2016 ANNUAL REPORT
CITY OF MIDLAND PLANNING COMMISSION

PLANNING & COMMUNITY DEVELOPMENT

C. Bradley Kaye, Assistant City Manager for Development Services

PLANNING DEPARTMENT

Grant Murschel, Community Development Planner
Bill Brown, Housing Technician
Debbie Marquardt, Technical Secretary

BUILDING DEPARTMENT

John Wegner, Chief Building Inspector/Electrical inspector
Steve Taglauer, Building Inspector
Jack Armstrong, Plumbing / Mechanical Inspector
Ryan Chapman, Housing Inspector
Chris Inman, Housing Inspector
Rachel Guentsenberger, Office Assistant
Julie Moe, Office Assistant
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FORWARD</strong></td>
<td></td>
</tr>
<tr>
<td>Message from the Director</td>
<td>3</td>
</tr>
<tr>
<td><strong>PLANNING</strong></td>
<td></td>
</tr>
<tr>
<td>Planning Commission</td>
<td>4</td>
</tr>
<tr>
<td>Zoning Board of Appeals</td>
<td>9</td>
</tr>
<tr>
<td>West Main Street Historic District Commission</td>
<td>11</td>
</tr>
<tr>
<td><strong>BUILDING</strong></td>
<td></td>
</tr>
<tr>
<td>Building Department</td>
<td>12</td>
</tr>
<tr>
<td><strong>HOUSING</strong></td>
<td></td>
</tr>
<tr>
<td>Housing Commission</td>
<td>14</td>
</tr>
</tbody>
</table>
Message from the Director

Section 19 (2) of the Michigan Planning Enabling Act provides that:

A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.

In most cases, annual reports are prepared based on the fiscal year. Following that direction, an annual report for the City of Midland Planning Commission would typically be prepared for the period or July-June each year.

A review of city records indicates that annual reports of the Planning and Community Development Department were prepared between the years of 2000 and 2006. No annual reports have been prepared since that time. This first came to light as part of the city’s participation in the Redevelopment Ready Communities program, of which the preparation of an annual report is one required component towards certification. As we are nearing completion of the required elements of that program, a mid-year annual report is being presented at this time. Annual reports on a fiscal year will hereafter be prepared and presented beginning at the end of FY 2018-19 (July of 2019).

Having said the above, 2016 was a busy year for the Planning and Community Development Department in general and the Planning Commission in particular. Together we have completed several projects, most notably a review of the City of Midland Master Plan. We have also discussed and started several new endeavors that will impact and help transform our city for years to come.

Although small in numbers, the hard work of the department staff continues to foster positive impacts, and the activities reflected in this report are examples of their skill, dedication and commitment to the citizens of Midland. The success of staff would not be possible, however, without the service and guidance of City Council, the Planning Commission, volunteer advisory committee members and Midland residents. We are grateful for the leadership, support and encouragement of all of these city leaders as we plan and develop this city together for our collective futures.

My sincere thanks to all.

C. Bradley Kaye, AICP CFM
Assistant City Manager for Development Services
Planning Commission

Planning Commission Activity

Purpose
Acting in an advisory capacity to the City Council, the Planning Commission routinely offers recommendations on land use policy and implementation. The Planning Commission works diligently to offer rational and unbiased advice to the City Council.

Commission Members who served during 2016:
Lowell McLaughlin (Chairman for 2016) 7/1/11 – 6/30/19
James Bain 7/1/05 – 6/30/17 Greg Mayville 7/1/00 – 6/30/18
Gayle Hannah 7/1/03 – 6/30/17 Shawn Pnacek 7/1/01 – 6/30/18
Andrew Koehlinger 7/1/05 – 6/30/17 Tony Stamas 7/1/06 – 6/30/19
Dave Heying 7/1/04 – 6/30/18 Judd Tanzini 7/1/05 – 6/30/19

Summary
The Planning Commission consists of nine members who are appointed by the City Council. The Commission conducts regular, public meetings in City Council Chambers on the main floor of City Hall on the second and fourth Tuesdays of each month at 7:00 p.m. These meetings are televised live by MCTV Channel 188 and can also be viewed on this channel at later dates and times. Meeting agendas are posted on the City Hall bulletin board by 5:00 p.m. on the Friday preceding the meeting. The agendas, minutes and meeting videos are also posted on the City of Midland’s web site.

Planning Commission Meetings
During 2016, the Planning Commission conducted seventeen regular meetings, and one special meeting. Over the course of the year, four meetings were cancelled for lack of business. Following is a summary of Planning Commission Action from the past year:

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-12-16</td>
<td>Public Hearing of Conditional Use Permit No. 56 – Consideration of a</td>
</tr>
<tr>
<td></td>
<td>petition initiated by Midland County Habitat for Humanity for a</td>
</tr>
<tr>
<td></td>
<td>conditional use permit to allow a single family dwelling at 309 Sam</td>
</tr>
<tr>
<td></td>
<td>Street.</td>
</tr>
<tr>
<td></td>
<td>Informal Public Input Session – Consideration of possible amendments</td>
</tr>
<tr>
<td></td>
<td>to the future land use map of the City of Midland Master Plan for the</td>
</tr>
<tr>
<td></td>
<td>North Saginaw Road area.</td>
</tr>
<tr>
<td>1-26-16</td>
<td>Preliminary consideration of draft text amendments to the City of</td>
</tr>
<tr>
<td></td>
<td>Midland Zoning Ordinance.</td>
</tr>
<tr>
<td></td>
<td>Consideration of the draft City of Midland Capital Improvement Plan.</td>
</tr>
<tr>
<td>2-9-16</td>
<td>Public Hearing of Site Plan No. 344 – Consideration of a petition</td>
</tr>
<tr>
<td></td>
<td>initiated by Fisher Contracting Company for site plan approval to allow</td>
</tr>
</tbody>
</table>
|           | for a
16,400 sq ft storage and shop addition to an existing industrial facility located at 3401 Contractor Drive.

Consideration of possible amendments to the future land use map of the City of Midland Master Plan for the North Saginaw Road area.

2-23-16 Public Hearing of Site Plan No. 343 – Consideration of a petition initiated by LSG Engineers & Surveyors on behalf of The Kroger Company of Michigan for site plan approval to allow for a 124,942 sq ft Kroger Marketplace and fuel station located at 315 Joe Mann Boulevard.

Public Hearing of Site Plan No. 345 – Consideration of a petition initiated by D & M Site, Inc for site plan approval to allow for a 6,672 sq ft Lucky’s Steakhouse Restaurant located at 830 Joe Mann Boulevard.

3-22-16 Preliminary consideration of draft text amendments to the City of Midland Zoning Ordinance.

Consideration of possible amendments to the future land use map of the City of Midland Master Plan for 5900 North Waldo Road area.

4-12-16 Public Hearing on Zoning Petition No. 604 – Consideration of a petition initiated by DGR Developments Inc to rezone property located at 2705 and 3003 East Wackerly Street and 6001 and 6209 Waldo Avenue from Township zoning to Residential A-3 Single Family Residential zoning.

Public Hearing on Zoning Petition No. 605 – Consideration of a petition initiated by Primrose Retirement Communities LLC to rezone property located at 5900 Waldo Avenue from Township zoning to RB Multiple Family Residential zoning.

Public Hearing on Zoning Petition No. 606 – Consideration of a petition initiated by Tower Pinkster on behalf of Northwood University to rezone property located at 4203 West Main Street from Residential A-1 and RB Multiple Family Residential zoning to Community COM zoning.

Consideration of possible amendments to the future land use map of the City of Midland Master Plan for North Waldo Road area.

Consideration of possible amendments to the future land use map of the City of Midland Master Plan for North Saginaw Road area.

Consideration of current zoning ordinance standards applicable to temporary accessory buildings.

4-26-16 Public Hearing of Site Plan No. 346 – Consideration of a petition initiated by Northwood University for site plan approval to allow for a 9,902 sq ft addition to the Hall of Fame Building, located at 4000 Whiting Drive.

Public Hearing on Zoning Petition No. 605 – Further consideration of a petition by Primrose Retirement Communities LLC to conditionally rezone
property located at 5900 Waldo Avenue from Township zoning to RB
Multiple Family Residential zoning.

Consideration of current zoning ordinance standards applicable to
temporary accessory buildings.

5-10-16 Public Hearing of Site Plan No. 347 – Consideration of a petition initiated
by Designhaus Architecture on behalf of DLR Development LLC for site
plan approval to allow for a 56,000 sq ft medical office building, located at
801 Joe Mann Boulevard.

Public Hearing of Site Plan No. 348 – Consideration of a petition initiated
by Jason Bakus for site plan approval to allow for a 19,520 sq ft self-
storage unit facility, located at 5911 Stark Road.

Consideration of possible amendments to the future land use map of the
City of Midland Master Plan for North Waldo Road area.

Consideration of possible amendments to the future land use map of the
City of Midland Master Plan for North Saginaw Road area.

Consideration of possible amendments addressing access management
policies in the City of Midland Master Plan.

Preliminary consideration of draft text amendments to the City of Midland
Zoning Ordinance for a City Center Authority Overlay addressing
commercial signs.

5-24-16 Public Hearing of Site Plan No. 349 – Consideration of a petition initiated
by Prein & Newhof on behalf of Northwood University for site plan
approval to allow for a 75,350 sq ft North Village Housing development,
located at 4203 West Sugnet Road.

Planning Commission discussion on future training needs and topics.

6-14-16 Public Hearing of Site Plan No. 350 – Consideration of a petition initiated
by Primrose Retirement Communities LLC for site plan approval to allow
for a 118,416 sq ft retirement community development, located at 5900
North Waldo Avenue.

Public Hearing on Zoning Petition No. 607 – Consideration of a petition by
Wahlack LLC to rezone property located at 204 Commerce Drive from
Residential A-23 Single Family Residential zoning to Residential RA-4
One and Two Family Residential zoning.

Public Hearing on Zoning Text Amendment No. 158 – Consideration of a
petition initiated by the City of Midland to amend Section 8.09 of the City
of Midland Zoning Ordinance to establish an overlay district addressing
signs for the Center City Authority area.

Consideration of the City of Midland Capital Improvement Plan.
6-28-16 Public Hearing of Site Plan No. 351 – Consideration of a petition initiated by Feed Eddy Jr on behalf of the Dow Gardens for site plan approval to allow for improvements at both Dow Gardens and Whiting Forest, located at 2303 Eastman Avenue.

Public Hearing of Site Plan No. 350 – Continued consideration of a petition initiated by Primrose Retirement Communities LLC for site plan approval to allow for a 118,416 sq ft retirement community development, located at 5900 North Waldo Avenue.

7-12-16 Annual organizational meeting—selection of officers for 2016/17. Chair Lowell McLaughlin and Vice-Chair Gayle Hannah.

Public hearing on consideration of the City of Midland Capital Improvement Plan.

Consideration of possible amendments to the future land use map of the City of Midland Master Plan for North Eastman Avenue area.

Consideration of the City of Midland Public Participation Plan.

7-26-16 Public Hearing of Site Plan No. 352 – Consideration of a petition initiated by Daniel Smith of Telecad Wireless on behalf of Skyway Towers for site plan approval to allow for a wireless communication tower, located at 3600 and 4812 East Wheeler Road.

Public hearing of proposed Zoning Ordinance Revisions – Review of text revisions recommended by staff.

Public hearing of proposed Future Land Use Map Revisions - Consideration of possible amendments to the future land use map of the City of Midland Master Plan for the North Saginaw Road area.

Public hearing of proposed Future Land Use Map Revisions - Consideration of possible amendments to the future land use map of the City of Midland Master Plan.

8-23-16 Public Hearing of Conditional Use Permit No. 57 – Consideration of a petition initiated by Aaron Deckrowty for a conditional use permit to allow a drive-thru window lane for a coffeehouse located at 711 Ashman Street.

Consideration of 2017 meeting schedule.

9-27-16 Public Hearing of Site Plan No. 353 – Consideration of a petition initiated by Wahlack LLC for site plan approval to allow for the construction of Larkin Village, a development containing 28 two family dwellings, located at 204 Commerce Drive.

Discussion of access management principles and options and upcoming presentation by Bradley Strader of MKSK.
10-11-16  Special Meeting – Review of Planning Commission meeting process.

Special Meeting – Consideration of Planning Commissioner orientation packet.

10-25-16  Public hearing of proposed Future Land Use Map Revisions - Consideration of possible amendments to the future land use map of the City of Midland Master Plan.

Presentation by Bradley Strader of MKSK on access management principles and options.

11-22-16  Consideration of updates and revisions to the City of Midland Master Plan.

Overview of Bicycle Friendly Community Recertification.

Overview and discussion of the dissolution of the Non-Motorized Transportation Committee with Dave Waite.

Site Plan Review Process – Customer Feedback

Redevelopment Ready Communities Best Practice 3.9 requires that the city obtain customer feedback on the site plan approval process, as well as the permitting and inspection process. Where appropriate, improvements to the process identified through this feedback are to be integrated. Internally, lessons learned are to be captured and incorporated into future projects by the staff-level joint site plan review team.

Since no formal process was previously in place to obtain customer feedback, each site plan applicant was contacted (or attempted to be contacted) by phone to discuss their experiences. Of the eleven site plan applicants, nine were reached for discussion and comment. Of those nine, seven spoke favorably about their experiences with the site plan approval process. The remaining two raised concerns about city standards and requirements for access control (2) and the amount of time necessary to resolve the question of access to their site (1). As these concerns are site specific and are not process related, changes to the process itself would not be able to address these identified concerns.

Of the eleven reviewed and approved site plans, four have proceeded to construction following review and approval of their construction related permits. All four received their permits in a timely manner and raised no concerns about either the process or the time necessary to have their permits reviewed and issued.

For future years, a customer feedback survey is being considered for distribution to each applicant at the conclusion of each site plan approval process.
Zoning Board of Appeals

Purpose
The Zoning Board of Appeals (ZBA) is the only board authorized to interpret, waive and modify requirements of the City of Midland Zoning Ordinance. This Board operates very much like a court of appeals. Decisions made by the Zoning Board of Appeals are final. Relief from ZBA decisions are granted only by the Circuit Court.

Board Members who served during 2016:

Roy Green (Chairman for 2016) 7/1/05 – 6/30/18
Jack Higgins 7/15/96 – 6/30/17
Daryl Poprave 7/28/14 – 6/30/18
Tim Lichtenwald 7/01/01 – 6/30/19
Richard Siemer 7/01/11 – 6/30/19

Alternate Members
Henry Holthof 7/1/11 – 6/30/17
Shawn Pnacek 7/1/06 – 6/30/17

Summary
The Zoning Board of Appeals consists of five members who were appointed by the City Council. The City Council may also appoint not more than two alternate members to act in accordance with procedures specified in the City of Midland zoning ordinance. The Zoning Board of Appeals conducts regular, public meetings in City Council Chambers on the third Tuesday of each month at 6:30 p.m. Special meetings are also conducted as needed. These meetings are televised live by MCTV Channel 188 and can also be viewed on this channel at later dates and times. Meeting agendas are posted on the City Hall bulletin board by 5:00 p.m. on the Friday preceding the meeting. The agendas, minutes and meeting videos are also posted on the City of Midland’s web site.

Zoning Board of Appeals Meetings
During 2016, the Zoning Board of Appeals conducted three regular scheduled meetings. Nine meetings were cancelled for lack of business. Following is a summary of Zoning Board of Appeals Action from the past year:

2-16-16  Public Hearing of Variance Petition 16-01 - Denied the request of R. Houston Cionto to permit a 6 ft high fence in the front yard of a residential property located at 5205 Countryside drive.

Public Hearing of Variance Petition 16-01 - Approved the request of R. Houston Cionto to permit a fence exceeding 50% non-opacity in the front yard of a residential property located at 5205 Countryside drive.

5-17-16  Public Hearing of Variance Petition 16-02 - Denied the request of TVC Midland LLC and Wolverine Bank to permit 55 parking spaces, being 11 more parking spaces than is permitted by ordinance, on property located at 1015 and 1107 South Saginaw Road.

7-19-16  Annual organizational meeting—selection of officers for 2016/17. Chair Roy Green and Vice-Chair Richard Siemer.
Public Hearing of Variance Petition 16-03 - Approved the request of Elizabeth Camp for a use variance to recognize the existing use of 202 Post Street as a single family residence and permit improvements thereto.
West Main Street Historic District Commission

Purpose
The West Main Street Historic District Commission has the responsibility to act on all applications for the construction, addition, alteration, repair, moving, excavation, or demolition of resources in the West Main Street Historic District and to approve each application before a Certificate of Appropriateness for such work is granted. Minor classifications of work assigned to the City Planner are excluded from this requirement.

Commission Members who served during 2016:

Richard Osburn (Chairman for 2016) 7/1/06 – 6/30/17
Kristen Riddle 7/23/14 – 6/30/12 Mike Storey 7/01/07 – 6/30/19
Vacancies - Historic Society (1) and at large (1)

Summary
The West Main Street Historic District Commission consists of six members appointed by the City Council. Two members shall be appointed from a list of citizens submitted by one or more duly organized local historic preservation organizations and one member, if available, shall be a graduate of an accredited school of architecture who has two years of architectural experience or who is an architect duly registered in this state. The chief building official or his/her designated representative shall be an ex officio member without the right to vote. The Commission conducts regular quarterly meetings on the fourth Wednesday of January, April, July and October. Special meetings are conducted as needed. All meetings are televiewed live by MCTV Channel 188 and can also be viewed on this channel at later dates and times. Meeting agendas are posted on the City Hall bulletin board by 5:00 on the Friday preceding the meeting. The agendas, minutes and meeting videos are also posted on the City of Midland’s web site.

West Main Street Historic District Commission Meetings
During 2016, the West Main Street Historic District Commission had no petitions come before it for review and consideration.
Building Department

The City of Midland Building Department is located in City Hall at 333 West Ellsworth Street. Our department has three primary inspectors: John Wegner, our Chief Building Inspector and Electrical Inspector (932 total inspections); Steve Taglauer, our Building Inspector (1,458 inspections); and Jack Armstrong, our Plumbing and Mechanical Inspector (1,013 Inspections). Building Inspection services are supplemented as needed by Bill Brown from the Planning Department.

Permits are issued by each of the Inspectors (during their office hours) or front desk personnel (at any time), depending on the project or type of permit required. We not only process permits for Plumbing, Mechanical, Electrical and Building, but we also take care of signs for the City and issue Soil Erosion and Sedimentation and demolition permits. Projects, whether commercial or residential, could involve not only our Department, but also Fire, Planning, Engineering and Utilities. Midland continues to draw new commercial and office development to our City every year. We have also had several new (along with additions and remodels) residential projects in the City. The following represents building activity for the last fiscal year:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>PERMITS ISSUED &amp; PROJECT VALUE</th>
<th>REVENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMERCIAL PERMITS</td>
<td>202 (Total $117,740,325.00)</td>
<td>($333,507.50) a</td>
</tr>
<tr>
<td>New commercial</td>
<td>10 ($10,839,400.00)</td>
<td>($ 32,577.50) a</td>
</tr>
<tr>
<td>RESIDENTIAL PERMITS</td>
<td>727 (Total $17,961,471.00)</td>
<td>($104,783.50) a</td>
</tr>
<tr>
<td>New residential</td>
<td>133 ($13,224,949.00)</td>
<td>($ 58,219.00) a</td>
</tr>
<tr>
<td>ELECTRICAL PERMITS</td>
<td>493 ($51,805.56) b</td>
<td></td>
</tr>
<tr>
<td>MECHANICAL PERMITS</td>
<td>705 ($37,573.69) b</td>
<td></td>
</tr>
<tr>
<td>PLUMBING PERMITS</td>
<td>736 ($48,239.00) b</td>
<td></td>
</tr>
<tr>
<td>SIGN PERMITS</td>
<td>123 ($6,180.00)</td>
<td></td>
</tr>
</tbody>
</table>

a The revenue reflected contains any electrical, mechanical or plumbing permit totals are tied into the project and not separated out individually.

b The revenue reflected is lower than actual due to the fact that these permit totals aren’t separated out from the New Residential and all Commercial and instead tied to the projects as a whole.

The City also has two Rental/Zoning Inspectors, Chris Inman and Ryan Chapman. They divide their time between rental inspection, enforcing housing codes and zoning enforcement. As of December 2016, the City has an estimated 1,719 rental properties, with 6,572 rental units. There are 42 complexes with 10 to 99 units and 15 with more than 100 units, with the rest being single family, duplexes or less than 10 units. Rentals are inspected once every two years, unless an owner or renter has issues and asks for
one before their next renewal date. As rental inspections are spread over two years, more than 3,000 rental units are inspected by the two inspectors each year.

Zoning issues are brought to our attention from both active searches by our inspectors and complaints from citizens. Our zoning officials investigate these issues and then follow up with phone calls, letters and citations, depending on the time frames of responses. Other City employees, including police and fire personnel, also note violations when in route to various destinations or responding to problems at different sites around the City. Chris Inman and Ryan Chapman investigated 247 and 262 original complaints respectively.

The Building Inspector alters its working hours from May thru September to ten-hour days; from 7 a.m. to 5:30 p.m. This change is favored by the contractors, Home Builders Association and by the City Inspector who participates. With cover off from Bill Brown from the Planning Department, the office continues to be serviced by inspectors every day of the week.
Housing Commission

Purpose
The Housing Commission was formed in 1968 under the State Housing Act of 1933 and acts as an advisory board for program development and monitoring.

Commission Members who served during 2016:

Rick Loose (Chairman for 2016) 7/1/06 – 6/30/17

Rob Wright 8/30/13 – 6/30/18
Sharon Mortensen 3/01/10 – 6/30/19

Robert Burgess 2/27/03 – 6/30/20
William Garchow 7/01/11 – 6/30/21

Summary
The Housing Commission consists of five members appointed by the City Manager. The Commission conducts public meetings as needed to establish policies for the housing programs.

Housing Commission Meetings
During 2016, the Housing Commission conducted three regular meetings, and four special meetings. Over the course of the year, one regular meeting was cancelled for lack of business. Following is a summary of Housing Commission Meetings from the past year:

DATE    ITEMS DISCUSSED

2-8-16   Special Meeting – Presentations from applicants in support of their requests for CDBG funding in FY 2016/17

3-2-16   Special Meeting – Public Hearing and consideration of Bracken Woods PILOT request.

                      Special Meeting – Public Hearing and consideration of CBDG funding recommendations for FY 2016/17

                      Special Meeting - Senior Housing Update – Occupancy rates remain high at Riverside Place. Progress on renovations at Washington Woods continues to be made.

4-4-16   Special Meeting – Consideration and discussion of specific questions referred to the Housing Commission by City Council relative to the Bracken Woods PILOT request.

6-6-16   Senior Housing Update – Presentation and discussion of the quarterly reports for each senior housing facility. Tour of ongoing renovations at Washington Woods provided at the end of the scheduled meeting.

                      Fair Housing Testing – Presentation and discussion of fair housing testing data provided by Legal Services of Eastern Michigan.
PILOT Policy review – Presentation and preliminary discussion of proposed policy review process.

7-8-16 Special Meeting – Presentation and discussion of proposed PILOT workgroup composition and workgroup objectives.

Special Meeting - CDBG Annual Action Plan – Update provided on U.S. Department of Housing and Urban Development approval that includes all proposed CDBG activities for FY 2016/17 as recommended by the Housing Commission and City Council.

9-12-16 Senior Housing Update – Presentation and discussion of the quarterly reports for each senior housing facility. Updates provided on contract status with Graham Construction to take over apartment renovations at Washington Woods.

Consideration of 2017 meeting schedule.

Update on PILOT workgroup composition and participation.

12-5-16 Senior Housing Update – Presentation and discussion of the quarterly reports for each senior housing facility. Updates provided on recent changes to the meal programs that will be implemented in January of 2017 and ongoing apartment renovations at Washington Woods.