Regular Meeting of the City Commission  
Monday, May 14, 2018  
7:00 p.m.  

AGENDA

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PROCLAMATIONS AND PRESENTATIONS:
  1. Presentation by Consumers Energy Forrester regarding line clearing program.  

ADDITIONS/ DELETIONS TO AGENDA:

PUBLIC INPUT ON AGENDA ITEMS:

RECEIPT OF PETITIONS AND COMMUNICATIONS:
  3. City Manager report on pending items.  
     a. Report on Spring No Fee Brush Pickup  
     b. Plan and questions for resident/customer feedback survey  
  6. Minutes of the Airport Advisory Board (March).  
  7. Minutes of the Tax Increment Finance Authority/Principal Shopping District (TIFA/PSD) (March).  
 10. Correspondence from the Planning Commission regarding the 2019-2023 Capital Improvement Plan.  
 11. Communications received regarding Michigan Medical Marihuana Facilities Licensing Act (MMMFLA) proposed ordinances (4).

CONSENT CALENDAR: DESIGNATED (*) ITEMS

CITY COMMISSION MINUTES:  
* 12. Approval of the minutes of the regular meeting held April 23, 2018.

PUBLIC HEARINGS:

STAFF RECOMMENDATIONS AND REPORTS:

ALL INTERESTED PERSONS MAY ATTEND AND PARTICIPATE. PERSONS WITH DISABILITIES WHO NEED ASSISTANCE TO PARTICIPATE MAY CALL THE HUMAN RESOURCES OFFICE AT 779-5313. A 48-HOUR ADVANCE NOTICE IS NECESSARY FOR ACCOMMODATION. HEARING IMPAIRED INDIVIDUALS MAY CONTACT THE CITY VIA THE MICHIGAN RELAY CENTER FOR SPEECH & HEARING IMPAIRED; 1-800-649-3777.
13. Bids and Quotations
   a. Street Overlays

14. Consider resolution in support of final approval of Temporary Traffic Control Order #6-2018 for restricted parking on West Campus Drive between Preston and Vernon.

15. Consider whether a public hearing to adjust the 2018 millage rate should be held, if so, set the public hearing.

16. Receipt of recommendation from the Planning Commission regarding zoning ordinance amendment to section 154.410 and new ordinance Chapter 112.


18. Introduce an ordinance to amend Section 154.410.B.4.s.iv of the Mt. Pleasant Zoning Ordinances to correct a scrivener’s error within the special use standards for rooming dwellings and set a public hearing for June 11, 2018 on the same.

19. Introduce an ordinance to amend Article VII and Table 154.405.A of the Mt. Pleasant Zoning Ordinances to define “façade area” and to update standards for façade glazing in the CD-3L and CD-3 character districts and set a public hearing for June 11, 2018 on the same.

20. Consider approval of rates and fees and agreement for rental of the GumBuster machine as recommended by the Principal Shopping District Board (PSD).

21. Consider appointment to the Parks & Recreation Commission as recommended by the Appointments Committee.

22. Approval of payrolls and warrants.

ANNOUNCEMENTS ON CITY-RELATED ISSUES AND NEW BUSINESS:

PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS:

RECESS:

CLOSED SESSION: (None scheduled)

RECESS:

WORK SESSION: (Conference Room A-upstairs)

ADJOURNMENT:
SHARE THE SPACE
LINE CLEARING AND SAFE, RELIABLE ELECTRIC SERVICE
OUR PLEDGE TO YOU

We strive to provide safe, reliable electric service to our customers while making a sincere effort to minimize the risk to the health of trees and shrubs in the communities we serve.

Trees and safe, reliable electric service

Trees are part of Michigan’s natural splendor, providing summer shade and a golden glory in the fall.

It takes skilled management to ensure that the trees we delight in and the electric power we depend on can happily coexist.

Left unattended, trees that grow near electric lines can be dangerous and cause power outages. In fact, trees are involved in one-third of all outages.

In this brochure, you’ll find tips and resources to help you plant the right tree in the right place.

You’ll also learn how our certified and trained foresters work to ensure that Michigan’s trees and Michigan’s energy continue to share the same space safely and dependably for decades to come.

Keeping on schedule

Our purpose is to promote electric reliability and safety for our Michigan communities and neighbors. That’s why it’s important that we maintain an efficient electric line-clearing plan. This helps reduce the number and duration of power outages.

Professionalism and guidelines

Our foresters are members of the Utility Arborists Association and the Michigan Forestry and Parks Association, which are chapters of the International Society of Arboriculture. Here are some of the guidelines we follow:

• Trees next to electric distribution lines are removed or trimmed a safe, clear distance from the lines. The distance can depend on the location and type of tree, electric voltage and other factors.

• The safety of our employees and the public, particularly children, may require removal of a tree. For example, a tree may be removed because it is under or too close to the line, dead, dying, damaged or at risk of falling. Some trees can be a constant hazard, requiring us to remove them.

• Our goals are achieving adequate clearance, helping the tree heal and directing future growth away from electric lines.

• In wooded areas, trimmings will be turned into brush piles to provide cover for wildlife.

Trees are involved in about 33 percent of all power outages.
What to expect
If you have received notice, either mailed or left as a door hanger, and have trees on your property near electric lines, it is likely the trees will be trimmed or removed. If you have questions about the work intended for your property, please call the number on the letter or door card.

We clear areas to industry-accepted specifications depending on the voltage of the electric line. In many situations, we’ll remove all trees within our approved area.

Examples
Here are some examples of work that may be taking place on power lines on and close to your property. A tree may be removed because it’s under or too close to a line, dead, dying, damaged or at risk of falling.

- **Bottom line:** clearing trees and limbs near electric lines keeps electric service safe and reliable.

Here are the minimum clearances necessary to minimize tree-related outages. Sometimes it is necessary to obtain greater clearances than the amount listed below:

<table>
<thead>
<tr>
<th>Electric Line Type</th>
<th>Voltage</th>
<th>Minimum Clearance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution</td>
<td>4,800-14,400</td>
<td>10 feet from wire in yards and other maintained areas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15 feet on both sides of pole line in undeveloped or unmaintained areas</td>
</tr>
<tr>
<td>Transmission</td>
<td>46,000</td>
<td>15 feet from wire in yards and other maintained areas</td>
</tr>
<tr>
<td></td>
<td>138,000</td>
<td>40 feet on both sides of pole line in undeveloped or unmaintained areas</td>
</tr>
<tr>
<td></td>
<td>345,000</td>
<td>60 to 120 feet on both sides of pole/tower line depending on construction style</td>
</tr>
</tbody>
</table>

Vegetation management
At Consumers Energy, we use various vegetation management methods. Line-clearing crews are the most common method, but we also use heavy equipment and herbicides to control vegetation near electric lines.

- **Line-clearing crews**
  One of our forestry planners will identify tree and brush work that needs to be done. Consumers Energy then contracts line-clearing projects to several contractors, who use qualified line-clearance arborists.
  Workers are required to follow our work specifications. In lawn areas, they usually chip all brush. Larger woody brush clearing will be cut into manageable pieces and left on site.

  In areas that are not maintained, the brush will be piled in windrows along the power line area, creating good habitat for wildlife and helping to suppress future tree growth. When trees are removed, stumps are left and cut as close to the ground as possible.

Heavy equipment use
The most commonly used heavy equipment are Hydro-axes. They are usually used in unmaintained areas.

- **Herbicide use**
  Our forestry professionals and contractors are trained and certified in the use of herbicides. Herbicides maintain cleared areas beneath our electric lines and are used to treat the stumps of removed trees to prevent resprouting.

  Herbicides are used in areas with heavy brush to kill the vegetation, but leave it standing to create animal habitat and suppress future tree growth.

  Our forestry planner or contract employee will attempt to notify property owners if herbicides will be used on their property, as required by state regulation.

Maintaining our property and securing necessary work permits
As one of the state’s largest landowners, we take care of more than 12,000 miles of electric and natural gas lines on land we own. In addition, we maintain easements along another 86,000 miles of natural gas and electric lines.

- Some people believe that because we are a public utility, our land is public. Consumers Energy’s land is private property and not open for public use without permission. Hunting, dumping, burning, operating off-road vehicles, planting trees and other activities are strictly prohibited.

  Since the late 1800s, it has been our practice to secure an easement to install, maintain and expand overhead and underground electric lines and underground gas pipelines on property not owned by Consumers Energy. Many of our lines are also installed in road rights of way pursuant to state law.

Trees and safety
- **Trees and safety**
  - Power lines are not insulated. If you touch a power line, you will be severely injured or killed. Always assume a power line is energized and dangerous.
  - Three working days before planting or doing other digging projects, call 811 so that underground utilities are marked and you can work safely. This service is free.
  - If a tree branch breaks off and lands on an electric line, call us immediately at (800) 477-5050. Do not touch the branch or wire.
  - Do not cut down trees or branches near power lines.
  - Stay clear of power lines when removing any object caught in a tree, such as a kite or balloon.
  - Stay at least 10 feet away from power lines when using a ladder.
  - Do not allow children to climb trees that are anywhere near overhead power lines.
  - Before you plant a tree, check to see if it will grow too close to overhead lines as it matures.

Smart planting
No trees should be planted near power lines. However, many trees are attractive additions to your yard and, under normal conditions, will not grow tall enough to interfere with our distribution lines.

Avoid planting tall-growing trees such as the following near or under power lines:

- **Silver Maple**
- **White Spruce**
- **Colorado Blue Spruce**
- **Red Oak**
- **Most pines**
- **Willows**

- **Examples**
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  - Colorado Blue Spruce
  - Red Oak
  - Most pines
  - Willows
Know what’s below
Call before you dig

Michigan Public Act 53 requires anyone — a business owner or homeowner — to contact MISS DIG to have public utility lines marked before digging. There is no charge for this service.

Operators at MISS DIG take calls from contractors, homeowners and others and pass the information to member utilities.

When MISS DIG notifies Consumers Energy, we send a worker to locate and mark — with small flags — the approximate locations of all Consumers Energy underground electric and gas lines.

Calling 811 helps protect you and your neighbors from injury or loss of energy service. Failure to comply with the MISS DIG law can result in liability for resulting injuries and damages.

Call 811 three full working days before you dig. For details: call811.com or missdig.org.

While easements vary, they run with the title of the land and allow our facilities to remain in place regardless of future ownership of the land.

When required, we obtain permits from federal, state, county and municipal agencies before any work is done. We also try to inform customers of our plans to trim or remove nearby trees.

Remember

In the event of downed wires, gas emergencies, security concerns or vandalism, call Consumers Energy at (800) 477-5050.
PROCLAMATION

WHEREAS, Public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Michigan; and,

WHEREAS, These infrastructure, facilities, and services could not be provided and maintained without the dedicated efforts of public works professionals, who are engineers, managers, and employees from state and local governments and the private sector, who are responsible for rebuilding, improving and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other facilities essential for our citizens; and,

WHEREAS, The American Public Works Association has celebrated the annual National Public Works Week since 1960,

NOW, THEREFORE, I, Allison Quast-Lents, Mayor of the City of Mount Pleasant, do hereby designate the week of May 21-27, 2018, as National Public Works Week; I urge all of its citizens to pay tribute to our public works managers and employees and recognize the substantial contributions they make to protecting our local and national health, safety and quality of life.

In Witness Whereof, I have hereunto set my hand and Great Seal of the City of Mount Pleasant, Michigan, this 14th day of May 2018.

_________________________________
Allison Quast-Lents, Mayor
City of Mount Pleasant
TO: MAYOR AND CITY COMMISSION
FROM: NANCY RIDLEY, CITY MANAGER
SUBJECT: CITY MANAGER REPORT ON PENDING ITEMS

This report on pending items reflects the preliminary prioritization received from the on-line survey and the discussion at the January 29, 2018 special meeting.

1. Task Related Issues:

<table>
<thead>
<tr>
<th>SHORT DESCRIPTION OF TOPIC</th>
<th>MEETING TOPIC WAS AGREED TO</th>
<th>REQUESTED DUE DATE</th>
<th>STATUS AS OF 5.9.18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing Policy</td>
<td>March 26</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Outline options for changes to bid approval limits and local preference language.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Scheduled Tentatively Work Session Topics
   ✓ April 23 May 14- Capital Improvement Plan (CIP)
   ✓ May 14 May 29- Barriers that exist for infill/redevelopment
   ✓ May 29 June 11- Sidewalk snow removal

3. Referred to Charter Committee in 2017
   • City Commission Committee structure/ function and thorough review of Chapter 30

4. To come to City Commission when more information is available
   • MOA for Mt. Pleasant Center
   • Airport potential partners and potential agreement
   • Plans necessary for Redevelopment Ready Community Certification (public engagement plan—on this agenda, economic development action plan, marketing plan, etc.)
   • Homeowner Loan and Emergency program—will look at MSHDA programs
Mt. Pleasant Center-process to determine preferred development plan before marketing
Economic Development Action plan update
Dependent on community group pool feasibility results, may want to have further discussion
Review of fee proposals based on guidelines

5. **Items staff will incorporate into agenda.**
   - Purchasing Policy update-postponed March 26

6. **Not priority yet based on online survey will be revisited later-no time or resources being spent on yet-**
   a. Items likely needing shorter discussion to give staff direction
      - Rental Housing-additional inspections (mechanical, electrical and plumbing) for converted units
      - Building inspection – new fees and coordination of inspections with County
      - Dumpsters located in paved alleys
      - Indian Pines south entrance
      - Non-motorized plan-priority policies to focus on in 2018
      - Potential ordinance change for single day trash pickup by neighborhood

   b. Items likely needing longer discussion
      - Effectiveness of storm water ordinance
      - Police statistics –desired outcomes and uses
      - Rental Housing Inspections: frequency based on good inspections
      - Review of customer service survey instrument on this agenda
      - Master Plan-desired outcomes and agreed upon process to occur during joint meeting May 8
      - Recreation Authority research discussion
      - Sustainability goals
      - Incentives/strategy for owner-occupied conversions

Please note items that have changed since the last report are highlighted in yellow for easy reference.
2018 NO FEE BRUSH CHIPPING
APRIL

**Chipping Stats**
137 registrations (91%)
85.5 cubic yards from
121 locations (88% of total registrations)
Avg. .71cyds/location
17 locations no brush (12%)
2 locations > 30 min.

**Registration Methods**
79 telephone (58%)
38 online (28%)
17 email (12%)
3 in person (2%)
MEMORANDUM

To: City Commission
From: Nancy Ridley, City Manager
Date: May 7, 2018
Subject: Resident/User Feedback Survey

One of the City’s strategic initiatives for 2018 includes obtaining feedback from resident/users regarding customer service received.

Some feedback mechanisms are currently used or have been by City staff to obtain feedback on the following:

- Recreation programs – survey sent to participants after every program/event
- Development proposals submitted to the Planning Commission and Zoning Board of Appeals - annually
- Citizens’ Academy - annually
- Most used communication methods - in 2017
- No fee brush pickup program - in 2017

The purpose of the 2018 initiative is not focused on a specific program, rather more on the interaction with staff – both positive and negative. The Commission requested information prior to the process launch on the planned process and survey questions being asked.

The attached summary outlines both the process and proposed questions. We intend to launch the process July 1 and would like any suggestions/concerns from Commissioners by June 1 to ensure ample time for discussion and/or implementation of the suggested changes prior to the launch date.

Attachments
Resident/User Feedback Survey

Budget Strategic Initiative: implement a survey methodology to measure user/resident satisfaction with delivery of current services.

Staff understanding of the initiative as the plan was developed:

- Feedback helps foster continuous improvement in how we do things
- Objective is to obtain feedback from residents/users regarding their interactions with staff and how they were treated/felt about the interactions
- Focus is not on the City service provided, but more on the assistance received from the staff member
- Start with some departments and evaluate the effectiveness of the process and the results received – pilot program with ability to incrementally grow it

Based on research of other cities, the plan is as follows:

- Start with “front desk” type encounters – (includes following areas: Recreation, Treasurer, Clerk, Assessing, Community Services, Human Resources, City Manager, DPW front desk, DPS Records, Airport, Water for walk-in customers)
  - Front line staff member will provide a survey postcard (see attached) to every resident/customer over a three month time period with an indication that their feedback on the interaction would be appreciated
    - Box will be available at front door of each building location to deposit the completed survey cards OR they can be mailed to address printed on them
    - Survey card will include an on-line survey link that can be used instead
  - Data will be kept on how many cards are distributed so we can calculate a return percentage
  - Incentive of a gift card to a Mt. Pleasant business will be offered for those who wish to provide their contact information
  - Website will have a survey link that is available to anyone
  - Data will be collected and summarized by the Executive Assistant in the City Manager’s office. Summaries will be provided from City wide perspective.
- After three months of obtaining feedback (July, August and September), consideration will be given of how to gather feedback regarding the “in the field” resident/customer interactions and the over the phone resident/customer interactions

Survey questions

- Parameters used
  - Keep short to encourage likelihood of completion
  - Focus on the interaction
  - Make incentive voluntary
- Questions/Format – see attached (which will be made more visually appealing)
City of Mt. Pleasant
Resident/User Feedback Survey

Intro Questions:

- City Department visited: _________________________
- Reason for visit: __________________________________________
- I was greeted and acknowledged promptly (Yes/No)

How would you rate the following?

- Timeliness and accuracy of services (Great/Okay/Not Good)
- Knowledge and skill of staff (Great/Okay/Not Good)
- Courtesy and friendliness of staff (Great/Okay/Not Good)
- Positive representation of the City by the employee(s) (Great/Okay/Not Good)
- Neatness and appearance of building (Great/Okay/Not Good)
- Would you like to share any other comments?

You can also complete this survey online at [insert link].

Thanks for taking our survey!

OPTIONAL: If you’d like to be entered into a quarterly drawing for a $10 gift card to a Mt. Pleasant business, please include your first name and phone number or email address below.

OPTIONAL: First Name: _____________ Telephone or email:________________________
Chairman Fokens called the meeting to order at 7:00 p.m.

I. Roll Call: Staff called roll.

Members Present: Assmann, Berkshire, Fokens, Friedrich, Orlik, Raisanen.
Members Absent: White

Staff: Kench, Murphy.

II. Approval of Agenda:

Motion by Berkshire, support by Raisanen, to approve the agenda.

Motion approved unanimously.

III. Approval of Minutes: August 23, 2017 Meeting

Motion by Orlik, support by Friedrich, to approve the minutes from the August 23, 2017 meeting.

Motion approved unanimously.

IV. Communications:

Staff reported that there were no communications to share at this time.

V. Public Comments:

Chairman Fokens opened the floor for public comments.

There being no one who wished to address the Board, the Public Comments session was closed.

VI. Public Hearings:

Chairman Fokens explained board proceedings, noting that a quorum was present.

A. ZBA-06-2017 - 2125 S. Mission

Kench introduced case ZBA-06-2017, submitted by Craig Willian, on behalf of Mt. Pleasant Shopping Center, requesting a variance from section 154.120 to reduce the onsite parking required for the shopping center. The applicant is proposing a small 4,245 square foot addition off the rear of the building along with improvements to the building facade. Kench explained that although the additions were relatively small, the zoning ordinance requires that the parking deficiencies be brought into compliance with current standards whenever an expansion or alteration to the site occurs.
Kench noted that the site is zoned C-3 General Business with C-3 zoning to the south and west; M-1 Multi-family to the east; and a mix of C-3, M-1, M-2 and OS-1 to the north. Kench reported that the proposed use is an allowed use in the C-3 zoning district.

Kench shared an overview of the area showing the abundance of parking on the site, along with the site plan submitted by the applicant. In addition, Kench shared a breakdown of the required parking and what would actually be available if the variance was granted. Kench referred to the ordinance language that allows the Zoning Board to consider a reduction in parking if the applicant can demonstrate that they are able to reserve an open landscaped area on the site to accommodate increased parking if future needs arise. Kench noted on the site plan where this open area would be located.

Commissioner Berkshire asked for clarification on whether this open area would be developed into a parking area if the variance is approved. Kench responded that nothing would be done with it at this time; it would remain as a landscaped area and would only be developed if future needs required additional parking on the site.

Kench also noted that the proposed new zoning ordinance requires less onsite parking.

Vice-Chair Raisanen asked what would be the minimum number of parking spaces required under the proposed new ordinance. Kench indicated there would be no minimum. Vice-Chair Raisanen commented that it would be left up to the owner to determine the needs.

Craig Willian, Vice President of Development for Agree Development, addressed the Board. Mr. Willian commented that the K-Mart store is closing and they have a couple of potential tenants for the space and the addition would help to accommodate a second tenant. Mr. Willian stated that when devising the plan, they took into consideration traffic circulation as well as parking. He also noted that they are including a facade upgrade to the shopping center as well.

Commissioner Orlik asked why two tenants could not fit in the existing box. Mr. Willian stated that of the two potential tenants, one requires 50,000 square feet and the other 35,000 square feet. Currently there is only 80,000 square feet available. They decided on placing the addition on the rear of the building to avoid disrupting traffic flow.

Commissioner Berkshire asked for clarification on the site plan for what was proposed for the front of the building. Mr. Willian indicated that the area he was referring to was where there would be additional landscaping, facade improvement, a drive aisle, etc. Mr. Willian also noted that the sidewalks would all be redone.

Vice-Chair Raisanen asked if the potential tenants were okay with the amount of parking on the site and also asked if bicycle parking would be provided. Mr. Willian responded that they were okay with the amount of parking and although he would not commit the tenants to providing bicycle parking, he noted that the owners/developers would be open to providing that.

Chairman Fokens asked about curb cuts. Mr. Willian commented that they would be revising the old design to increase the efficiency of the site circulation.
Chairman Fokens opened the public hearing. There being no one who wished to speak, the public hearing was closed.

Kench noted the only correspondence received was from the Division of Public Safety and the Division of Public Works outlining their requirements.

Board Discussion:

Motion by Raisanen, support by Friedrich, to approve Case ZBA-06-2017 for a variance request from Section 154.120 (Off-Street Parking; Schedule of Minimum Spaces) of the Zoning Ordinance with the inclusion of bicycle parking as determined by the Planning Commission.

After review of the information provided, the Board found the request complies with the criteria outlined in section 154.123 for granting a parking variance. It was noted that the applicant was able to provide 128 parking spaces to accommodate all employee parking as required under section 154.123 (A), along with placing an area held in reserve for 343 spaces to comply with the total number of spaces required by the zoning ordinance should the need arise in the future.

The Board further recognized that the size of the addition, prompting the review of the onsite parking, is relatively small in comparison to the size of the existing building that has operated in the current configuration for more than 30 years without any known parking issues.

Motion approved unanimously.

B. ZBA-07-2017 - 1021 E. Pickard

Kench introduced case ZBA-07-2017 submitted by Mike Houseman on behalf of Culvers, requesting a variance from Section 154.067 (C)(4), which requires screening walls for drive-thru establishments.

Kench noted that the zoning on the property is C-3 General Business, and is surrounded by C-3 zoning. The drive-through use is an allowed use in the C-3 District and is regulated by a special use permit. Kench noted that the site went through site plan approval in 2005 and it is unclear from the records why the six-foot masonry screening wall was not required at that time. The applicant is now looking to expand the drive through line and reconfigure the parking area, which brings these requirements back for consideration.

Kench shared an overview of the site showing the current configuration, noting where the 6’ masonry wall would be required, and also shared the site plan showing the proposed changes in the drive through.

Commissioner Berkshire asked for clarification on the site plans and where the wall would be required.
Commissioner Orlik asked if the records from 2005 show any discussion in regards to the drive through. Kench stated they did; however no mention was made of a screening wall.

Kench noted that the restaurant has operated for 10 years and we have not had any complaints.

Vice-Chair Raisanen asked if the landscape buffer would remain in place. Kench stated it would.

Commissioner Berkshire asked if all the other drive-through restaurants in the city have the appropriate screening. Kench commented that they do; however also noted that this site has commercial uses backing up to each other; with no residential properties abutting it.

Vice Chair Raisanen commented that she feels a 6 ft. wall would impair visibility when entering and/or exiting from the site and asked if there were others with a similar drive configuration. Kench stated this site was somewhat unique in this regard.

Mike Houseman, Wolverine Building Group, addressed the Board representing K-Berger LLC. Mr. Houseman commented that they wish to improve the site by reconfiguring the drive through. The plan would extend the drive further to the back and will still meet the 10 car stacking requirement.

Mr. Houseman referred to the criteria for granting a variance, nothing that they feel the construction of a wall would make the traffic circulation more challenging. In addition, he noted that they do not feel this would set any precedent as the site is unique in that it has commercial uses on all sides. He further commented that there would be no detrimental effect to neighboring properties and would not impair the purposes of the chapter or public interest. Mr. Houseman commented that there isn't anything to be gained by this type of buffer and feels it may create safety concerns.

Commissioner Orlik asked if the applicant would improve the landscape if they are granted the variance. Mr. Houseman stated they would, and would be submitting a landscape plan to the Planning Commission.

Chairman Fokens asked if there were concerns that vehicles entering the site from the access drive would try to enter the drive through line at the entry location. Mr. Houseman stated they wouldn't be able to do that based on the location of the order board. Anyone entering from the access drive would be required to turn right to use the drive through.

Chairman Fokens commented that he feels the wall would create a problem.

Commissioner Friedrich asked what they were hoping to achieve with the proposed changes to the site and if they feel the changes would accomplish their goal. Mr. Houseman responded that they had an injury on the site a while back and by moving the drive through back, it will move the stacking away from the building entrance, making it safer for those entering or exiting the building.
Chairman Fokens opened the public hearing. There being no one who wished to speak, the public hearing was closed.

Kench noted the only correspondence received was from the Division of Public Safety and the Division of Public Works outlining their requirements.

Commissioner Orlik commented that there are certain instances where a screening wall is very important; however, in this instance he feels it would create more problems than it helps. He noted he feels it is more favorable to have improved low landscaping rather than a wall.

Motion by Orlik, support by Berkshire, to approve ZBA-07-2017 for a variance from section 154.067 (C)(4) requiring a 6 foot masonry wall to be constructed along the drive-thru and drive-thru queue lane.

After review of the information provided by the applicant, the Board found the request complies with the criteria outlined in section 154.164 to grant the variance. The Board noted that the site has operated in the current configuration since 2005. The Board further recognized that this site is a former Meijer out lot, and given the location of their access drive that runs along the north and the west property lines of the Culvers drive-thru location they are the most impacted by the location of the drive-thru. The Board feels that a 6 foot masonry wall may create an unsafe condition, as described by the applicant, given traffic is coming out of the Culver's site and into the Meijer's location off from Pickard Street.

The approval is contingent upon the applicant providing additional landscaping along the north and west property lines where the drive-thru is located. The type, spacing and amount of plant materials shall be approved by the Planning Commission as part of the review for the Special Use Permit and Site Plan Approval.

Motion approved unanimously.

VII. Other Business:

None

X. New Business

A. December ZBA Meeting

Kench noted we have not had any submittals for the December ZBA meeting as of this time.

B. 2018 Meeting Schedule

Kench presented the proposed 2018 meeting schedule for the Board's review.

Motion by Berkshire, support by Friedrich, to approve the schedule as presented.
XI. Adjournment

Motion by Raisanen to adjourn.

Motion approved unanimously.

Meeting adjourned 7:50 p.m.
Approved Minutes
Mt. Pleasant Parks and Recreation Commission
Regular Meeting
Tuesday, January 23, 2018
7:00 p.m., City Hall

I. CALL TO ORDER – 7:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. ATTENDANCE AND DECLARATION OF QUORUM
A. Members Present:  Batcheller, Busch, Irwin, Little, Stressman
B. Members Absent:  Alsager, Fisher
C. Parks and Recreation Staff:  Bundy, Longoria, Way
D. Public Attendance:  None

IV. APPROVAL OF AGENDA/ MINUTES & COMMISSION BUSINESS
A. Changes/Approval of Agenda – Motion by Busch, second by Irwin to approve the agenda as presented. Motion unanimously carried.
B. Approval of Minutes – Motion by Stressman, second by Busch to approve special meeting minutes of Dec. 7, 2017. Motion unanimously carried.

V. ELECTION OF NEW OFFICERS
A. Election of Chair & Vice Chair:  Floor opened by Chair Batcheller.
   Commission Chair Election:  Busch nominates Little, second by Irwin. There were no other nominations. Voting took place and members unanimously elected Member Little as 2018 Chair.
   Commission Vice-Chair Election:  Batcheller nominates Busch, second by Little. There were no other nominations. Voting took place and members unanimously elected Member Busch as 2018 Vice-Chair.

VI PUBLIC COMMENTS - none

VII. DEPARTMENT REPORTS
A. Parks – Director Bundy reported on the following:
   • Bids received for repair and reconditioning of Island Park and Pickens Fields ball diamonds to repair damage caused by flooding. Work to proceed mid-late April with completion by late May, weather dependent.
   • Island Park Merchant’s Building received a new roof, upper siding and two overhead doors as part of the building rehab. A Consumer’s Energy volunteer group is scheduled to help with staining of building in June 2018 (Consumer’s also purchasing stain).
   • Motorpool equipment replacement – Parks will be replacing its existing Gator, purchasing a John Deere utility vehicle through the MiDeal Purchasing Program. This is a heavier duty model with a high visibility LED lighting system for better visibility and can haul heavier items. Other equipment scheduled for potential replacement includes
the quad and the existing 6ft. mower to be replaced with a polar track z-mower.

- Graffiti artist caught and arrested in fall of 2017. As part of plea deal the city was awarded $2,000 restitution.
- Parks grants received:
  - Tribal 2% funding awarded in November - $26,000 Chippewa River Corridor Riverbank Repair; $45,000 Community Amphitheater Project; $25,000 Island Park Fitness Trail Equipment
  - Michigan DNR Passport Grant awarded in December - $75,000 for Community Amphitheater Project
  - Michigan DNR Trust Fund Grant awarded in December - $153,000 for Island Park Fitness Trail Project & bridge

B. Recreation – Director Longoria reported on the following:

- Under the Big Top held @ Finch Fieldhouse on 1/20 with approx. 800 participants. This event was in partnership with My104.3 radio.
- Saturday 1/20 was also opening day for youth basketball (440 participants) at Morey Courts.
- Staff busy prepping for Man vs. Mountain 5k to be held on Feb. 3rd. (330 participants enrolled as of today).
- Sunday 1/21 was the 34th annual Daddy Daughter Date Night held at the Comfort Inn. There were two sessions (2-4 pm and 6-8 pm) with approx. 800 total attending. New photographer IDEAL printed photos on site which worked out really well.
- PEAK Sites are holding steady with enrollment. The Tribal drum circle performed today at the Pullen Site and will be at Vowles on Thursday. The kids really enjoyed this performance as did the staff.
- PEAK was the recipient of a fall Tribal 2% in the amount of $91,635.

VIII. OLD AND NEW BUSINESS

A. 2018 – 2022 C.I.P. - Director Bundy updated the Commission on CIP projects for 2018 and 2019 (see attached Parks CIP Planning Matrix). Parks will be updating their master plan in 2019 to take effect in 2020 in conjunction with City master plan.

B. Horizon Park MHT Housing $50,000 Donation – Director Bundy gave a brief history of the project and discussed planned improvements.

Horizon Park Proposed Improvements

<table>
<thead>
<tr>
<th>Description</th>
<th>Estimated Cost</th>
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</table>
| Provide increased access to Horizon Park for residents near the park especially from the Chase Run facility, add additional park amenities including benches, picnic tables, grills, and trees. | $31,000         

Description and Estimated Cost Breakdown
- Install up to three new 6 foot wide universally accessible concrete walkways connecting Chase Run Parking lot and sidewalks to existing asphalt walking path allowing for greater access to park amenities including shelter, restroom, playgrounds, and sport areas. Include concrete bump out areas along walkway for fixed benches, tables, and grills. Walkway totals approximately 220 Lf. $13,000
- Purchase and Install up to 8 fixed composite wood benches installed in targeted areas of the park. $5,300
- Purchase and install up to 6 fixed composite wood universally accessible picnic tables $5,300
- Purchase and install up to 3 fixed charcoal grills $1,200
- Purchase and install up to twenty trees of various species of at least 2” caliper or greater $6,200

<table>
<thead>
<tr>
<th>2. Improve existing Restroom Building</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide increased safety/security, improved vandal resistance, reduced maintenance, and ongoing energy savings to the existing restroom building.</td>
<td>$13,250</td>
</tr>
</tbody>
</table>

Description and Estimated Cost Breakdown
- Upgrade lights to secure energy efficient LED light fixtures inside and outside restroom building $400
- Upgrade to secure energy efficient Hand Dryers in men and women’s restrooms $1,000
- Add reduced-maintenance resilient surfacing to restroom floors and wall splash areas $500
- Add composite counter tops/sink units with plumbing protection to each restroom and include baby changing stations. $6,600
- Add American standard Push self-stopping faucets $750
- Upgrade all men and women’s stall partition walls to durable vandal resistant composite materials. $4,000

<table>
<thead>
<tr>
<th>3. Improve Existing Sport Areas</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide updated Sport courts for use by area residents and visitors.</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

Description and Estimated Cost Breakdown
- Minimally rehabilitate existing tennis court $4,000
- Repaint court to be used for both tennis and pickle ball venues. $1,000
- Rehabilitate basketball court -0- City to complete

**TOTAL Horizon Park Proposed Improvements** with $750 contingency $50,000

At Horizon Park, the City already planned to upgrade the existing drinking fountain to include a bottle filler and foot wash. Additional trash receptacles are also planned at the park for 2018. Director Bundy stated to members that Horizon Parks is our most vandalized facility. The idea here is to add additional lighting and update restrooms with materials resistant to vandalism, as well as adding accessibility to the facility (from Chase Run). Comm. members suggested involving neighbors in this project (i.e. tree or flower planting).
Following discussion, a motion was made by Busch, second by Batcheller to recommend the proposed improvements as outlined to the City Commission. Motion unanimously carried.

IX. **OTHER BUSINESS/ COMMISSIONER COMMENTS**

A. Citizens Academy - reminder that you can sign up online to participate in this year’s academy.

B. 2018 mParks Leadership Award is being presented to Parks Director Chris Bundy at their annual conference in February. Congratulations Chris!

X. **ADJOURNMENT** - 7:48 p.m.
City of Mt. Pleasant, Michigan
Airport Advisory Board
Thursday, March 8, 2018
Meeting Minutes

I. Call to Order / Roll Call
The meeting was called to order at 5:30p.m.
Present: Mark Drumheller, Glen Irwin, Patty Stangle-Krcmarik, Cathy Tilmann
Absent: Sam Staples
City Staff Present: Airport Manager Bill Brickner

II. Approval of Agenda
Motion by Drumheller, support by Stangle-Krcmarik to approve the agenda.
Motion passed.

III. Public Comment on Agenda Items
None

IV. Approval of Meeting Minutes
Motion by Drumheller, support by Tilmann, to approve the minutes of February 8, 2018.
Motion passed.

V. Airport Manager’s Report
Brickner discussed the manager’s report.

VI. Old Business
Brickner reported that 90% of the trees in the tree abatement project are down.
The electrical part will be moved from June to April if weather allows.

VII. New Business
None

VIII. Announcements on Airport Related Issues and Concerns
Brickner stated everyone throughout the City worked very well together during the event of Friday, March 2.

IX. Adjournment
Motion by Stangle-Krcmarik, support by Tilmann, to adjourn the meeting.
Motion passed.
Meeting adjourned at 6:00p.m.
March 15, 2018 MINUTES – JOINT MEETING
TAX INCREMENT FINANCE AUTHORITY (TIFA) and PRINCIPAL SHOPPING DISTRICT (PSD)

MEMBERS PRESENT

<table>
<thead>
<tr>
<th>Name</th>
<th>Entity</th>
<th>Status</th>
<th>Date</th>
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<tbody>
<tr>
<td>S. Bissell</td>
<td>TIFA/PSD</td>
<td>EA</td>
<td>12/31/2021</td>
</tr>
<tr>
<td>R. Blizzard</td>
<td>TIFA/PSD</td>
<td>P</td>
<td>12/31/2021</td>
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<tr>
<td>S. Christensen</td>
<td>TIFA/PSD</td>
<td>EA</td>
<td>12/31/2019</td>
</tr>
<tr>
<td>A. Quast-Lents</td>
<td>TIFA/PSD</td>
<td>P</td>
<td>12/31/2018</td>
</tr>
<tr>
<td>R. Swindlehurst, Chair</td>
<td>TIFA/PSD</td>
<td>P</td>
<td>12/31/2018</td>
</tr>
<tr>
<td>B. Wahr, Vice Chair</td>
<td>TIFA/PSD</td>
<td>P</td>
<td>12/31/2019</td>
</tr>
<tr>
<td>B. Wieferich</td>
<td>TIFA/PSD</td>
<td>P</td>
<td>12/31/2018</td>
</tr>
<tr>
<td>M. McAvoy</td>
<td>TIFA</td>
<td>P</td>
<td>12/31/2018</td>
</tr>
<tr>
<td>J. Horton</td>
<td>TIFA (Ind)</td>
<td>P</td>
<td>12/31/2018</td>
</tr>
<tr>
<td>C. Ritchey</td>
<td>PSD</td>
<td>P</td>
<td>12/31/2018</td>
</tr>
<tr>
<td>R. Agardy</td>
<td>PSD</td>
<td>EA</td>
<td>12/31/2021</td>
</tr>
</tbody>
</table>

A = Absent without notification       P = Present      EA = Excused Absence      N/A = Not Applicable

Guests: Mary Ann Kornexl, Kathleen Ling, Kaylie Monroe, Bill Mrdeza

Roll Call Notes: None.

I.) CALL TO ORDER
Call to order at 8:01am.

II.) ROLL CALL AND INTRODUCTIONS
Board member roll listed above with attendance. Introductions made for guests.

III.) CHANGES/ADDITIONS TO AGENDA
Motion to add the (c) Downtown Planning Study and (d) 2017 Year-End Budget to the agenda under Receipt of Communication.
M = Wieferich  S = Wahr  Motion approved

IV.) MINUTES
(TIFA) Motion to approve the regular February 2018 TIFA minutes as presented.
M = Quast-Lents  S = Wahr  Motion approved

(PSD) Motion to approve the regular February 2018 minutes as presented.
M = Ritchey  S = Agardy  Motion approved

V.) RECEIPT OF COMMUNICATION
a.) Downtown Directors Report
Receipt of March Downtown Development Directors report. No action taken.

V.) RECEIPT OF COMMUNICATION
b.) Public Participation Plan
Receipt of the draft public participation plan. No motion was necessary. TIFA and PSD were asked to forward any feedback to Jacob Kain, City Planner at jkain@mt-pleasant.org by March 15, 2018.
V.) RECEIPT OF COMMUNICATION

c.) Downtown Planning Study
Receipt of the downtown Planning Study completed by Town Planning and Urban Design Collaborative (TPUDC). No action taken.

V.) RECEIPT OF COMMUNICATION
d.) 2017 Year-End Budget (TIFA)
(TIFA) Motion to approve the 2017 year-end budget as presented.

M = Quast-Lents  S = Horton  Motion approved

VI.) PUBLIC COMMENT
Kaylie Monroe, IRIDE community outreach director, spoke in favor of retaining the IRIDE shelter in its current location and invited TIFA/PSD members to tour the IRIDE facilities.

VII.) OLD BUSINESS
a.) IRIDE Bus Shelter (TIFA/PSD)
(TIFA) Motion to leave the IRIDE bus shelter in place at its current location.

M = McAvoy  S = Horton  Motion approved

(PSD) Motion to leave the IRIDE bus shelter in place at its current location.

M = Wahr  S = Ritchey  Motion approved

VII.) OLD BUSINESS
b.) November Meeting Date (TIFA/PSD)
Consensus by members to hold the meeting on Thursday, November 8 at 8:00am.

VIII.) NEW BUSINESS
None.

IX.) OTHER/ADDITIONS TO AGENDA
None.

X.) OTHER/ADDITIONS TO AGENDA
b.) Roundtable
No discussion held.

XI.) ADJOURNMENT
Meeting adjourned 8:47 a.m.
I. Chair Hoenig called the meeting to order at 7:00 p.m.

Present: Dailey, Friedrich, Hoenig, Horgan, Irwin, Kostrzewa, Liesch, Ortman

Absent: Rise

Staff: Kain, Murphy

II. Approval of Agenda:

Motion by Kostrzewa, support by Liesch, to approve the agenda.

Motion approved unanimously.

III. Approval of Minutes

A. March 1, 2018 Regular Meeting:

Motion by Ortman, support by Dailey, to approve the minutes from the March 1, 2018 regular meeting as submitted.

Motion approved unanimously.

IV. Zoning Board of Appeals Report for March:

Commissioner Friedrich reported that the ZBA did not meet in March.

V. Communications:

Kain reported there were no communications.

VI. Public Hearings:

A. SUP-18-03 -2108-2112 S. Mission

Kain introduced SUP-18-03, submitted by Hua Qin Lin, noting this was a request to allow a Class I Restaurant at 2108-2112 S. Mission within the Stadium Mall shopping center.

Kain reported that the property is zoned CD-5 Urban Center, with future land use designated as Commercial. Class I Restaurants are a permitted use in the CD-5 district subject to a special use permit.

Kain noted that the property is located on the west side of S. Mission Street, across from the Mt. Pleasant Shopping Center, and abuts Central Michigan University to the west. Zoning on the properties to the north, south and east are the same as the subject property with future land use designated as commercial. Property to the west is zoned SD-U - University.
Kain shared photos of the site, noting which suites within the existing building the restaurant would occupy. He further noted that the restaurant will occupy approximately 3,700 square feet. Kain indicated that the proposed restaurant would be a Hibachi restaurant that would also serve beer and liquor. Kain reminded the Board that to classify as a Class I restaurant at least 50% of the gross income must come from food sales. Kain noted the hours of operation have been listed as 11:00 a.m. - 11:00 p.m. Monday through Saturday and 11:00 a.m. to 9:00 p.m. on Sunday.

Kain reviewed the SUP criteria for class I restaurants, noting that these would be listed as conditions for approval.

Kain concluded his report with the recommendation to approve subject to the conditions noted.

Commissioner Irwin asked what happens if 50% of the receipts are not from the sale of food. Kain responded that the SUP could either be revoked or the applicant could apply for a new SUP to operate as a nightclub, bar, or tavern. The restaurant could also continue operating without alcohol service.

Commissioner Kostrzewa asked if there was ever any accountability or auditing for Class I Restaurants in the city. Kain commented that this would be on a case by case basis and generally would result from a complaint or concern that the restaurant was not operating as required for Class I Restaurants. He further commented that we have not previously revoked a SUP for that reason.

Hua Qin Lin, applicant, and Tim Schlientz, project contractor, addressed the Board, offering to answer questions.

Commissioner Kostrzewa asked if this was the applicant's first restaurant venture. Mr. Schlientz responded that Mr. Qin owns a Hibachi restaurant in Traverse City and previously owned one in Buffalo, New York, which he sold when he moved to Traverse City.

Commissioner Kostrzewa asked if the restaurant would be targeting students. Mr. Schlientz responded that the restaurant is more family oriented. He further responded that there will not be an actual bar, but will be dining tables, with the cooking taking place in front of the patrons.

Commissioner Irwin asked if they already have the liquor license. Mr. Qin responded that they have one in Traverse City but not yet for Mt. Pleasant. Mr. Schlientz commented that they wanted to get through this process first.

Chair Hoenig opened the public hearing. There being no one who wished to speak the public hearing was closed.

Board Discussion:

Motion by Liesch, support by Friedrich, to approve SUP-18-03 subject to the following conditions:

1. The applicant shall comply with all requirements of Section 154.410 of the zoning ordinance related to Class I restaurants.
2. Use of the property as a Class I restaurant shall be subject to compliance with the requirements of the Michigan Liquor Control Commission.
3. The applicant shall comply with the requirements of the Division of Public Works.

Motion approved unanimously.
VII. Public Comments

Chair Hoenig opened the floor for public comments. There being no one who wished to speak the public comments session was closed.

VIII. Site Plan Reviews:

None

IX. Unfinished Business:

None

X. New Business:

A. Discuss Ordinances related to medical marihuana facilities and consider setting a public hearing on this issue at the May 3, 2018 regular meeting.

Kain provided a brief overview of the prior steps that the City has taken to develop the draft ordinances on medical marihuana facilities being introduced tonight. Kain stated that the only action requested tonight is to set a public hearing for the May 3, 2018 meeting.

Commissioner Dailey asked for clarification on what "stacked grower license" means. Kain explained that this means that a grower facility may utilize more than one license at a specific location, allowing them to have more plants and a larger growing operation. The stacked licenses do not count towards the number of grower facilities the city would allow. Kain further commented that the ordinance limits the number of grower facilities to 3 and limits the number of stacked licenses per facility to 3.

Commissioner Dailey asked for some clarification on the map. Kain explained where the provisioning centers could be located in the CD-4 and CD-5 zones and where they would not be allowed because of the buffer zones. He further noted that the only area the other types of facilities would be allowed is in the SD-I zoning district and all types of facilities would be subject to special use permits.

Motion by Dailey, support by Irwin, to set a public hearing to consider medical marihuana facilities ordinances at the May 3, 2018 Planning Commission meeting.

Motion approved unanimously.

B. Discuss housekeeping amendments to Chapter 154 and consider setting a public hearing on this issue at the May 3, 2018 regular meeting.

Kain introduced two minor zoning ordinance housekeeping issues for the Planning Commission’s consideration. First, duplicate text regarding short-term rentals was erroneously included under the special use standards for rooming dwellings and is recommended for deletion. Second, staff has found that the definition of facade is insufficiently clear, particularly with regard to glazing standards, and as a result a new definition of facade area is proposed.
Commissioner Irwin asked if the facade area would be measured from the inside. Kain responded that the proposed definition would account for the interior and where glazing would not be possible on the exterior as a result.

Motion by Dailey, support by Liesch, to set a public hearing to consider proposed housekeeping amendments to Section 154.410.B.s.iv; Article VII; and Table 154.405.A of the zoning ordinance at the May 3, 2018 regular meeting.

Motion approved unanimously.

XI. Other:

A. Staff Report:

1. Administrative Reviews: Kain reported that staff administratively approved the following site plan:
   - SPR-18-04 -1750 E. Bellows - an addition of a patio to the existing medical office building.

2. May Planning Commission meeting - Anticipated agenda items: Kain reported we would be holding the two public hearings on the proposed text changes. He is not aware of any other cases at this time.

Kain reminded the Commission of the joint meeting with the City Commission scheduled for April 9th, noting that they should be receiving their packets within the next day or so. Discussion took place regarding the availability of board members for this meeting. Kain commented that it appears there may not be a quorum and if that is the case the meeting would need to be rescheduled. He will follow up and report back.

Kain invited the Planning Commission to attend the presentation of the 2017 Community Improvement Awards, which will take place at the April 23, 2018 City Commission meeting.

XII. Adjournment:

Motion by Kostrzewa, support by Dailey, to adjourn.

Motion approved unanimously.

Meeting adjourned at 7:25 p.m.

bam
TO: MAYOR AND CITY COMMISSION
FROM: NANCY RIDLEY, CITY MANAGER
SUBJECT: NOTICE OF TEMPORARY TRAFFIC CONTROL ORDER #5-2018

The Commission will be asked for final consideration of the following Temporary Traffic Control Order at the City Commission meeting on July 9, 2018.

#5-2018- Place “3 Hour Parking” signs on the east side of Franklin Street between Mosher and Chippewa.

NJR/ap
City of Mt. Pleasant, Michigan
Traffic Control Order

TRAFFIC CONTROL ORDER NO. 5-2018

Issued By: Stan Tewni
Traffic Engineer

Date: 4-13-18

Signs/work by: Chet Wyza
Street Department

Date: 4/20/18

Filed/ Attested:______________________
City Clerk

Date:______________

This Traffic Control Order shall be presented to the City Commission and may receive final approval not more than 90 days from the date the work was performed by the Street Department. It shall not be renewed or extended except upon action by the City Commission.

Content: Place ‘3 Hour Parking’ signs on the east side of Franklin St. between Mosher and Chippewa.
TO: Nancy Ridley  
City Manager

CC: William R. Mrdeza  
Director of Community Services and Economic Development

FROM: Jacob Kain, AICP  
City Planner

DATE: May 4, 2018

SUBJECT: 2019-2023 Capital Improvement Plan

Each year, the Planning Commission is afforded an opportunity to review and provide feedback on the City’s five-year Capital Improvement Plan. This year, that review took place at the May 3, 2018 meeting.

Finance Director Mary Ann Kornexl provided a presentation on the proposed plan. An excerpt of the meeting minutes is attached. The Planning Commission unanimously recommended that the City Commission adopt the 2019-2023 Capital Improvement Plan as presented.

REQUESTED ACTION:

The City Commission receive the Planning Commission’s recommendation on the Capital Improvement Plan.

Attachment:
1. Draft minutes - May 3, 2018 Planning Commission meeting (excerpt)
area” to improve clarity. In addition, a slight adjustment is proposed to the glazing standards for CD-3L and CD-3.

Chair Hoenig opened the public hearing. There being no one who wished to speak, the public hearing was closed.

Motion by Friedrich, support by Liesch, to recommend that the City Commission adopt Text Change 18-03.

Motion approved unanimously.

VII. Public Comments

Chair Hoenig opened the floor for public comments. There being no one who wished to speak the public comments session was closed.

VIII. Site Plan Reviews:

None

IX. Unfinished Business:

None

X. New Business:

A. 2019-2023 Capital Improvement Plan:

Kain reminded the Commission that each year they are provided with an opportunity to review and provide feedback on the City’s five-year Capital Improvement Plan (CIP). Kain introduced Finance Director Mary Ann Kornexl and Stacie Tewari, City Engineer, noting that Ms. Kornexl would be providing a presentation on the CIP.

Kornexl addressed the Commission, commenting that the CIP presentation was presented to the City Commission on April 23, 2018.

Kornexl provided a brief overview of the CIP, focusing on 2019 projects. A summary was also provided on projects slated for 2020-2023; projects that are not currently in the CIP plan but under consideration for future years; and reviewed the next steps in the process.

Ms. Kornexl and Ms. Tewari answered questions form the Commission regarding alley infrastructure, pedestrian lighting and the Mission Creek dam.

Motion by Rise, support by Kostrzewa, to recommend the City Commission adopt the 2019-2023 Capital Improvement Plan as presented.

Motion approved unanimously.

XI. Other:
April 26, 2018

Ms. Nancy Ridley, City Manager
City of Mt. Pleasant
320 W Broadway St.
Mt Pleasant, MI 48858

Re: City of Mt. Pleasant Draft Medical Marijuana Ordinance

Dear Commissioners:

We represent MM Mt. Pleasant, LLC (the “MM Mt. Pleasant”) with regard to the Proposed Mt. Pleasant Medical Marihuana Facilities Ordinance (the “Ordinance”). MM Mt. Pleasant is seeking to operate a medical marijuana provisioning center in the City of Mt. Pleasant (the “City”). To that end, MM Mt. Pleasant wishes to partner with the City to protect the health, safety, and welfare of Mt. Pleasant’s medical patients who rely upon access to and use of medical cannabis, and to ensure that the City and area patients benefit by having responsible business owners who will be committed to the Community.

The recent passage of the Medical Marihuana Facilities Licensing Act, 2016 PA 281 (“MMFLA”), has generated a great deal of discussion in the State. Municipalities across Michigan are beginning to grapple with their rights, roles, and responsibilities under the new Act, and we applaud the City for proactively seeking to regulate medical marihuana facilities at the local level. That being said, having had the opportunity to review the Ordinance, we have several concerns with the current draft.

I. Selection Criteria Instead of Lottery Drawing

We have reviewed the Ordinance and would like to raise concerns with the current draft’s conditional authorization by a random drawing, which reads as follows:

If more than 3 applications for any given facility type are received on ________, 2018, the clerk will conduct a drawing to randomly select 3 of the applicants for conditional authorization and to establish a waiting list for future conditional authorizations for that
facility type. The drawing will be noticed and conducted as a public meeting. § 112.03(c)(1)

First, we believe that the Planning Commission should consider, as purely a policy matter, that applicants should be chosen based upon selection criteria provided by the City. Under the current draft, the City will have very little control over what businesses are chosen to operate as a Medical Marihuana Facility in the City of Mt. Pleasant. The lottery system only provides minimum qualifications that applicants need to be met to be eligible. The City may randomly select an applicant who is far inferior to the others and who only meets the bare minimum requirements. The City should not rely on “chance” to determine what businesses it will partner with to provide services to Mt. Pleasant’s medical patients. Rather, a new MMFLA ordinance should allow the City to choose businesses that best align with the City’s core values. Other municipalities around the State, Kalamazoo and Adrian for example, have rejected the lottery selection process after a first reading because they realized the potential hazards with such a selection system. If the City changes the Ordinance to allows for selection criteria, then the City will be able to select applicants with the best business track record, record of good corporate citizenship and community involvement.

II. No Prequalification Requirement as Prerequisite to Applying.

In reviewing the Ordinance, we also have concerns with the current draft’s requirement that applicants first successfully complete the prequalification step of the application for a state operating license, which reads as follows:

A copy of official paperwork issued by LARA indicating that the applicant has successfully completed the prequalification step of the application for a state operating license. § 112.03(a)(1)

We believe that the Planning Commission should consider allowing applicants to seek prequalification and a Mt. Pleasant facility license at the same time, which is what all but a small handful of municipalities have chosen to do. With only a very few exceptions, other municipalities around the State are first deciding who gets a permit, then giving those facilities a period of time to become operational under the MMFLA. This allows the City to accept and review a broader and better applicant pool.

Under 112.03(c)(3), there is an application window that closes for applicants to be considered by Mt. Pleasant. Coupling this application window with the requirement of successfully completing the slow-moving Prequalification step of the state application cuts down significantly on the number of potential applicants, and favors large multi-license applicants who are looking all over the State over local business applicants that were waiting to see how Mt.
Ms. Nancy Ridley, City Manager  
April 26, 2018  
Page 3

Pleasant would opt-in to the MMFLA before applying to the State. To date, the State has only given prequalification status to only nine applicants. The Director of LARA (the State’s Department of Licensing and Regulations Affairs) has stated that the Prequalification decisions will “trickle out” over time. Additionally, it appears that LARA is now going to be prioritizing those applicants who have been “temporarily operating” and who must be licensed by June 15 or close their doors. This means that most of the prequalification approvals will first be given to dispensaries that operated prior to actually being legal under state law, with those who have waited for actual legal approval coming later.

If the City pairs an application window that closes in the next couple of months with a requirement for prequalification as a prerequisite to a local application, the City will assure itself that it will miss out on those potential applicants who are more likely to comply with the law and regulations in this area. We believe that the City would benefit from removing this barrier to application, and instead simply require applicants to apply for state prequalification by a defined future date. Doing so would allow the City to choose from a broader and better applicant pool.

Thank you for your time and consideration. We would welcome the opportunity to discuss the issues set forth in this letter in greater detail at your convenience.

Sincerely,

DYKEMA GOSSETT PLLC

R. Lance Boldrey

cc: Jacob Kain, City Planner
Dear esteemed Commissioners,

It was a pleasure to sit in on your meeting last Monday and to have an opportunity to introduce myself to you during the public comments. As I stated, I represent Nick Stephan and Noris Shaba from Pure ReLeaf (319 N Mission) and they have asked me to offer some comments and suggestions regarding your forthcoming ordinance under Michigan’s new facilities licensing act. Importantly, we are concerned with a few provisions of your ordinance including the favoring of a lottery over a merit based application as well as the reduced buffers from the original drafts.

I recognize that the ordinance will be reviewed by the planning commission later this week and may undergo some additional changes. I will be attending that meeting and share my thoughts during that session but also wanted to see if each, or any, of you would be willing to meet with me in advance of the May 29th meeting when its back before your commission for consideration.

As someone who specializes in cannabis law in Michigan, I likely have answers to many questions you may privately have as well as a keen insight on how different communities are handling their ordinances.

Thank you for your consideration and I hope to have the chance to meet with each of you soon.

Craig

Office: (248) 541-2600
Facsimile: (855) 541-2600

520 N Main Street
Royal Oak, MI 48067

craig@cannabislegalgroup.com
cannabislegalgroup.com
Dear City of Mt. Pleasant,

Our business vision

We intend to have a dispensary in your municipality which will sell medically infused products and flowers. The products will be handled and sold following the guidelines established by the Licensing and Regulatory Authorities in Lansing. Our company has one intent and that is to sell clean, safe, and compliant medical products.

Our team includes a Michigan Medical Marijuana product producer out of Wellston, Michael Sprinkle. Michael has been a caregiver for 6 years and has 10 years business management experience in the similarly regulated alcohol distribution business. Our team also includes a grow and dispensary owner out of Colorado, Ryan Shaw. Ryan currently owns 2 licenses in the state of Colorado and has maintained complete compliance, passed all audits, and has proven to be 100% compliant in marijuana ventures. These ventures are under a similar legal structure as that of Michigan and currently provides over 25 jobs in a small community in Southern Colorado.

We intend to bring 5-6 good jobs in our first launch and hope to someday get to up around 20 employees as we develop our medical product offerings as our business grows. We offer an adequately funded, team focused, company all native Michiganders and with medical patients in our families. We have a true care for causes like helping people beat cancer, deal with life in MS, arthritis, and Epilepsy.

Attached are 2 videos from our partners in Colorado. If you have any questions for either of us we would love to answer any questions or concerns,

Thank you

Michael Sprinkle 231-299-7218 msprinkle1973@gmail.com
Ryan Shaw 239-777-6171 Ryan@cannasource.co

20180421_140733.mp4
20180421_135959.mp4
To our City Commission and the fellow residents of Mount Pleasant,

Before I share my thoughts please let me start by saying thank you for the countless hours you invest into our community that goes unnoticed. As a fellow volunteer for our city, it's children, it's members and our future I appreciate all that you do and have done.

With that being said, please know that I read the FAQ regarding the upcoming discussions and I would like to say that as a former student in this community nearly 30 years ago and now a resident and a fellow property owner in this town for the past 25 years I am STRONGLY against any such allowance/opportunity for these endeavors.

Also, my sentiments are not without experience on both sides; by that I mean, I have had friends and family that have used medical marihuana to alleviate and manage cancer and terminal illnesses. THEY NEEDED IT and IT BENEFITED THEM tremendously, but they didn't have an issue acquiring what they needed through their primary care giver.

The other side is that I have lost loved ones and witnessed numerous students (I taught for nearly 20 years) endure tremendous suffering because there was "access" to these types of "necessary solutions". The epidemic in this society surrounding prescription drugs and narcotics is extremely sad. We DO NOT need another option or opportunity to see a necessary item for some end up in the hands of people that could have their lives altered simply because of access and a growing sentiment that marijuana is less harmful than smoking or drinking.

Let's do our community a favor and protect us from ourselves. We DO NOT need access to something that IF WE TRULY NEED IT we can acquire from our primary care giver. When discussing sensitive topics like medical marijuana and applications of this, I am often reminded that 'just because we can DOES NOT mean we should.'

We need to remember that we have a population as a whole to consider, not just a small subsection that

Have a great day and God Bless,

TC

Tom Creguer (Cray-jur)
Northwood University RB Coach
7-4 in the D2 GLIAC in 2017
Only 2 skilled position fumbles
www.HIGHandTIGHT.com
989-400-7273
Minutes of the regular meeting of the City Commission held Monday, April 23, 2018, at 7:00 p.m., in the City Commission Room.

Mayor Lents called the meeting to order and the Pledge of Allegiance was recited.

 Commissioners Present: Mayor Lents and Vice Mayor Madaj; Commissioners Gillis, Joseph, Kulick, LaLonde and Ling

 Commissioners Absent: None

 Others Present: City Manager Ridley and Deputy City Clerk Kornexl

Proclamations and Presentations

Mayor Lents read and presented a proclamation recognizing “Greeks Clean the Streets”.

Mayor Lents recognized the 2018 Mt. Pleasant Citizens’ Academy participants:

Mary Alsager  Stephane Maillard  Ashley Stepniak
Nicholas Bellestri  Jay Martin  Steven Stressman
Luke Donohue  Tyler Morkin  Jonathan Strom
Peggy Funnell  Karyn Randall  Thomas Sullivan
Anne Heidemann  Orinn Shawl  Anne Swift
Matthew Hewitt  Mike Sobolewski  Candi Tomlinson
Pete Little  Christopher Stacer  Theresa Turner
Kyle Wright

City Planner Kain presented the 2017 Community Improvement Awards to:

<table>
<thead>
<tr>
<th>Category</th>
<th>Address</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial</td>
<td>1221 South Dr.</td>
<td>McLaren Central Michigan</td>
</tr>
<tr>
<td>Single-family Residential</td>
<td>1103 Lyons</td>
<td>Dennis &amp; Carrie Stephenson</td>
</tr>
<tr>
<td>Multi-family/Non-family Residential</td>
<td>908-912 S. Main</td>
<td>Main Place Apartments LLC</td>
</tr>
<tr>
<td></td>
<td>905-907 S. Washington</td>
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</tbody>
</table>

Chris Saladine gave a presentation on the 2019-2023 Capital Improvement Plan (CIP).

Recreation and Sports Director Ryan Longoria gave a departmental presentation.

Additions/Deletions to Agenda

 Item #12. Bids and Quotations: b. New and Replacement Sidewalk; e. Branding; and f. Custodial Contract and Item #20. “Consider setting a special meeting on June 4, 2018 at 7:00 p.m. for work session discussion on medical marihuana” were removed from the Consent Calendar.
Public Input on Agenda Items

Mike Pittsley, 1880 Oakland Dr., representative of Lakeshore Construction, spoke in support of their bid for the 2018 New Sidewalk and Sidewalk Replacement Project.

Craig Aronoff, Cannabis Legal Group, spoke of concerns with the lottery system versus merit based selection process for medical marihuana facility licensing.

Receipt of Petitions and Communications

Received the following petitions and communications:

1. City Manager report on pending items.
2. First Quarter Investment Report.
3. Planning Commission Minutes. (March)

Moved by Commissioner Kulick and supported by Commissioner Gillis to approve the following items on the Consent Calendar:

1. Minutes of the regular meeting of the City Commission held April 9, 2018.
2. Minutes of the closed session of the City Commission held April 9, 2018.
3. Bid of Bound Tree Medical LLC of Dublin, Ohio for twelve Automated External Defibrillators (AED) in the amount of $15,936 and authorize appropriate budget amendment.
6. Resolution in support of final approval of TCO #3-2018 as follows:
   WHEREAS, the Traffic Engineer of the City of Mt. Pleasant requests that the City Commission issue Traffic Control Order No. 3-2018 (Place ‘No Parking Here to Corner’ sign on the west side of Brown Street, 20’ north of the crosswalk at Illinois Street). Said traffic control order was presented to the City Commission on April 23, 2018, for review and after reviewing said control order and being fully advised in the premises,
   BE IT RESOLVED, that the City Commission approves traffic control order No. 3-2018 as a permanent traffic control order.
7. Receive a proposed ordinance to add a new Chapter 112, “MEDICAL MARIHUANA FACILITIES” to Title XI of the Mt. Pleasant City Code to allow certain facilities to be operated in accordance with state law and set a public hearing for Tuesday, May 29, 2018 at 6:30 p.m. on same.
8. Receive a proposed ordinance to add a new subsection 154.410.B.4.p and to amend Table 154.410.A of the Mt. Pleasant Zoning Ordinances to regulate medical marihuana facilities as special uses and set a public hearing for Tuesday, May 29, 2018 at 6:30 p.m. on same.
9. Budget amendment for hanging basket installation in the Principal Shopping District.
10. Authorize a three-year contract with McLaren Central Michigan for the 
    administration of the City’s employee health wellness program “HealthSteps” at 
    the annual rate of $20,470.
11. Set a Special Joint Meeting of the City Commission and Planning Commission 
    for Tuesday, May 8, 2018 at 5:30 p.m.
12. Approval of partnership and funding for the 2018 Max and Emily’s Concert 
    Series.
13. Warrants dated April 4, 5, 6, 11 & 12 2018 and Payrolls dated April 6, 2018 all 
    totaling $790,193.42.
    Motion unanimously adopted.

    Moved by Commissioner Joseph and supported by Commissioner Ling to approve 
    the bid of The Isabella Corporation of Mt. Pleasant, Michigan in the amount of $153,276 for 
    the 2018 sidewalk projects. Motion unanimously adopted.

    Moved by Commissioner Kulick and supported by Commissioner LaLonde to 
    approve the contract with Darwin, LLC of Pittsburgh, Pennsylvania for the development 
    of the Mt. Pleasant Community Brand with community partners at a not-to-exceed cost of 
    $35,000 plus up to $5,000 for travel expenses.

    AYES: Commissioners Joseph, Kulick, LaLonde, Lents, Ling and Madaj
    NAYS: Commissioner Gillis
    ABSENT: None
    Motion carried.

    Moved by Commissioner Kulick and supported by Vice Mayor Madaj to approve the 
    bid of Romanow Building Services for custodial services from May 1, 2018 through 
    December 31, 2020 at an average cost per year of $70,611 and authorize the appropriate 
    budget amendment. Motion unanimously adopted.

    Moved by Vice Mayor Madaj and supported by Commissioner Kulick to change the 
    start time of City Commission meetings from 7:00 p.m. to 6:30 p.m. Memorial Day (May 28) 
    through Labor Day (September 3, 2018).

    AYES: Commissioners Kulick, LaLonde, Lents, Madaj
    NAYS: Commissioners Gillis, Joseph and Ling
    ABSENT: None
    Motion carried.

    Moved by Commissioner Kulick and supported by Vice Mayor Madaj to set a 
    special meeting for Monday, June 4, 2018 at 6:30 p.m. for work session discussion on 
    medical marihuana. Motion unanimously adopted.

Announcements on City-Related Issues and New Business

    Commissioner Gillis announced that there are vacancies on the Housing Committee 
    and Parks & Recreation Commission; thanked CMU students for hosting Rock in the Park;
announced the Shepherd Maple Syrup Festival this coming weekend; and encouraged residents to see wildlife at Indian Pines Park.

Commissioner Kulick announced that in addition to the two open board and commission vacancies you may also apply for future vacancies on the City’s website - http://www.mt-pleasant.org/boards_and_commissions/

Commissioner LaLonde encouraged residents to participate in Planning Commission Public Hearing on medical marihuana on Thursday, May 3 at 7:00 p.m.

The Commission recessed at 8:35 p.m. and went into a work session at 8:50 p.m.

Work Session – Discussion on 2019-2023 Capital Improvement Plan.

Mayor Lents led a discussion on the 2019-2023 Capital Improvement Plan.

Discussion ensued.

Mayor Lents adjourned the meeting at 9:55 p.m. without objection.

_______________________________  ___________________________________
Allison Lents, Mayor     Mary Ann Kornexl, Deputy City Clerk
TO: MAYOR AND CITY COMMISSION
FROM: NANCY RIDLEY, CITY MANAGER
SUBJECT: BIDS AND QUOTATIONS

a. Street Overlays
The attached memo from DPW Director John Zang recommends adding additional streets to the 2018 overlay project. This recommendation is based on the favorable bid prices received for overlay costs. We are recommending five streets, originally planned for 2019 or 2020, be moved into the 2018 project. These five additional streets can be overlaid in 2018 within the existing budget.

The low bid price on overlay of the pavement at the Wastewater Treatment Plant may be the result of incomplete notes regarding what areas were expected to be overlaid when the budget was developed. A smaller area was bid as it was not clear which areas were included in the development of the budget number. Based on the bid prices received, it will be possible to overlay all of the pavement at the wastewater plant within the existing budget. A map is attached showing the areas that were in the bid package and the additional areas that can be completed within the budgeted amount.

Recommended Motion:
Move to authorize a contract with Central Asphalt for a not to exceed price of $771,274 for street, parking lot and drive overlays and the appropriate budget amendment for the water plant.

NJR/ap
To: Nancy Ridley, City Manager
From: John Zang, DPW Director
Subject: 2018 Street Overlay Project

Request:
The City Commission is requested to award the contract for the 2018 Street Overlay Project bid to Central Asphalt, of Mt. Pleasant, for a not-to-exceed amount of $771,273.70.

Reason for Purchase:
This project includes cold-milling and resurfacing of city streets. Overlays are necessary to improve the pavement quality of the streets. The adjacent sidewalk ramps also will be replaced to meet the requirements of the Americans with Disabilities Act. The bid documents included work for the overlay of alleys in the DDA and the DDA board will be considering that portion of the bid recommendation.

On Tuesday, April 10, 2018, the following bid was received.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Total Bid</th>
</tr>
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<tbody>
<tr>
<td>Central Asphalt Inc. - Mt. Pleasant</td>
<td>$498,718.22</td>
</tr>
</tbody>
</table>

Vendor: Central Asphalt Co.
Reason for Selection: Sole Bidder
Method of Purchase: Contract

Streets
The following locations will receive overlays as part of this year’s project.

- Crosslane: Fancher to Arnold
- Henry: High to Broadway
- Main: Pickard to Mosher
- Preston: Lynnwood to Isabella
- Ridge: Crescent to Preston

Somerset: Abbey to Eastpointe
Somerset Court: Somerset to dead end
Sweeney: Broomfield to Preston
Watson: Ridge to Preston
Since the bid came in under budget, the following additional streets will be added as part of this year’s project. Central Asphalt agreed to extend their prices for these added locations.

- Cherry: Kinney to Mission
- Crawford: Pickard to River
- Glenwood: Lynnwood to Greenbriar
- Lansing: Bellows to Gaylord
- North Drive: Brown to Crapo
- Glenwood: Lynnwood to Greenbriar

Approval is required for a not-to-exceed contract amount of $639,000 for the local and major street overlays. Funds are available in the 2018 Local and Major Street Operating Budgets and a Tribal 2% Grant.

### Wastewater Plant Parking Lot and Drive
Overlay of the parking lot and drive at the wastewater plant is included in the 2018 Capital Improvement Plan. Central Asphalt’s bid of $53,468.50 came in under the budgeted amount of $80,000. Additional paving at the wastewater plant will be added to this year’s project.

Approval is required for a not-to-exceed contract amount of $80,000 for the wastewater plant parking lot and drive area. Funds are available in the Wastewater Plant Reserve.

### Water Plant Parking Lot and Drive
Overlay of the parking lot and drive at the water treatment plant also is included in the 2018 Capital Improvement Plan. Central Asphalt’s bid of $52,273.70 came in over the budgeted amount of $50,000. Due to the Water Plant being an enterprise fund who must operate on their own budget the Commission will need to approve a budget amendment of $2,273.70.

Approval is required for a budget amendment of $2,273.70, and a not-to-exceed contract amount of $52,273.70 for the water plant parking lot and drive. Funds are available in the Water Plant Reserve.

### Recommendation
I recommend the Commission award the 2018 Street Overlay Project to Central Asphalt for a not-to-exceed amount of $771,273.70, and approve a budget amendment for $2,273.70 for the water plant.
TO: MAYOR AND CITY COMMISSION
FROM: NANCY RIDLEY, CITY MANAGER

SUBJECT: CONSIDER RESOLUTION IN SUPPORT OF FINAL APPROVAL OF TEMPORARY TRAFFIC CONTROL ORDER #6-2018 FOR RESTRICTED PARKING ON WEST CAMPUS DRIVE BETWEEN PRESTON AND VERNON

The attached memo from City Engineer Stacie Tewari recommends final approval of Traffic Control Order #6-2018 for restricted parking on West Campus Drive from Vernon to Preston. As the memo indicates, this matter is coming to you as a final traffic control order even though it has not been in place as a temporary order for 90 days. The costs associated with the specialized signs do not make it feasible to try it as a temporary order for 90 days.

The rationale for making this a restricted parking area is because this is the only area adjacent to CMU’s campus that does not have restricted parking and it would make all areas around campus consistent. This would also result in turnover in cars in this area which currently does not happen thereby limiting nearby parking.

CMU staff is supportive of this restriction and will enforce the restrictions as part of our parking enforcement agreement. Pay by phone parking has been used in and around CMU’s campus for the last five years and has been favorably received as an alternative to meter parking.

Recommended motion:
Move to approve the resolution as drafted in support of final approval for traffic control order #6-2018 as presented.

NJR/ap
To: Nancy Ridley, City Manager

From: Stacie Tewari, City Engineer

Subject: Traffic Control Order – West Campus Drive - Pango Metered Parking

On December 14, 2017, City Code Enforcement presented the plan for Pango metered parking (pay-by-phone technology) implementation in the city to the Traffic Control Committee. The Traffic Control Committee approved a traffic control order (TCO) to place Pango metered parking on both sides of West Campus Drive between Vernon and Preston in the summer of 2018. A TCO is required to enforce the metered parking, because there is not metered parking in that area currently. The project would include placement of signs as shown in the image below. City staff have been in discussion with Central Michigan University police and administration, and they are in agreement with the change to Pango metered parking on this street.

The standard TCO procedure is for the City Commission to approve a final TCO after a ninety day trial installation of a regulatory traffic sign. This memo is to request final approval effective immediately upon installation of the Pango signs on West Campus Drive and to waive the ninety day requirement. Typical traffic signs that are installed can be reused in other areas of the city if a TCO is denied after a trial basis. The Pango signs would be not able to be reused if the final TCO approval is not granted. The Pango signs, if approved, will be paid for with available funds in the Code Enforcement supply budget.
City of Mt. Pleasant, Michigan
Traffic Control Order

TRAFFIC CONTROL ORDER NO. 60-2018

Issued By: ___________________________  Date: _______________
Traffic Engineer

Signs/work by: ________________________  Date: _______________
Street Department

Filed/ Attested: ______________________  Date: _______________
City Clerk

This Traffic Control Order shall be presented to the City Commission and may receive final approval not more than 90 days from the date the work was performed by the Street Department. It shall not be renewed or extended except upon action by the City Commission.

Content: Place Pango Metered Parking signs on both sides of West Campus Drive in all existing parking areas between Vernon and Preston.
WHEREAS, the Traffic Engineer of the City of Mt. Pleasant requests that the City Commission issue Traffic Control Order No. 6-2018 (Place Pango Metered Parking signs on both sides of West Campus Drive in all existing parking areas between Vernon and Preston). Said traffic control order was presented to the City Commission on May 14, 2018, for review and after reviewing said control order and being fully advised in the premises,

BE IT RESOLVED, that the City Commission approves traffic control order No. 6-2018 as a permanent traffic control order.
TO: MAYOR AND CITY COMMISSION

FROM: NANCY RIDLEY, CITY MANAGER

SUBJECT: CONSIDER WHETHER A PUBLIC HEARING TO ADJUST THE 2018 MILLAGE RATE SHOULD BE HELD, IF SO, SET THE PUBLIC HEARING

The Operating Budget resolution that was approved in December 2017 provides the City Commission with the ability to review the millage rate in the spring. This language is included in case major changes to assumptions become known prior to the tax bills being mailed.

As the attached memo from Finance Director Mary Ann Kornexl indicates, there have been no substantial changes in the assumptions that were made when the Operating Budget was previously approved. We therefore recommend the City Commission leave the millage rate at the previously approved 16.25 total mills.

If the Commission desires to change the millage rate, it is necessary to hold a public hearing. In order to meet the notice requirements, the public hearing would need to be set during the meeting of May 9.

Recommended motion:
No action recommended.

OR

Move to set a public hearing for May 29, 2018 or June 11, 2018 regarding the 2018 millage rate.

NJR/ap
On December 11, 2017 the City Commission approved the 2018 Operating Budget and approved a total City millage rate of 16.25 mills, the same rate since 2014. The resolution approving the millage rate states the Commission reserves the right to review the rates in spring 2018 and consider adjustments based on changed conditions.

Although some of the projections that were used last summer when the 2018 budget was prepared could be updated, I do not believe there is enough of a change to warrant consideration of a change in the millage rate for 2018. The Board of Review property taxable value was 2.6% increase in value and 1% was estimated when preparing the 2018 budget. 2018 is the third year of the phase out of Industrial Personal Property (EMPP). Taxpayers receiving the EMPP pay the State an Essential Services Assessment (ESA). The City will be reimbursed for the loss in EMPP and Small Business Taxpayer Exemptions by the State of Michigan.

The City Commission has two options for the 2018 millage rate:

1. Leave it as set in December at 16.25 mills, in which case no action is required by the City Commission, or

2. Set a public hearing for May 29 or Jun 11 to receive public input on the millage rate and then take action to set a different rate for 2018.

My recommendation is to leave the millage rate as it was set in December at 16.25 mills, in which case, no action is required by the City Commission.

Requested Action

Please put this item on the May 14, 2018 agenda for consideration by the City Commission.
TO: MAYOR AND CITY COMMISSION

FROM: NANCY RIDLEY, CITY MANAGER

SUBJECT: RECEIPT OF RECOMMENDATION FROM THE PLANNING COMMISSION REGARDING ZONING ORDINANCE AMENDMENT TO SECTION 154.410 AND NEW ORDINANCE CHAPTER 112

The attached communication from City Planner Jacob Kain provides information on the public hearings held by the Planning Commission on May 3 regarding the regulatory ordinance to “opt in” to the Medical Marihuana Facilities Licensing Act (MMMFLA) and the zoning ordinance establishing the city limitations regarding such facilities.

You will notice the Planning Commission has recommended two changes from the draft ordinance that was presented to both the Planning Commission and the City Commission. The changes as detailed in Mr. Kain’s memo include the following:

- Reducing the distancing requirement from a K-12 school such that properties north of Broadway within the CBD would be allowed. (this is similar to the change in the distancing requirement regarding the 500 feet from CMU along the east side of Mission Street).
- Eliminating the limits on the number of facilities allowed for processors, secure transporter and safety compliance facilities.

The City Attorney has prepared the strikeout versions of the ordinances that reflect these recommendations.

As you will recall a public hearing has been set for May 29 for the City Commission to obtain public input on the draft of both ordinances. These revised ordinances will become the basis from which the City Commission will work from.

Recommended motion:

No action is necessary at this meeting.

NJR/ap
TO: Nancy Ridley  
City Manager  

CC: William R. Mrdeza  
Director of Community Services and Economic Development  

FROM: Jacob Kain, AICP  
City Planner  

DATE: May 4, 2018  

SUBJECT: Medical Marihuana Facilities Ordinances  

The Planning Commission held a public hearing on each of the two ordinances proposed to “opt-in” and regulate medical marihuana facilities in accordance with the Michigan Medical Marihuana Facilities Licensing Act (MMMFLA) at their May 3, 2018 meeting. 

As indicated in the draft minutes attached, 4 individuals addressed the Planning Commission regarding the proposed regulatory ordinance; there were no public comments during the public hearing on the proposed text change to the zoning ordinance (Text Change 18-01). 

Following discussion, the Planning Commission did not provide any official comments or feedback on the proposed regulatory ordinance. Individual member comments and questions are provided in the attached draft minutes. 

Following discussion, the Planning Commission recommended 7-1 that the City Commission approve Text Change 18-01 (Medical Marihuana zoning ordinance) as amended below:  

- Subsection 154.410.B.4.p.viii.I: Reduce the 1,000 foot minimum-distancing requirement north of Broadway Street within the Central Business Tax Increment Finance Authority District.  
- Subsection 154.410.B.4.p.ix: Eliminate the limit on the number of processors, secure transporters, and safety compliance facilities permitted. Please note that this recommendation would also require an adjustment to Section 112.02 (Authorized Facilities) of the proposed regulatory ordinance. 

REQUESTED ACTION: 

The City Commission receive the Planning Commission recommendation on Text Change 18-01. 

Attachments:  
   1. Draft regulatory ordinance with recommended amendments  
   2. Draft zoning ordinance with recommended amendments
3. Staff report on draft regulatory ordinance - May 3, 2018
4. Staff report on draft zoning ordinance - May 3, 2018
5. Buffer map with recommended amendments
6. Draft minutes - May 3, 2018 Planning Commission meeting (excerpt)
CITY COMMISSION
CITY OF MOUNT PLEASANT
Isabella County, Michigan

Commissioner__________________, supported by Commissioner ________________, moved adoption of the following ordinance:

ORDINANCE NO. _____

AN ORDINANCE TO ADD A NEW CHAPTER 112, ENTITLED “MEDICAL MARIHUANA FACILITIES” TO TITLE XI OF MOUNT PLEASANT CITY CODE TO ALLOW CERTAIN FACILITIES OPERATED IN ACCORDANCE WITH STATE LAW

It is Hereby Ordained by the People of the City of Mount Pleasant:

Section 1. Addition. A new Chapter 112, entitled “Medical Marihuana Facilities,” is added to Title XI of the Mount Pleasant City Code to read in its entirety as follows:

MEDICAL MARIHUANA FACILITIES

§ 112.01. Definitions.
The following words and phrases have the meanings ascribed to them when used in this chapter:

(a) Co-location means the siting and operation of a combination of multiple facilities or facility types at a single location.

(b) Facility means a location at which a license holder is licensed to operate under the MMMFLA.

(c) Facility plan means the plans required to be submitted to LARA in accordance with the MMMFLA rules that includes among other things diagrams, floor plans, construction details, etc.

(d) Facility-specific step means the portion of the application for a state operating license that follows the prequalification step and pertains to the details of the proposed facility.

(e) Grower means a licensee that is a commercial entity located in this state that cultivates, dries, trims, or cures and packages marihuana for sale to a processor or provisioning center.

(f) LARA means the department of licensing and regulatory affairs and any successor agency to the department.

(g) Licensee means a person holding a state operating license.

(h) Licensing board means the medical marihuana licensing board created by the MMMFLA.

(i) Marihuana means all parts of the plant Cannabis sativa L., growing or not; the seeds of that plant; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its seeds or resin. Marihuana does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks, except the resin extracted from those stalks, fiber, oil, or cake, or any sterilized seed of the plant that is incapable of germination. Marihuana does not include industrial hemp grown or cultivated, or both, for research purposes under the industrial hemp research act.

(j) MMMA means the Michigan medical marihuana act, 2008 IL 1, as amended MCL 333.26424 et seq.

(k) MMMFLA means the Michigan medical marihuana facilities licensing act, 2016 PA 281, as amended, MCL 333.27102 et seq.

(l) MMMFLA rules means rules, including emergency rules, promulgated by LARA to implement the MMMFLA.
(m) **Prequalification step** means the portion of the application for a state operating license pertaining to the applicant’s financial background and the criminal history of the applicant and other associated persons.

(n) **Processor** means a licensee that is a commercial entity located in this state that purchases marihuana from a grower and that extracts resin from the marihuana or creates a marihuana-infused product for sale and transfer in packaged form to a provisioning center.

(o) **Provisioning center** means a licensee that is a commercial entity located in this state that purchases marihuana from a grower or processor and sells, supplies, or provides marihuana to registered qualifying patients, directly or through the patients’ registered primary caregivers. Provisioning center includes any commercial property where marihuana is sold at retail to registered qualifying patients or registered primary caregivers. A noncommercial location used by a primary caregiver to assist a qualifying patient connected to the caregiver through LARA’s marihuana registration process in accordance with the MMMA is not a provisioning center for purposes of this chapter.

(p) **Safety compliance facility** means a licensee that is a commercial entity that receives marihuana from a facility or registered primary caregiver, tests it for contaminants and for tetrahydrocannabinol and other cannabinoids, returns the test results, and may return the marihuana to the facility.

(q) **Secure transporter** means a licensee that is a commercial entity located in this state that stores marihuana and transports marihuana between marihuana facilities for a fee.

(r) **Stacked grower license** means more than 1 state operating license issued to a single licensee to operate as a grower of class C-1,500 marihuana plants as specified in each license at a facility.

(s) **State operating license** or, unless the context requires a different meaning, "license" means a license that is issued under the MMMFLA that allows the licensee to operate as a grower, processor, secure transporter, provisioning center, or a safety compliance facility.

§ 112.02. Authorized Facilities.

(a) **Facilities eligible for authorization.** The following medical marihuana facilities may be authorized to operate in the city:

(1) Not more than 3 growers;

(2) Not more than 3 provisioning centers;

(3) Not more than 3 processors; Processors;

(4) Not more than 3 secure Secure transporters;

(5) Not more than 3 safety Safety compliance facilities.

(b) **Co-location and stacked licenses.** Co-location and stacked grower licenses (with up to 3 grower licenses per zoning lot) are permitted in the City. For purposes of the limitations provided in subsection (a):

(1) A facility with a stacked grower license counts as a single grower;

(2) On a site with co-location, each license (other than stacked grower licenses) authorized to operate within a single location counts as a separate facility.

(c) **Final authorization from City required.** The authorization process described in section 112.03 determines the locations in the city at which facilities may operate. A proposed facility is not eligible for a state operating license until the clerk grants final authorization pursuant to section 112.03(d).
§ 112.03. Application for Authorization.

(a) **Submission.** Beginning on __________, 2018, a person may apply for authorization to operate a facility within the city by submitting the following items to the city clerk. These items may be submitted to the clerk before applying for requisite zoning approvals:

1. A copy of official paperwork issued by LARA indicating that the applicant has successfully completed the prequalification step of the application for a state operating license.

2. A signed statement from the applicant, made on a standard form available in the clerk’s office, indicating:
   
   A) The current property owner of record;
   
   B) If the current property owner is different than the applicant (e.g. where the applicant has a lease, option, land contract, or other future interest in the property), the property owner’s signature is required in addition to the applicant’s;
   
   C) The address, tax identification number, and zoning designation of the proposed facility;
   
   D) The proposed facility type;
   
   E) If the proposed facility type involves stacked growing licenses, the number of licenses sought; and
   
   F) Written consent for the city to inspect the facility at any time during normal business hours to ensure compliance with applicable laws and regulations.

3. An application fee in an amount established by resolution of the City Commission.

4. An advance of the annual administrative fee established in section 112.05(d).

(b) **Receipt.** Upon receiving the items described above, the clerk will time- and date-stamp the application and inform the applicant of the following:

1. The number of existing facilities of the proposed facility type currently operating within the city;

2. The number of pending applications for the desired facility type;

3. If the application is submitted on __________, 2018, the date, time, and location of the drawing to be conducted pursuant to subsection (c).

(c) **Conditional authorization.** The city clerk will conditionally authorize facilities as follows:

1. If more than 3 applications for any given facility type are received on __________, 2018, the clerk will conduct a drawing to randomly select 3 of the applicants for conditional authorization and to establish a waiting list for future conditional authorizations for that facility type. The drawing will be noticed and conducted as a public meeting.

2. For any facility type not subject to the drawing process described in subsection (c)(1), the clerk will conditionally authorize the first 3 facilities for which applications received.

3. The clerk will place subsequent applications on a waiting list in consecutive time- and date-stamped order for future conditional authorization.

(d) **Final authorization.** The city clerk will grant final authorization for the facility if the applicant:

1. Submits the paperwork for the facility-specific step of the application for a state operating license (and all related applications for stacked licenses) to LARA within 30 days of receiving conditional authorization;

2. Submits an application for special use authorization pursuant to section 154.410.B.4.p of the zoning ordinance within 30 days of receiving conditional authorization;

3. Obtains special use authorization within 6 months of receiving conditional authorization; and

4. Obtains a state operating license within 18 months of receiving conditional authorization.
(e) **Expiration of conditional authorization.** If the applicant for a conditionally authorized facility fails to satisfy any of the deadlines established above, the conditional authorization will expire. The City Commission may extend any of the deadlines upon a showing of good cause.

(f) **Waiting list and refund of administrative fee.** The clerk will keep and maintain the waiting lists established pursuant to subsection (c) until there are three facilities in operation in the city of the type to which the list pertains (at which time the clerk will discard the waiting list). If a conditional authorization for a proposed facility of that facility type expires, the clerk will conditionally authorize the next application on the waiting list. Upon discarding the waiting list, the clerk will refund the advance of the annual administrative fee established in section 112.05(d) to all applicants remaining on the waiting list.

(g) **Newly available authorizations.**

(1) For facility types for which there are 3 facilities in operation in the city, an authorization will become available when:

   (A) The state operating license for a facility with final authorization expires or is revoked by LARA; or

   (B) This chapter is amended to authorize additional facilities of that facility type.

(2) When an authorization becomes available as described in subsection (g)(1), the city clerk will select a date within the next 60 days on which the city will begin accepting applications from interested persons, and will publish notice of the selected date in a newspaper of general circulation.

(3) On the selected date, the clerk will begin accepting applications using the same process described in subsections (b) and(c) above, and will conduct a drawing to randomly select an application if multiple applications are received on that date.


(a) An existing facility may be moved to a new location in the city, subject to applicable zoning regulations and approval by the Licensing Board.

(b) A license for an existing facility may be transferred to a new licensee that intends to continue operating at the same location, subject to approval by the Licensing Board.

(c) No further city approvals are required for the relocations and license transfers described in this section.

(d) A licensee may expand growing operations by upgrading the class of the license (e.g., from class A to class B, or from class B to Class C), or by obtaining a stacked license within the limitations established in Section 112.02(b). To do so, the licensee must submit a new application to the City satisfying the requirements in 112.03(a), which shall include payment of the application fee and an advance of any additional annual administrative fee that will be owed due to the addition of stacked licenses. The application shall be conditionally approved upon receipt of all required materials.

§ 112.05. General Regulations.

(a) **Submission of supplementary information to the city.** Applicants for city authorization and persons operating existing facilities in the city must provide the city clerk with copies of all documents submitted to LARA in connection with the initial license application, subsequent renewal applications, or investigations conducted by LARA. The documents must be provided to the clerk within 7 days of submission to LARA, and may be submitted by electronic media unless otherwise requested by the clerk.

(b) **Compliance with applicable laws and regulations.** Medical marihuana facilities must be operated in compliance with the MMMFLA, MMMFLA rules, all conditions of the facility’s state operating licenses, and all applicable city ordinances. Compliance with the foregoing does not create immunity from prosecution by federal authorities or other authorities of competent jurisdiction.
(c) No consumption on premises. No smoking, inhalation, or other consumption of marihuana shall take place on or within the premises of any facility. It shall be a violation of this chapter to engage in such behavior, or for a person to knowingly allow such behavior to occur. Evidence of all of the following gives rise to a rebuttable presumption that a person allowed the consumption of marihuana on or within a premises in violation of this section:

1. The person had control over the premises or the portion of the premises where the marihuana was consumed;
2. The person knew or reasonably should have known that the marihuana was consumed; and
3. The person failed to take corrective action.

(d) Annual fee. A licensee must pay a fee of $5,000, for each license used within the city in order to help defray administrative and enforcement costs. The holder of a stacked grower license must pay a separate fee in the amount of $5,000 for each license. The initial annual fee(s) must be paid to the city clerk when the application for City approval is submitted. In each subsequent year, fees are due on the date on which the licensee submits an application to LARA for renewal of the state operating license.

§ 112.06. Violations.

(a) Request for revocation of state operating license. If at any time an authorized facility violates this chapter or any other applicable city ordinance, the City Commission may request that LARA revoke or refrain from renewing the facility’s state operating license.

(b) Civil infraction. It is unlawful to disobey, neglect, or refuse to comply with any provision of this chapter. A violation of this chapter is a municipal civil infraction. Each day the violation continues shall be a separate offense. Notwithstanding any other provision of this ordinance to the contrary, violators shall be subject to the following fines:

1. First violation = $500
2. Second offense = $2,500
3. Each subsequent offense = $5,000

(c) Other remedies. The foregoing sanctions are in addition to the city’s right to seek other appropriate and proper remedies, including actions in law or equity.


On or before December 31, 2019, City staff shall submit a report to the City Commission regarding the administration of this ordinance and the provisions of the zoning ordinance pertaining to medical marihuana, and regarding any other pertinent information relating to the operation of medical marihuana facilities in the City. The report may include proposed ordinance amendments or other proposed policy changes.

Section 2. Publication and Effective Date. The City Clerk will cause to be published a notice of adoption of this ordinance within 10 days of the date of its adoption. This ordinance will take effect 30 days after its adoption.

YEAS: Commissioner(s)

NAYS: Commissioner(s)

ABSTAIN: Commissioner(s)

ABSENT: Commissioner(s)

CERTIFICATION
As the City Clerk of the City of Mount Pleasant, Isabella County, Michigan, I certify this is a true and complete copy of an ordinance adopted by the Mount Pleasant City Commission at a regular meeting held on __________, 2018.

Date: ____________, 2018

Allison Quast-Lents, Mayor

Date: ____________, 2018

Jeremy Howard, City Clerk

Introduced: ____________, 2018
Adopted: ____________, 2018
Published: ____________, 2018
Effective: ____________, 2018

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CITY COMMISSION
CITY OF MOUNT PLEASANT
Isabella County, Michigan

Commissioner ____________________, supported by Commissioner ____________________, moved adoption of the following ordinance:

ORDINANCE NO. ____

AN ORDINANCE TO ADD A NEW SUBSECTION 154.410.B.4.p AND TO AMEND TABLE 154.410.A OF THE MOUNT PLEASANT ZONING ORDINANCES TO REGULATE MEDICAL MARIHUANA FACILITIES AS SPECIAL USES

It is Hereby Ordained by the People of the City of Mount Pleasant:

Section 1. Addition. A new subsection 154.410.B.4.p is added to the Mount Pleasant Zoning Ordinances to read as follows:

p. Medical marihuana facilities must comply with the following regulations. All terms defined in section 112.01 have the same meaning when used in this subsection:

i. Facilities must comply with the MMMFLA and the MMMFLA rules.

ii. Co-located marihuana facilities and stacked grower licenses may be permitted, subject to the regulations of this section and any applicable rules promulgated by LARA.

iii. Facilities shall be sufficiently setback from property lines or screened or buffered with a fence, wall, or landscape screen to minimize light spillage, odor, and noise (including noise associated with truck traffic or other machinery), affecting adjacent properties.

iv. Special use applicants must provide a plan for the storage and disposal of marihuana or chemicals associated with marihuana cultivation, so as to minimize the risk of theft or harm resulting from chemical exposure.

v. No marihuana may be stored overnight outside of an enclosed building. By way of example and without limitation, it is unlawful to store marihuana overnight in an outdoor waste bin or a secure transport vehicle parked outdoors.

vi. Signage for marihuana facilities will be approved pursuant to the generally applicable procedures and standards provided in section 154.414, with the additional restriction that facility signage may not depict marihuana, marihuana-infused products, or marihuana-related paraphernalia.

vii. Medical marihuana facilities must control and eliminate odor as follows:

I. The building must be equipped with an activated air scrubbing and carbon filtration system for odor control to ensure that air leaving the building through an exhaust vent first passes through an activated carbon filter and air scrubbing system.

II. The filtration system must consist of one or more fans, activated carbon filters and be capable of scrubbing the air prior to leaving any building. At a minimum, the fan(s) must be sized for cubic feet per minute (CFM) equivalent to the volume of the building (length multiplied by width multiplied by height) divided by three. The filter(s) shall be rated for the applicable CFM.

III. The air scrubbing and filtration system must be maintained in working order and must be in use at all times. The filters must be changed per manufacturers’ recommendation to ensure optimal performance.

IV. Negative air pressure must be maintained inside the building.

V. Doors and windows must remain closed, except for the minimum time length needed to allow people to ingress or egress the building.
VI. An alternative odor control system is permitted if the special use applicant submits a report by a mechanical engineer licensed in the state of Michigan sufficiently demonstrating that the alternative system will eliminate odor as well or better than the air scrubbing and carbon filtration system otherwise required.

viii. The following minimum-distancing regulations apply to all medical marihuana facilities:

I. A facility may not be located within 1,000 feet of a public or private K-12 school unless the facility is located north of Broadway Street within the Central Business Tax Increment Financing Authority District.

II. A facility generally may not be located within 500 feet of the SD-U University Special District, unless the facility is located to the east of the Central Michigan University main campus, east of Mission Street.

III. The distances described in this subsection shall be computed by measuring a straight line from the nearest property line of land used for the purposes stated in this subsection to the nearest property line of the parcel used as a medical marihuana facility.

ix. Facility types in the city are limited as follows:

I. Not more than 3 growers;

II. Not more than 3 provisioning centers;

III. Not more than 3 processors; 

IV. Not more than 3 secure transporters;

V. Not more than 3 safety compliance facilities.

x. For provisioning centers:

I. Provisioning centers may not be open to customers between the hours of 9:00 p.m. and 9:00 a.m.

II. Provisioning centers may not receive deliveries between the hours of 8:00 p.m. and 7:00 a.m.

III. Provisioning centers in commercial (as opposed to industrial) character districts must be located within the boundaries of the city’s Mission-Pickard Downtown Development District or Central Business Tax Increment Financing Authority District. Provisioning centers would be incompatible with the portions of the commercial character districts outside these designated areas.

IV. The exterior appearance of a provisioning center must be compatible with surrounding businesses with respect to façade type, ground floor opacity, size and placement of signage, site layout, etc.

V. The interior of the facility must be arranged in a way such that neither marihuana nor marihuana-infused products are visible from the exterior of the facility.
xi. For growers:

I. Cultivation must occur within an enclosed building with exterior facades consisting of opaque materials typical of an industrial or commercial building. The roof of the building may be constructed of a rigid transparent or translucent material designed to let in light, such as glass or rigid polycarbonate or fiberglass panels. Films or other non-rigid materials cannot be used to construct any component of the building’s exterior structure.

II. Cultivation must be conducted in a manner to minimize adverse impacts on the city’s sanitary sewer. The city’s public works department shall review all pertinent information relating to sewer discharges and shall provide any pertinent comments on to the planning commission.

III. For each zoning lot, no more than 3 stacked grower licenses may be in operation.

xii. Notwithstanding any other provision to the contrary, penalties for violations of this subsection shall be as follows:

I. If at any time an authorized facility violates this subsection, any condition imposed through a special use permit, or any other applicable city ordinance, the City Commission may request that LARA revoke or refrain from renewing the facility’s state operating license.

II. It is unlawful to disobey, neglect, or refuse to comply with any provision of this subsection or any condition of a special use permit issued pursuant to this subsection. A violation is a municipal civil infraction. Each day the violation continues shall be a separate offense, subject to the following fines:

- First violation = $500
- Second offense = $2,500
- Each subsequent offense = $5,000

III. The foregoing sanctions are in addition to the city’s right to seek other appropriate and proper remedies, including actions in law or equity.

Section 2. Renumbering. The subsection currently labeled 154.410.B.4.p, which provides special use standards for motels, and all subsequent subsections within subsection 154.410.B.4 are renumbered (q through y) to accommodate the new subsection provided above.

Section 3. Amendment to Table. The portion of Table 154.410.A pertaining to medical marihuana uses shall be amended to indicate that all 7 of the currently listed uses are permitted as special uses in the SD-I character district, and that provisioning centers are also permitted as special uses in the CD-4 and CD-5 character districts. Accordingly, that portion of the table shall appear as follows:

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Section 4. Publication and Effective Date. The City Clerk shall cause to be published a notice of adoption of this ordinance within 10 days of the date of its adoption. This ordinance shall take effect 30 days after its adoption.
CERTIFICATION

As the City Clerk of the City of Mount Pleasant, Isabella County, Michigan, I certify this is a true and complete copy of an ordinance adopted by the Mount Pleasant City Commission at a regular meeting held on __________, 2018.

Date: ____________, 2018

Allison Quast-Lents, Mayor

Date: ____________, 2018

Jeremy Howard, City Clerk

PC Hearing: ____________, 2018
Introduced: ____________, 2018
Adopted: ____________, 2018
Published: ____________, 2018
Effective: ____________, 2018
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MEMORANDUM

TO: Planning Commission

FROM: Jacob Kain, AICP
City Planner

DATE: May 3, 2018

SUBJECT: A proposed ordinance to add a new Chapter 112, entitled “Medical Marihuana Facilities” to Title XI of Mount Pleasant City Code to allow certain facilities operated in accordance with state law.

The Michigan Medical Marihuana Facilities Licensing Act (MMFLA) provides municipalities with the ability to “opt-in” and permit any or all of five facility types defined by the act: provisioning centers, processors, safety compliance facilities, secure transporters, and growers. The Michigan Department of Licensing and Regulatory Affairs (LARA) is the principal agency responsible for the promulgation and implementation of licensing rules for these facilities. Municipalities that opt-in generally establish the following:

- The type of facilities permitted
- The number of each type of facility permitted
- Local application procedures and requirements
- Zoning regulations for the types of facilities permitted

You will recall that a City ad-hoc committee met during the spring and summer of 2017 and recommended draft parameters for the regulation of medical marihuana facilities. That recommendation was subsequently refined by the City Commission and reviewed by the Planning Commission at a work session following your November 2, 2017 regular meeting. Since that time, the City Commission developed draft ordinances to regulate medical marihuana facilities which were introduced at your April 5, 2018 meeting.

The proposed regulatory ordinance (a new Chapter 112 of the Mt. Pleasant City Code) is attached. The Planning Commission does not typically review and provide comment on regulatory ordinances. However, because this ordinance is significantly interrelated with a proposed zoning ordinance amendment and additional opportunities for public comment were desired, this ordinance is before you for public hearing.

The proposed regulatory ordinance establishes:

- Definitions related to medical marihuana facilities
- The type and number of facilities permitted:
  - All five facility types: growers, provisioning centers, processors, secure transporters, and safety compliance
  - No more than 3 of each facility type
• Co-location of facilities
• Stacking of growing licenses (see attached graphic)
• An application and selection process
• Standards for the relocation of facilities, transfers of licenses, and expansion of grow operations
• Other general regulations including fees.
• A process for violations
• A policy review before the end of 2019

REQUESTED ACTION:

Following the public hearing, provide comments to the City Commission on the draft regulatory ordinance.

Attachments
1. Stacked license graphic
2. Draft regulatory ordinance
TO: Planning Commission

FROM: Jacob Kain, AICP
City Planner

DATE: May 3, 2018

SUBJECT: TC-18-01 – A proposed ordinance to add a new subsection 154.410.B.4.p and to amend Table 154.410.A of the zoning ordinance to regulate medical marihuana facilities as special uses.

Amendments to the City’s zoning ordinance are proposed in conjunction with the regulatory ordinance being considered by the City to opt-in and permit medical marihuana facilities under the Michigan Medical Marihuana Facilities Licensing Act (MMMFLA). These zoning amendments would complete the City’s regulatory framework for these facilities. The proposed zoning ordinance establishes:

- Districts where each facility type would be permitted
  - CD-4 or CD-5 (if also within the CBD-TIFA or Mission-Pickard DDA): Provisioning Centers
  - SD-I: All five facility types
- Special use criteria for medical marihuana facilities addressing:
  - Lighting
  - Storage and disposal
  - Signage
  - Odor
  - Buffering (see attached buffer map)
    - No facilities within 1,000 feet of a K-12 school
    - No facilities within 500 feet of the SD-U district (unless east of CMU and east of Mission Street)
  - Operational and building standards for provisioning centers
  - Operational and building standards for growers
- Violations

REQUESTED ACTION:

Following the public hearing, provide a recommendation to the City Commission on Text Change 18-01.

Attachments
1. Buffer map
2. Draft ordinance
Buffer Map - Generally Campus 500' & Schools 1000'
City of Mt. Pleasant - Planning Commission Recommendation

Legend
- Exclusion Zone
- Schools
- Campus Boundary
- DDA Boundary
- TIFIA Boundary
- Zoning
  - SD-1 (Industrial)

Note:
This map is intended to give a GENERAL depiction of the buffer zones but each proposed location will be reviewed based on the specific language in the zoning ordinance to determine if it is an allowed use at that location.

Published: May-9-2018
I. Chair Hoenig called the meeting to order at 7:00 p.m.

Present: Friedrich, Hoenig, Horgan, Irwin, Kostrzewa, Liesch, Ortman, Rise

Absent: Dailey

Staff: Kain, Murphy

II. Approval of Agenda:

Motion by Ortman, support by Liesch, to approve the agenda.

Motion approved unanimously.

III. Approval of Minutes

A. April 5, 2018 Regular Meeting:

Motion by Kostrzewa, support by Rise, to approve the minutes from the April 5, 2018 regular meeting as submitted.

Motion approved unanimously.

IV. Zoning Board of Appeals Report for March:

Commissioner Friedrich reported that the ZBA heard one case in April for the McDonald’s on Mission Street. The applicant wanted numerous variances related to signage as part of their proposed remodeling of the building. The applicant’s rationale for requesting the variances was that it kept to the spirit of the form-based zoning code, but that strictly following the code would not fit with the current character of the neighborhood and would put them at a disadvantage. The Board found that there was no practical difficulty and their request was denied.

V. Communications:

Kain reported there was one communication from Lance Boldrey of Dykema Gossett PLLC regarding the medical marihuana facilities ordinances.

VI. Public Hearings:

A. Kain introduced the proposed ordinance to add a new Chapter 112 entitled “Medical Marihuana Facilities” to Title XI of the Mount Pleasant City Code to allow certain facilities operated in accordance with state law.

Kain reminded the Board that two medical marihuana ordinances have been drafted in response to the Michigan Medical Marihuana Facilities Licensing Act (MMMFLA), which allows municipalities to “opt-in” and permit five different facility types defined by the act. Municipalities can permit any or all of
the facility types: provisioning centers, processors, safety compliance facilities, secure transporters and growers.

Kain reviewed the process that led to the draft ordinances, beginning with the joint meeting of the Planning Commission and City Commission in March 2017, followed by the ad-hoc committee that met throughout the summer of 2017. The Ad-hoc committee provided recommendations and proposed parameters, which were then reviewed and refined by the City Commission. Ordinances were ultimately prepared which reflected those parameters and which are presented for public hearing.

Kain noted that municipalities who choose to opt in generally establish the type and number of facilities they will permit; local application procedures and requirements, and zoning regulations for facilities.

Kain noted that the ordinance to add Chapter 112 is a regulatory ordinance and the Planning Commission does not typically hold public hearings on regulatory ordinances. However, in order to obtain additional public input and because the interrelationship with the proposed text amendment to the zoning ordinance related to medical marihuana facilities gets involved in regulatory ordinances, the ordinance is being presented for Planning Commission review and comment.

Kain reviewed the content of the ordinance. Kain also indicated that a graphic depicting “stacked licenses” was included in the packet as requested by the Board last month.

Kain concluded his presentation reminding the Board that the only action required on their part for this proposed ordinance is to provide comments or input to the City Commission.

Chair Hoenig opened the public hearing.

Samuel Kilberg of Dykema Gossett PLLC addressed the Board and urged the Board to reconsider using a lottery system if there are more applicants than licenses available. He also expressed concern over the requirement for pre-qualification by the state and further commented that he feels the requirement for an applicant to obtain a state operating license within 18 months of receiving conditional authorization is too much time.

City Commissioner Lori Gillis addressed the Board noting her concerns with the draft ordinance. These concerns included the allowance for stacked licenses and the proposed limits on the number of facilities. Commissioner Gillis compared each type of facility to other allowed businesses. Commissioner Gillis also noted potential benefits to the City by allowing these facilities.

Craig Aronoff of Cannabis Legal Group addressed the Board noting his concern with the lottery system. Mr. Aronoff stated that a merit-based system would provide more benefit and would help to determine who would invest in the community. He also commented that although a limit on the number of provisioning centers may be beneficial, he doesn’t feel that there should be a limit on the other types of facilities.

Deborah Cary, 309 W. Michigan, addressed the Board noting that she hopes to be able to open a dispensary and questioned why the City would want to put a cap on the number. She further commented that she would like to see the City provide some preference to local applicants.

There being no one else who wished to speak the public hearing was closed.

Board Discussion:
Commissioner Irwin asked if the City’s legal advisor was involved in proposing a lottery system. Kain responded that they were.

Vice-Chair Horgan asked what the rationale was for the lottery system.

Kain noted several reasons why the lottery was proposed. First, staff review of criteria used by other municipalities with merit-based selection found that most criteria mirror existing state licensing criteria. Where there were exceptions to that, it was unclear that the statute empowered municipalities to exercise that discretion. In addition, the type of information required in merit-based systems is significant and it is unclear that the benefit of that information would outweigh the cost and complexity of review. Finally, Kain observed that the prospective applicants that he has communicated with through this process have all appeared highly professional and thus, even under a merit-based system, we would likely have more than 3 qualified applicants for certain facility types.

Kain added that the proposed requirement for pre-qualification by LARA prior to application to the City was to vet the applicants and ensure they were both qualified and serious.

Commissioner Rise asked about preference to local applicants as part of the selection process and also if preference could be given to smaller growing licenses.

Kain commented that there was a lot of discussion regarding giving preference to local applicants early in the process; however, following feedback from the City Attorney no such preference was included in the draft ordinance.

Kain noted that the MMFLA defines three classes of growers – A, B, and C – and the City can choose to authorize any one or all of those classes.

Chair Hoenig commented that she does not see any sense in limiting each type of facility to three when there are already limits based on the zoning.

Commissioner Irwin asked if the $5,000 annual administrative fee was in line with other municipalities. Kain responded that it was, noting this is the maximum fee allowed by the MMFLA. He further noted that a separate application fee will be charged but has not been set yet.

Commissioner Liesch asked about the decision making process that ended at three for each type of facility. Kain commented that this was a major topic for the ad hoc committee who recommended limiting provisioning centers to 10 with no limit on the other facility types. The City Commission held several work sessions and ultimately the consensus was to start with 3 and possibly increase those numbers later.

Commissioner Kostrzewa commented that he wants to support legitimate local businesses and questioned the previous speakers on how local businesses could compete with someone who has a national chain.

Kain responded that much of the concern expressed about the ability of smaller companies to participate in the MMFLA is due to the regulations established by LARA and outside the control of the City.

Commissioner Irwin questioned whether the City could legally put in a residency requirement.

Kain responded that LARA’s regulations include a residency requirement.
Commissioner Rise asked if the ordinance should state that “drive-through” facilities would not be allowed. Kain responded that our ordinance states when a drive-through is allowed and thus it would be prohibited by omission.

Commissioner Kostrzewa commented that he is in favor of allowing provisioning centers in “old downtown Mt. Pleasant” and would like to see the buffer reevaluated. Kain commented that the location criteria would be discussed following the next public hearing.

Kain asked if there were any formal comments and input that should be communicated to the City Commission. As no one responded, Kain indicated that the City Commission will be encouraged to review the minutes and view the public hearing.

B. TC-18-01

Kain introduced TC-18-01 which is a proposed ordinance to add a new subsection 154.410.B.4.p and to amend Table 154.410.A of the zoning ordinance to regulate medical marihuana facilities as special uses.

Kain explained that the amendments are being proposed in conjunction with the regulatory ordinance and establish zoning standards for each type of facility.

As currently proposed, provisioning centers would be allowed in the CD-4 or CD-5 districts if they also fall within the CBD-TIFA or Mission Pickard DDA. All five facility types would be allowed in the SD-I district.

Kain noted that the Special Use Criteria would address lighting, storage and disposal, signage, odor, buffering, operational and building standards for provisioning centers, operational and building standards for growers, and violations.

Kain noted that the buffering criteria proposed would not permit a facility within 1,000 feet of a K-12 school or 500 feet of the SD-U district (unless east of CMU and east of Mission Street). Kain referred to the map of the buffer areas which depicts this.

Kain concluded by stating that a recommendation should be made to the City Commission on the proposed text change.

Chair Hoenig opened the public hearing. There being no one who wished to speak the public hearing was closed.

Board Discussion:

Commissioner Rise commented that she would like to discuss the quantity of three, noting she sees no reason to limit processors, secure transporters, or safety compliance facilities. Vice-Chair Horgan agreed.

Chair Hoenig also agreed, commenting that with the proposed buffers she doesn’t feel there is a need to put a limit on provisionary centers either.

Commissioner Kostrzewa commented that he would like to see the provisioning centers be allowed in “old downtown Mt. Pleasant” and that he feels the 1,000 foot buffer is too restrictive.
Commissioner Ortman commented that even with the 1,000 foot buffer there would be areas in downtown that would be eligible.

Kain commented that the buffer issue was extensively discussed and the City Commission received correspondence from Mt. Pleasant Public Schools and Sacred Heart Academy supporting the buffer. Kain further commented that if the Board disagrees, they can propose an alternative or ask the City Commission to give this issue further consideration.

Commissioner Kostrzewa asked about buffers for drinking establishments. Kain responded that bars, nightclubs and taverns cannot locate within 50 feet of the CD-3L or CD-3 districts but may be located adjacent to a K-12 school.

Commissioner Kostrzewa reiterated that he feels 1,000 feet is too restrictive, especially considering a bar could be located right next to a school.

Commissioner Irwin made the distinction that alcohol is legal, whereas medical marihuana is not.

Kain suggested that the Commission move to approve the proposed ordinance and then propose amendments as they see fit.

Motion by Kostrzewa, support by Irwin, to recommend that the City Commission approve the proposed ordinance as presented.

Motion by Kostrzewa, support by Rise, to amend the proposed ordinance to reduce the 1,000 foot limitation from a K-12 school to 300 feet.

Board discussion ensued on the amendment. Commissioner Friedrich suggested using the same method as the City Commission used on Mission Street and suggested leaving the buffer intact with the exception of allowing provisioning centers to be located north of Broadway, provided they also fall within the CBD-TIFA. Commissioners Kostrzewa and Rise accepted this adjustment to their proposed amendment.

Commissioner Liesch commented that with a limit of three provisioning centers they may choose to locate in a higher traffic area.

Chair Hoenig called the question on the motion to amend the proposed buffer to allow provisioning centers north of Broadway, provided they also fall within the CBD-TIFA.

Motion approved 6:2.
Ayes: Friedrich, Hoenig, Horgan, Kostrzewa, Ortman, Rise
Nays: Irwin, Liesch

Motion by Rise, support by Friedrich, to amend the proposed ordinance under section ix. to allow no more than 3 growers and provisioning centers but remove the limit on the number of processors, secure transporters, and safety compliance facilities.

Vice-Chair Horgan asked why not lift the restriction on the number of growers. Commissioner Rise responded that she is concerned with stacked licenses and blight issues with larger growing operations whereas she didn’t feel this would be a problem with the smaller grow facilities.
Commissioner Liesch commented that he is not concerned with blight issues as this type of facility is only allowed in the industrial areas. He commented that if we allow more than three of some of the facilities, why not increase the number on the other types.

Chair Hoenig called the question on the proposed amendment to keep the limit of three growers and provisioning centers and remove the number restriction on processors, secure transporters and safety compliance facilities.

Motion approved 6:2.
Ayes: Friedrich, Hoenig, Horgan, Kostrzewa, Liesch, Rise
Nays: Irwin, Ortman

Motion by Rise to amend Section xi.3 to not allow stacked licenses. Motion failed due to lack of support.

Chair Hoenig called the question to recommend the City Commission adopt the proposed Text Change TC-18-01 to add a new subsection 154.410.B.4.p and to amend Table 154.410.A of the Mt. Pleasant zoning ordinances to regulate medical marihuana facilities as special uses with the following amendments:
- Amend the proposed buffer to allow provisioning centers north of Broadway, provided they also fall within the CBD-TIFA.
- To allow no more than 3 growers and provisioning centers but remove the limit on the number of processors, secure transporters and safety compliance facilities.

Motion approved 7:1.
Ayes: Friedrich, Hoenig, Horgan, Kostrzewa, Liesch, Ortman, Rise
Nays: Irwin

C. TC-18-02

Kain introduced TC-18-02, an ordinance to amend section 154.410.B.4.p. When the new code was developed, text related to short-term rentals was inadvertently included under the SUP standards for rooming dwellings under section 154.410.B.4.s.iv. Kain commented that the regulations for short term rentals are already included under section 154.410.B.4.u. The proposed text amendment would eliminate the duplicate text.

Chair Hoenig opened the public hearing. There being no one who wished to speak, the public hearing was closed.

Motion by Friedrich, support by Kostrzewa, to recommend that the City Commission adopt Text Change 18.02.

Motion approved unanimously.

D. TC-18-03

Kain introduced TC-18-03, an ordinance to amend Article VII and Table 154.405.A to define “façade area” and to update standards for façade glazing in the CD-3L and CD-3 character districts.

Kain reported that following adoption of the code, there has been some discussion among staff and applicants on determining facade area. The proposed text change will provide a definition for “façade
TO: MAYOR AND CITY COMMISSION
FROM: NANCY RIDLEY, CITY MANAGER
SUBJECT: CONSIDER ENDORSEMENT OF PUBLIC PARTICIPATION AND ENGAGEMENT STRATEGY PLAN

The attached memo from City Planner Jacob Kain provides the background on how the Public Participation and Engagement Strategy plan was developed based on input from various city boards and commissions. This plan meets the requirements for compliance with the Redevelopment Ready Communities (RRC) certification process.

When the RRC process was initiated in 2016 the following program benefits were outlined including but not limited to the following:

- Integrating recognized best practices into the way we do business as a City
- Signaling to potential investors that the City is committed to a transparent, predictable and efficient development process
- Getting priority for MEDC and MSHDA funding for development projects
- Receiving marketing support for up to three redevelopment ready sites

This plan would provide a resource to staff and boards when communicating and engaging members of the community. It also helps community members better understand the opportunities available to participate in local government.

It is recommended the City Commission endorse the plan so that it may be formally submitted to the RRC review process.

Recommended motion:
Move to endorse the Public Participation and Engagement Strategy plan as presented.

NJR/ap
MEMORANDUM

TO:        Nancy Ridley
           City Manager

CC:        William Mrdeza
           Community Services and Economic Development Director

FROM:      Jacob Kain, AICP
           City Planner

DATE:      May 1, 2018

SUBJECT:   Public Participation and Engagement Strategy

BACKGROUND:

At their June 27, 2016 meeting, the City Commission by resolution authorized the implementation of recommendations made by the Michigan Economic Development Corporation (MEDC) that are necessary to receive Redevelopment Ready Communities (RRC) Certification. These recommendations included development of a public participation strategy for engaging a diverse set of community stakeholders.

In order to prepare the strategy, an internal working group was established with representation from multiple departments to document current practices and establish a plan framework that would meet RRC requirement. A draft strategy was prepared and reviewed by the RRC program to confirm compliance with RRC requirements.

The draft strategy was made available for review by the public as well as the Planning Commission, Parks and Recreation Commission, and Principal Shopping District/Central Business District Tax Increment Finance Authority. The attached document reflects feedback received from that review period.

REQUESTED ACTION:

The City Commission endorse the Public Participation and Engagement Strategy.

Attachment:
1. Public Participation Plan
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INTRODUCTION

The Public Participation and Engagement Strategy is intended to be a resource to staff of the City of Mt. Pleasant (hereafter “the City”) when communicating and engaging with members of the Mt. Pleasant community.

The strategy is also intended to help community members better understand the opportunities available to them to obtain information and participate in our local government.

PHILOSOPHY

- The City recognizes that an educated, informed, and engaged citizenry is essential to the present and future success of our community.

- The City will meet or exceed all applicable federal, state, and local statutory requirements for public notice and participation.

- The City will strive to be clear, consistent, comprehensive, and creative in all communications with and engagement of the public.

- The City will ensure that a broad and representative cross-section of stakeholders is reached.

- The City will be attentive to the needs of stakeholders who face barriers to participation in city affairs, including but not limited to cultural, linguistic, physical, and socio-economic barriers.

- The City will regularly evaluate the use of various methods of communication and engagement and make adjustments to this strategy as needed.
STAKEHOLDERS

The City recognizes that the stakeholders for each project or initiative will be different. The following is an extensive but not comprehensive list of common stakeholders with which communications or engagement should be considered.

These stakeholders groups are also likely partners in communicating with the community through their meetings, publications, and other avenues.

- City Commission
- City boards and commissions
- Steering committees
- Residents
- Business owners
- Neighborhood associations
- Mt. Pleasant Public Schools
- Central Michigan University
- Saginaw Chippewa Indian Tribe
- Mt. Pleasant Area Chamber of Commerce
- Isabella County
- Charter Township of Union
- East Michigan Council of Governments
- Taxing jurisdictions
- Property owners or developers
- Senior citizens
- Students and student groups
- Children
- Public employees
- Major local employers
- Civic and social organizations
- Community service agencies
- Transportation agencies
- Relevant state agencies
- Other interest groups

STATE AND LOCAL REGULATIONS

The City will meet or exceed all applicable federal, state, and local statutory requirements for public notice and participation.
BOARDS AND COMMISSIONS

The City aims to provide residents and community members with various and extensive ways in which to participate in local government.

One of the most important ways residents can participate is through service on a City board or commission. There are currently 20 boards, commissions, or advisory committees with over 100 positions in which residents or community members serve.

Below is a partial list of those boards and commissions.

City Commission
The City Commission is the legislative and policy-making body for the City government. Seven commissioners are elected at large for staggered three-year terms. The Mayor and Vice Mayor are selected by the commission. The commission also appoints the City Manager, who is responsible for the day-to-day administration of the City government. Members receive a stipend for their service.

Historic District Commission
The purpose of the Mt. Pleasant Historic District Commission (HDC) is to safeguard the heritage of the City of Mt. Pleasant by preserving one or more districts which reflect elements of the city's cultural, social, economic, political or architectural history. The Historic District Commission will also preserve historic landmarks in the City; stabilize and improve property values in such districts; foster civic beauty; strengthen the local economy; and promote the use of historic districts for the education, pleasure, and welfare of the citizens of the City. The seven board members are appointed by the City Commission and serve a three-year term without pay.

Parks & Recreation Commission
The Mt. Pleasant Parks & Recreation Commission is a citizen advisory board made up of seven city residents who advise the City Commission on leisure time needs of the community. The commission also plans for development of park facilities and recreation programs. Board members are appointed by the City Commission and serve staggered three-year terms without pay.

Planning Commission
The Planning Commission is a nine-member citizen advisory board, whose task is to guide the physical development of the City and advise the City Commission on a suggested policy for growth. Members are appointed by the City Commission and serve staggered three-year terms without pay.

(Boards and Commissions continued on next page.)
Economic Development Corporation / Brownfield Redevelopment Authority
The EDC deals with financing land purchases for economic development in the city, and a Brownfield Redevelopment Authority that helps provide financing to assist with the redevelopment of environmentally contaminated or structurally or economically obsolete sites in the city. A nine-member advisory board oversees the operation of all the EDC/Brownfield Redevelopment Authority listed above. Board members are appointed by the City Commission and serve staggered six-year terms without pay.

Downtown Development Authority
Mt. Pleasant’s Downtown Development Authority (DDA) encompasses Mission Street (from Bluegrass to the north city limit), Pickard Street (from Arnold to Packard), and Broadway Street (from Mission to Fancher). An eleven-member advisory board oversees the operation of the DDA and the City’s tax increment finance authorities. Board members are appointed by the City Commission and serve staggered four-year terms without pay.

Principal Shopping District Board
The purpose of the Principal Shopping District (PSD) is to act as the Board in accordance with Act 120 of the Public Act of Michigan of 1961, to initiate projects and programs to halt property value deterioration and increase property tax valuation in the designated downtown district, to eliminate the causes of deterioration, to promote economic growth and encourage expansion of commercial and industrial enterprises in the designated districts. A nine-member advisory board oversees the operation of the City’s PSD. Board members are appointed by the City Commission and serve staggered four-year terms without pay.

Tax Increment Finance Authorities
Mt. Pleasant has three Tax Increment Finance Authorities (TIFA). The authorities initiate projects and programs to halt property value deterioration and increase property tax valuation in designated districts. One authority was created for the Central Business District (CBD) which describes Mt. Pleasant’s downtown area. Another TIFA district was created for the Industrial Park North area, located east of North Mission Road near US-127. The third was created for the University Park district that is situated on the south end of the Central Michigan University campus. A nine-member advisory board oversees the operation of the City’s tax increment finance authorities. Board members are appointed by the City Commission and serve staggered four-year terms without pay.

(Boards and Commissions continued on next page.)
Zoning Board of Appeals
The Mt. Pleasant Zoning Board of Appeals is a six-member (five regular members and one alternate) citizen advisory board responsible for hearing appeals on decisions regarding enforcement of the Zoning Ordinance. Board members are appointed by the City Commission and serve staggered three-year terms without pay.

PUBLIC MEETINGS

All meetings of the City Commission and its various boards and commissions shall be open to the public in accordance with the Open Meetings Act (PA 267 of 1976 as amended), except closed session meetings as provided for in the Act.

Public notice of meetings shall be given in accord with the Act.

All meetings shall be held in a facility accessible to persons with disabilities and the City shall provide reasonable accommodations, such as interpreters for the hearing impaired and audiotapes of printed materials being considered at this meeting, upon notice to the City prior to the meeting. Individuals with disabilities requiring reasonable accommodations or services should contact the Human Resources Department.

Interested persons are encouraged to contact City Hall or check the City’s website at www.mt-pleasant.org in order to review the schedule of public meetings.

Regular meetings of the City Commission, Planning Commission, and Zoning Board of Appeals are aired live on MAC TV Network (Channel 188). Meeting videos are also available via an on-demand playback option via www.mactvnetwork.org. Additional special meetings and presentations are routinely aired live or taped and available for viewing via www.mactvnetwork.org or the City’s YouTube account (user name: MtPleasantMI).

Individual boards and commissions hold public meetings pursuant to their respective bylaws and state and local statutes. Meeting agendas and packets are made available on the City’s website in advance of each meeting. The City also provides a mailing list for interested residents or community members to receive automatic email notification of public hearings.

Meeting minutes are coordinated by the staff liaison and posted on the City’s website following approval by said board or commission.
PUBLIC COMMENTS

Opportunities for public comment are available at any meeting of the City Commission or City’s boards and commissions pursuant to their respective bylaws. The meeting agenda allows for public comments under the ‘Public Comment’ section. The participation of interested persons shall be recorded in the meeting minutes. Approved meeting minutes are made available to the public through various methods, including being posted on the City’s website.

PUBLIC HEARINGS

The City Commission and its various boards and commissions holds public hearings when called for in their local and state enabling legislation, or when otherwise prudent, to provide the opportunity for public comment on specific topics.

City Commission
The City Commission holds public hearings are required under local and state statute. Notices are published in the Morning Sun. Additional notification by mail occurs as required under local and state statute.

Planning Commission
Notification of a public hearing before the Planning Commission is published in the Morning Sun in accordance with state statute and provided by mail to the owners and occupants of property within 300 feet of the subject property. Notification signs are also posted on the property to alert the general public of the pending action.

Other Boards and Commissions
Public hearings are held needed and pursuant to their respective bylaws. Public hearings are noticed as required in advance of the meeting.
EXPECTATIONS

- Plan your public participation and engagement strategy in advance.
- Utilize this strategy document to assist your planning.
- Share your strategy with others for feedback.
- Be flexible when implementing your strategy. Make adjustments as necessary.
- When the project ends, or periodically for ongoing initiatives, review and evaluate your strategies and make adjustments as necessary.
- Solicit feedback and utilize it to improve future efforts.
- Avoid the use of jargon (specialized terms used by a group or profession) and unexplained or uncommon acronyms and abbreviations.
- Explain the ground rules for conversation and set expectations. For example, if a decision is to be made explain how, when, and to what degree the public can help to shape the outcome.
- As you refine your strategies, share what you learn with others.

PLANNING

Public participation and engagement is a critical component of all projects, and proper planning is crucial to ensure the appropriate stakeholders are reached.

Prior to seeking to inform, educate, engage, or partner with the community on a specific project or issue, City staff are encouraged to consider the following questions:

- What is the objective of this participation or engagement? Is it to inform, educate, engage, or partner with the community?
- What are the minimum requirements for public participation and engagement under local and state statutes related to this project or issue?
- Who are the key stakeholders?
- What are the key messages?
- How much time is available?
- What is the budget for this issue?
- Are there limitations on how the public can impact the outcome of the project or issue? For example, notifying the public about an emergency repair versus development of a new City program.
- What methods are most likely to reach these groups? Multiple methods may be necessary to reach different stakeholder groups for one project.
- Is this a large or potentially controversial project? Additional outreach may be necessary.
EVALUATION

Ongoing evaluation of methods is necessary in order to ensure successful engagement of the community. Surveying participants is one means by which methods can be evaluated. A sample participant survey is included in the toolbox.

Results of these surveys will be used to refine this document, will inform future participation and engagement strategy development, and will be shared with staff and the public as a measure of how we are doing.

TOOLBOX

Public participation and engagement is a critical component of all projects, and The City has numerous methods of public participation and engagement at its disposal. Each method offers distinctive benefits and limitations. Most projects and issues will require a combination of methods for comprehensive participation and engagement.

The use of the City website or social media should be conducted in accordance with guidelines developed by the Communications office.

The appendix contains a list of participation and engagement methods used by or available to the City along with factors relevant to their usage. This list will continue to evolve as methods change over time.
1. Please rate the following:

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
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<td>This program was organized well.</td>
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<td>Staff members were helpful.</td>
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<td>Staff members were knowledgeable on topics presented.</td>
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<td>The days selected for the program were convenient.</td>
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<tr>
<td>The normal location of the program was convenient.</td>
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<td>The equipment used for the program was of high quality.</td>
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<td>The content was age-appropriate.</td>
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<td>The activities presented were fun and engaging.</td>
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<td>My child benefited from this program.</td>
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2. How did you hear about the program (check all that apply)

- [ ] Newspaper
- [ ] Calendar of Events
- [ ] Friend
- [ ] Radio WCFX
- [ ] Radio WUPN
- [ ] Daycare Flyer
- [ ] Other (please specify)
3. Would you suggest this program to friends and family?

- Yes
- No

4. Additional comments/suggestions


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<th>Medium (2 days - 1 week)</th>
<th>High (24-48 hours)</th>
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<th>Medium (1-2 months)</th>
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TO:       MAYOR AND CITY COMMISSION

FROM:     NANCY RIDLEY, CITY MANAGER

SUBJECT:  INTRODUCE AN ORDINANCE TO AMEND SUBSECTION 154.410.B.4.S.IV OF
THE MT. PLEASANT ZONING ORDINANCES TO CORRECT A SCRIVENER’S
ERROR WITHIN THE SPECIAL USE STANDARDS FOR ROOMING DWELLINGS
AND SET A PUBLIC HEARING FOR JUNE 11, 2018 ON THE SAME.

City Planner Jacob Kain’s attached memo outlines an error that was made in the zoning
ordinance wherein some language was inadvertently left in the final document. After holding
a public hearing on the matter May 3, the Planning Commission recommended the correction
to the City Commission for consideration.

Prior to approving such a change, the City Commission is required to hold a public hearing.
We recommend that a public hearing on this matter be set for June 11, 2018.

Recommended motion:
Move to set a public hearing for June 11, 2018 on a proposed ordinance to amend
subsection 154.410.B.4.s.iv to correct a scrivener’s error within the special use standards for
rooming dwellings.

NJR/ap
TO: Nancy Ridley
   City Manager

CC: William R. Mrdeza
    Director of Community Services and Economic Development

FROM: Jacob Kain, AICP
      City Planner

DATE: May 4, 2018

SUBJECT: Text Change 18-02

The attached ordinance would correct a scrivener’s error in Chapter 154. Text related to short-term rentals was inadvertently included under the special use standards for rooming dwellings within Section 154.410.B.4.s.iv (Uses). Short-term rental regulations are included under 154.410.B.4.u. The proposed ordinance would delete the duplicate text.

A public hearing on the proposed text change was held on May 3, 2018. As indicated in the draft minutes attached, there were no public comments on the subject. Following the public hearing, the Planning Commission unanimously recommended that the City Commission approve Text Change 18-02.

REQUESTED ACTION:

The City Commission receive the Planning Commission recommendation and set a public hearing on the proposed text change for June 11, 2018.

Attachments:
   1. Draft Ordinance
   2. Staff report - May 3, 2018
   3. Draft minutes - May 3, 2018 Planning Commission meeting (excerpt)
CITY COMMISSION
CITY OF MOUNT PLEASANT
Isabella County, Michigan

Commissioner _______________, supported by Commissioner _______________, moved adoption of the following ordinance:

ORDINANCE NO. ____

AN ORDINANCE TO AMEND SUBSECTION 154.410.B.4.s.iv. OF THE MOUNT PLEASANT ZONING ORDINANCES TO CORRECT A SCRIVENER’S ERROR WITHIN THE SPECIAL USE STANDARDS FOR ROOMING DWELLINGS

It is Hereby Ordained by the People of the City of Mount Pleasant:

Section 1. Amendment. Subsection 154.410.B.4.s.iv. of the Mount Pleasant Zoning Ordinances, is amended to read in its entirety as follows:

   iv. Rooming Dwellings shall have a minimum of 900 square feet of land area and 300 square feet of Building area per occupant.

Section 2. Publication and Effective Date. The City Clerk shall cause to be published a notice of adoption of this ordinance within 10 days of the date of its adoption. This ordinance shall take effect 30 days after its adoption.

YEAS: Commissioner(s)__________________________________________________________

NAYS: Commissioner(s)_________________________________________________________

ABSTAIN: Commissioner(s)_____________________________________________________

ABSENT: Commissioner(s)______________________________________________________

CERTIFICATION

As the City Clerk of the City of Mount Pleasant, Isabella County, Michigan, I certify this is a true and complete copy of an ordinance adopted by the Mount Pleasant City Commission at a regular meeting held on __________, 2018.

Date: ______________, 2018

Allison Quast-Lents, Mayor

Date: ______________, 2018

Jeremy Howard, City Clerk

PC Hearing: ______________, 2018
Introduced: ______________, 2018
Adopted: ______________, 2018
Published: ______________, 2018
Effective: ______________, 2018
MEMORANDUM

TO: Planning Commission
FROM: Jacob Kain, AICP, City Planner
DATE: May 3, 2018

SUBJECT: TC-18-02 – A proposed ordinance to amend Section 154.410.B.4.s.iv of the zoning ordinance to correct a scrivener’s error within the special use standards for rooming dwellings.

Last month the attached ordinance was introduced to you to correct a scrivener’s error in Chapter 154. Text related to short-term rentals was inadvertently included under the special use standards for rooming dwellings within Section 154.410.B.4.s.iv (Uses). Short-term rental regulations are included under 154.410.B.4.u.

The proposed ordinance would delete the duplicate text.

STAFF RECOMMENDATION:

Move to recommend that the City Commission adopt Text Change 18-02.

Attachment
1. Draft ordinance
Commissioner Liesch commented that he is not concerned with blight issues as this type of facility is only allowed in the industrial areas. He commented that if we allow more than three of some of the facilities, why not increase the number on the other types.

Chair Hoenig called the question on the proposed amendment to keep the limit of three growers and provisioning centers and remove the number restriction on processors, secure transporters and safety compliance facilities.

Motion approved 6:2.
Ayes: Friedrich, Hoenig, Horgan, Kostrzewa, Liesch, Rise
Nays: Irwin, Ortman

Motion by Rise to amend Section xi.3 to not allow stacked licenses. Motion failed due to lack of support.

Chair Hoenig called the question to recommend the City Commission adopt the proposed Text Change TC-18-01 to add a new subsection 154.410.B.4.p and to amend Table 154.410.A of the Mt. Pleasant zoning ordinances to regulate medical marihuana facilities as special uses with the following amendments:

- Amend the proposed buffer to allow provisioning centers north of Broadway, provided they also fall within the CBD-TIFA.
- To allow no more than 3 growers and provisioning centers but remove the limit on the number of processors, secure transporters and safety compliance facilities.

Motion approved 7:1.
Ayes: Friedrich, Hoenig, Horgan, Kostrzewa, Liesch, Ortman, Rise
Nays: Irwin

C. TC-18-02

Kain introduced TC-18-02, an ordinance to amend section 154.410.B.4.p. When the new code was developed, text related to short-term rentals was inadvertently included under the SUP standards for rooming dwellings under section 154.410.B.4.s.iv. Kain commented that the regulations for short term rentals are already included under section 154.410.B.4.u. The proposed text amendment would eliminate the duplicate text.

Chair Hoenig opened the public hearing. There being no one who wished to speak, the public hearing was closed.

Motion by Friedrich, support by Kostrzewa, to recommend that the City Commission adopt Text Change 18.02.

Motion approved unanimously.

D. TC-18-03

Kain introduced TC-18-03, an ordinance to amend Article VII and Table 154.405.A to define “façade area” and to update standards for façade glazing in the CD-3L and CD-3 character districts.

Kain reported that following adoption of the code, there has been some discussion among staff and applicants on determining facade area. The proposed text change will provide a definition for “façade
TO: MAYOR AND CITY COMMISSION
FROM: NANCY RIDLEY, CITY MANAGER
SUBJECT: INTRODUCE AN ORDINANCE TO AMEND ARTICLE VII AND TABLE 154.405.A OF THE MT. PLEASANT ZONING ORDINANCES TO DEFINE “FAÇADE AREA” AND TO UPDATE STANDARDS FOR FAÇADE GLAZING IN THE CD-3L AND CD-3 CHARACTER DISTRICTS AND SET A PUBLIC HEARING FOR JUNE 11, 2018 ON THE SAME

The Planning Commission held a public hearing on May 3 regarding an ordinance change to include an additional definition regarding façade area in an effort to provide clarity based on different interpretations staff was already seeing regarding this matter. As the attached memo from City Planner Jacob Kain outlines, the Planning Commission is recommending the definition as drafted and also recommends an update to the glazing standards for the CD-3L and CD-3 character districts.

We are recommending a public hearing on these proposed changes be set for June 11, 2018.

Recommended motion:
Move to set a public hearing for June 11, 2018 on a proposed ordinance to amend Article VII and Table 154.405.A to define “façade area” and to update standards for façade glazing in the CD-3L and CD-3 character districts.

NJR/ap
MEMORANDUM

TO: Nancy Ridley
   City Manager

CC: William R. Mrdeza
    Director of Community Services and Economic Development

FROM: Jacob Kain, AICP
      City Planner

DATE: May 4, 2018

SUBJECT: Text Change 18-03

The attached ordinance would add a definition of facade area to Article VII (Definitions). In conjunction with this updated definition, the proposed ordinance would also modify the facade glazing standards for the CD-3L and CD-3 character districts so that it is consistent with the new facade area definition.

A public hearing on the proposed text change was held on May 3, 2018. As indicated in the draft minutes attached, there were no public comments on the subject. Following the public hearing, the Planning Commission unanimously recommended that the City Commission approve Text Change 18-03.

REQUESTED ACTION:

The City Commission receive the Planning Commission recommendation and set a public hearing on the proposed text change for June 11, 2018.

Attachments:
1. Draft Ordinance
2. Staff report - May 3, 2018
3. Draft minutes - May 3, 2018 Planning Commission meeting (excerpt)
CITY COMMISSION
CITY OF MOUNT PLEASANT
Isabella County, Michigan

Commissioner _______________, supported by Commissioner _______________, moved adoption of the following ordinance:

ORDINANCE NO. ____

AN ORDINANCE TO AMEND ARTICLE VII AND TABLE 154.405.A OF THE MOUNT PLEASANT ZONING ORDINANCES TO DEFINE “FAÇADE AREA” AND TO UPDATE STANDARDS FOR FACADE GLAZING IN THE CD-3L AND CD-3 CHARACTER DISTRICTS

It is Hereby Ordained by the People of the City of Mount Pleasant:

Section 1. Addition of Definition. The following definition of “Facade Area” is added to Article VII of the Mount Pleasant Zoning Ordinances. It shall read as follows and be placed into the list of definitions between “Facade” and “Facade Void Area.”

Facade Area: The area of the facade measured from finished floor to finished ceiling for each floor of the subject building.

Section 2. Amendment to Table. The portions of the “Building Standards” tables within Table 154.405.A, pertaining to Facade Glazing within the CD-3L and CD-3 Character Districts are amended to read as follows:

<table>
<thead>
<tr>
<th>Facade Glazing</th>
<th>Minimum of 10% total Facade area</th>
</tr>
</thead>
</table>

Section 3. Publication and Effective Date. The City Clerk shall cause to be published a notice of adoption of this ordinance within 10 days of the date of its adoption. This ordinance shall take effect 30 days after its adoption.

YEAS: Commissioner(s) ________________________________
NAYS: Commissioner(s) ________________________________
ABSTAIN: Commissioner(s) ________________________________
ABSENT: Commissioner(s) ________________________________

CERTIFICATION

As the City Clerk of the City of Mount Pleasant, Isabella County, Michigan, I certify this is a true and complete copy of an ordinance adopted by the Mount Pleasant City Commission at a regular meeting held on ____________, 2018.

Allison Quast-Lents, Mayor

Jeremy Howard, City Clerk

PC Hearing: ____________, 2018
Introduced: ____________, 2018
Adopted: ____________, 2018
Published: ____________, 2018
Effective: ____________, 2018
MEMORANDUM

TO: Planning Commission

FROM: Jacob Kain, AICP
City Planner

DATE: May 3, 2018

SUBJECT: TC-18-03 – A proposed ordinance to amend Article VII and Table 154.405.A of the zoning ordinance to define “façade area” and to update standards for façade glazing in the CD-3L and CD-3 character districts.

Last month the attached ordinance was introduced to you to improve the clarity of particular standards within the zoning ordinance. Staff has found through the initial implementation of the new zoning ordinance that the definition of façade is not sufficient to provide for consistent interpretation and application of façade standards.

The proposed ordinance would add a definition of façade area to Article VII (Definitions). In conjunction with this updated definition, the proposed ordinance would also modify the façade glazing standards for the CD-3L and CD-3 character districts so that it is consistent with the new façade area definition.

STAFF RECOMMENDATION:

Move to recommend that the City Commission adopt Text Change 18-03.

Attachment
1. Draft ordinance
Commissioner Liesch commented that he is not concerned with blight issues as this type of facility is only allowed in the industrial areas. He commented that if we allow more than three of some of the facilities, why not increase the number on the other types.

Chair Hoenig called the question on the proposed amendment to keep the limit of three growers and provisioning centers and remove the number restriction on processors, secure transporters and safety compliance facilities.

Motion approved 6:2.
Ayes: Friedrich, Hoenig, Horgan, Kostrzewa, Liesch, Rise
Nays: Irwin, Ortman

Motion by Rise to amend Section xi.3 to not allow stacked licenses. Motion failed due to lack of support.

Chair Hoenig called the question to recommend the City Commission adopt the proposed Text Change TC-18-01 to add a new subsection 154.410.B.4.p and to amend Table 154.410.A of the Mt. Pleasant zoning ordinances to regulate medical marihuana facilities as special uses with the following amendments:

- Amend the proposed buffer to allow provisioning centers north of Broadway, provided they also fall within the CBD-TIFA.
- To allow no more than 3 growers and provisioning centers but remove the limit on the number of processors, secure transporters and safety compliance facilities.

Motion approved 7:1.
Ayes: Friedrich, Hoenig, Horgan, Kostrzewa, Liesch, Ortman, Rise
Nays: Irwin

C. TC-18-02

Kain introduced TC-18-02, an ordinance to amend section 154.410.B.4.p. When the new code was developed, text related to short-term rentals was inadvertently included under the SUP standards for rooming dwellings under section 154.410.B.4.s.iv. Kain commented that the regulations for short term rentals are already included under section 154.410.B.4.u. The proposed text amendment would eliminate the duplicate text.

Chair Hoenig opened the public hearing. There being no one who wished to speak, the public hearing was closed.

Motion by Friedrich, support by Kostrzewa, to recommend that the City Commission adopt Text Change 18.02.

Motion approved unanimously.

D. TC-18-03

Kain introduced TC-18-03, an ordinance to amend Article VII and Table 154.405.A to define “façade area” and to update standards for façade glazing in the CD-3L and CD-3 character districts.

Kain reported that following adoption of the code, there has been some discussion among staff and applicants on determining facade area. The proposed text change will provide a definition for “façade area.”
area” to improve clarity. In addition, a slight adjustment is proposed to the glazing standards for CD-3L and CD-3.

Chair Hoenig opened the public hearing. There being no one who wished to speak, the public hearing was closed.

Motion by Friedrich, support by Liesch, to recommend that the City Commission adopt Text Change 18-03.

Motion approved unanimously.

VII. Public Comments

Chair Hoenig opened the floor for public comments. There being no one who wished to speak the public comments session was closed.

VIII. Site Plan Reviews:

None

IX. Unfinished Business:

None

X. New Business:

A. 2019-2023 Capital Improvement Plan:

Kain reminded the Commission that each year they are provided with an opportunity to review and provide feedback on the City’s five-year Capital Improvement Plan (CIP). Kain introduced Finance Director Mary Ann Kornexl and Stacie Tewari, City Engineer, noting that Ms. Kornexl would be providing a presentation on the CIP.

Kornexl addressed the Commission, commenting that the CIP presentation was presented to the City Commission on April 23, 2018.

Kornexl provided a brief overview of the CIP, focusing on 2019 projects. A summary was also provided on projects slated for 2020-2023; projects that are not currently in the CIP plan but under consideration for future years; and reviewed the next steps in the process.

Ms. Kornexl and Ms. Tewari answered questions form the Commission regarding alley infrastructure, pedestrian lighting and the Mission Creek dam.

Motion by Rise, support by Kostrzewa, to recommend the City Commission adopt the 2019-2023 Capital Improvement Plan as presented.

Motion approved unanimously.

XI. Other:
TO: MAYOR AND CITY COMMISSION
FROM: NANCY RIDLEY, CITY MANAGER
SUBJECT: CONSIDER APPROVAL OF RATES AND FEES AND AGREEMENT FOR RENTAL OF THE GUMBUSTER MACHINE AS RECOMMENDED BY THE PRINCIPAL SHOPPING DISTRICT BOARD (PSD)

The attached memo from Downtown Development Director Michelle Sponseller recommends rates and fees and a rental agreement for use of the “GumBuster” machine by property owners/businesses in the Principal Shopping District. This concept was recommended by the downtown boards as a way to effectively use the machine to address individual property owners’ concerns regarding the sidewalk near their business.

The rates and fees have been reviewed by Finance staff and comply with the policy guidelines approved by the City Commission last year. As Ms. Sponseller’s memo indicates, the Principal Shopping District reviewed the rates and fees and the agreement at their April meeting and are recommending approval.

We recommend the City Commission approve the rates and fees, as well as the form of the agreement and authorize the Downtown Development Director to sign the agreement on behalf of the City.

Recommended motion:
Move to approve the rates and fees as recommended for rental of the “GumBuster” machine and authorize the Downtown Development Director to sign the agreement on behalf of the City.

NJR/ap
MEMORANDUM

TO: Nancy Ridley, City Manager
CC: Mary Ann Kornexl, Finance and Administrative Division Director
Bill Mrdeza, Community Services Division Director
FROM: Michelle Sponseller, Downtown Development Director
DATE: May 8, 2018
SUBJECT: GumBuster Rental Agreement and Rate Fees

BACKGROUND
In June 2017 the GumBuster and cleaning supplies (solution and brushes) was purchased at a cost of $7,170 for the removal of gum and gum residue off of sidewalks within the Principal Shopping District (PSD). With funding from the PSD reserve account.

In addition to the ability to remove gum from sidewalks, the GumBuster can also aid property and business owners within the PSD district with the removal of graffiti their buildings.

This rental agreement has fees* recommended at:
- $30 for four hours;
- $7.25 for each additional hour;
- $175 for twenty-four hours

*The rental agreement charges are based on calculation consistent with DPW motor pool rate and has been reviewed by legal.

A refundable deposit of $100 will be required before taking possession of the GumBuster. The deposit will be returned upon the return of the GumBuster, provided it is undamaged and in working order.

Late fees recommend at:
- $20 per hour for a late return
- $500 for use of the GumBuster at any place* or in any manner other than as specified in the rental agreement.

*The GumBuster can only be used within the boundary of the PSD district as it was purchased with PSD funds.

The PSD considered this rental agreement and associated fees at their April 19, 2018 meeting and recommended approval to the city commission.

Requested Action:
Review and consider the GumBuster rental agreement and associated fees as presented.
CITY OF MT. PLEASANT GUMBUSTER USE AGREEMENT

This Gumbuster Use Agreement is made _____________, 20___, between the City of Mount Pleasant, a Michigan municipal corporation, the principal business address of which is at 320 W. Broadway, Mt. Pleasant, MI 48858 (the “City”), and

__________________________________________, the owner/operator of
__________________________________________, a business located in the principal shopping district (the “PSD”) of the City of Mount Pleasant at:
__________________________________________, Mount Pleasant, MI 48858 (the “User”).

RECITALS

A. The “Gumbuster” is a power washing machine designed to clean and remove stains and other debris from sidewalks, concrete, and other solid surfaces (the “Gumbuster”).

B. The City owns the Gumbuster and allows businesses in the PSD to make use of it to clean and remove stains from sidewalks adjoining their PSD business locations in accordance with the terms of this agreement. The City reserves the right to refuse rental of the Gumbuster should User had issues previously renting the machine such as ex. damage to machine or property, returning machine late.

TERMS AND CONDITIONS

1. Location. User shall pick-up the equipment from the City at 320 West Broadway, Mt. Pleasant, MI not later than _____.m. on ____________, 20__, and return it to that same location not later than ____.m. on ____________, 20__.

2. Fee. User shall pay a fee of $30 for four (4) hours, $7.25 for each additional hour or $175 for twenty-four hours use of the Gumbuster.

3. Requirements.
   A. The Gumbuster shall be used only for cleaning and removing stains and debris on the sidewalks adjacent to User’s business within the PSD and for no other purpose. User shall not allow others to use it or for use at any other location.
   
   B. User shall transport the Gumbuster to and from its business within the PSD.
   
   C. User’s operation of the Gumbuster shall be in accordance with all instructions provided with the Gumbuster when it is picked up. User acknowledges City staff member instructed User on operation of the Gumbuster, that User understands the instructions, and that User’s questions were all answered prior to User taking possession of the Gumbuster.
   
   D. User is solely responsible for any property damage or personal injuries caused when using the Gumbuster, regardless of the cause of that damage or injury.
   
   E. User is solely responsible for any damage to the Gumbuster during User’s possession of the Gumbuster, regardless of the cause of that damage. User is responsible for all costs incurred by the City to repair or replace the Gumbuster if it is damaged, destroyed, lost or stolen while in User’s possession.
4. **Deposit and Fees.**

A. User shall pay a refundable deposit of $100 before taking possession of the Gumbuster. The deposit shall be returned to the User upon return of the Gumbuster to the City, provided the Gumbuster is undamaged and in working order.

B. The City may apply all, or a portion, of the deposit to repair or replacement of the Gumbuster due to damage during User’s possession of it. User agrees to pay any replacement or repair costs not covered by the deposit immediately upon demand by the City.

C. User shall also be subject to the following fees and the deposit may be applied to the additional fees:
   - $20 per hour for late return of the Gumbuster after the time provided above.
   - $500.00 for use of the Gumbuster at any place or in any manner other than as specified in this agreement.

5. **Indemnification.** User shall hold the City (defined for purposes of this paragraph to include the City’s officials, board members, officers, and employees) harmless from, indemnify them for, and defend it (with legal counsel reasonably acceptable to the City) against any demand, claim, judgment, award, legal proceeding or loss of any kind arising from the User’s use of the Gumbuster.

6. **Authorization.** The User understands represents that the undersigned has full authorization to sign this agreement on behalf of User and agrees to be personally responsible for compliance with the terms of this agreement.

**CITY OF MOUNT PLEASANT**

By: ____________________________

**USER**

By: ____________________________
TO: MAYOR AND CITY COMMISSION
FROM: NANCY RIDLEY, CITY MANAGER
SUBJECT: CONSIDER APPOINTMENT TO THE PARKS & RECREATION COMMISSION AS RECOMMENDED BY THE APPOINTMENTS COMMITTEE

The Appointments Committee comprised of Commissioner Ling (chair), Commissioner Kulick, and Commissioner LaLonde have reviewed the applications to fill the vacant seat on the Parks and Recreation Commission and will provide their recommendation prior to the meeting Monday evening. Attached are the applications considered for this vacancy.

Parks and Recreation Commission
(To be recommended) Partial term to expire 12/31/20

Applicants: Megan Barber, Jonathon Breithaupt, Michael Conway, Shane Guenin, Brian Sponseller

Should you have any questions regarding the recommendation, please contact the Appointments Committee.

Recommended motion:
Move to approve the appointment as recommended by the Appointments Committee.

NJR/ap
<table>
<thead>
<tr>
<th><strong>Name</strong></th>
<th>Megan Barber</th>
</tr>
</thead>
</table>
| **Residence**    | 214 N. University St Apt 2  
Mount Pleasant, MI 48858 |
| **Cell Phone**   | 989.387.5816           |
| **E-mail**       | barbe2ms@gmail.com     |

I rent property

I am interested in the Parks and Recreation Commission board.

I have experience in state and county level parks as well as a desire to become more active in the city of Mount Pleasant. I know others that hold positions on various boards and I see how involved and informed they are, which is something I think I will not only joy but bring experience and perspective to.

I personally commit to park clean up in the spring after the river recedes to pick up trash throughout a few city and country parks as well as river clean up while kayaking during the warmer months.
I hold a Bachelor's of Applied Arts in Parks, Recreation, and Leisure Services Administration with a concentration in Outdoor Environmental Education, a minor in Natural Resources, and a minor in Business Administration. This equates to knowledge and hands on experience of education materials and programs, to outdoor leadership and adventure planning, risk management, medical training, and more.

I also have four years of Michigan State Park experience at South Higgins Lake State Park in Roscommon, MI. There I started out as a general employee and worked my way up, learning maintenance, vehicle and land maintenance, cleaning, light law enforcement, yard work, invasive plant identification, erosion control, customer service, proper lost child procedures, and more. Most recently, I have had experience managing Coldwater Lake Family Park in Coldwater, MI. Here I was tasked to manage staff, organize volunteers, maintain equipment, assess safety, customer service, price out splash park options, estimate electric equipment as well as fencing, and more.

I have experience in many of the city's parks and all of the designated county parks. I regularly enjoy them personally and have a passion to see them kept in grand condition.

Rachel Cromell
Outreach Coordinator for the State of Michigan
Former Coworker
(989) 350-2702
Rachel.L.Cromell@gmail.com

Jordan Bruursema
Adventure Seminars Manager
Former Supervisor
(989) 774-1425
bruur1jr@cmich.edu

Sarah Wrubel
Port Austin Kayak & Bike Shop Manager
Former Volunteer at Adventure Seminars
(989) 551-0320
piott1sj@cmich.edu

Physical Education
Fitness/Recreation
Landscape Architecture
I am a passionate conservation and natural resource professional whose dedicated his career and volunteer time to connect people to nature and the outdoors, protect important natural areas and convey the need for adequate funding for parks and recreation in communities. I want to serve the community of Mt. Pleasant and be a voice for the best management practices for our citizen's park and recreation resources.

Isabella County Parks and Recreation Commission. Three year appointment effective 1/2018.

I am the Executive Director of Chippewa Watershed Conservancy. Our mission is to protect natural resources, coordinate environmental education programs, and provide for passive non-motorized outdoor recreation experiences. I will be able to provide expertise regarding all aspects of park administration and recreation programming through a nonprofit management lens.

I have work experience with National Park Service, US Forest Service, Isabella County Parks and Recreation and Colorado Parks and Wildlife. I am half way through a master's degree in natural resources stewardship with a concentration in forest sciences and also possess a bachelor's degree in parks and outdoor recreation administration.

I know the City of Mt. Pleasant's park system better than most people and I am passionate about setting the vision for its management moving forward.
Please list three personal or business references, including contact information. (Please note if applying for the Principal Shopping District Board, one reference should be the name of business nominating/supporting your appointment.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Organization/University/Agency</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stan Lilley</td>
<td>Former Executive Director</td>
<td>Chippewa Watershed Conservancy</td>
<td>989-772-5777</td>
</tr>
<tr>
<td>Brian Belt</td>
<td>Forestry Technician</td>
<td>US Forest Service</td>
<td>231-510-0636</td>
</tr>
<tr>
<td>Dr. Bob Dvorak</td>
<td>Associate Professor and Student Organization Advisor</td>
<td>CMU's Dept. of Recreation, Parks and Leisure Services Administration</td>
<td>989-774-7269</td>
</tr>
</tbody>
</table>

Parks and Recreation Commission - Experience and/or training in recreation activities or parks management.

Physical Education
Advertising/Marketing/Public Relations
Fitness/Recreation
Landscape Architecture
I own property

Boards or Commissions in which you are interested. You may list more than one. Please list preferences in order. If your first choice is unavailable we may contact you for service on another board.

Parks and Recreation Commission

Why are you interested in this particular board or boards?

The park system and the Chippewa River play a vital role in our community. They help to create a community that is both aesthetically pleasing and engaging. The parks, trails, and river literally bring our community together and provide countless hours of safe and healthy activities for our citizens.

Please list any community service and/or prior board or commission service, including the name of the board and term of service.

Most of my committee work has been at Central Michigan University. I sat on the Academic Senate, and I am currently Vice Chair of the Student Promotions and Conduct Committee, and Co-Chair of the Sexual Education Committee at Renaissance Public School Academy.

What experience or training do you have which might be of special value on this board or commission (i.e. education, job experience, length of residency, life in another community, etc.)?

I have lived in a number of communities that have put a priority on their park systems including Grand Rapids, MI, Marquette, MI, Hershey, PA, and New Haven, CT. My family spends much of our free time enjoying parks and trails. We are well aware of what young families are looking for and I hope to help create an environment that attracts and retains young talent.

Please list three personal or business references, including contact information.

Julien Rossignol, 989-774-3405, rossi1j@cmich.edu
Ed McKee, 989-774-7861, mckee1ee@cmich.edu
Brad Safnuk, 989-774-6518, brad.safnuk@cmich.edu
I live and breathe parks and recreation (not the show). I'm currently an Outdoor Recreation Administration student at CMU, and hope to work in the field some day. I'm very familiar with the municipal parks, having run through them all at least 117 times.

Currently enrolled for B.S. in Outdoor Recreation Admin.
Permanent resident of Mount Pleasant and Student Senator and Presidential Candidate in Student Government Association

Dr. Brad Swanson - swans1bj@cmich.edu
Dr. Bob Dvorak - dvora1rg@cmich.edu
Matthew Boak - boak1mc@cmich.edu
Parks and Recreation Commission - Experience and/or training in recreation activities or parks management.
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<td>Boards or Commissions in which you are interested. You may list more than one. Please list preferences in order. If your first choice is unavailable we may contact you for service on another board.</td>
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<td>Why are you interested in this particular board or boards?</td>
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<td>Please list any community service and/or prior board or commission service, including the name of the board and term of service.</td>
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<td>What experience or training do you have which might be of special value on this board or commission (i.e. education, job experience, length of residency, life in another community, etc.)?</td>
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| Please list three personal or business references, including contact information. | Jim Conway- Mt. Pleasant Athletic Director 989-621-5371  
Josh Hicks- Mt. Pleasant High School Track Coach 989-231-349-6473  
Linda Boyd- Fancher Elementary Principal 989-775-2230 |
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# CHECK REGISTER FOR CITY OF MT PLEASANT

**CHECK DATE FROM 4/13/18 - 5/10/18**

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**COMM TOTALS:**

Total of 186 Checks: $1,151,323.94

Less 1 Void Checks: 607.50

Total of 185 Disbursements: $1,150,716.44
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5/3/2018

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