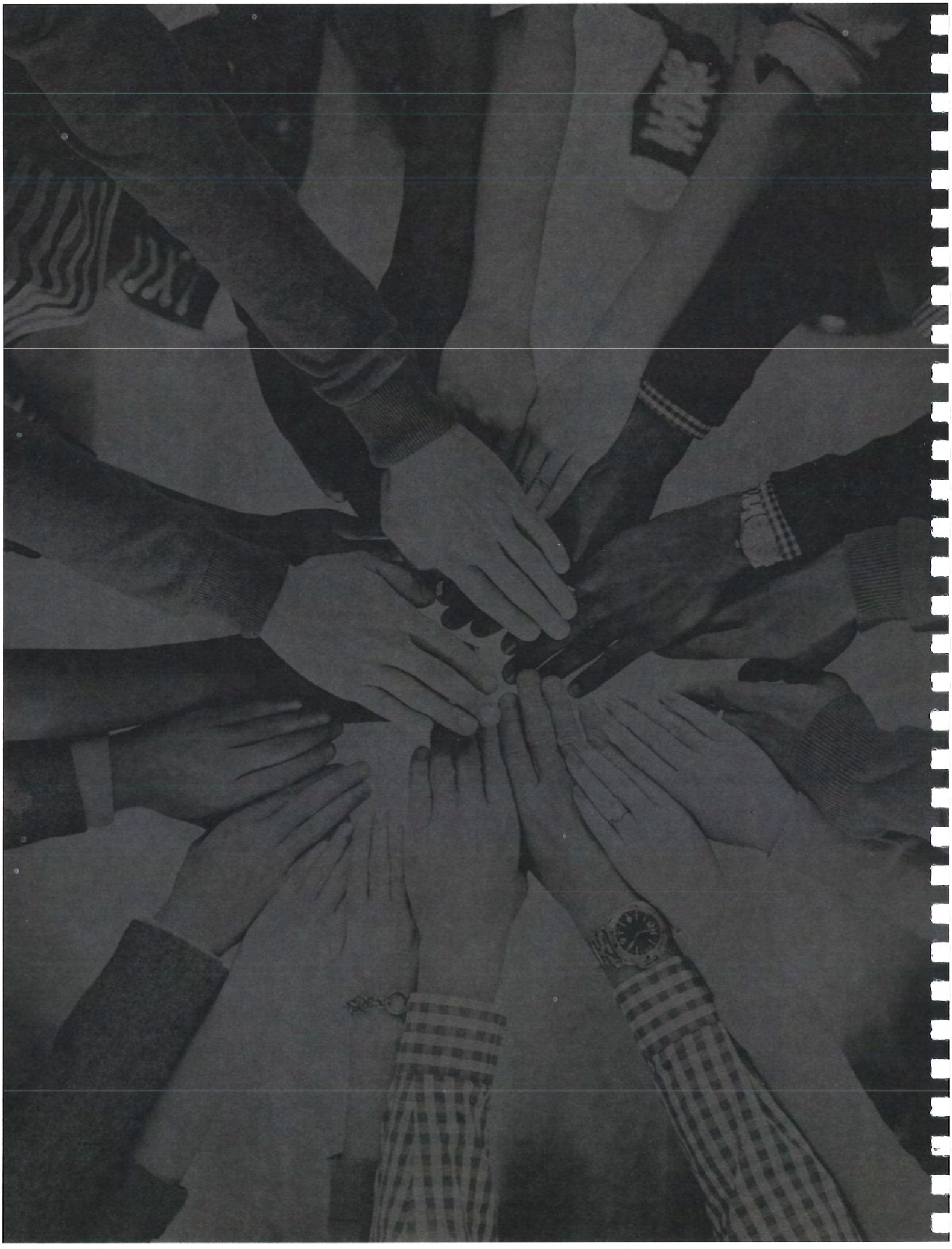
Sample Review Letters 19



Firm Profile



McKenna's office in the Loraine Building is near Veterans Park in Downtown Grand Rapids. Our work spaces reflect our commitment to our people, our communities, sustainable design, and the rich technological heritage of the Midwest.

Our primary professionals for the master plan will be based out of our Grand Rapids office, just over an hour from Hart. Christopher Khorey, AICP, will be the primary contact, reachable at the phone number below and at ckhorey@mcka.com.

McKenna currently provides project services to more than 85 communities and private land investors in Michigan, Ohio, Kentucky, Indiana, and Illinois. Anticipating and responding to change is a major distinction of McKenna's practice. McKenna's innovation and depth of experience is a resource for public and private decision-makers; we are a corporation of roughly 30 planners, urban designers, and landscape architects formed under the laws of Michigan on May 2, 1978.

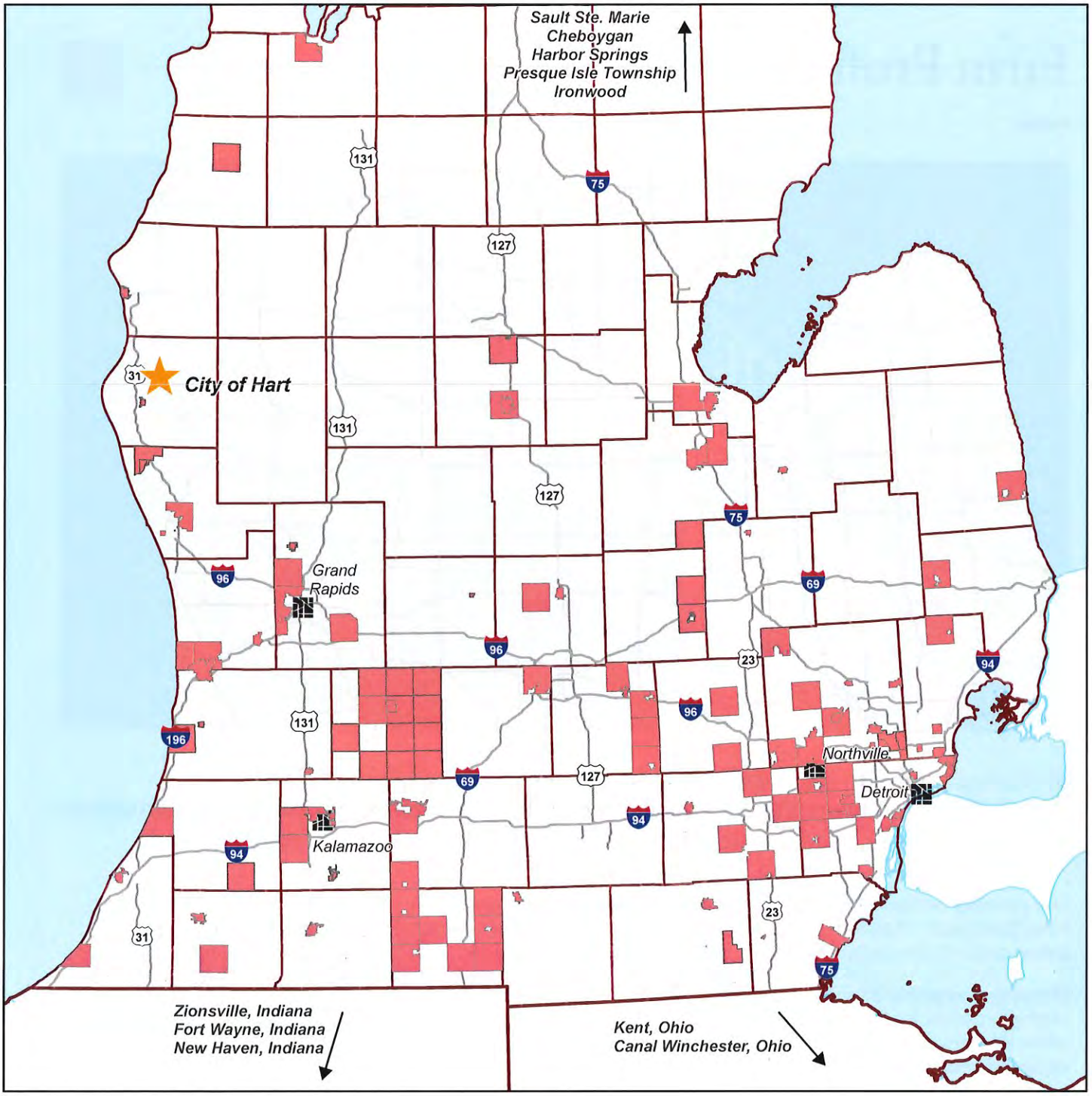
HEADQUARTERS
235 East Main Street
Suite 105
Northville, MI 48167
O 248.596.0920
F 248.596.0930

GRAND RAPIDS
124 East Fulton Street
6th Floor, Suite B
Grand Rapids, MI 49503
O 248.596.0920
F 248.596.0930

KALAMAZOO
151 South Rose Street
Suite 920
Kalamazoo, MI 49007
O 269.382.4443
F 248.596.0930

MCKA.COM | INFO@MCKA.COM





Recent and Ongoing McKenna Clients

September 2022

LEGEND

- Recent and Ongoing McKenna Clients
- County Boundaries
- McKenna Offices

0 20 40 Miles

Basemap Source: Michigan Center for Geographic Information, v. 17a.
Data Source: McKenna 2022.

MCKENNA

Our Planning Philosophy – Communities for Real Life.

At McKenna, we understand our primary role as a community's planning consultant is to **increase quality of life** for residents of the community. And we know pretty planning documents can't do that alone (though we take pride in the quality of our documents, thanks to our talented graphic design team!)

In order to truly improve life in a city, village, or township, our planning efforts must result in tangible physical improvements on the ground—**in "real life"**—and that's where our slogan comes from.

In applying this philosophy to the day to day administration of the Zoning Ordinance and other planning documents, we rely on three guiding principles:

- Be **efficient** – we know time is money to developers and business owners
- Be **proactive** – the planning consultant should play a key role in economic development
- Be **flexible** – adapt to changing conditions, and make sure the planning and zoning documents do the same.

We propose to provide services to Hart primarily out of our Grand Rapids office, with **Christopher Khorey, AICP** and **Danielle Bouchard, AICP** as your primary contacts. By providing two consistent professionals with complementary skill sets, we ensure continuity and efficiency.

Reviews will be processed expeditiously and be submitted in advance of packet deadlines. Chris and Danielle will both keep up-to-date on the latest developments in the City and will provide seamless service at meetings. And our team will communicate **openly, responsively, and proactively** with City leaders, the business community, developers, and residents.

Chris and Danielle will also be supported by McKenna's **deep and talented team of professionals** (we're Michigan's largest planning firm). We've included a sampling of the specialization and expertise that our team offers in this proposal – but our roster runs even deeper, to meet the City's needs in transportation planning, urban design, parks planning, economic development, Tax Increment Financing, market analysis, and other areas.

It is our goal to never be seen as "obstructive bureaucrats." We approach each development application as an economic development opportunity. If it's not perfect under zoning, we suggest approaches that would work, rather than throwing up walls and recommending denials. **We want Hart to prosper, and we see ourselves as partners in creating that prosperity.**

If the zoning ordinance is creating hurdles to investment, we're proactive in proposing solutions. We've even helped some of our communities complete **"Lean Zoning"** reviews, in order to identify opportunities to **cut unnecessary regulations** and focus the zoning ordinance more clearly on **bringing the vision of the Master Plan to life.**

We would be thrilled to become part of the Hart team. We are passionate about planning, appreciate the charm of Michigan's small towns, and **we're ready to help Hart grow and succeed.**

Summary of Proposed Fees

We offer the City service from the state's leading planning professionals, using a lean planning and zoning approach to achieve Hart's immediate and long-term goals. We're delighted by the prospect of working with Hart, and look forward to working cooperatively with local officials and the public in this special community.

As requested, we have included a sample professional services agreement with this proposal. In this section, we have included a summary of the services that we propose to provide hourly, along with our hourly schedule of rates.

1. Prepare for and provide assistance at **Planning Commission** and other meetings as requested by the City.
2. At meetings, McKenna will provide verbal and written reports and advisories, as appropriate, on Commission business in matters of **planning and zoning**, plus guidance and assistance on state legislation, appropriate procedures, regulations and design principles.
3. On a **day-to-day basis**, provide assistance, guidance and advice via e-mail and telephone, responding to City's requests for services.
4. Our planner(s) will develop and maintain a **clear understanding of City ordinances** and promote the adopted plans.
5. Our planner(s) will **monitor the City ordinances for improvements** apparent in City use of the ordinances and periodically recommend, in writing, revisions to be made and be prepared to discuss the underlying rationale.
6. **Larger projects**, such as major zoning re-writes, technical training for Boards and Commissions, or updates to the City's Master Plan, Parks and Recreation Plan, Downtown Plan, or similar documents, would be governed by separate mutually-agreed-upon Scopes of Work and budgets.

McKenna will also provide written technical recommendations in accordance with the City Zoning Ordinance to assist the Planning Commission, ZBA, and City Council with Zoning decision making. These reviews are completed on a **flat-fee basis.** Most communities that have planning consultants review development proposals **pass on the costs of plan review services to applicants** via a fee ordinance.

We have included a wide range of services below. We understand that McKenna may not be asked to review all of the applications in this list.

Zoning Compliance Permits:	
• Lot Split (Non-Plat)	$200
• Non-Residential Site Improvements	$300
• Single Family Home	$200
• All Others (Residential Fences, Accessory Structures, Etc)	$150
Site Plan Reviews	$1,000
Special Use Review	$600 + Site Plan Review Fee
Rezoning/Amendments	
• Text Amendment (proposed by applicant)	$750
• Rezoning	$750
• Conditional Rezoning	$1,500
• Planned Unit Development	$1,000 + Site Plan Review Fee + Condominium Review Fees (if applicable)
Street Vacations	$500
Plats and Condominiums:	
• Preliminary Plat – Tentative Review	$1,000
• Preliminary Plat – Final Review	$800
• Final Plat	$600
• Master Deed or By-Laws	$500 per document
Zoning Board of Appeals	
• Variance	$500
• Interpretation	$500
• Appeal	$500 (no report will be issued and no fee charged if the appeal is regarding a McKenna decision)

Reviews of revised submissions will be reviewed at 50% of the original fee.

SCHEDULE OF HOURLY RATES

Professional Classification	Rate Per Hour*
President	$150
Executive or Senior Vice President	$145
Vice President	$140
Director	$135
Senior Principal or Manager (Khorey)	$130
Principal	$125
Senior (Bouchard)	$120
Associate	$115
Assistant	$90

References

VILLAGE OF WEBBERVILLE

McKenna has served as the Planning Consultant for the Village of Webberville since 2012, with Chris Khorey being the primary planner for that entire time. McKenna also staffs the Village's Building Department, including Zoning Administration and Code Enforcement services. In our time working with the Village, we have completed two Master Plan updates, a Zoning Ordinance re-write, two Parks and Recreation Plan updates, a Safe Routes to School Grant, and the creation and administration of a marijuana ordinance, among other projects.

REFERENCE:
Hon. Brad Hitchcock
Village President

115 S. Main Street
Webberville, MI 48892
(517) 521-3984

OCEOLA TOWNSHIP (LIVINGSTON COUNTY)

McKenna has been the Planning Consultant for Oceola Township since the 1990s, with Chris Khorey serving as the primary planner for the Township since 2016. In our time in Oceola, we have managed the rapid growth of the community (the population has nearly doubled since 2000) while striving to maintain rural character. We are currently in the midst of a Zoning Ordinance re-write, and the Township is planning a Master Plan update in the coming year.

REFERENCE:
Sheree Pierce
Zoning Administrator

1577 N. Latson Road
Howell, MI 48843
(517) 546-3529

CHARTER TOWNSHIP OF KALAMAZOO (KALAMAZOO COUNTY)

Kalamazoo Township is a recent addition to McKenna's client roster, although we have worked in the community many times throughout our history. In Spring 2021, we started our service to the community as their ongoing Planning Consultant. Danielle Bouchard provides on-site planning services in the Township, as well as serving as the primary advisor to the Planning Commission.

REFERENCE:
Dexter Mitchell
Manager

1720 Riverview Drive
Kalamazoo, MI 49004
(269) 381-8080

CITY OF GRANDVILLE

McKenna first began working with the City of Grandville on their 2020 Parks and Recreation Plan. Since then, we have completed a Zoning Ordinance update, are nearing completion of a Master Plan update, have filed a successful MDNR grant application, and have helped guide a complex and controversial PUD application to a approval of a new mixed-density neighborhood with significant preserved natural features.

REFERENCE:
Matt Butts
Assistant City Manager

3195 Wilson Avenue SW
Grandville, MI 49418
(616) 531-3030

CITY OF ST. JOHNS

McKenna has completed a series of projects in St. Johns over the past several years, with more ongoing. We completed the City's Master Plan and Downtown Plan, which were both adopted in 2020, and we are currently working on a Zoning Ordinance update and a rental inspections program. As part of the Zoning Ordinance update, we completed the first update of the City's Zoning Map in several decades, converting an outdated, un-editable document into an interactive "Storymap", which is available on the City's website. We also provide general zoning and planning consultations to the City, including helping shepherd a redevelopment of the City's former high school into a mixed use building containing residences, City offices, and community recreational facilities.

REFERENCE:
Dave Kudwa
Community Development Director

100 E. State Street
St. Johns, MI 48879
(989) 224-2204

REQUIRED RESPONSES

1. McKenna's retention rate is 90%.
2. McKenna has a non-compete clause for its planners.
3. McKenna has had no recent settled claims.
4. We are currently named in two suits along with our clients for Building Department Services. There is no pending litigation involving our planning activities or as contract administrators.
5. McKenna has received no fines, penalties or disciplinary action from any state or federal agency or any client.

Our Small Town Points of Pride

Small town planning is the backbone of McKenna's practice. We are enthusiasts and advocates for Michigan's small towns. The following experiences from our small town clients demonstrate our ability to craft policies and administer ordinances in the service of both quality of life and economic development.

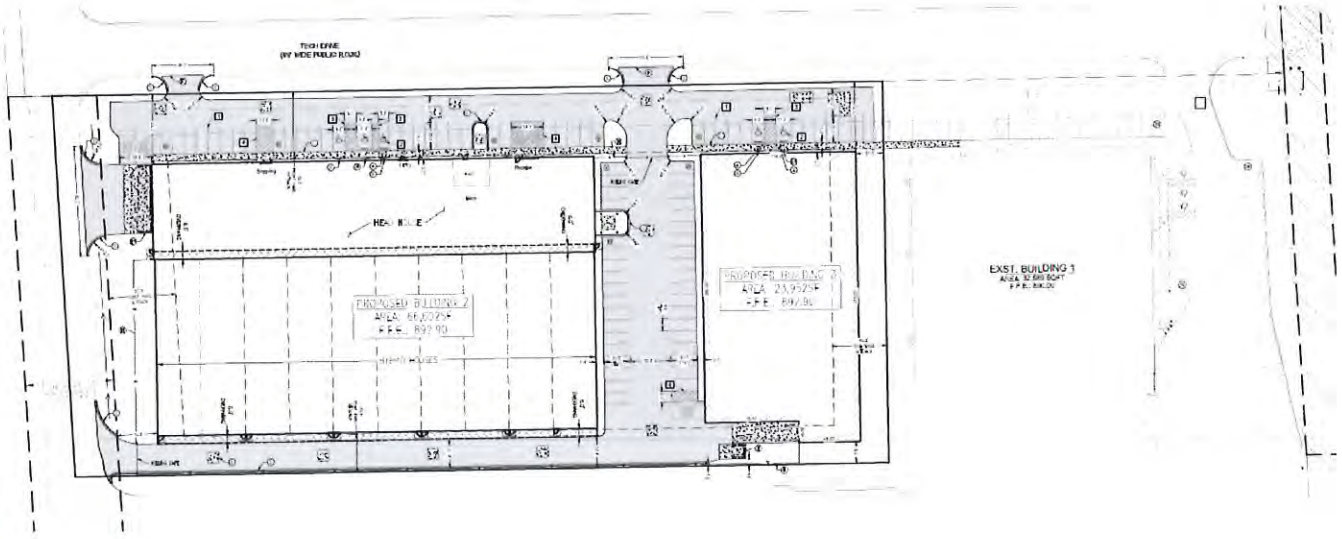
VILLAGE OF WEBBERVILLE BUSINESS PARK

The Village of Webberville's business park, located along I-96 on the western edge of the Village, had stagnated in the wake of the Great Recession. The park featured several key development parcels that had attracted little interest, and its infrastructure was showing signs of age.

Working with Village leaders, McKenna crafted a plan to turn around the park's fortunes. We updated the Master Plan to show new road connections and extensions, as well as other infrastructure improvements – then worked with the Downtown Development Authority to help them get built. We then reformed the Industrial zoning district, removing extraneous regulations and concentrating on the key site features that make industrial areas desirable – truck access, logistical and operational space, and life safety.

We also streamlined processes, reducing the number of Special Land Uses and creating a more objective approval system. Finally, we crafted an ordinance allowing marijuana uses in the industrial park, while protecting residents from negative impacts.

The result was an industrial park that was able to capture the wave of an improving economy and position itself as a center of the new marijuana industry. Millions of dollars have been invested in the park in recent years, creating nearly 1,000 jobs (notable in a community of only 1,800 residents), and bringing increased prosperity to the region.





VILLAGE OF OXFORD PUBLIC-PRIVATE PARTNERSHIP

Before Chris Khorey moved west to open our Grand Rapids office, one of his Detroit-area communities was the Village of Oxford, in northern Oakland County. The Village features a historic downtown, but suburban growth in its vicinity has created pressures that threaten its small town character.

Mr. Khorey and the McKenna team helped the Village craft a Form Based Code to ensure that new development enhanced the community character, rather than degrading it. Then, in the face of crowded parking lots and pressure from the business community to demolish historic blocks to allow more room for cars, McKenna brokered a solution.

In a three-way, public-private partnership between the Village, the DDA, and a developer, a land swap allowed the building of new, walkable, Village-scale mixed use development along a key corridor, while creating a new public parking lot to serve the anticipated increase in business.

The buildings were constructed as dictated by the Form Based Code, expanding the Village's downtown without impacting the historic character of the existing buildings.

TEAM COMPOSITION

Christopher Khorey, AICP

PROJECT MANAGER



Chris Khorey has been a planning and zoning professional with McKenna since 2010. Chris spent the first seven years his career in our Northville headquarters, serving communities such as the Village of South Rockwood, Van Buren Township, Monroe Charter Township, Frenchtown Charter Township, and the Village of Oxford. Chris was one of the McKenna professionals who opened our Downtown Detroit office in 2017 and, in 2018, he moved to Grand Rapids (where he grew up) to lead McKenna's West Michigan operations.

Chris holds a Master's Degree in City and Regional Planning from the University of Pennsylvania and a Bachelor's Degree from the University of Notre Dame.

Ongoing Planning Communities:

- Oceola Township (Livingston County)
- Village of Webberville
- City of St. Johns
- Bengal Township (Clinton County)
- Leroy Township (Ingham County)
- Ovid Township (Branch County)
- Algansee Township (Branch County)

Selected Ongoing and Recent Projects:

- City of Holland – Zoning Ordinance (2022 MAP Award Winner for Best Practices)
- City of Grandville – Parks and Recreation Plan, Zoning Ordinance, Master Plan, and PUD Review
- City of Walker – Master Plan and Zoning Ordinance Update
- City of Montague – Master Plan
- Holland Charter Township (Ottawa County) – Master Plan and Housing Study
- City of Ludington – Unified Development Ordinance
- Muskegon Charter Township (Muskegon County) – Master Plan
- Park Township (Ottawa County) – Community Engagement
- Stockbridge Township (Ingham County) Master Plan and Wind Ordinance
- White Oak Township (Ingham County) Master Plan and Wind Ordinance

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Christopher Khorey, AICP

SENIOR PRINCIPAL PLANNER / WEST MICHIGAN MANAGER

PROFESSIONAL EXPERIENCE

Community Planning, Master Plans
Performs all facets of community-wide master planning processes including data analysis, public participation, community visioning, and implementation strategy. Applies innovative master planning strategies for open space preservation, downtown redevelopment, historic preservation, and commercial corridor redevelopment. Integrates regional thinking into local community planning. Implements master plan visions in communities across Michigan.

Market Analysis
Completes successful market analyses—including target market analyses, for residential, commercial, recreation needs, and office development—in suburban communities, older industrial cities, and small towns. Applies financial modeling, population projections, housing demand analysis, and retail gap analysis; employs statistical innovation and research techniques to unearth the nuances of demand for housing types.

Zoning
Prepares zoning ordinance and map amendments, including form-based codes and lean zoning, for a wide variety of communities; provides day-to-day guidance regarding zoning to officials from farming townships to dense urban cores; performs on-site administration of zoning ordinance in dense community with historic downtown.

Redevelopment Planning and Management
Develops neighborhood plans for CDBG target areas. Creates vision for redevelopment and investment in legacy neighborhoods and communities.

Facilitation and Public Engagement
Creates and executes public engagement strategies to address key stakeholders and community members in a variety of projects, in both growing communities and older urban neighborhood. Prepares illustrative and descriptive materials for formal presentation at meetings with public officials, community stakeholders, real estate investors, and the academic community.

TEAM COMPOSITION

Danielle Bouchard, AICP

ZONING SPECIALIST AND GIS MAPPING



Danielle Bouchard has worked in a variety of roles in her planning career, starting with her time as the Zoning Administrator for Tyrone Township (Livingston County), continuing through her years with Ottawa County, and finally with McKenna in our Grand Rapids office. Danielle brings deep insight into planning and zoning topics, as well as a detailed understanding of zoning processes and the best practices that make land use entitlement processes efficient and effective. Danielle is also skilled in GIS mapping, including analysis maps and online interactive "story" maps.

Danielle holds a Bachelor's Degree (with Honors) in Urban and Regional Planning from Eastern Michigan University.

Ongoing Planning Communities:

- Charter Township of Kalamazoo (Kalamazoo County)
- Cascade Charter Township (Kent County)

Selected Ongoing and Recent Projects:

- City of Walker – Interim Zoning Administrator
- Cascade Charter Township (Kent County) – Strategic Plan
- City of Fennville – Master Plan
- City of Three Rivers – Master Plan
- City of Litchfield – DDA Plan
- City of Cheboygan – DDA Plan
- Village of Decatur – DDA Plan
- Village of Sparta – Master Plan
- City of St. Johns – Online Interactive Zoning Map
- City of Holland – Online Interactive Zoning Map
- Town of Zionsville, IN – Zoning Code

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Danielle Bouchard, AICP

SENIOR PLANNER

PROFESSIONAL EXPERIENCE

Zoning Administration and Planner of Record
Served as the ongoing Planner of Record and/or Zoning Administrator for urban, suburban, and rural communities across Michigan, including development reviews, zoning process administration, economic development, and staffing of Planning Commissions and ZBAs.

Mapping/Geographical Information Systems
Developed property site maps. Researched, updated, and developed mapping applications for non-motorized transportation plan. Inventoried and developed mapping for farmland preservation projects.

Transportation Planning
Developed a county-wide multi-modal transportation plan. Implemented and managed various non-motorized transportation projects. Developed an informational marketing website framework with corresponding interactive story maps for non-motorized transportation projects. Administered State grant award for regional non-motorized transportation project. Researched and developed framework for public transit study. Researched and developed reporting on metropolitan planning organization transportation planning processes.

Grant Writing, Administration, and Fundraising
Developed and processed annual Michigan Department of Transportation grants for various regional programs. Researched grant opportunities and submitted applications to fund a variety of projects. Processed and administered Michigan Department of Natural Resources Trust Fund grants. Secured a multitude of private sector donations. Planned and implemented speaker training events for planning professionals. Secured volunteers for community projects.

Environmental Planning and Sustainability
Created comprehensive water conservation plan. Assisted in implementation of various environmental advocacy projects in the City of Detroit.

TEAM COMPOSITION

Specialists



PAUL LIPPENS, AICP
TRANSPORTATION PLANNING

Paul Lippens, AICP is a Vice President with McKenna and the director of our Kalamazoo Studio. Paul is accomplished in many areas of planning and zoning, but for our Hart team, we propose him as the Transportation Specialist. On an as-requested basis, Paul could be called in to bring his expertise on non-motorized facility design, road diets, pedestrian infrastructure, and multi-modal systems. We envision that Paul could assist our core Hart team (Chris and Danielle) with corridor planning, as well as with major developments that could impact the City's transportation system.

ADAM COOK, AICP, NCI
URBAN DESIGN AND REDEVELOPMENT

Adam Cook is a Principal Planning Consultant with McKenna who has made his mark in the areas of redevelopment and urban design, especially in small towns. Adam is known for his work with MEDC on key redevelopment sites throughout the state (primarily in small towns) as part of the State's Redevelopment Read Program. Adam is also a skilled designer, who could help suggest improved designs for infill development in the City, as well as envision how new development would look as part of a long range planning process.

JOHN JACKSON, AICP
ECONOMIC DEVELOPMENT

John Jackson is McKenna's President – but that doesn't stop him from wanting to make a real-life difference in the communities we serve. For the Hart team, we propose John as an economic development consultant. John has a long track record of successful redevelopments in his client communities – most notably the redevelopment of the former Jacobson's site in Grosse Pointe into a mixed use development anchored by a grocery store. John could be called in on an as-needed basis to help figure out how to "make the numbers work" for public-private partnerships or other major development projects in the City.

JIM WRIGHT
PROCESSES AND CODE ENFORCEMENT

Jim Wright is McKenna's Senior Building Administrator. In addition to being a licensed Building Inspector and Code Enforcement Officers (roles he plays for several McKenna communities), Jim is also an expert in efficient processes and record keeping, including BS&A software. Jim is available, at the City's request, to help improve the efficiency of entitlements and building approval processes, and can also help set up new programs, such as rental inspections or vacant land registrations.

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M. Paul Lippens, AICP, NCI

VICE PRESIDENT

PROFESSIONAL EXPERIENCE

Complete Streets Policy and Implementation
Award winning author of the Complete Streets, Complete Networks Design Manual, which combines the physical planning of infrastructure with an institutional understanding of project management, funding and prioritization. The manual provides guidance on the implementation of complete streets policy and presents a structure for evaluating street design, mode prioritization, network optimization and placemaking. Also coauthored the Complete Streets Chicago: Design Guide - Chicago's, Complete Streets v2.0.

Multi-Modal Transportation System Planning and Design
Led multi-modal planning projects in Indianapolis and Carmel, Indiana, which initiated transportation systems to integrate bicycle, pedestrian and transit modes in a network of streets that form typology-specific corridors. Designed system to encourage development of a place-based transportation, principally pulling land use analysis, housing and neighborhood planning, economic development potential, and green infrastructure into the plan to assure a comprehensive approach to add value to residents.

Comprehensive and Subarea Planning
Led Master Plan efforts for Garden City, Portland, Midlothian Township, Inkster, Paw Paw, Tecumseh, and Commerce Township. Engagement techniques included steering committees, local business interviews, field intercept surveys, focus groups and charrettes. Identified four goal areas by public process to guide the downtown economy, place, sustainability, and transportation. Additional planning examples include the Oak Park, IL Comprehensive Plan, the Evanston IL, Main Street Station Area TOD study, and a Downtown Vision Plan for Terre Haute, IN.

Urban Design
Led the Indianapolis East 10th Street Urban Design and Gateway Plan to improve the pedestrian environment and promote walkable access and crossing areas. The plan defines parking and parking management for businesses and residences, as well as the creation of bicycle facilities. Plan recommends improved bus shelters and bus pull-offs and intersection traffic management and improved vehicular traffic flow. Developed design alternatives for balanced multimodal transportation, and corridor/district placemaking, as well as destination functions; district identity elements; and public open space with design recommendations, construction budgets and implementation strategies.

Ordinance and Regulatory Review
Developed a Flood Mitigation Ordinance which involved public engagement, research of best practices, new ordinance drafting, and the evaluation of land use, infrastructure, and economic impacts. The project was vetted thoroughly with the Planning Commission, including public presentations.

1508 Plymouth Rd. #54
Ann Arbor, MI 48105

Tel.: 313.610.0969

Email: acook@
seamlesscollaborative.com

Adam A. Cook CNU-A NCI FBCI

Experienced private-sector consultant specializing in urban planning, economics, design, and community development. Seeking to leverage my expertise in service to the public and private sectors, through collaboration with like-minded urbanist firms in a multidisciplinary, team environment.

PROFESSIONAL EXPERIENCE

Managing Principal
Seamless Collaborative LLC
Ann Arbor, MI
2010 - present

Independent private sector consulting in Urban Planning, Urban Design, Market Analysis, Economics, and Community Development.

Representative Clients and Projects:

2018 - 2020 — Project management in master planning, urban design, and zoning, in collaboration with McKenna (Northville/Detroit, MI), for municipal clients throughout the Midwestern US.

2018 - 2020 — Consultant, MEDC RRC Technical Assistance Program. Design and execution of comprehensive TA programs in multiple Michigan Redevelopment Ready Communities to produce developer RFQ packages for priority redevelopment sites. *Clients: Michigan Municipal League; Michigan Economic Development Corporation*

2018 — Development of downtown Form-Based Code for Sault Ste. Marie, MI in collaboration with McKenna (Northville/Detroit, MI) and Campbell Planning & Architecture PLC (Northville, MI). *Client: City of Sault Ste. Marie, MI*

2016 - 2018 — Development of downtown urban design plans and Placemaking strategies for Vassar, MI in collaboration with Campbell Planning & Architecture PLC (Northville, MI) and NúñezDesign, Inc. (Troy, MI). *Clients: Michigan Municipal League (Ann Arbor, MI); City of Vassar, MI*

2016 - 2017 — Preparation of Retail Target Market Analysis reports and development of retail strategies for twelve Michigan communities in collaboration with LandUse|USA LLC (Laingsburg, MI). *Clients: Western Upper Peninsula Planning & Development Region (MI); City of Monroe, MI*

2016 — Local consultant, Vernor Crossing CNU24 Legacy Charrette, Detroit, MI. In collaboration with Thadani Architects + Urbanists and Congress for the New Urbanism (Washington, DC). *Client: Southwest Detroit Business Association*

2015 - 2016 — Manager, Michigan Municipal League PlacePlans Implementation Grant program. Executed a statewide technical assistance program aiding five Michigan communities with development of place-based planning and development projects. *Client: Michigan Municipal League*

2013 - 2015 — Certified Trainer of MiPlace Partnership Placemaking Curriculum. Conducted single- and multi-day educational sessions in over twenty Michigan communities focused on Placemaking, urban economics, form-based codes, charrettes, regionalism, and place-based planning principles. *Clients: Michigan State Housing Development Authority (MSHDA) and MiPlace Partnership*

2013 - 2014 — Program assistance for Michigan Municipal League PlacePlans Program 2013-2014. Participated in selection of eight Michigan communities receiving technical assistance for place-based strategic planning and urban design projects. *Client: Michigan Municipal League*

2014 — General Editor, Main Street Unionville (Ontario, Canada) Vision Plan Book. Composed primary text, conducted supplemental research, and organized print-ready content of a large-scale urban design plan for a designated Heritage District in Markham, Ontario, Canada, in collaboration with Michael Morrissey (Toronto), and Torti Gallas & Partners (Silver Spring, MD). *Client: City of Markham, ON*

2013 — Stakeholder intake, site analysis, and retail strategies for Main Street Unionville (Ontario, Canada) Precinct Master Plan study. Developed detailed guidance on local zoning by-laws adopted by City of Markham, ON. *Clients: Michael Morrissey, Torti Gallas & Partners, and City of Markham, ON*

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John R. Jackson, AICP, CNU, NCI

PRESIDENT

PROFESSIONAL EXPERIENCE

Community Planning and Zoning
Directed preparation of master plans, urban design plans, and zoning ordinances. Provided day-to-day advisory services on comprehensive planning, zoning, site design and subdivision regulations for municipal, legal and real estate clients.

Zoning
Prepared complete zoning ordinances, overlay districts, form-based standards, and comprehensive text and map amendments for cities, villages, and townships in Michigan. Advised legislative bodies, Planning Commissions, and Zoning Boards of Appeals on land use regulation and proposed development and redevelopment in a number of communities of various sizes and character.

Urban Design
Prepared and implemented regulatory instruments addressing architectural design, form-based standards, aesthetic character, historic preservations, site plan review, and streetscape design.

Economic Development Planning and Management
Provided planning and execution assistance in all phases of economic and community development and tax increment financing including planning, acquisition, rehabilitation, public improvements, citizen participation, financing and administration for redevelopment projects using DDA, TIFA, LDFA, and Brownfield mechanisms.

Comprehensive Planning
Prepared comprehensive plans for rural and urban communities based upon community goals and land capability. Prepared zoning ordinances, capital improvement programs and regulatory mechanisms for communities from 4,000 to 60,000 populations.

Real Estate Development
Created redevelopment strategies for single and multiple sites in Michigan communities. Tasks included performing economic and political/social feasibility studies, researching and developing appropriate use concepts for the site, and guiding the design process to complement the surrounding areas.

Central Business District Planning
Directed major urban design efforts for downtowns of cities, including retail, office, institutional, tourism, redevelopment, placemaking, circulation and parking planning and redevelopment financing.

Commercial Corridor Redevelopment
Directed preparation of corridor plans to revitalize older commercial strips and to accommodate public and private improvements through merchant and citizen involvement in the economic development process.

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James K. Wright, LEED AP

SENIOR BUILDING ADMINISTRATOR /
DIRECTOR OF FIELD OPERATIONS

PROFESSIONAL EXPERIENCE

Building and Zoning Code Administrator
Provides Building Official and Plan Reviewer, Code Enforcement and Zoning Administration services for multiple municipalities with populations from 40,000 to 1,200, directing permits and inspections for all construction codes and property maintenance codes, business licenses, using BS&A software; provides applicant guidance and public education; implements Building Code Month public awareness programs in multiple municipalities.

Coordinated residential projects for a Michigan community of 40,000 population from initial inquiry through plan review to inspection and issuance of Certificate of Occupancy; reviewed majority of community's proposed plans for building code and zoning ordinance compliance.

Building Department Project Manager
For more than seven years, provided municipal Building Official or Building Inspector services with leadership, problem solving, planning, and organization. Conducted building inspections with an emphasis on customer service using communication and leadership skills. Performed building inspections for new construction, renovations and alterations.

Code Enforcement Official
Responded to ordinance complaints and issued citations for building code and other code or project violations and drainage issues. Developed and implemented a plan which eliminated all expired permits, more than 3,000. Through ordinance enforcement and issuance of citations, reduced number of projects done without permits.

Builder-Partner/Foreman
For 13 years, directed carpentry crews of more than 90 carpenters. Handled property owner, subcontractor and general contractor concerns and problems. Builder of luxury homes from 2,000 to 30,000 square feet. Completed 500 lot single-family detached subdivision in Oakland County township. Identified and developed working relationships with subcontractors.

Journeyman Carpenter
Worked for largest union carpentry contractor in nation. Built single family residential homes and apartments.

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Sample Review Letters

Communities for real life.

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MCKENNA

March 31, 2022

Planning Commission
City of St. Johns
100 E. State Street, #1100
St. Johns, MI 48879

Subject: Proposed Rezoning of 101 W. McConnell Street

Dear Commissioners,

As requested by the City, we have reviewed the above referenced application for the rezoning of the lot at 101 W. Cass Street from MC Municipal Center to CBD Central Business District. We will also evaluate the R-3 District as an alternative to CBD.

The lot, which currently contains a parking lot, is outlined (approximately) on the aerial photo below. The applicant proposes to construct senior housing on the site.



GRAND RAPIDS
124 East Fulton Street
6th Floor, Suite B
Grand Rapids, Michigan 49503

O 616.226.6375
F 248.596.0930
MCKA.COM

Below is the current zoning map in the area. The parcel in question is highlighted.



LEGEND

- R1 - Low Density Residential
- R2 - Medium Density Residential
- R3 - High Density Residential
- CBD - Central Business District
- GC - General Commercial
- MU - Mixed Use
- I1 - Industrial - High Performance
- I2 - Industrial - Liberal Performance
- O - Office
- MC - Municipal Center

ZONING DISTRICT COMPARISON

The chart below compares the existing MC District to the proposed CBD District, as well the R-3 option. When considering a rezoning, the Planning Commission must take into account all potential uses under the new zoning classification, not merely the use the applicant has expressed interest in.

The permitted uses in the CBD District are dependent on the adjacent roadways. The site is adjacent to three roadways –McConell, Church, and Clinton. But Section 155.101 states that the street that should be used to determine the permitted uses is the front lot line – in this case, McConnell. McConnell Street is not specifically listed in Section 155.101, so the site falls under "All Other Streets."

	Existing District MC Municipal Center	***Potential District CBD Central Business District (McConnell Street)***	***R-3 High Density Residential***
Permitted Uses	• Cemeteries • Child Care Centers • Christmas Tree Sales • Continuation of Existing Residential • Essential Services • Fraternal, Armory, and Legion Halls • Funeral Homes and Mortuaries • Essential Services (gas, electric, etc) needed to serve nearby residential. • Government offices and facilities. • Hospitals and quasi-public health care clinics. • Off-street Parking. • Parks and Playgrounds • Religious Institutions • Schools	• Single Family Homes • Multi-Family Residential • Outdoor recreation/parks	• Single Family Homes • Two Family Residential • Multi-Family Residential • Adult Foster Care • Family Child Care • Essential Services (gas, electric, etc) needed to serve nearby residential. • Home Occupations

	Existing District MC Municipal Center	*Potential District CBD Central Business District (McConnell Street)*	*R-3 High Density Residential*
Special Approval Uses	• Communication Antennas • Essential Services serving a broader purpose. • Psychiatric Hospitals	• Mixed Use (commercial/residential) • Retail • Restaurant • Hotel • Office • Financial Services/Bank • Personal Services • Appliance/Electronic Repair • Religious Institution • Government Operations Building • Museum/Art Gallery • Indoor Recreation/Community Center/Library • Outdoor Recreation/Public Park • Outreach Mission/Community Service Organization	• Communication Antennas • Bed and Breakfast • Cluster Housing Developments • Essential Services (gas, electric, etc) needed to serve a broader area. • Religious Institutions
Minimum Lot Size	6,000 square feet	None	7,000 square feet
Minimum Lot Width	60 feet	None	75 feet
Minimum Setbacks	Front: 50 feet Side: 25% of the height of the building Rear: 25 feet	None	Front: 10 feet Side: 10 feet Rear: 20 feet
Maximum Lot Coverage	60%	100%	55%
Maximum Building Height	35 feet 2.5 stories	35 feet	30 feet 2.5 stories

	Existing District MC Municipal Center	*Potential District CBD Central Business District (McConnell Street)*	*R-3 High Density Residential*
		Additional height approvable by Special Use	
Residential Density	No Residential Units Permitted	No maximum, provided minimum unit size and building height meet requirements or are otherwise approved by Special Use Permit.	Lots less than 0.1 acres: 1 dwelling unit Lots between 0.1 and 0.3 acres in area: Up to 2 dwelling units Lots between 0.3 and 0.4 acres in area: Up to 3 dwelling units On lots between 0.4 and 1.0 acres in area: Up to 4 dwelling units On lots over 1 acre: 1 unit per 0.1 acres

The three districts are very different. Rezoning to CBD would substantially reduce the number of permitted uses by right, but would greatly expand the uses permitted by Special Use permit. The Planning Commission would have to carefully consider any requested Special Use permit should the property be rezoned.

The MC District is very limiting, especially because the site is not currently developed. The allowable uses would not allow the use the applicant has proposed (senior housing), nor would they allow many of the appropriate infill uses for a development site within the city's core neighborhood.

The CBD District completely eliminates setbacks and parking requirements, as well as opening the door for special uses for small dwelling units and tall buildings. Since the site is currently a parking lot, the wide variety of allowable uses and lack of dimensional controls in the CBD District are a concern.

Under CBD, the applicant could, hypothetically, take up the entire site with a three story building. Approximately 20% of the building would be needed for circulation, leaving 40,000 square feet per floor, or 120,000 total square feet. That could be divided into 240 500-square foot housing units (though at least 40% of those would have to have two or more bedrooms, which would probably reduce the total number). While the applicant is unlikely to "max out" the allowable building area on the site, the CBD district does pose a concern about overloading the site – especially because there would be no parking requirement.

The requirement in CBD District to have 40% of the units be two or more bedrooms is also bad for the applicant, who is unlikely to want that much of a senior housing complex taken up with multi-bedroom units.

The R-3 District is much more focused, allowing primarily residential uses, which would include senior housing. The site is approximately 50,000 square feet, so it would allow approximately 50 housing units under R-3 zoning.

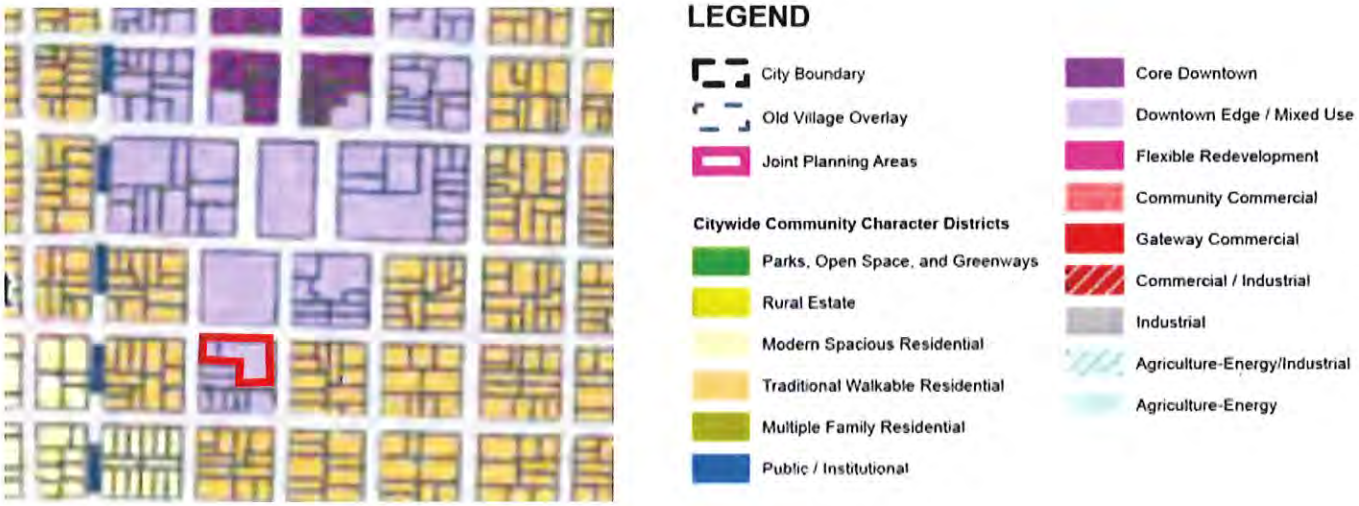
REVIEW CRITERIA FOR REZONINGS

When reviewing a rezoning request, the Planning Commission should consider the following criteria.

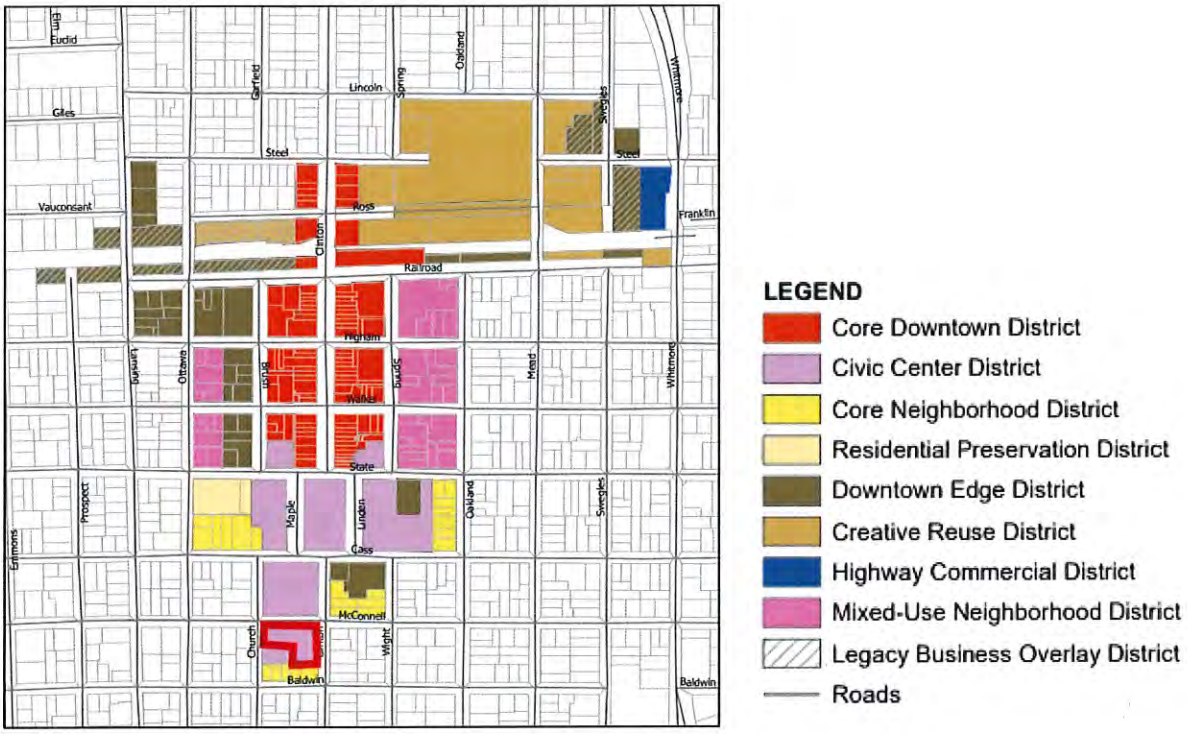
1. **Consistency with the Master Plan.**
   In order to be approved, a rezoning should be consistent with the Future Land Use Map in the Master Plan. The Future Land Use map designates the lot as "Downtown Edge/Mixed Use" as shown on the map below.

   On Page 50, the Master Plan states that the appropriate land uses in the "Downtown Edge/Mixed Use" category are "uses that can serve as a transition between the downtown and the neighborhoods are encouraged. Uses should be a mix of commercial, professional offices, residential, technology, and civic." The uses permitted in the CBD District are consistent with that list. The uses permitted in the R-3 District are partially consistent with that list, in that R-3 allows dense, urban-style housing, and also allows some civic uses, but does not allow commercial, offices, or technology.

   Importantly, the Zoning Plan on Page 16 states that CBD is an appropriate Zoning District for the Downtown Edge Future Land Use category, but does not list R-3 as an appropriate Zoning District. That said, a senior housing development, or other multi-family, would support the overall mixed use vision of the Downtown Edge category, especially given the location of the site in the southernmost block of the category.



The site in question is also within the area covered by the Downtown Master Plan. The Downtown Future Land Use map is shown below, with the site in question highlighted. The Civic Center district calls for "monumental architecture" and "community centers," which the existing Wilson Center is consistent with. The uses allowed in the CBD District do not exactly match the uses listed for the Civic Center district, but they are no incompatible.



Overall, this analysis determines that the CBD District is intended as an appropriate zoning district for the site, but that the R-3 District would also be compatible with the vision of the Master Plan.

2. **The Site's Physical Compatibility with the Uses Permitted in the Zoning District.** The Planning Commission must consider whether the site can reasonably support the uses permitted in the proposed Zoning District, from a physical perspective.

   The site contains a parking lot that has served the school/community building to the north (which has been the high school, the middle school, and the Wilson Center throughout its history). Under the CBD District, the only uses permitted by right are residential or recreational, though the Special Use process opens up a wide variety of uses, including retail, restaurants, hotels, and office space. The residential uses would be appropriate, while the others would likely not be – though the Special Use process would offer the Planning Commission an opportunity to analyze proposals on a case by case basis.

   The R-3 District would also allow only residential uses by right, and would have a much more limited set of Special Uses. The biggest difference between the R-3 and CBD Districts, as noted above, is dimensional standards, including the allowable residential density. The CBD District is much less restrictive, and could allow a development that would be incompatible with the surroundings.

	Zoning	Existing Land Uses	Future Land Use (Master Plan)	Downtown Plan
Subject Parcel	MC	Parking Lot	Downtown Edge/Mixed Use	Civic Center
North	MC	Wilson Center	Downtown Edge/Mixed Use	Civic Center
East	R-2	Residential	Traditional Walkable Residential	N/A
South	R-2	Residential	Traditional Walkable Residential	N/A
West	R-2	Residential	Traditional Walkable Residential	N/A

3. **Compatibility with Surrounding Uses.** The Planning Commission must consider whether all of the permitted uses in the proposed CBD District would be appropriate adjacent to the existing surroundings. The table below summarizes the land use attributes of the site and the surrounding properties.

   The surrounding land uses are largely residential, especially to the west, east, and south. The residential configuration is a traditional small-town neighborhood. A multi-family building, especially senior housing, could be appropriately scaled to be compatible with the neighborhood, especially given the massing of the Wilson Center building to the north – which ensures that any building at 101 W. McConnell would not be the largest building in the vicinity.

   That said, the design of the new building will be crucial to ensure compatibility, which makes the lack of dimensional and density controls in the CBD District a concern. The R-3 District has a lower maximum height, residential-scale setbacks, and density limit that is designed to be consistent with the existing core neighborhood. All of those controls will help ensure a compatible building is constructed.

4. **Most Appropriate Zoning District**. Given the specific characteristics of this rezoning proposal, we have actually been analyzing this criteria throughout this letter. For the reasons described elsewhere, the R-3 District is a more appropriate option than the CBD District. The other options available are:

   - **The MU District** allows a wide variety of uses and envisions walkable character through its dimensional requirements. However, very importantly, it does not allow multi-family residential – only single family, duplexes, and townhouses.

   - **A Conditional Rezoning** would allow the applicant to voluntarily waive certain rights applicable to the CBD District. However, the R-3 District already allows multi-family/senior housing without the problematic portions of the CBD District.

   - **A Planned Unit Development** would allow all aspects of the redevelopment to be governed in a single document. However, that option is unnecessarily complex when the R-3 District is sufficient for the redevelopment, supported by the Master Plan, and not incompatible with the surroundings. A PUD would be a better option than the CBD District, however.

5. **Infrastructure Capacity.** We are not aware of any infrastructure capacity issues that would restrict the allowable uses in either the CBD District or the R-3 District.

RECOMMENDATION

While the CBD District is supported by the Master Plan, it has a number of provisions that would be problematic on the site, including the lack of setback requirements, the high allowable density, the 40% multi-bedroom unit requirement, and the potential for additional height, smaller units, or commercial uses by Special Use permit.

For that reason, we recommend that the Planning Commission recommend a rezoning to R-3 to the City Commission.

Please do not hesitate to contact us with any questions.

Respectfully submitted,
McKENNA

Christopher Khorey, AICP
Senior Principal Planner

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MCKENNA

September 29, 2021

Planning Commission
Oceola Township
1577 N. Latson Road
Howell, Michigan 48844

Subject: **Woodland Reserve**
Preliminary Development Plan

Dear Commissioners:

The applicant is requesting Planned Unit Development approval to construct 140 dwelling units (in 70 duplexes) on 60.8 acres of land. The land is currently zoned AR Agricultural Residential, but would be rezoned to RPUD (RM Underlying) if the Planned Unit Development is approved.

The proposed density of the development is 2.3 units per acre. The Master Plan calls for Medium Density Residential, or 3-5 dwelling units per acre, on the site. Additional analysis of this proposal with regard to the Master Plan is included later in this letter.

Consistent with the requirements for RPUD approval, the applicant has submitted a Preliminary Development Plan for "approval in principal" under Section 8A.16 of the Zoning Ordinance.

PRELIMINARY DEVELOPMENT PLAN DESIGN REVIEW
While approval of the Preliminary Development Plan should be based on the criteria in Section 8A.16, analyzed later in this review, we are providing the following comments on the proposed development design, in order to begin the discussion of design specifics that will continue during the PUD Committee phase.

1. **Residential Density and Housing Type (Duplexes)** The number of residential units proposed is below what is envisioned by the Master Plan. However, it is still a significant number of units, and will have traffic consequences and other impacts. Those impacts will have to be mitigated during the design process.

   The proposed housing type is duplexes – two attached single story dwelling units. While some similar housing products are currently available in Oceola, they are not common. Increasing the number of different housing options available in Oceola is a worthy goal. The fact that these units will be offered for sale is not a zoning consideration, but for-sale duplexes would provide an opportunity for entry in the homeownership market for young families.

2. **Open Space and Recreational Amenities.** The proposal retains 31.7 acres of open space, which is 52.1% of the site. Much of the retained open space is wetlands, woodlands, and flood plains. We applaud the retention of so many natural features, particularly in the south side of the side.

   There are very few recreational amenities in the proposal. There is a gazebo overlooking the creek and wetlands, but the primary recreational amenity for future residents of the site is actually the Township Park, which is proposed to be connected to the development by a walking path. The reliance on the public amenities is acceptable to us, given the clear connection point and the retention of so much natural space. However, the proposed walking path simply comes to an end at the property line (or so it appears on the plan). We recommend that it connect to the existing walking paths at the park.

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3. **Building Height.** There is no maximum building height in RPUD, but all buildings exceeding the maximum building height in the underlying zoning district (in this case RM) must be set back by an additional foot for every additional foot of height. The maximum building height in the RM district is "2 stories." The proposed duplexes are 1.5 stories, and therefore we recommend that they be considered in compliance.

4. **Setbacks.**

   a. There is a 50 foot setback requirement for external lot lines in an RPUD. The Preliminary Development Plan meets that requirement.

   b. The setbacks from the internal roadways are not totally clear on the Preliminary Plan. The smallest front setback should be clearly labelled, to determine whether the "minimum" is acceptable to the Township.

   c. The minimum side distance between duplexes will be 20 feet. We recommend that this be considered acceptable.

   d. Most duplexes back onto preserved open space, but some duplexes are back-to-back. The smallest back-to-back distance that is labelled is 51.2 feet, between Units 114 and 117. We recommend that the rear setbacks be considered acceptable.

5. **Access Management, Road Network, and Parking.**

   a. **General.** This development will add 140 new dwelling units to an already busy and congested part of the Township. Another large residential development (Highland Knolls) is also going through the RPUD process immediately to the north across M-59. Additionally, MDOT is exploring significant alterations to the M-59 and Latson intersection, including potentially adding a roundabout. A traffic study has been commissioned including both Woodland Reserve and Highland Knolls was submitted with the Highland Knolls application. Our comments on the results of that study are later in this letter.

      Improvements to M-59 are likely to occur as part of the Highland Knolls/Woodland Reserve developments. These would be separate from the M-59/Latson project and would likely involve a left turn lane and right turn deceleration lanes. A traffic light appears unlikely, as does a median with Michigan lefts.

      As the process moves forward, the applicant should continue to coordinate with MDOT and the Highland Knolls developers to ensure Woodland Reserve is incorporated into the design of any upcoming improvements or redesign.

   b. **Road Connections and Access Management:** The proposed development will have two access points to M-59. Road B (presumably not the final name for that roadway) will intersect M-59 directly across from the proposed Highland Knolls Drive. Road D will intersect M-59 approximately 600 feet to the west. If this arrangement is acceptable to MDOT, it is acceptable to us. We applaud the provision of two connections to M-59.

c. **Road Network.** The proposed road network consists of four roads, which presumably will have different names when they are finalized. Overall, we support the proposed road layout, which allows connectivity through the site while protecting wetlands and other open space.

   i. **Road A** would be a crescent shape, starting at a dead end in the northeast corner of the site and looping down to the southern end of the site. Is there any possibility that Road A could connect to the residential development to the east?

   ii. **Road B** would begin at M-59 and run south. It would intersect with Road A twice – once in the northern part of the site, and once at the southern tip. It would also intersect with Road C.

   iii. **Road C** would run from Road B to Road A in the center of the site, creating an additional block of duplexes.

   iv. **Road D** would connect from Road A to M-59. No duplexes would front on Road D.

d. **Sidewalks.** We applaud the provision of sidewalks along all interior roads, as well as along M-59. Road D would only have sidewalks on the west side, as would Road B between Road A and M-59.

e. **Parking.** Two parking spaces are required for each dwelling unit, which means there must be at least 280 parking spaces in the development. Each duplex would have a two-car garage and a driveway, meeting the requirement. Will on-street parking be permitted?

6. **Architecture.** Conceptual drawings of the proposed duplexes have been submitted. They are generally a stylish and classic design, but it is very important that the various design options (dormers, eaves, colors, etc) be distributed throughout the development so that the new neighborhood does not have a "cookie cutter" opinion.

7. **Lighting.** No lighting information has been submitted with the Preliminary Plan. The lighting must meet the requirements of Section 8B.10. Additionally, it is important that the sidewalks, roads, alleys, and open space areas be adequately lit, while not creating light pollution inside the homes themselves.

8. **Landscaping.** A landscape plan has been submitted, including street trees, retained woodlands, and a buffer zone (of preserved trees) protecting the privacy of the units that back up to the residential development to the east and/or the Township Park. We applaud the landscape plan, which should create a leafy, green neighborhood, with retained open space in close proximity to the homes.

9. **Waste Management.** Presumably, the residents will have individual trash pickup at the curb. The waste management system should be described in the Master Deed and By-Laws.

10. **Maintenance and Property Management.** The duplexes will be offered for sale. However, if they do not sell, the developer would be within their rights to rent them, unless prevented by the Master Deed, By-Laws, or PUD agreement. Further, individual condo owners could also rent them out. The developer and Township should

discuss any restrictions on rentals, and whether the developer will act as a property manager if they end up as the landlord for a significant number of rentals in the new neighborhood.

11. **Other Reviews.** As the process moves forward, approvals from the Township Fire Department, the Township Engineer, the Livingston County Drain Commissioner, potentially EGLE (depending on whether the wetlands are regulated), and potentially other agencies, will be required.

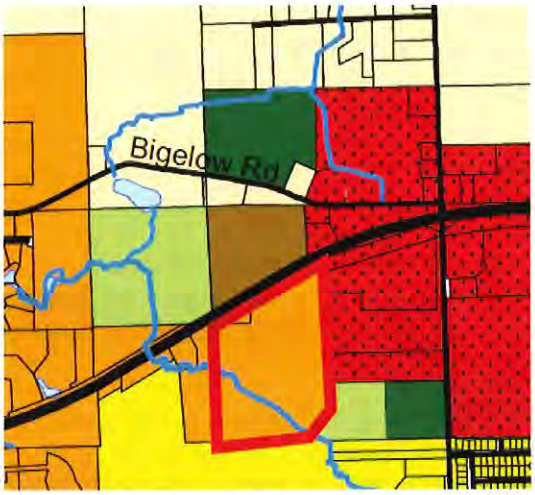
PRELIMINARY DEVELOPMENT PLAN APPROVAL CRITERIA

Section 8A.16 states that the Planning Commission should use the following criteria in determining whether the proposed Preliminary Development Plan "is consistent with the intent and purpose of Article 8A:"

1. **Does the proposed RPUD advance the general welfare of the community and neighborhood?**

   The Township's Master Plan includes, on Pages 3.4-3.7, "Residential Development Considerations." These outline the Township's goals with regard to residential growth. The Future Land Use Map also designates where residential growth is appropriate. The following elements of the Master Plan are relevant to this proposal:

   a. **Future Land Use Map.** As shown to the right, the Master Plan designates the site as "Medium Density Residential" (colored in orange). Page 9.9 states that the Medium Density Residential category envisions residential developments of 3-5 units per acre. The proposal is 2.3 units per acre, which is below the density envisioned by the Master Plan.



   b. ***"Under ideal circumstances, residential areas should be located in proximity to major roads." "Development of the residential sector should be closely tied to the capacity and development of the road system." (Page 3.4)***
   This site is located near the intersection of M-59 and Latson Road, the Township's highest capacity intersection, but also one of its most congested – and one slated for a major redesign in the coming years. The development was included in a traffic study from Rowe Professional Services Company that was submitted for the Highland Knolls project. Following are the key takeaways from the study:

      - The Traffic Study indicates that corner of Latson Road at M-59 *currently* operates at Level of Service F during both the morning and afternoon peaks, and M-59 at Latson Road operates at Level of Service D eastbound and E westbound at both the morning and evening peaks. The study projects that Levels of Service would improve with the addition of the proposed roundabout – but the present condition is already severely congested. This is a concern if Highland Knolls and Woodland Reserve are completed before MDOT installs the roundabout.

      - The study indicates that, with the roundabout in place at Latson/M-59, the intersection of M-59 and Highland Knolls (including the entrance to Woodland Reserve) would operate at Level of Service F, with delays of up to 100 seconds for Highland Knolls residents during the evening

peak hours. However, because the number of cars that would be impacted by those delays is relatively small, per the analysis, the study concludes that a traffic signal is not warranted. The study does, however, recommend that a left turn lane and a right turn taper be added to M-59. It is our understanding that MDOT and the two developers have agreed to those improvements.

However, the traffic study for the new M-59/Highland Knolls intersection was conducted on the assumption that the roundabout will be completed. Without the roundabout, the existing poor levels of service at M-59/Latson are a significant concern. The Township, MDOT, and both developers should work closely to ensure that the road network is sufficient for Highland Knolls and Woodland Reserve traffic during ALL phases of development, not just final buildout. Either or both projects may need to be delayed until the construction of the roundabout is completed.

c. ***"Public Services can be delivered must more efficiently and cost effectively when development is compact." (Page 3.5)***
This proposal represents compact, infill development. Other than the road network, we are unaware of any public service concerns. However, the Township's service providers will comment on the proposal.

2. **Do the benefits, combination of various land uses, and inter-relationship with existing and proposed land uses justify the deviation from standard district regulations?**

The land is currently zoned AR Agricultural Residential, but it is Master Planned for Medium Density Residential, which would match up more with the R-3 Zoning District. The applicant has applied for RM as the underlying zoning district, but is only requesting 2.3 units per acre, which is below the density envisioned by the Master Plan, and well below what RM zoning would allow by right (though we would not support a rezoning to RM without the PUD).

To the west and south, the proposed development borders a previously approved RPUD (R-3 Underlying), which is not fully built-out. The two neighborhoods will be separated by preserved wetlands and woodlands.

To the east, the proposed development borders, as previously noted, another housing development and the Township Park.

To the north, the development is across M-59 from the proposed Highland Knolls development, as well as a parcel under a conservation easement.

Other than the potential impact on the road network, the development does not pose any threat of negative impacts to any of the surrounding developments.

It is also worth noting that the purpose for requesting the PUD is not necessarily deviations from the zoning ordinance. The PUD has been requested primarily to induce the Township to rezone land that is currently zoned AR. The PUD process allows the Township to have input in the project design that it would not have with a regular rezoning to R-3 or RM. Despite the Master Plan supporting those districts, it is unlikely the Township would approve a rezoning without the PUD, due to concerns about the road system and preservation of natural features.

RECOMMENDATION
We recommend that the Planning Commission approve the design in principle and recommend approval of the Preliminary Development Plan to the Township Board. There are a number of specific issues that will have to be worked out – most notably the impacts on the road system - but we see no reason to prevent the project from moving forward at this stage. We look forward to working with the applicant and the PUD Committee on the final design.

Please do not hesitate to contact us with any questions.

Respectfully submitted,
McKENNA ASSOCIATES



Christopher Khorey, AICP
West Michigan Manager

Memorandum

TO: City of Williamston Planning Commission

FROM: Danielle Bouchard, Senior Planner

SUBJECT: **Site Plan Review – 2360 E. Rowley Road 4-Plex**

DATE: September 16, 2021

The applicant, Gary Theis, is seeking special land use approval from the City of Williamston Planning Commission to construct three (3) 4-plex residential homes on a currently vacant property located at 2360 E. Rowley Road (parcel number 33-18-03-36-401-009). The proposed development includes three (3) single-story 4-plex residential homes – totaling 12 units. Each unit will include amenities such as a 2-car garage and an outdoor deck. Section 74-9.302.C.2 and Section 74-9.302.F of the City's Zoning Ordinance notes that a site plan is required as a component of special land use approval. Further, the Ordinance notes that special land use approval shall be given prior to site plan approval for a proposed development.

OVERVIEW

As noted in the special land use review letter dated September 16, 2021, the applicant is requesting special land use approval from the City of Williamston Planning Commission to construct three (3) 4-plex single-story residential homes located at 2360 E. Rowley Road. Once complete, the site improvements will include 12 residential units in total. Each unit will be approximately 1,208 square feet in size, fitted with 2 bedrooms and 2 full baths. Additionally, each unit will include a 2-car garage and an outdoor deck space. The 3 structures are planned to be located on the southern portion of the site, just north of the wooded area near the Red Cedar River, due to existing water/sewer hookup locations that will connect to the neighboring residential development to the west.



Section 74-2.304 of the City's Zoning Ordinance permits "high intensity multiple family (5+ units)" in the R-3, Multiple Dwelling Residence District, subject to special land use approval.

USE OF THE PROPERTY

The property is currently planned and zoned for medium density residential development.

EXISTING AND SURROUNDING CONDITIONS AND ZONING DISTRICTS

The subject site is located on the south side of E. Rowley Road, just north of the Red Cedar River. The site is currently zoned R-3, Multiple Dwelling Residence. The surrounding site to both the east and west are zoned R-1S, One-Family Residential District. The north side of E. Rowley Road is outside City limits. A significant feature to this particular site the parcel located immediately adjacent to the east is permanently protected land owned by the Michigan Nature Association. No future improvements of any kind are, or will be, permitted.

SITE PLAN REVIEW

Schedule of Regulations: Section 74-3.102. Table 2 & Section 74-2.426.A

Regulation Type	R-3 District Requirements	2360 E. Rowley Conditions	Compliance with Ordinance Standards
Minimum Lot Area	43,560 sq. ft.	473,497 sq. ft.	Yes
Minimum Lot Width	40 ft.	321.7 ft.	Yes
Maximum Building Height	35 ft.	Not provided	N/A
Minimum Front Yard Setback	10 ft.	~767 ft.	Yes
Maximum Font Yard Setback	25 ft.	~767 ft.	No
Minimum Side Yard Setback	5 ft. (one) 15 ft. (total)	25 ft.	Yes
Rear Yard Setback	35 ft.	~482 ft.	Yes
Minimum Unit Floor Area	600 sq. ft.	1,208 sq. ft.	Yes
Maximum Lot Coverage	50%	~3.06%	Yes

As noted above, the following schedule of regulations are not in compliance with Ordinance standards:

- The building height is not provided. We note that the proposed structures are planned to be single-story units, but building elevations shall be provided.
- The placement of the proposed units far exceeds the maximum permitted front yard setback. We understand that the applicant may build future phases of the development that which may bring this provision into compliance once fully built-out. However, if that build-out does not occur, the units as proposed are not in compliance with this standard and therefore nonconforming. The applicant may submit for a variance on this provision, adjust the plans to comply, or, the applicant can apply for a planned unit development (PUD) to clearly define the phasing schedule.
- Each proposed setback shall be labeled on the site plans.

Further, we note that Section 74-2.426 of the City Zoning Ordinance, supplementary regulations pertaining to Multiple Family-High Intensity land uses states the following, *"Building Separation. The distance between buildings or between any building and nearest lot lines shall not be less than the height of the building, nor less than 25 feet in any case."*

Site plans note a 25-foot side yard setback and the proposed building separation distance exceeds 25 feet. This satisfies Ordinance requirements. However, we note that this provision is also dependent on the proposed height of the buildings, which has not been provided.

Additionally, the outdoor decks/patios are not included on the site plans. Any attached outdoor decks or patios must be shown on the site plans as to comply with Ordinance requirements.

Parking: Section 74-2.426.J

Parking requirements for the proposed development are as follows:

1. *1.1 spaces per bedroom*

   The proposed development includes 4 parking spaces per unit (2 garage spaces and 2 driveway spaces). Per Ordinance standards, each unit requires 2.2 parking spaces. Ordinance requirements are satisfied.

2. *On-street parking on interior streets shall count towards the minimum parking requirement. Where on-street parking is permitted, the street shall have a minimum clear circulation lane of 16 feet and parking stalls shall*

have a minimum width of 8 feet and a minimum length of 22 feet.
No on-street parking is proposed. Ordinance requirements are satisfied.

3. *Off-street parking lots may occupy up to 50% of a required front yard and 75% of a required rear yard, provided that no portion of the parking lot is located closer than 15 feet to a perimeter property line.*
Ordinance requirements are satisfied.

Site Circulation: Section 74-2.426
The proposed development has one point of ingress/egress off E. Rowley Road. The proposed entrance of the driveway is approximately 30 feet wide. This satisfies Ordinance requirements.

According to supplementary provisions applicable to multiple family developments, *"Street connections shall be provided to adjacent neighborhoods and parcels in residential districts. Ingress and egress from the public streets shall be designed to minimize congestion and interference with normal traffic flow. All interior roads, drives, and parking areas within a multi-family development shall be hard surfaced and provided with curbs and gutters. Roadway drainage shall be appropriately designed such that storm water from the roadway will not drain onto the adjacent lots."*

We are to understand both the city and the applicant attempted to connect the proposed development to the existing residential development to the west. The existing Red Cedar development does not have interest in connecting a road network with the proposed development. Further, the vacant land to the east is not permitted to include improvements on the site due to its protected status. Therefore, additional street connections are not feasible. We defer to the City's Engineer for further comment on roadway drainage.

Private Streets and Access Drives: Section 74-2.246.H
Ordinance requirements note the following provisions: *"Private Streets or Access Drives may be permitted within group housing developments, provided that the following minimum requirements are met:*

1. *All private streets, roadways, or private access drives will be paved to a minimum width of 24 feet. Additional widths for streets may be required by the Planning Commission based upon the particular density and building relationship of the proposed group housing development.*
2. *The length of dead-end private drives, streets or roadways shall meet the municipal standards requirements.*
3. *All dimensions for private drives, streets or roadways shall meet the municipal standards requirements.*
4. *Arrangements satisfactory to the City Council regarding the maintenance and repair of streets, roadways, or access drives."*

We note that the proposed driveway to access the dwelling units is approximately 25 feet wide. This satisfies Ordinance requirements. We defer to the City Council to determine the proposed maintenance and plan for the private street is adequate for the proposed use.

Pedestrian Circulation: Section 74-2.426.I
Ordinance requirements pertaining to high intensity multiple family residential developments include the following provision: *"Pedestrian Circulation. Minimum five-foot (5') wide concrete sidewalks shall be provided to connect parking areas, public sidewalks and recreation areas to all building entrances. Minimum six-foot (6') wide concrete sidewalks shall be provided along collector roads and streets within the development. Sidewalks or minimum 8-foot wide asphalt pathways shall be provided along streets adjacent to the development in accordance with adopted City plans and policies."*

The proposed site plans do not include a 5-foot-wide concrete sidewalk to connect to the existing sidewalk located along E. Rowley Road. A 5-foot sidewalk along the proposed driveway to connect dwelling units to the existing sidewalk along E. Rowley Road shall be provided.

Landscaping: Article 7
Section 74-7.106 requires an automatic underground or drip irrigation system. We defer to the applicant to provide additional detail on the proposed irrigation plans for the site to the Planning Commission's satisfaction.

Section 74-7.201 states, *"For multiple-family residential developments, a minimum of two (2) deciduous or evergreen trees plus four (4) shrubs shall be planted per dwelling unit, in addition to any other landscaping requirements of this Article. Required trees may be planted at uniform intervals, at random, or in groupings."*

For the 12 total units, minimum requirements shall include 48 shrubs and 24 trees. Site plans depict 23 new trees and 48 new shrubs. Additionally, we note that the parcel does include a sizeable wooded area to the south, adjacent to the Red Cedar River, and existing trees along both property sides. Preserving the natural landscaping and mature trees is encouraged. This satisfies Ordinance requirements.

One deciduous canopy tree shall be planted for each 35 feet (or fraction thereof) of road frontage. Site plans include 3 new trees and several existing trees located at or near the right-of-way. The site has approximately 321 feet of frontage on E. Rowley Road. This equates to approximately 9 trees required. The applicant shall provide the count of existing trees to remain at or near the frontage of the lot in order to meet this requirement.

Section 74-7.303 of the Ordinance includes provisions pertaining to buffers in multiple-family residential districts. As such, a minimum of 15-foot-wide greenbelt is required on the east side of the site, bordering the existing single family residential district. We defer to the applicant to provide sufficient evidence that the existing trees on the site bring this provision into compliance.

Building and Site Design: Section 74-2.246
Building Entrances. Each building shall have at least one entrance door on each street-facing façade to create an appearance that is consistent with a single family character. Entrances to individual units may occur off an interior hallway that is accessed via a front door, or may be located on the side or rear of the building. Interior hallways may also have a secondary entrance on the side or rear of the building.

Each unit includes a front door facing the street. This satisfies Ordinance requirements.

Architectural Details.

1. *Any façade facing a public street shall be designed as a front façade, including architectural elements to distinguish the façade as the buildings' primary face. Patio areas are prohibited between the building and a public street unless they are screened by an integral architectural element of the building's architecture. A freestanding wing wall is an example of a method of screening that is not an integral element of the building. A screening wall that is integral with the front building façade, and that screens a patio area that is partially recessed into the main mass of the building may count as an integral element of the building.*



   The building is not facing a public street. Ordinance requirements are satisfied.

2. *Walls visible from a street or other residential uses shall include windows and architectural features similar to the front facade of the building, including, but not limited to awnings, cornice work, edge detailing or other decorative finish materials.*

Floor plan depicts windows and other similar type architecture on all sides of each unit. Ordinance requirements are satisfied.

3. *All buildings shall have pitched roofs, which may include functional dormer windows and varying lines customary with gable or hip style roofing. Standing seam metal roofing is prohibited.*

   Unit concepts include a shingled pitched roof. Ordinance requirements are satisfied.

Front Door Orientation. For attached dwelling types that have individual entrances directly to the exterior of the building (such as townhouse and stacked flat buildings), a minimum of seventy-five percent (75%) of the main entrances to the individual dwellings shall be located on the front façade of the building, and all shall include a front porch or stoop that is at least six feet (6') in width and depth with a minimum area of 36 square feet. The front porch or stoop may encroach into the front yard setback area provided that it remains unenclosed.

All main entrances to the building are located on the front façade. However, floor plans note that the front porches are less than 6 feet wide (5'10" x 3'11"). Further, the front porches are less than the 36 square foot minimum. The plans shall be adjusted to meet the 36 square foot minimum size for the front porch (minimum of 6 feet wide).

Recreation Areas. Passive or active recreation areas (including but not limited to seating areas, playgrounds, swimming pools, walking paths and other recreational elements in accordance with the intended character of the development) shall be provided at a ratio of at least five percent (5%) of the gross area of the development. The minimum size of each area shall be not less than 1,200 square feet, and the length to width ratio of each area, as measured along the perimeter, shall not exceed four to one (4:1). Such areas shall be centrally and conveniently located to be physically and visibly accessible to residents, and shall not be located within any required yard setbacks or building separations.

The gross area of development as presented is approximately 14,496 square feet. However, 5% of that amount is less than the 1,200 minimum. Therefore, a minimum of 1,200 square feet of active or passive recreation space is required. We note that this requirement may increase as a result of future build-out scenarios.

Utilities. The proposed project must be in an area served by public water, sanitary sewer and storm sewer systems, and the project developers must agree to pay all of the costs of extending and attaching to such systems, plus such fees in force for connecting thereto. All water, sanitary and storm sewer plans shall be according to city's specifications and subject to the review and recommendations of the city's engineer.

We understand that the City has been working with the applicant on public utility connections and hookups. We defer to the City Engineer for further comment on utilities, including the proposed detention pond and spoils storage as applicable.

Further, we note that the proposed site plans do not include any waste management plans. If a dumpster is planned, details for the enclosure must be submitted. We also note that the proposed site plans do not include details on mailboxes. If a communal mailbox area is proposed, it shall be noted on site plans and proper circulation for access shall be provided.

RECOMMENDATIONS

As noted above, the site plan is deficient in meeting several Ordinance requirements, The applicant is required to make the following revisions to a signed and dated site plan prior to review or decision by the Planning Commission. The requirements noted above are summarized, as follows (please note that we understand that the applicant is working to address these recommendations prior to the November Meeting):

1. The building heights shall be provided. We note that the proposed structures are planned to be single-story units, but building elevations shall be provided as to confirm compliance with Ordinance standards.

2. The proposed placement of the units far exceeds the maximum permitted front yard setback. We understand that the applicant may build future phases of the development that may bring this provision into compliance once fully built-out. However, if that build-out does not occur, the units as proposed are not in compliance with this standard and therefore nonconforming. The applicant may submit for a variance on this provision, adjust the plans to comply, or the applicant can apply for a planned unit development (PUD) that shall clearly define the phasing schedule.

3. Each proposed setback shall be clearly labeled on the site plans (including front and rear yard).

4. The outdoor decks/patios are not included or defined on the site plans. Any outdoor decks or patios shall be shown on the site plans as to comply with Ordinance requirements.

5. We defer to the City's Engineer for further comment on roadway drainage.

6. We defer to City Council to determine the proposed maintenance and plan for the private street is adequate for the proposed use.

7. A 5-foot sidewalk along the proposed driveway to connect dwelling units to the existing sidewalk along E. Rowley Road shall be provided. The applicant may work with the City to establish a performance bond or guaranty for the required sidewalk.

8. Irrigation mechanisms/details shall be included on the site plans, pending review and decision of the irrigation plan from Planning Commission.

9. The applicant shall provide the count of existing trees to remain at or near the frontage of the lot in order to meet frontage landscaping requirements.

10. The applicant shall provide sufficient evidence that the existing side yard trees are in compliance with buffer requirements with neighboring single-family residential uses to the east.

11. Front porches are less than 6 feet wide (5'10" x 3'11"). Further, the front porches are less than the 36 square foot minimum. The plans shall be adjusted as to comply with the 36 square foot minimum size.

12. A minimum of 1,200 square feet of active or passive recreation space is required. We note that this requirement may increase as a result of future build-out scenarios.

13. We understand that the City has been working with the applicant on public utility connections and hookups. We defer to the City Engineer for further comment.

14. Waste management plans and location of mailboxes (if communal) shall be provided and included on site plans.

If you have any questions or would like additional information on this recommendation, please feel free to reach out to Danielle Bouchard, Senior Planner, at DBouchard@mcka.com.

Respectfully Submitted,

Danielle Bouchard

Danielle Bouchard, Senior Planner

MCKENNA

May 26, 2021

Planning Commission
City of Grandville
3195 Wilson Avenue SW
Grandville, MI 49418

Subject: **Alderwood – Residential Planned Unit Development Preliminary Plan Review #1**
3560 Ivanrest Avenue SW
Application Dated April 27, 2021; Received by McKenna Associates May 18, 2021

Dear Commissioners:

The applicant, Westview Capital, proposes to build a residential neighborhood at 3560 Ivanrest Avenue, a 35.24 acre parcel of land that currently contains one single family home. The applicant is proposing a Residential Planned Unit Development (PUD) under Article 11 of the Zoning Ordinance.

The proposed development includes 81 single family homes on the 35.24 acres of land, or 2.3 units per acre.

The proposed neighborhood would be split into two parts – 28 of the homes would site condominiums on public roadways, while the other 53 would be condominiums, located on private roads and, presumably, with communal maintenance of the yards.

The application in front of the Planning Commission is the "Preliminary Plan" described in Section 11.12 of the Zoning Ordinance. In this phase of the PUD process, the Planning Commission reviews the overall project for compliance with Article 11. If the Preliminary Plan is approved, the process moves on to the Final PUD Approval, in which the applicant submits a detailed Site Plan, as well as a PUD Agreement to govern the build-out of the site.

REVIEW COMMENTS
Article 11 of the Zoning Ordinance details the requirements for Planned Unit Developments, as well as the criteria the Planning Commission should use when determining whether to approve a Planned Unit Development. Our comments on those criteria follow:

1. **Qualifying Conditions (Section 11.5).** The following requirements must be met for any PUD application to be approved.

    a. **Must be at least Five Acres in Area.** In some cases, this requirement can be reduced to two acres. However, because the lot in question in 35.24 acres, this requirement is met.

    b. **Ownership and Control.** A PUD application must be made by the property owner, a lessee, or another person with a legal interest in the property and written consent of the owner. PUD's must also be under unified ownership during the application process. A signed letter of authorization from the property owners, Ron Dill and Noreen Chapman, has been included in the application packet.

    c. **Public Utilities.** PUDs must be served by public water and sewer. There are water and sewer lines under Ivanrest Avenue. New connections will be made to serve the neighborhood.

    d. **Access.** PUDs must have at least 66 feet of access on a public roadway. The site has 1,054 feet of frontage along Ivanrest Avenue.

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e. **Recognizable and Substantial Benefits.** These are criteria that the Planning Commission should use to determine whether the PUD should be approved. Because these are subjective/discretionary criteria, we will address them in the section on "Standards of Review."

f. **Consistency with the Master Plan.** We will also address this criteria under "Standards of Review."

g. **Districts Eligible.** Land in a Form Based Zoning District is not eligible for a PUD. The land in question is currently zoned R1-A, and therefore is eligible to be considered for a PUD.

2. **Requirements Applying to All PUD Types (Section 11.6).** The following requirements must also be met for the PUD to be approved.

   a. **Dimensional Requirements and Regulatory Flexibility.** The dimensional requirements of the current zoning district (in this case, R1-A) shall be in effect unless the Planning Commissions approves a modification. All modifications must be listed in the PUD Agreement during the Final PUD Approval phase. At this point, however, the Planning Commission should review the proposed dimensions to determine if they are a) consistent with the R1-A District or b) potentially approvable as modifications.

   The following dimensions are proposed:

	R1-A District	Proposed PUD	Comments
Minimum Lot Size	11,200 sf	7,800 sf	We recommend that this reduction in minimum lot size be approved. 11,200 sf lots would mean approximately 4 units per acre. The proposed density is actually 2.3 units per acre – lower than would be allowed under the R1-A District without the PUD. The smaller lot sizes allow the developer to preserve 15.58 acres of wetlands and flood plains along Buck Creek.
Minimum Lot Width	80 feet	65 feet	Like the reduced minimum lot size, the reduced minimum lot width allows the developer to preserve natural space and ecosystems. We recommend that the reduction be approved.

	R1-A District	Proposed PUD	Comments
Minimum Front Setback	30 feet	30 feet (public streets) 20 feet (interior private streets) 50 feet (Condo Unit 1 from Ivanrest)	We recommend that the Planning Commission require the 30 foot setback in the R1-A District to remain in place on the private streets. We see no reason for the condo units to have smaller front yards simply because they are on private streets.
Minimum Side Setback (One)	8 feet	7 feet	This setback reduction is necessary due to the reduce lot width.
Minimum Side Setback (Total of Two)	22 feet	14 feet	This proposal functionally eliminates the requirement that at least one side setback be larger than the minimum. R1-A requires, at a minimum, one setback of 8 feet, and one setback of 14 feet. We recommend a reduction to a total of 19 feet (7 feet and 12 feet). We understand that this means some of the wider home designs will not fit on the smaller lots.
Minimum Rear Setback	25 feet	25 feet	The homes that back onto Ivanrest (Lots 1, 2, 3, and 4) are proposed to have a 30 foot minimum rear setback, based on the site plan provided, but that distance is not included in the written narrative. We recommend that the 30 foot setback from Ivanrest be included in the PUD Agreement.

b. **Open Space.** PUDs are required to include common open space meeting the following criteria:

i. **Must be at least 15% of the land included in the PUD.** The proposed open space is 44.2% of the PUD.

ii. **Must have a contiguous area of at least 20,000 square feet and a maximum width to depth ratio of 3:1.** The proposed open space meets these criteria.

iii. **Stormwater Detention, Water, Rights-of-Way, Parking Lots, and Required Setbacks, and Bufferyards are not permitted to be counted as open space.** The applicant did not count anything on that list as open space. The applicant does propose to create new wetlands as part of the stormwater management system, but we recommend that those be allowed to count as part of the required open space.

iv. **Protection in Perpetuity.** The open space must be protected in perpetuity through a formal means, to be approved by the City. The applicant proposes that the open space be maintained permanently by the homeowner's association that will also maintain the private roads and the common green space with the condominium portion of the project. This is acceptable in principal, although we will need to review the Master Deed and By-Laws to ensure the specific system for maintenance by the homeowner's association is acceptable.

v. **Must preserve significant Natural Features.** The northern proposed open space would preserve wetlands, woodlands, and flood plains surrounding Buck Creek, as well as protecting the creek itself from runoff and erosion. The southern proposed open space would preserve woodlands.

vi. **Must be accessible to the residents of the development.** The southern open space is only accessible from Alder Drive or as an unofficial "back yard" for condo units 24-29. However, we recommend that that be considered acceptable, since the southern open space is mainly designed to preserve the wooded back yard of the homes on Willow Creek Drive.

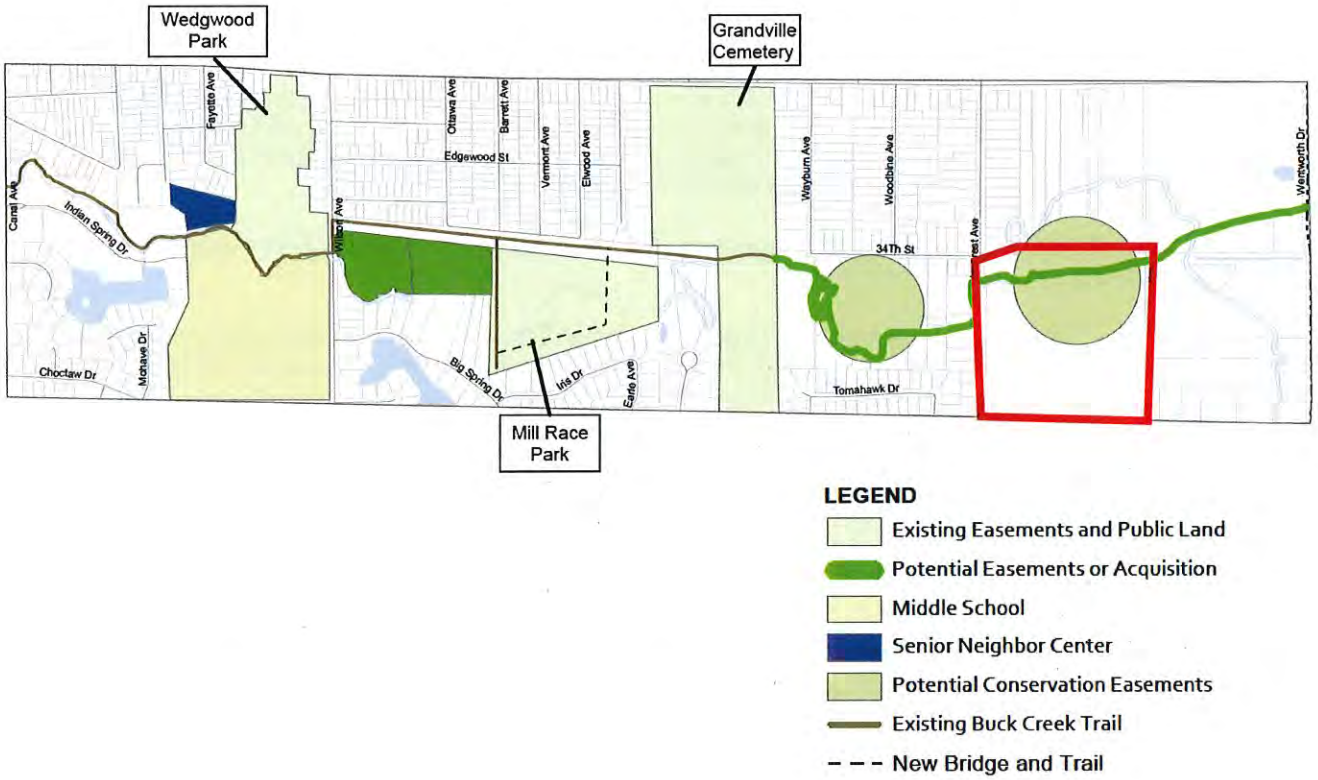
The northern open space is the jewel of the proposed neighborhood, and should have robust access for all residents. We applaud the inclusion of proposed trails through the open space area, as well as the multiple points of access to the trails. However, we have the following recommended additions to the trail network:

- A connection should be made between the trail and the Ivanrest sidewalk, near where the trail curves east and is no longer running parallel to Ivanrest. While we understand that the trail will be a private amenity maintained by the homeowner's association, the lack of a connection between the trail and the sidewalk will result in "desire paths" of dead grass and damaged shrubs as people find their own way from Ivanrest to the trail. This will pose a long-term maintenance problem for the homeowner's association. Instead, a short trail connection would eliminate the need for "desire paths."

- A new path spur should be added between condo units 10 and 11, connecting to the main path approximately it intersects the spur to Buck Creek. The two proposed connection points between the trails and the roadways are far from each other, and

an additional access point would be beneficial. Since the open space already extends between condo units 10 and 11, there is a natural place for a third access point.

vii. **Connects with Open Spaces within and adjacent to the development.** Part of the site is included in the City's Parks and Recreation Plan as part of the Buck Creek Greenway, a series of preserved parks and natural spaces along Buck Creek. Specifically, as shown on the map below, the northern portion of the proposed Alderwood is designated as a "potential conservation easement," featuring "potential easements or acquisition" along the creek itself. (The Alderwood site is designated by the red box). The preservation of the open space in perpetuity by the homeowner's association would fit the vision for a "conservation easement" in this area. An easement to allow public access along the trails would also be welcome, although we understand that the trails will be privately maintained.



c. **Signs.** Signage has not been included in the preliminary plan submission. Therefore, we assume the applicant is not requesting any departures from Article 17 of the Zoning Ordinance.

d. **Condominium Approval.** Approval of the Condominium runs concurrently with the PUD approval. As part of the Final PUD Approval, the Master Deed and By-Laws will be required to be submitted for approval.

Requirements for Residential PUDs (Section 11.7). The following requirements apply to Residential PUDs.

a. **Must be located in a conventional residential district.** This requirement is met – the site is currently zoned R1-A.

b. **Must only include uses allowed (by right or by special land use) in the conventional residential districts.** The requirement is met. The PUD only contains single family homes and preserved open space.

c. **Residential Density.** The number of dwelling units shall not exceed the density permitted in the existing zoning district, unless approved through the "density bonus" process described in Section 11.7.C.2. The density bonus does not apply in this case, because the proposed PUD includes 2.3 units per acre, below the 4 units per acre that the R1-A district allows.

d. **Non-Flexible Dimensional Requirements.** The following requirements cannot be altered through the PUD Agreement.

   i. **Maximum lot coverage of buildings and structures: 35%** This requirement must be met during the ultimate build-out of the development, and will apply not only to the homes, but also to accessory structures built on the site condominium lots by the eventual owners. We recommend that this requirement be included in the PUD agreement and the By-Laws for the homeowner's association, in order to ensure that it is adequately enforced in the future.

   ii. **All buildings and structures must be located at least 25 feet away from any zone district boundary.** The site abuts zoning districts other than R1-A in two places. In the northwest corner, across Buck Creek, is R1-C zoning – but no buildings are within 25 feet of that area.

   In the southwest corner, adjacent to Site Condominium Lot 5, is R2-A zoning. Lot 5 is irregularly shaped and is pointed at the rear. That means, based on the definition of "rear lot line" in the Zoning Ordinance, the lot line adjacent to the R2-A Zoning is a *side* lot line, with only a 7 foot required setback. We recommend that a special provision for Lot 5 be included in the PUD Agreement, stating that the minimum setback from the southern lot line, abutting the R2-A zoning, shall be 25 feet.

   iii. **The minimum floor area of the underlying zoning district must be met.** The minimum floor area in R1-A is 1,100 square feet. All proposed home models included in the Preliminary Plan submission meet that requirement. We recommend that this requirement be included in the PUD agreement and the By-Laws for the homeowner's association, in order to ensure that it is adequately enforced in the future.

Standards of Review (Section 11.14). Following are the subjective/discretionary criteria that the Planning

Commission must use when determining whether to approve a PUD. We have provided our analysis to assist the Planning Commission in their decision making.

a. **Does the proposal comply with the intent and purpose of Article 11, and meet all qualifying conditions?** The proposal meets all objective qualifying conditions. Below is our analysis of the "Recognizable and Substantial Benefit" criteria.

- **Preservation of Significant Natural Features.** The preservation of the wetlands, woodlands, and flood plains near Buck Creek furthers an important City preservation goal, and provides a long-term positive for residents of Alderwood and other nearby neighborhoods.

- **Complementary Mix of Uses.** Since the proposal is a Residential PUD in the R1-A Zoning District, we recommend that the Planning Commission consider single family homes and preserved open spaces as a sufficient "mix" of uses.

- **Extensive Open Space and Recreational Amenities.** The preserved open space and proposed trails meet this criteria.

- **Open Space that Links to Adjacent Greenway Corridors.** The proposal furthers the City's Buck Creek Greenway vision by preserving, in perpetuity, wetlands, woodlands, and flood plains surrounding Buck Creek.

- **Preservation of Historic Buildings and Site Features.** The existing home on the site will be demolished. However, the preservation of that home was not a City goal, and it is not registered as "historic" with any entity.

- **Improvements to public streets and other public facilities that mitigate traffic and/or other development impacts.** We applaud the developer's decision to use the Alder Drive stub street to connect to the Calvin Crest neighborhood. That connection will reduce the traffic impact on Ivanrest by allowing Calvin Christian students living in Alderwood to walk, bike, or drive to the school through the neighborhood. It also provides a way for motorists to reach the neighborhoods to the south without using Ivanrest.

  However, it does all that without encouraging cut-through traffic. Alder is a dead end south of Willow Creek Drive, meaning that traffic will divert and disperse once it leaves Alderwood. Further, while there is a series of connected neighborhoods reaching all the way south nearly to 44th Street, those neighborhoods do not connect to any thoroughfare other than Ivanrest – so all traffic in those neighborhoods is presumably generated by the homes themselves (except in the immediately vicinity of the Calvin Christian schools). Finally, there is no reason to use that interconnected neighborhoods as a "shortcut", because driving from Alderwood to the southernmost connection to Ivanrest (Pine Meadow Drive) requires *nine* turns, making Ivanrest clearly preferable.

- **Accommodating Pedestrian and Transit Oriented Development.** The nearest transit service is Rapid Route 8, at the corner of Ivanrest and Prairie. There is already a public sidewalk leading to that bus stop, and little the applicant can do to improve the transit connection.

However, from a pedestrian standpoint, we strongly recommend that sidewalks be added to the private streets. The proposed neighborhood has several walking destinations, including Calvin Christian Schools, the trails in the preserved open space, and Calvin Crest Park. Further, most of the homes in the neighborhood will find it more convenient to enter the trails at the access point near Condo Unit 16 (or our recommended added access point near Condo Units 10/11), rather than the access point near Ivanrest. This will lead to pedestrian traffic within the private roads. For all of those reasons, the private roads should have sidewalks.

- **Coordinated Development of Multiple Small Parcels.** This criteria does not apply in this case.
- **Removal of Blight.** This criteria does not apply in this case.
- **Consistency with the Master Plan.** The Master Plan calls for the site to be developed with "Low Density Residential", which the Master Plan defines as 1-6 units per acre. The proposed development falls within that range. As mentioned previously, the Parks and Recreation Plan calls for the land along Buck Creek to be preserved, as is proposed in this application.

b. **Streets are properly located and designed and safely relate to the surrounding network.** As noted previously, we applaud the connected network of streets that, at the same time, discourages cut-through traffic.

   Other than the Alder Drive extension, the proposed roads do not have names. While road naming is not part of the approval process, we note that one road begins running south from Alder Drive, curves east, crosses Alder Drive, curves north, curves west, curves south, and connects to Alder Drive. We recommend that this road, despite being one continuous loop, have at least two different names (perhaps one north of Alder Drive and one south of Alder Drive) to avoid Alder Drive intersecting with the same road three times.

c. **Site Circulation and Parking must be designed to ensure safety and convenience, as well as harmonious relationships with existing and prospective development on adjacent land.** We see no concerns in this regard.

d. **Land uses must be functionally, efficiently, and compatibly arranged on the site, and relate well to adjacent uses.** Generally, we have no concerns with the overall layout. We do note that several homes along Willow Creek Drive, which currently have no rear neighbor and back up to woods, will now have rear neighbors. Site Condominium Lots 10-13 are particularly close to the neighboring lots. A small landscaped buffer zone, maintained by the homeowner's association, in the rear yard of the lots, would help mitigate the impact on the neighbors, and would take pressure off the eventual owners of those relatively small lots to maintain a robust back yard buffer.

   Further, Site Condominium Lots 1-5 back onto Ivanrest Avenue. They would also benefit from a small landscaped buffer zone, maintained by the homeowner's association, in the rear of their lots.

e. **Public spaces must be of a size, configuration, and location to maximize access and visibility.** While the open space will not be public, it will be a communal amenity for Alderwood residents. As described previously, we applaud the layout of the open space, aside from our recommendation to add one additional access point for the trail system.

f. **There must be sufficient sewer and water capacity.** The City Engineer will comment on this criteria.

g. **Potential impacts related to air quality must be addressed.** Although the new homes will add automobile traffic to the general area, that is not a sufficiently large air quality concern to disrupt the approval of the PUD.

h. **Potential noise impacts related to the PUD and its associated traffic must be addressed.** The proposal is single family homes, which will create more noise and traffic than the existing woods, but the Master Plan envisions development on the site, and the noise and traffic generated from residential are not as hazardous as those generated by other uses.

i. **The PUD must be compatible with the character of surrounding properties and not interfere with surrounding private and public property.** The proposal is single family homes and preserved open space, in proximity to single family homes. It is a compatible use and design.

j. **The design of the PUD must be urban in character and emphasize walking and pedestrian access.** Our recommendation regarding sidewalks on the private streets is further emphasized by this criteria.

k. **Other Concerns.** All of our concerns and comments have been adequately addressed above.

RECOMMENDATION

Overall, our analysis suggests that the proposal meets the requirements and approval criteria for a Residential Planned Unit Development. However, we do have the following recommended revisions to the Preliminary Plan, and we recommend that these revisions be made prior to Preliminary Plan Approval:

1. The minimum front setback for the condo units should be increased to 30 feet.
2. The minimum "total of two" side setback should be increased to 19 feet.
3. A connection should be made between the trail running parallel to Ivanrest and the sidewalk along Ivanrest.
4. An additional trail spur should be added between Condo Units 10 and 11, as described in this letter.
5. Sidewalks should be added to the private streets.
6. Landscaped buffer zones should be added in the rear of Site Condo Lots 1-5 and 10-13.

Additionally, we have the following considerations for the eventual PUD Agreement and Master Deed/By-Laws:

1. The 30 foot setback from Ivanrest for Site Condo Lots 1-5 should be included in the PUD Agreement.
2. The 35% maximum lot coverage should be included in the PUD Agreement, and referenced in the By-Laws.
3. The 25 foot setback from the southern lot line of Site Condo Lot 5 should be included in the PUD Agreement.
4. The 1,100 minimum floor area requirement should be included in the PUD Agreement, and referenced in the By-Laws.
5. The landscape buffer zones described above should be common elements, maintained by the homeowner's association.
6. Road names should be chosen to ensure that the looping road network does not result in one road intersecting Alder Drive three times.

Please do not hesitate to contact us with any questions.

Respectfully submitted,

McKENNA ASSOCIATES



Christopher Khorey, AICP
West Michigan Manager

MCKENNA

Memorandum

TO: Kalamazoo Charter Township Planning Commission

FROM: Paul Lippens, AICP, Vice President
Danielle Bouchard, Senior Planner

SUBJECT: **Site Plan Review – Dollar General 803 West Mosel Ave.**

DATE: May 18, 2021

The applicant, Westwind Construction, is proposing to construct a Dollar General retail store located at the corner of West Mosel Avenue and Woodward Avenue. The site is currently owned by Nowak and McNally Joint Venture and is comprised of three (3) parcels: 06-09-210-010, 06-09-210-020, and 06-09-210-032. All parcels are zoned C-1, Local Commercial.

OVERVIEW

The applicant is proposing to construct a 10,526 square foot Dollar General retail store located at the corner of West Mosel Avenue and Woodward Avenue. The proposed Dollar General retail store is located on approximately 1.64 acres (the size of all three parcels combined). The site's existing conditions include an asphalt parking lot as well as an area of concrete on the east side of the parcel.



PROPOSED IMPROVEMENTS

The proposal includes a 10,526 square foot Dollar General retail store. Additionally, the proposal includes landscape improvements fronting Mosel Avenue and Woodward Avenue. The applicant is proposing an underground irrigation system for landscape maintenance.

The proposed site access plan includes a total of two points of ingress and egress, one located on Mosel Avenue and the other located on Woodward Avenue. Both ingress/egress points are approximately 31 ft. wide. The parking plan includes 39 parking spaces located primarily on the eastern portion of the site. The applicant is proposing to remove the existing asphalt and concrete areas located on the site.

The site plan also includes an enclosed dumpster located on the west side of the store, screened by shaded trees fronting Woodward Avenue.

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USE OF THE PROPERTY

Currently, the property is vacant. The proposed use of the property is a commercial retail store. Per the C-1, Local Commercial District (Section 17.02), retail businesses that supply merchandise on the premises for persons residing in nearby residential areas are permitted. Therefore, it is deemed that the proposed Dollar General retail store complies with the permitted uses for the C-1, Local Commercial District.

We understand that, the southernmost parcel, -032 was previously zoned R-2, Single and Two Family Residential. We understand that the parcel was rezoned to C-1. This review is based on the understanding that this rezoning was completed.

EXISTING AND SURROUNDING CONDITIONS AND ZONING DISTRICTS

The surrounding properties to the north and west of the site are zoned I-1, Light Industrial and I-2, General Industrial. The properties to the south are zoned C-1, Local Commercial and R-2, Single and Two Family Residential. It is not likely that the proposed retail use will cause any adverse effects to surrounding properties.

SITE PLAN REVIEW

Schedule of Regulations: Section 25.02

Regulation Type	C-1 Local Commercial District Requirements	Dollar General Site Plan Conditions	Compliance with Ordinance Standards
Minimum Lot Area	10,890 sq. ft.	71,438 sq. ft.	Yes
Minimum Lot Width	70 ft.	332.3 ft.	Yes
Maximum Stories	2	1	Yes
Maximum Building Height	30 ft.	18 ft.	Yes
Front Yard Setback	25 ft.	34 ft.	Yes
Side Yard Setback	25 ft. (each)	80 ft. (east) 83 ft. (west)	Yes
Rear Yard Setback	25 ft.	25 ft.	Yes
Maximum Lot Coverage	60%	15%	Yes

Off-Street Parking

Section 4.01.D.5 of the Township Zoning Ordinance requires 1 parking space per every 200 square feet of useable floor area for "General Retail Sales". The useable floor area of the proposed Dollar General retail store is approximately 8,778 sq. ft. Therefore, 44 parking spaces are required. The proposed Dollar General retail store site plan notes 37 parking spaces including 2 barrier free spaces.

The parking plan shows a shortage of 7 parking spaces to meet Ordinance standards. Section 4.01.D, Schedule of Required Parking, notes that, "Applicants are encouraged to minimize the amount of parking provided in order to minimize excessive areas of pavement, which negatively impact aesthetic standards and contribute to high volumes of storm water runoff. ***The Planning Commission may modify the numerical requirements for off-street parking, based on evidence that another standard would be more reasonable, because of the level of current or future employment and/or level of current or future customer traffic."***

Additionally, Section 4.01 (D) (8) E.2 requires a minimum drive aisle width of 24 ft. the proposed parking lot includes a drive aisle width of 26 ft. Each parking stall is 18.5 ft deep by 9 ft. wide, also in compliance with Ordinance standards.

It is also recommended that the site plan include bike parking in a highly visible and accessible area on the site, while being located at least 3 feet from walls, poles, landscaping, drive aisles, and primary pedestrian routes.

Parking Lot Landscaping
The Ordinance requires 30 sq. ft. of interior landscaping per parking space for any lot having more than 10 parking spaces. The proposed landscaping plan includes 1,020 sq. ft. of parking lot landscaping. Section 5.02.F.4 requires one (1) deciduous tree per every 10 parking spaces. The proposed parking lot landscaping plan includes 4 trees.

The proposed parking lot landscaping plan is calculated based on the 37 parking spaces provided in the site plan. Should the Planning Commission require the additional 7 parking spaces, the parking lot landscaping plan will also need adjustment.

Landscaping to Adjacent Roads
The site has 227 ft. of frontage on West Mosel Avenue.

1 shade tree/evergreen per 40 linear feet of frontage:	7 trees required	7 shown
1 ornamental tree per 100 linear feet of frontage:	3 ornamental trees required	3 shown
8 shrubs per 40 linear feet of frontage:	56 shrubs required	56 shown

The site has 107 ft. of frontage on Woodward Avenue.

1 shade tree/evergreen per 40 linear feet of frontage:	3 trees required	3 shown
1 ornamental tree per 100 linear feet of frontage:	2 ornamental trees required	2 shown
8 shrubs per 40 linear feet of frontage:	22 shrubs required	22 shown

Greenbelt
Section 5.01.E, Summary of Minimum Landscaping Requirements notes that a greenbelt may be reduced to 9 feet wide provided additional screening wall is provided. The proposed site plan includes a wood fence and 9-foot-wide greenbelt along the south side of the site and southwest side of the side. This complies with Ordinance standards.

Front Yard Berm
Front yard berms shall not exceed three (3) feet in height. Berms located in the front yard of non-residential properties shall adhere to the provisions set forth for Landscaping Adjacent to Roads. Those provisions are noted above. Front yard berm requirements have been met.

Lighting
Exterior lights shall not exceed 0.5 footcandles at the property line. The proposed photometric and lighting plan is sufficient.

Signage
No signs are proposed as part of this site plan. Should the applicant request signage, a separate administrative approval shall be obtained from the Kalamazoo Charter Township Planning and Zoning Administrator.

Trash Disposal
Section 2.22 outlines the requirements for trash removal and collection. Provision 2.22.C notes, "Dumpsters shall be permitted in the side or rear yard provided that no Dumpster shall extend closer to the front of the lot (both street frontages shall be considered "front" on corner lots) than any portion of the principal structure."

Given that the site is a corner lot, the frontage on Woodward Avenue shows the dumpster in front of the principal building. The dumpster shall be relocated to the required rear or side yard of the site, while still being compliant with the setback requirements for the C-1 District (25 ft.).

BUILDING AND SITE DESIGN

The proposed Dollar General store is comprised of smooth/textured CMU with pre-finished metal wall panels and parapet over the main store entrance. The sides of the building are a proposed metal wall panel. The proposed building design does not include any windows other than for entry/exit.

Although it is not required by the Township Ordinance, it is recommended that the site design include additional windows on the north side of the proposed building facing West Mosel Avenue for enhanced curb appeal. The windows should consist of transparent, non-reflective glass.

Additionally, to further the goals of Kalamazoo Charter Township to create and maintain a walkable community, it is recommended that sidewalks are included along West Mosel Avenue and Woodward Avenue to encourage and ease walkability in and around the site.

RECOMMENDATIONS

As noted above, there are several revisions we recommend to ensure conformance with Township regulations. We recommend the following revisions be made to a revised site plan prior to consideration of a motion to approval by Planning Commission. When these revisions are complete, we would recommend the case being placed on an agenda for Planning Commission consideration.

1. The applicant obtains lot combination review and approval from the Kalamazoo Charter Township Planning and Zoning Department and Assessing Department.
2. The number of parking spaces is deemed acceptable by the Kalamazoo Charter Township Planning Commission.
3. Bike parking is added pursuant to Ordinance standards in Section 4.01.C.5.
4. The site plan is amended to include a sidewalk fronting West Mosel Avenue and Woodward Avenue to ease and encourage pedestrian circulation.
5. The dumpster enclosure is relocated as to not be positioned in front of the principal building on the west side of the site fronting Woodward Avenue.
6. All other applicable reviews and approvals from Township Engineers and Fire Marshal are obtained.

Please feel free to reach out to Paul Lippens at plippens@mcka.com or Danielle Bouchard at dbouchard@mcka.com if you have any questions regarding this review.

RESOLUTION 2022-45
City Council
City of Hart, Michigan
Oceana County

RESOLUTION TO DISCONTINUE ISSUANCE OF DOOR NOTIFICATIONS TO DELINQUENT UTILITY CUSTOMERS

WHEREAS, the City of Hart operates a municipal power company to provide safe and reliable electric energy to area residents, commercial, and industrial customers; and

WHEREAS, city operating procedure has historically included issuing a monthly bill to customers, following the billing due date a late notice is sent to customers indicating the delinquency and including an upcoming date when services will be disconnected due to lack of payment, 7 days prior to shut off a door card is delivered to each customer as a third attempt to bring said accounts current; and

WHEREAS, The city has recently audited the function of the door notifications and found that the majority of customers receiving door notifications are frequently the same customers, the research also found that the amount of time and funding required to hand deliver the door notice may be considered excessive; and

WHEREAS, The City of Hart Power Board has reviewed this procedure and found no indication that the door notification is required by law or by any locally adopted ordinance or policy and has made the recommendation to City Council to authorize the discontinuance of this procedure; and

WHEREAS, to secure the benefits of efficient self-government and to promote and protect our common interests and welfare, the City Council hereby declares:

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL:

Accepts the recommendation by the Power Board to discontinue the issuance of door notifications prior to discontinuing service to any City of Hart delinquent utility customers.

Directs Hart Energy to discontinue this practice effective no later than January 1st, 2023.

Moved by _____, supported by _____, and thereafter adopted by the Hart City Council at a regularly scheduled meeting held on October 11, 2022

Ayes: __ Nays: __ Absent: __

RESOLUTION 2022-46
City Council
City of Hart, Michigan
Oceana County

ACCEPT BIDS FOR STREETSCAPE DESIGN AND AWARD PROFESSIONAL SERVICES CONTRACT

WHEREAS, the City of Hart is responsible for facilitating an environment in the historic downtown business district (B-1 Central Business District) that is conducive to courting and retaining perpetual business entities as well as facilitating safe public gathering spaces; and

WHEREAS, the City of Hart TIFA Plan approved by City Council includes the visioning and redevelopment of design elements in the business district including reviewing walkability, greenspace, traffic patterns, and parking locations / availability; and

WHEREAS, The City of Hart has released a public request for proposal for professional services to support this effort and received three bids from qualified vendors, Fishbeck Planning $48,565, Prein and Newhof $32,200, Fleis and Vandenbrink $44,000; and

WHEREAS, The City of Hart TIFA has budgeted to cover the cost of contracting with a professional entity to assist in this effort, reviewed the submitted proposals, has recommended accepting the low bidder, Prein and Newhof; and

WHEREAS, to secure the benefits of efficient self-government and to promote and protect our common interests and welfare, the City Council hereby declares:

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL:

Accepts the sealed bids as submitted and awards the work to low bidder Prein and Newhof in the amount of $32,200.

Authorizes the City Manager to sign and execute the contract and begin work in collaboration with the City of Hart TIFA board to proceed with design planning and community engagement.

Moved by _____, supported by _____, and thereafter adopted by the Hart City Council at a regularly scheduled meeting held on October 11, 2022

Ayes: __ Nays: __ Absent: __

City of Hart

Streetscape RFP Bid Tablulation

Opening 8/25/2022 4PM

Bidder Name	Project Overview	Manager & team resumes	Work Plan	Conflicts of Interest	Proprietary Information	Signature Page	Fee Structure and Price	Notes
Fishbeck	X	X	X	X	X	X	X - $48,565	
Prein and Newhof	X	X	X	X	X	X	X - $32,200	
Fleis and Vandenbrink	X	X	X	X	X	X	X - $44,000	Optional Add-On Services: A-Topographical Survey-$36,600 B-Final Design Construction & Engineering-9%-20%

RESOLUTION 2022-47
City Council
City of Hart, Michigan
Oceana County

RESOLUTION TO ACCEPT WAYFINDING SIGNAGE BIDS AND AWARD WORK

WHEREAS, the City of Hart is responsible for providing street signage to allow for safe and effective flows of traffic, auxiliary to that effort, the city may provide signage to assist motorized as well as non-motorized traffic in finding city resources; and

WHEREAS, the City of Hart TIFA has budgeted to provide this signage throughout the TIFA district in an effort to help our local community members and visitors to access city of Hart facilities and the City of Hart has budgeted to assist in this effort throughout the city; and

WHEREAS, The City of Hart released a public request for proposal for the procurement and installation of identified wayfinding signage and received four bids from qualified vendors, United Signs $298,930, Sign Works $248,791, Signplicity Sign Systems $166,021 (+$375 labor per isgn in concrete), Valley Sign $198,793 and

WHEREAS, The City of Hart TIFA has reviewed the submitted proposals and has recommended accepting the low bidder, Signplicity Sign Systems; and

WHEREAS, to secure the benefits of efficient self-government and to promote and protect our common interests and welfare, the City Council hereby declares:

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL:

Accepts the sealed bids as submitted and awards the work to low bidder Signplicity Sign Systems in the amount of $166,021 (plus $375 for each sign installed on concrete).

Authorizes the City Manager to sign and execute the contract.

Moved by _____, supported by _____, and thereafter adopted by the Hart City Council at a regularly scheduled meeting held on October 11, 2022

Ayes: __ Nays: __ Absent: __

City of Hart

Wayfinding Signage RFP Bid Tablulation

Opening 8/25/2022 4PM

Bidder Name	Company History	Statement of Understanding	3 References	Insurance coverage	Fee Structure and Price	Notes
United Signs	X	X	X	X	X - $298,930	
Sign Works	X	X	X	X	X - $248,791	
Signplicity Sign Systems	X	X	X	X	X - Aluminum signage: $166,021 ACM: $150,857.05	Signs installed on Concrete will require $375 labor per sign.
Valley Sign	X	X	X	X	X - $198,793	Price increase is 5% year over year