

# **Planning Commission**

## ***Regular Meeting***

February 16, 2022  
6:30PM

Big Rapids City Hall  
226 N Michigan Ave

Hybrid Meeting is also accessible via Zoom:

<https://us02web.zoom.us/j/83989230613?pwd=S0dvc3NtMStKeIRjQ3U4KzN0SmluUT09>

Meeting ID: 839 8923 0613

Passcode: 829147

Phone Login: Dial (312) 626-6799

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes
  - a. January 19, 2022
5. Public Comment Unrelated to Items on the Agenda
6. Public Hearing
7. General Business
  - a. 2022-2028 Capital Improvements Program
  - b. Annual Report of Planning and Zoning 2021
  - c. Continued Discussion of Proposed Amendments to the Zoning Ordinance Regulations for Marihuana Businesses re: Curbside Sales and Service
8. Unscheduled Business
9. Adjourn

**CITY OF BIG RAPIDS**  
**PLANNING COMMISSION MINUTES**  
**January 19, 2022**  
*Unapproved*

Chair Jane called the January 19, 2022, regular meeting of the Planning Commission, to order at 6:30 p.m.

**PLEDGE OF ALLEGIANCE**

**PRESENT** Kasey Thompson, Megan Eppley, Sarah Montgomery, Jacob Buse, Chris Jane, and Rory Ruddick

**EXCUSED** None

**ABSENT** None

**ALSO PRESENT** Paula Priebe, Community Development Director  
Emily Szymanski, Planning & Zoning Technician

There were 6 audience members.

**APPROVAL OF MINUTES**

**Motion was made by Sarah Montgomery, seconded by Jacob Buse, to approve the minutes of the August 18, 2021, meeting of the Planning Commission as presented, with no changes. Motion was passed with all in favor.**

**PUBLIC COMMENT NOT RELATED TO ITEMS ON THE AGENDA**

None heard

**PUBLIC HEARINGS** None

**GENERAL BUSINESS**

**Study Session: Proposed Zoning Ordinance Amendment to allow Marihuana Businesses to engage in Curbside Pickup**

**Staff Report**

Priebe summarized the Staff Report, stating that the City Commission adopted a series of Ordinances in October 2019 to permit and regulate marihuana businesses in the City of Big

Rapids. The current Ordinance states that curbside marihuana sales are prohibited, however, due to the COVID-19 Pandemic, curbside sales have been allowed temporarily. One potential change to the Zoning Ordinance is whether to allow curbside sales and dispensing of marihuana in commercial type facilities. The two amendments do two things: 1. Formally allow curbside marihuana pickup, and 2. Prohibit marihuana curbside pickup on public streets and in public parking lots. This amendment would impact all local marihuana businesses in some way. Those with private, off-street parking lots would need to request a “Curbside Sales and Dispensing Designation” and meet the requirements to receive one in order to engage in curbside service. Those marihuana businesses in the downtown which do not have private off-street parking and rely on public parking would be prohibited from engaging in curbside services.

Discussion ensued over the following topics:

- Montgomery stated that she believes that the current curbside Ordinance, which prohibits curbside for marihuana businesses, should remain unchanged because of concerns regarding marihuana and the criticism the City might receive if allowing curbside sales of marihuana.
- Buse stated that he doesn’t like the middle-ground option and stated that either the City should allow curbside for every marihuana business or not. He also stated that if alcohol curbside sales are prohibited, why would marihuana curbside sales be allowed?
- Thompson stated that she doesn’t agree with the comparison between curbside marihuana sales and curbside alcohol sales because if something isn’t allowed in one industry but is allowed in another, they shouldn’t be compared as if they are the same. She stated that if the City doesn’t take steps forward and evolve, these occupied storefronts will become vacant again like they have in the past. Cars in the downtown area show growth, vitality, and energy. Anything that the Planning Commission can do to help keep the thriving economy, the Planning Commission should support.
- Jane stated that he doesn’t like marihuana salespeople doing business outdoors because of the public perception of marihuana in the City of Big Rapids.
- Thompson stated that if other businesses are legally permitted to conduct curbside sales, marihuana businesses shouldn’t be viewed any differently.

The Planning Commission asked the marihuana business representatives in attendance for any additional comments on the topic, specifically regarding the percentage of sales that are from curbside. The following individuals spoke:

- Justin Forrest, Manager of RAIR, stated that they have many medical marihuana customers and mobility may be of concern for some. The curbside option provides a much-needed accessible option. Regarding the percentage of curbside sales, Forrest stated that approximately 20% of all sales are from curbside.
- Joseph Stankowski, District Manager of Lume Cannabis Co., stated that with being a medical facility, a large portion of curbside sales are from medical patients with physical or mental disabilities.
- Nathan Kark, Director of Government Affairs of Skymint, stated that curbside sales have increased during the Pandemic and have stuck around since. The sales breakdown at

Skymint comes to 25% of sales being from curbside and the other 75% of sales are in-store transactions. Customers have grown accustomed to curbside sales and meeting the needs of the consumer is crucial.

- Andrew LeVeque, Store Manager of Dunegrass, stated that between 20-25% of total sales are from curbside orders. Although Dunegrass only offers recreational marihuana, their business still gets many customers that have medical limitations which make it difficult and even impossible to shop in-store.
- Katie McLeod, resident of 204 Rose Avenue, stated that these Ordinance changes also impact the residents that support these businesses. Ms. McLeod and her daughter walk downtown daily and never witness any issues from curbside sales. Although she is not a customer at the marihuana businesses, marihuana is legal in Michigan, and this is not a conversation of whether or not marihuana businesses should be located in Big Rapids. Marihuana is legal and businesses are here, so the City should decide based on the right reasons.

Staff also received one written piece of communication (attached to these minutes) from David Kotler, Chief Executive Officer at Lake Life Farms. Mr. Kotler stated that allowing marihuana businesses that have private parking to conduct curbside sales will create a disadvantage to those located downtown without private parking. These potential Ordinance changes come at a time when competition has increased substantially.

Staff will research how other communities are handling curbside sales and bring this information to the Planning Commission at a future meeting.

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## **Study Session: Zoning Ordinance Amendments related to Redevelopment Ready Communities regarding Housing Types**

### Staff Report

Szymanski provided an overview of the different housing types to the Commission and summarized the housing discussion that the Planning Commission has had thus far. The Planning Commission has discussed the following items: the Housing Study and housing types, as well as adding a Use Table. Szymanski stated that instead of a lengthy list of uses, the Use Table will allow for more of a user-friendly experience. One other major change in the Zoning Ordinance includes adding Section 4.2 to Chapter 4: General Provisions. This new Section will address architectural standards in the various Districts and also create residential and building design standards that the current Zoning Ordinance is lacks. Priebe stated that under the current Zoning Ordinance, single-family homes, duplexes, and apartments are allowed. The Staff recommendation is to modify the definition of a 'house' so that one, two, or three units would still be considered a house due to having standards that require homes to fit the character of the neighborhood.

Commissioners discussed the following:

- Eppley asked if the new Ordinance would allow six or more units like some homes currently have. Priebe stated that the proposed changes would allow up to three units. There would also be other limitations such as the number of unrelated persons allowed in each unit. In the R-1 Residential District, up to three units would be allowed, but each unit could only be rented to one person or a functional family.
- Ruddick asked how the Ordinance changes would impact existing homes in Big Rapids? Would homeowners be allowed to divide their home and rent the other units out? Priebe stated that with the proposed changes, yes, homeowners could divide their homes provided they met the requirements.

Staff will provide the Commission with draft language for the updated Definitions Section at a future meeting.

### **UNSCHEDULED BUSINESS**

#### **Capital Improvement Program (CIP)**

Priebe stated that the finalized CIP will be brought to the Planning Commission in February and invited Commissioners to attend the meeting where City Staff discuss the next year's projects. Staff will email the Commission with the date and time of the meeting.

**There being no further business, Chair Jane adjourned the meeting at 7:57 PM with all in favor.**

Respectfully submitted,

Emily Szymanski

Planning & Zoning Technician and Planning Commission Secretary

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## STAFF REPORT TO THE PLANNING COMMISSION

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TO: Planning Commission  
FROM: Paula Priebe, Community Development Director  
SUBJECT: Capital Improvements Program 2022-2028  
DATE: February 16, 2022

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### **Introduction**

Every year, the City prepares and adopts a 6-year Capital Improvements Program (CIP), as required by the Michigan Planning Enabling Act. Departments make requests for funding of capital projects which are reviewed and prioritized by City staff. Projects for the 2022-2028 fiscal year will make up the capital budget, part of the annual budget, while the projects for later years help the City plan ahead for anticipated expenditures.

### **The Capital Improvements Program and Process**

Preparation of the CIP follows a detailed process laid out by the Michigan Economic Development Corporation. This process began in November 2021 with a schedule and call for project requests. The CIP Policy Group (made up of department heads, superintendents, three Planning Commission representatives, and others) met once; the first scheduled meeting in December 2021 to review the policies and procedures used to create the CIP was converted to an email due to a number of the group members being out sick, while the second scheduled meeting to score and review project requests took place on January 27, 2022. Planning Commissioners were invited to attend this meeting to learn more about the projects in the 2022-2023 Fiscal Year and one member attended the meeting. The CIP Administrative Group (made up of the City Manager, City Treasurer, and Community Development Director) finalized project prioritization and funding recommendations.

Final steps in the CIP process include review and recommendation by the Planning Commission and final review and adoption by the City Commission.

### **Recommendation**

Staff supports a recommendation to approve the 2022-2028 Capital Improvements Program from the Planning Commission to the City Commission.

### **Action**

The Planning Commission needs to make a recommendation to the City Commission regarding the 2022-2028 Capital Improvements Program.

**City of Big Rapids**

**Capital Improvements Program**

**2022-2028**



## Acknowledgements

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### City Commission

Fred Guenther, Mayor

Robert Andrews

Jennifer Cochran

Jon Eppley

Karen Simmon

### Planning Commission

Chris Jane, Chair

Megan Eppley, Vice Chair

Jacob Buse

Sarah Montgomery

Rory Ruddick

Kasey Thompson

Adopted [PENDING]

March 07, 2022



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## Introduction

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A Capital Improvements Plan (CIP) is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect the City of Big Rapids' existing infrastructure system; and to provide for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the governing body and the residents of the community.

A comprehensive CIP is an essential tool for the planning and development of the social, physical, and economic wellbeing of the community. The process of creating a CIP is a necessary part of an organized effort to strengthen the quality of public facilities and services; provide a framework for the realization of community goals and objectives; and provide a sound basis on which to build a healthy and vibrant community.

The CIP informs Big Rapids residents and stakeholders on how the municipality plans to address significant capital needs over the next six years. The CIP provides visual representations of the community's needs including maps that detail the timing, sequence, and location of capital projects. The CIP can also influence growth because infrastructure can impact development patterns.

Some of the benefits that the CIP provides for the residents and stakeholders include:

- Optimizing the uses of revenue
- Focusing attention on community goals, needs, and capabilities
- Guiding future growth and development
- Encouraging efficient government
- Improving intergovernmental and regional cooperation
- Helping maintain a sound and stable financial program
- Enhancing opportunities for the participation in federal and/or state grant programs

The projects identified in the CIP represent the community's plan to serve residents and anticipate the needs of a dynamic community. Projects are guided by various development plans and policies established by the City Commission, Planning Commission, and City administration.

Plans and policies include:

- |  |   |
|--|---|
| • Master Plan Addendum 2018                  | • Bicycle and Pedestrian Plan 2012        |
| • Downtown Blueprint Update 2016             | • Goals and Objectives of City Commission |
| • Tax Increment Financing (TIF) Plan         | • 2020 Housing Study                      |
| • Parks and Recreation Master Plan 2022-2026 | • Administrative Policies                 |

## **Mission Statement**

Preparation of the CIP is done under the authority of the Michigan Planning Enabling Act (PA 33 of 2008). The goal of the CIP should be to implement the master plan and to assist in the community's financial planning.

The CIP is dynamic. Each year all projects included within the CIP are reviewed, a call for new projects is made, and adjustments are made to existing projects arising from changes in the amount of funding required, conditions, or timeline. A new year of programming is also added each year to replace the year funded in the annual operating budget.

The CIP program should continue to develop over time by adding features to gradually improve quality and sophistication. Greater attention shall be devoted to providing more detailed information about individual project requests, program planning, fiscal analysis, fiscal policies, and developing debt strategy.

## **CIP and Budget Process**

The CIP plays a significant role in the implementation of a master plan by providing the link between planning and budgeting for capital projects. The CIP process precedes the budget process and is used to develop the capital projects portion of the annual budget. Recommending approval of the CIP by the Planning Commission does not mean that they grant final approval of all projects contained within the plan. Rather by recommending approval of the CIP, the Planning Commission acknowledges that these projects represent a reasonable interpretation of the upcoming needs for the community and that projects contained in the first year of the plan are suitable for inclusion in the upcoming budget.

Priority rankings do not necessarily correspond to funding sequence. For example, a road-widening project which is ranked lower than a park project may be funded before the park project because the road project has access to a restricted revenue source, whereas a park project may have to compete for funding from other revenue sources. A project's funding depends upon several factors—not only its merit, but also its location, cost, funding source, and logistics.

The community of Big Rapids should strive to maximize resources by maintaining a balance between operating and capital budgets. A continuous relationship exists between the CIP and the annual budget. A direct link can be seen between the two documents, as there should be in a strategic planning environment. Budget appropriations lapse at the end of the fiscal year as the operating budget is funded with recurring annual revenues such as taxes, licenses, fines, user fees, and interest income.

## Definition

As used in the City of Big Rapids Capital Improvements Program (CIP), a capital improvement project is defined as a project that results in the acquisition, addition, updating, or development of physical facilities. A capital improvement project may also include contractual or bonded indebtedness payments related to fix assets, or any major expenditure for physical development, which generally falls into one of the following categories:

1. Land and non-structural improvements
2. New structures
3. Major repairs - \$7,500 or more
4. Major replacements - \$7,500 or more
5. Non-motorized equipment - \$7,500 or more

Additionally, capital improvements are generally defined as the following:

- a) New and expanded physical facilities for the community which are relatively large-in-size, expensive, and permanent.
- b) Large scale rehabilitation or replacement of existing facilities.
- c) Major pieces of equipment which has a direct relationship to the function of a physical facility, and which are relatively expensive and of long life.
- d) Purchase of equipment for any public improvements when first erected or acquired that are to be financed in whole or in part from bond funds.
- e) The cost of engineering and architectural studies and surveys related to an anticipated improvement.

## Process

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The process of creating the Capital Improvements Program took place over five months and including staff from every department in the City.

### Groups and Roles

The first step in the process was getting the different people and groups necessary to fill vital roles in drafting the Capital Improvements Program. The groups and roles are described below:

Policy Group: reviews the policy, develops the project rating and weighting criteria, rates and weights project applications, reviews funding options, and presents the recommendation to the Administrative Group.

- City Manager
- City Treasurer
- Director of Public Works
- Police Chief
- Fire Chief
- Information Technology Manager
- DART Supervisor
- Superintendent of Water Plant
- Superintendent of Wastewater Plant
- Street Superintendent
- Community Development Director
- Planning Commission Representatives

Administrative Group: clarifies any issues, finalizes the priorities, and brings the CIP draft forward to the Planning Commission.

- City Manager
- City Treasurer
- Community Development Director

Planning Commission: works with the Policy Group during the plan development, conducts workshops (if necessary), reviews the Policy Group's recommendation, receives public input, and makes recommendations to the City Commission to adopt the plan and consider incorporating funding for the first-year projects into the annual budget.

City Commission: adopts the CIP, uses the CIP as a tool in the adoption of the annual budget in accordance with the governing body goals and objectives.

Residents: encouraged to participate in plan development by working with various boards and commissions at the Planning Commission meetings, and at the City Commission's budget workshops and public hearings. As always, communication is open between residents, City Commissioners, Planning Commissioners, and staff.

## **Project Analysis and Prioritization**

Upon receiving requests from various Departments for capital improvement funding, the Policy Group engaged in a process of scoring projects utilizing the following review criteria:

1. Project will improve quality of life and/or quality of service of residents and users.
2. If deferred, absence of project would negatively impact residents and users.
3. Project is part of a multi-year funding commitment.
4. Project is part of, or complements, other ongoing projects.
5. Project is part of an approved City plan.

Projects were scored on a scale from 1-5. Additionally, departments proposing projects provided an internal department priority ranking out of the number of projects proposed. Average scores and department priorities are included in the final project tables.

After reviewing department priorities and Policy Group scoring, the Administrative Group prioritized projects and recommend projects to the Planning Commission according to the following categories:

### **Priority 1: Essential**

Project cannot be postponed, as it is essential; partially completed; meets an emergency situation, or remedies a condition dangerous to public health, welfare, or safety; or the City is committed by contractual arrangement. Only essential projects should be so classified.

### **Priority 2: Desirable**

Project should be carried out within a few years to meet anticipated needs of a current program or for the replacement of unsatisfactory facilities. These include projects that are needed to maintain the department program at current level of performance, projects that would benefit the community, and projects whose validity of planning and validity of timing have been established.

### **Priority 3: Acceptable**

Project is needed for the proper expansion of a program or facility with the exact timing, waiting, until funds are available. These are projects that are adequately planned, but not absolutely required, and should be deferred to a subsequent year if budget reductions are necessary.

### **Priority 4: Deferrable**

Project is needed for an ideal operation but cannot yet be recommended for action. Can safely be deferred beyond the third year of the six-year projection.

### **Priority 5: Needs Further Study**

Project is desirable but not essential, can be safely postponed without detriment to preset services, rated lowest of those submitted, and/or needs further study before being recommended for funding.

## Capital Improvement Approval

While the Planning Commission will play an important role in developing a CIP, recommendations coming from the Planning Commission to the City Commission are purely advisory in nature. It is the sole responsibility of the City Commission to approve and adopt a CIP for any given year.

The Planning Commission reviewed the CIP on February 16, 2022 [PENDING] and unanimously recommended that the City Commission adopt the 2022-2028 Capital Improvement Plan.

The City Commission adopted the Capital Improvement Plan at their regular meeting on March 07, 2022. [PENDING]

## Program Funding

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The City of Big Rapids has several funding sources for these Capital Improvements projects. This is necessary due to the substantial financial resources required to meet the goals of the Program. Most capital funding sources are earmarked for specific purposes and cannot be transferred from one capital program to another. For example, funds raised by the community for fire protection services must be used for the purposes that were stated when the voters approved the funding. The CIP has to be prepared with some projects as to the amount of money available. The following is a summary of the funding sources for projects included in the CIP.

### General Fund

The General Fund is the fund that is responsible for many of the daily operations of the City. The fund has three major revenue sources: property tax, income tax, and state shared revenue. Collectively, these three revenue items are responsible for 88% of General Fund income. Over the last five fiscal years, the revenue collected from these sources has increased a combined 2.27%, although an upsurge in income tax collected is the main reason for the increase. The largest driver of cost in the General Fund is public safety related expenditures which account for roughly 47% of the budget. As a best practice measure, the Government Finance Officers Association (GFOA) recommends retaining a fund balance of two months of operating expenses, which is approximately \$1,400,000 for the City of Big Rapids.

### Major and Local Streets

The Michigan Department of Transportation, through Public Act 51, requires each incorporated municipality to submit an annual report to the State Transportation Commission identifying any changes made to the mileage of their street system. Changes to the street system, if they meet the State's specifications, are reflected on the City's Certified Mileage Map. Certified mileage for major and local streets are used to distribute Act 51 revenues to communities. These revenues are derived by taxes imposed directly or indirectly on vehicle fuel sales. The City of Big Rapids currently has 37.90 miles of certified streets, including 14.50 miles of major streets and 23.40 miles of local streets.



### Downtown Development Authority

The Downtown Development Authority (DDA) was created in 1985 to correct and prevent deterioration and to promote economic growth within the downtown area. The DDA governing body consists of individuals that were appointed by the City Commission, who also approves the DDA budget. The DDA is funded with a 2.0 mill tax levied on all taxable property within the district. It is also responsible for the promotion and funding of downtown activities, such as the Big Rapids Farmer's Market.

### Library Fund

The Library Fund is responsible for the operation and maintenance of the Big Rapids Community Library. The Library is funded from several different sources: 1.0 mill levied by the City of Big Rapids, penal fine distributions, state aid, a 0.2 mill levy from Big Rapids Charter Township, and a subsidy from the City's General Fund. Salaries, fringe benefits, and library materials comprise most of the Library's current budget. In 2014, the City issued bonds in the amount of \$530,000 to renovate the existing facility. The Library Fund is responsible for the debt service associated with this bond issue.

### Airport Fund

The Airport Fund is responsible for the operation and maintenance of the Roben Hood Airport. It is funded through fuel sales, rent from hangar leases, mechanic services, and subsidies from the City's General Fund. The main drivers of costs are salaries and fringe benefits for airport staff, fuel purchases, and debt service on the Community Hangar.

### Dial-A-Ride Transit Fund

The City's Dial-a-Ride Transit (DART) system has been providing "curb to curb" public transportation service to the Big Rapids community since 1975. DART has provided more than 3.5 million rides, offering safe, dependable, affordable transportation through a shared ride, demand-response public transportation service. Many patrons use DART as their sole source for fulfilling shopping, medical, education, and socializing needs. DART is a key amenity which separates the City of Big Rapids from other regional communities, providing the ability to get anywhere in Big Rapids to all persons. The DART Fund is supported by several different sources, including Michigan Department of Transportation (MDOT), federal funding, Ferris State University shuttle service, passenger fares, and the City's General Fund.

### Wastewater and Wastewater Replacement

The purpose of the Big Rapids Wastewater Collection System and Treatment Plant is to protect public health and preserve the aquatic environment, thereby enhancing the quality of life for area residents. The wastewater system serves an 11-square mile area, which encompasses three jurisdictions: the City of Big Rapids, Big Rapids Charter Township, and Green Charter Township. Each community owns and operates their own wastewater collection system, including gravity sewers, pumping stations, and force mains. The City of Big Rapids owns and operates the Publicly-Owned Treatment Works (POTW), also known as the Wastewater Treatment Plant (WWTP). The WWTP is funded by user fees collected from the approximately 2,200 customers of the system.

The wastewater collection and treatment system serves a population of approximately 20,000 people. The system has approximately 33 miles of gravity and force sewer mains as well as 15 lift stations. The Wastewater Replacement Fund is supported by annual contributions from each municipality that is connected to the system.

#### Water and Water Replacement Funds

The City's water system includes the operation and maintenance of the City's Water Treatment Plant, the distribution lines from the plant, and the upkeep of four water towers. The Water Fund's major revenue source is the usage rates collected from roughly 2,200 customers. Each year, rates are reviewed to correctly account for the funds needed to operate and maintain the plant. The Water Fund has three main cost centers: Production, Transmission, and Customer Service, with production accounting for about 45% of the budget. The Water Fund also transfers resources to the Water Replacement Fund for capital projects related to the water system.

The Water Replacement Fund exists to account for the replacement of capital items throughout the water system. It is funded by quarterly transfers from the Water Fund. The City has a goal to deposit \$700,000 per year into this fund to properly maintain the water system.

#### Motor Pool Fund

The City's Motor Pool is a part of the Department of Public Works (DPW) and maintains a variety of different vehicles and equipment, including 7 Dial-A-Ride buses, 44 pickups and cars, 4 loaders and backhoes with their various attachments, 7 dump trucks with plows, scrapers, and spreaders. The Motor Pool also maintains everything from garbage trucks to chainsaws for use by DPW. In total, the Motor Pool maintains over 240 different pieces of equipment. Maintenance and replacement programs are in place to ensure the safety and utility of all vehicles. The Motor Pool Fund is supported by equipment rental charges to all funds that use the equipment.

## Capital Improvements Program

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The following tables provide an overview of the 2022-2028 Capital Improvements Program for the City of Big Rapids. Table 1 shows the projected funding availability by the different funding sources for capital improvements.

Table 2 includes all projects, sorted by the Department responsible for the project, then by year and department priority. The Department Priority shows how each department prioritizes the projects they submitted within each funding year. A score between 0 and 5 is given; this is the average score from the scoring process conducted by the Policy Group. Finally, the chart includes the Estimated Cost of the project as provided by the Department responsible for the project.

Table 3 is the list of projects for the 2022-2023 fiscal year. This table includes not the estimated project cost, but rather the recommended funding for the 2022-2023 capital budget, as determined by the Administrative Group and approved by the Planning Commission.

Table 4 through Table 8 break down the projects by the fiscal year in which they are recommended to be funded, starting with 2023-2024 and continuing through 2027-2028.

Table 1 - Fund Projections

Fund Projections							
Fund	Budget Year						Total
	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	
General Fund	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,200,000
Major Streets Fund and Local Streets Fund	\$ 500,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 2,750,000
Airport Fund	\$ 127,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 165,000
Library Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DART Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater Fund and Wastewater Replacement Fund	\$ 600,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 50,000	\$ 500,000	\$ 2,650,000
Water Fund and Water Replacement Fund	\$ 1,100,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 6,100,000
Motor Pool Fund	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,200,000
<b>Total</b>	<b>\$ 2,727,500</b>	<b>\$ 2,357,500</b>	<b>\$ 2,357,500</b>	<b>\$ 2,357,500</b>	<b>\$ 1,907,500</b>	<b>\$ 2,357,500</b>	<b>\$ 14,065,000</b>

Table 2 - All Projects

Department	Project Title	Funding Year(s)	Department Priority	Average Score	Estimated Cost
Roben-Hood Airport	100LL Fuel Tank Replacement	2022-2023	1 of 2	1.8	\$82,600
	Taxiway Rehabilitation	2022-2023	2 of 2	3.0	\$11,500
	New 4 Bay Hangar	2023-2024	1 of 1	1.3	\$400,000
	Ramp/Apron Rehabilitation	2025-2026	1 of 1	3.3	\$44,000
	Parallel Taxiway Construction	2027-2028	1 of 1	2.5	\$86,000
Alleys and Parking Lots	Hemlock Park Parking Lot	2022-2023	1 of 3	2.8	\$38,200
	100 Block S Michigan Parking Lot	2022-2024	2 of 3	2.4	\$63,650
	100 Block N Michigan Parking Lot	2022-2025	3 of 3	2.6	\$85,770
	200 Block N Michigan Parking Lot	2023-2024	1 of 2	2.6	\$37,500
	100 Block S Warren Parking Lot	2023-2024	2 of 2	2.2	\$71,600
	Mitchell Creek Court	2024-2025	1 of 1	2.4	\$30,770
City Hall	New Entry Door and Stairs in DPW	2022-2023	1 of 1	0.8	\$25,000
Library	RFID Conversion & Self-Checkout	2022-2023	1 of 1	2.0	\$68,820
	RFID Conversion & Self-Checkout	2023-2024	1 of 1	2.0	\$68,820
Community Development	Master Plan Update	2023-2024	1 of 1	3.0	\$40,000
	Hillcrest School Acquisition	2024-2025	1 of 1	2.3	\$47,000
DDA	Downtown Twinkle Lights	2022-2023	1 of 2	1.0	\$49,500
	Downtown Signs	2022-2023	2 of 2	2.0	\$22,000
Fire Department	Self-Contained Breathing Apparatus (SCBA) Replacement	2022-2023	1 of 2	3.3	\$105,000
	Engine 4 Replacement	2022-2023	2 of 2	3.0	\$200,000
	Fire Hose Replacement	2023-2024	1 of 2	2.8	\$30,000
	Engine 4 Replacement	2023-2024	2 of 2	3.0	\$200,000
	Extrication Equipment	2024-2025	1 of 1	2.0	\$40,000
	IT Improvements	2025-2026	1 of 1	2.3	\$12,000
	Fire Hose Replacement	2026-2027	1 of 1	2.8	\$30,000
	Individual Thermal Imagers	2027-2028	1 of 1	2.5	\$10,000

Table 2 - All Projects

Department	Project Title	Funding Year(s)	Department Priority	Average Score	Estimated Cost
Motor Pool	Dump Truck	2022-2023	1 of 2	3.0	\$150,000
	Police Car	2022-2023	2 of 2	3.0	\$45,000
	Dump Truck	2023-2024	1 of 1	3.0	\$150,000
	Maintenance Truck	2024-2025	1 of 2	2.8	\$50,000
	Dump Truck	2024-2025	2 of 2	3.0	\$150,000
	Blacktop Roller	2025-2026	1 of 3	2.8	\$60,000
	Police Car	2025-2026	2 of 3	3.0	\$45,000
	Wood Chipper	2025-2026	3 of 3	2.6	\$85,000
	Two Police Cars	2026-2027	1 of 3	3.0	\$100,000
	Engineering Truck	2026-2027	2 of 3	2.8	\$50,000
	Maintenance Van	2026-2027	3 of 3	3.0	\$65,000
Parks	Hemlock Park Improvement Project	2022-2023	1 of 7	4.6	\$100,000
	Depot Park Trailhead Development	2022-2023	2 of 7	4.2	\$300,000
	Riverwalk Repair	2022-2023	3 of 7	4.6	\$10,000
	Pool Showers Fixed and Updated	2022-2023	4 of 7	2.0	\$30,000
	Riverwalk Lighting and Steps	2022-2023	5 of 7	3.2	\$45,000
	Playscape Update Year 1	2022-2023	6 of 7	4.4	\$126,250
	Softball Field Lighting Year 2	2022-2023	7 of 7	2.6	\$121,500
	Northend Park Restrooms	2023-2024	1 of 6	3.4	\$37,500
	Hemlock Park Shelter Renovation Year 1	2023-2024	2 of 6	4.2	\$89,000
	Riverwalk Repair	2023-2024	3 of 6	4.6	\$10,000
	Compost Site Year 1	2023-2024	4 of 6	2.8	\$66,000
	Playscape Update Year 2	2023-2024	5 of 6	4.4	\$126,250
	Pool Deck Improvements	2023-2024	6 of 6	2.2	\$30,000

Table 2 - All Projects

Department	Project Title	Funding Year(s)	Department Priority	Average Score	Estimated Cost
Parks, Cont.	Hemlock Park Shelter Renovation Year 2	2024-2025	1 of 4	4.2	\$89,000
	Riverwalk Repair	2024-2025	2 of 4	4.6	\$10,000
	Compost Site Year 2	2024-2025	3 of 4	2.8	\$66,000
	Playscape Update Year 3	2024-2025	4 of 4	4.4	\$126,250
	Hemlock Park Shelter Renovation Year 3	2025-2026	1 of 2	4.2	\$89,000
	Riverwalk Repair	2025-2026	2 of 2	4.6	\$10,000
	Riverwalk Repair	2026-2027	1 of 1	4.6	\$10,000
	Riverwalk Repair	2027-2028	1 of 1	4.6	\$10,000
Police Department	Conducted Energy Weapon Replacement	2022-2023	1 of 3	2.0	\$20,050
	Bodycam Upgrades, Replacment, Storage	2022-2023	2 of 3	2.5	\$11,510
	Firearms Trailer	2022-2023	3 of 3	1.5	\$23,325
	E-Citations	2023-2024	1 of 1	1.8	\$11,025
	Simunitions	2024-2025	1 of 1	1.8	\$13,000
Public Safety Building	UPS System at Public Safety	2022-2023	1 of 2	2.4	\$40,000
	LED Digital Sign/Message Board	2022-2023	2 of 2	1.4	\$36,450
	Upgrade Gym Equipment Year 1	2023-2024	1 of 2	1.0	\$7,500
	Public Safety Parking Lot Repairs	2023-2024	2 of 2	1.2	\$85,000
	CIP Floor Cleaning & Scrubber	2024-2025	1 of 3	0.8	\$8,500
	Upgrade Gym Equipment Year 2	2024-2025	2 of 3	1.0	\$7,500
	Community Room Technology Upgrades	2024-2025	3 of 3	2.6	\$22,000
	Exterior Lighting for Additional Security	2025-2026	1 of 1	2.0	\$13,000
Sanitary Sewer	Pine Street Sanitary Sewer	2022-2023	1 of 10	4.5	\$65,000
	100 N State Street Sanitary Sewer	2022-2023	2 of 10	4.0	\$450,000
	Mechanic Street	2022-2023	3 of 10	3.8	\$78,500
	300 Block Henderson St	2022-2023	4 of 10	3.4	\$30,000
	Wastewater Sewer Lining	2022-2023	5 of 10	3.8	\$100,000
	Bailey Drive Utilities	2022-2023	6 of 10	3.4	\$221,500
	300 Marion Ave	2022-2023	7 of 10	3.4	\$121,000
	Darwin Street Reconstruction	2022-2023	8 of 10	3.4	\$49,000

Table 2 - All Projects

Department	Project Title	Funding Year(s)	Department Priority	Average Score	Estimated Cost
Sanitary Sewer, Cont.	200 S State Sanitary 1245-1250	2022-2023	9 of 10	3.0	\$66,000
	Bailey Drive Wastewater Sewer Lining	2022-2023	10 of 10	3.6	\$100,000
	500 Northland Drive Sanitary 3020-3042	2023-2024	1 of 3	2.8	\$468,000
	300 S State St Sanitary 1243-1244	2023-2024	2 of 3	3.0	\$84,000
	Dexter, Fuller, and Bailey Wastewater Sewer Lining	2023-2024	3 of 3	3.6	\$100,000
	Escott and Clark Wastewater Sewer Lining	2024-2025	1 of 1	3.6	\$100,000
	N Dekrafft Wastewater Sewer Lining	2025-2026	1 of 1	3.6	\$100,000
Sidewalks	Annual Sidewalk Program	2022-2023	1 of 1	4.4	\$75,000
	Annual Sidewalk Program	2023-2024	1 of 1	4.4	\$75,000
	Annual Sidewalk Program	2024-2025	1 of 1	4.4	\$75,000
	Annual Sidewalk Program	2025-2026	1 of 1	4.4	\$75,000
	Annual Sidewalk Program	2026-2027	1 of 1	4.4	\$75,000
	Annual Sidewalk Program	2027-2028	1 of 1	4.4	\$75,000
Storm Sewer	300 Block Henderson St	2022-2023	1 of 2	3.4	\$30,000
	Darwin Street Reconstruction	2022-2023	2 of 2	3.4	\$49,000
	Division Street (Woodward to Mitchell Creek)	2023-2024	1 of 2	3.4	\$61,020
	Hutchinson Street (Rust Ave to Pool)	2023-2024	2 of 2	3.0	\$84,720
	Woodward Ave (Bailey Dr to Ridgeview) Storm	2024-2025	1 of 2	3.2	\$19,650
	Rose Ave (Fremont St to State St) Storm	2024-2025	2 of 2	3.6	\$11,880
	Woodward Ave Culvert	2025-2026	1 of 3	3.4	\$69,000
	Parkview Village to Washington St Storm	2025-2026	2 of 3	3.2	\$15,400
	Industrial Ball Field to Jackson Storm	2025-2026	3 of 3	3.2	\$96,050
Streets	Maple Street Grant Match	2022-2023	1 of 11	3.8	\$46,000
	Ridgeview Drive Water Main	2022-2023	2 of 11	3.8	\$184,000
	Dexter Ave Water Main Replacement	2022-2023	3 of 11	2.8	\$115,000
	Street Resurfacing - Spring and Chestnut	2022-2023	4 of 11	3.0	\$88,000
	Darwin Street Reconstruction	2022-2023	5 of 11	3.5	\$207,000
	300 Block Henderson St	2022-2023	6 of 11	3.5	\$40,000
	300 Marion Ave	2022-2023	7 of 11	3.0	\$44,200



Table 2 - All Projects

Department	Project Title	Funding Year(s)	Department Priority	Average Score	Estimated Cost
Streets, Cont.	Mechanic Street	2022-2023	8 of 11	3.4	\$534,200
	Bjornson Street Water Main Replacement	2022-2023	9 of 11	2.8	\$125,300
	Mitchell Creek Court	2022-2023	10 of 11	2.4	\$30,770
	Pipe Storage Pole Barn	2022-2023	11 of 11	1.8	\$60,000
	Woodward Ave Culvert	2023-2024	1 of 3	3.0	\$96,250
	Green Street Watermain	2023-2024	2 of 3	2.8	\$101,000
	Hutchinson Street (Rust Ave to Pool)	2023-2024	3 of 3	2.4	\$96,250
	Michigan and Grand Traverse	2024-2025	1 of 3	3.0	\$120,000
	Rose Ave (Fremont St to State St) Storm	2024-2025	2 of 3	2.8	\$63,875
	Finley Street Water Main Replacement	2024-2025	3 of 3	2.6	\$52,800
	Industrial Ball Field to Jackson Storm	2025-2026	1 of 2	2.4	\$7,000
	Parkview Village to Washington St Storm	2025-2026	1 of 2	2.6	\$56,000
Water Treatment Plant	HMC Fire Pump and Hydro-Pneumatic Tank	2022-2023	1 of 4	3.2	\$130,000
	New Intermediate Pump #2 VFD	2022-2023	2 of 4	2.6	\$15,000
	Repaint Clairfiers	2022-2023	3 of 4	2.8	\$110,000
	WTP SCADA Upgrades	2022-2023	4 of 4	3.2	\$150,000
	WTP Roof Maintenance	2023-2024	1 of 5	2.4	\$100,000
	WTP Garage	2023-2024	2 of 5	2.2	\$30,000
	Bulk Water Fill Station	2023-2024	3 of 5	1.8	\$57,000
	Distribution Valve Replacement	2023-2024	5 of 5	3.4	\$150,000
	Booster Pump at State St	2024-2025	1 of 2	2.6	\$80,000
	Gilbert Drive/205th/Perry Ave Water Main Loop	2026-2027	2 of 2	3.2	\$2,000,000
	Redundant Raw Water Main from Well House to Plant	2027-2028	1 of 1	2.6	\$2,000,000
Water Replacement	Water Service Line Exploration	2022-2023	1 of 9	5.0	\$300,000
	Bailey Drive Utilities	2022-2023	2 of 9	4.2	\$345,000
	Ridgeview Drive Water Main	2022-2023	3 of 9	4.2	\$376,000
	Dexter Ave Water Main Replacement	2022-2023	4 of 9	4.2	\$60,000
	S State St Watermain Replacement	2022-2023	5 of 9	3.8	\$550,000

Table 2 - All Projects

Department	Project Title	Funding Year(s)	Department Priority	Average Score	Estimated Cost
Water Replacement, Cont.	300 Marion Ave	2022-2023	6 of 9	3.2	\$116,000
	Mechanic Street	2022-2023	7 of 9	3.8	\$93,000
	300 Block Henderson St	2022-2023	8 of 9	3.4	\$70,000
	Darwin Street Reconstruction	2022-2023	9 of 9	3.4	\$223,000
	Water Service Line Exploration	2023-2024	1 of 4	4.8	\$300,000
	Northland Drive Water Main Replacement	2023-2024	2 of 4	3.0	\$35,000
	Fire Hydrant Replacement	2023-2024	3 of 4	2.8	\$40,000
	Bjornson Street Water Main Replacement	2023-2024	4 of 4	3.2	\$305,700
	Water Service Line Exploration	2024-2025	1 of 5	4.8	\$300,000
	Michigan and Grand Traverse	2024-2025	2 of 5	3.4	\$271,200
	Finley Street Water Main Replacement	2024-2025	3 of 5	3.0	\$79,200
	Green Street Watermain	2024-2025	4 of 5	3.2	\$236,520
	205th Ave Water Main Replacement	2024-2025	5 of 5	2.8	\$220,000
	Water Service Line Exploration	2025-2026	1 of 2	4.8	\$300,000
	Fuller Avenue	2025-2026	2 of 2	3.2	\$200,000
	Water Service Line Exploration	2026-2027	1 of 1	4.8	\$300,000
Wastewater Treatment Plant	East Screw Pump Replacement Year 2	2022-2023	1 of 3	4.4	\$250,000
	WWTP SCADA System Upgrade	2022-2023	2 of 3	3.2	\$150,000
	New IPP Sampling and Site Inspection Vehicle	2022-2023	3 of 3	2.2	\$60,000
	Novak Lane Lift Station Replacement	2023-2024	1 of 4	3.0	\$329,000
	WWTP Buildings Exterior Door Replacement	2023-2024	2 of 4	2.2	\$30,000
	Kubota Type Utility Vehicle for On-Site Use	2023-2024	3 of 4	2.0	\$26,000
	New D.O. Equipment for Basins and Digesters	2023-2024	4 of 4	2.8	\$60,000
	Sieve Drum Concentrator and Piping Equipment	2024-2025	1 of 1	3.0	\$602,000
	Vortex Grit Removal System Renovation	2025-2026	1 of 1	2.8	\$460,000
	Turbo Blowers for Aerobic Digesters	2026-2027	1 of 1	3.0	\$600,000
	Aerobic Digester Insulated Covers and Sides	2027-2028	1 of 1	3.0	\$600,000
<b>Total:</b>					<b>\$22,447,325</b>

Table 3 - 2022-2023 Projects

Department	Project Title	Funding Year(s)	Department Priority	Average Score	Recommended Funding for 2022/2023
Roben-Hood Airport	100LL Fuel Tank Replacement	2022-2023	1 of 2	1.8	\$82,600
	Taxiway Rehabilitation	2022-2023	2 of 2	3.0	\$11,500
Alleys and Parking Lots	100 Block S Michigan Parking Lot	2022-2024	2 of 3	2.4	\$63,650
DDA	Downtown Twinkle Lights	2022-2023	1 of 2	1.0	\$49,500
Fire Department	Self-Contained Breathing Apparatus (SCBA) Replacement	2022-2023	1 of 2	3.3	\$105,000
Motor Pool	Dump Truck	2022-2023	1 of 2	3.0	\$150,000
	Police Car	2022-2023	2 of 2	3.0	\$45,000
Parks	Hemlock Park Improvement Project	2022-2023	1 of 7	4.6	\$100,000
	Riverwalk Repair	2022-2023	3 of 7	4.6	\$10,000
Police Department	Conducted Energy Weapon Replacement	2022-2023	1 of 3	2.0	\$20,050
	Bodycam Upgrades, Replacment, Storage	2022-2023	2 of 3	2.5	\$11,510
Public Safety Building	UPS System at Public Safety	2022-2023	1 of 2	2.4	\$40,000
Sanitary Sewer	Pine Street Sanitary Sewer	2022-2023	1 of 10	4.5	\$65,000
	100 N State Street Sanitary Sewer	2022-2023	2 of 10	4.0	\$450,000
	Mechanic Street	2022-2023	3 of 10	3.8	\$78,500
	300 Block Henderson St	2022-2023	4 of 10	3.4	\$30,000
	Wastewater Sewer Lining	2022-2023	5 of 10	3.8	\$100,000
Sidewalks	Annual Sidewalk Program	2022-2023	1 of 1	4.4	\$75,000
Storm Sewer	300 Block Henderson St	2022-2023	1 of 2	3.4	\$30,000
	Darwin Street Reconstruction	2022-2023	2 of 2	3.4	\$49,000
Streets	Maple Street Grant Match	2022-2023	1 of 11	3.8	\$46,000
	Ridgeview Drive Water Main	2022-2023	2 of 11	3.8	\$184,000
	Dexter Ave Water Main Replacement	2022-2023	3 of 11	2.8	\$115,000
	Street Resurfacing - Spring and Chestnut	2022-2023	4 of 11	3.0	\$88,000

Table 3 - 2022-2023 Projects

Department	Project Title	Funding Year(s)	Department Priority	Average Score	Recommended Funding for 2022/2023
Water Treatment Plant	HMC Fire Pump and Hydro-Pneumatic Tank	2022-2023	1 of 4	3.2	\$130,000
	New Intermediate Pump #2 VFD	2022-2023	2 of 4	2.6	\$15,000
	Repaint Clairfiers	2022-2023	3 of 4	2.8	\$110,000
Water Replacement	Water Service Line Exploration	2022-2023	1 of 9	5.0	\$100,000
	Bailey Drive Utilities	2022-2023	2 of 9	4.2	\$345,000
	Ridgeview Drive Water Main	2022-2023	3 of 9	4.2	\$367,000
	Dexter Ave Water Main Replacement	2022-2023	4 of 9	4.2	\$60,000
<b>Total:</b>					<b>\$3,126,310</b>

Table 4 - 2023-2024 Projects

Department	Project Title	Funding Year(s)	Department Priority	Average Score	Estimated Cost
Roben-Hood Airport	New 4 Bay Hangar	2023-2024	1 of 1	1.3	\$400,000
Alleys and Parking Lots	Hemlock Park Parking Lot	2022-2023	1 of 3	2.8	\$38,200
	100 Block N Michigan Parking Lot	2022-2025	3 of 3	2.6	\$85,770
	200 Block N Michigan Parking Lot	2023-2024	1 of 2	2.6	\$37,500
	100 Block S Warren Parking Lot	2023-2024	2 of 2	2.2	\$71,600
City Hall	New Entry Door and Stairs in DPW	2022-2023	1 of 1	0.8	\$25,000
Library	RFID Conversion & Self-Checkout	2022-2023	1 of 1	2.0	\$68,820
	RFID Conversion & Self-Checkout	2023-2024	1 of 1	2.0	\$68,820
Community Development	Master Plan Update	2023-2024	1 of 1	3.0	\$40,000
DDA	Downtown Signs	2022-2023	2 of 2	2.0	\$22,000
Fire Department	Engine 4 Replacement	2022-2023	2 of 2	3.0	\$200,000
	Fire Hose Replacement	2023-2024	1 of 2	2.8	\$30,000
	Engine 4 Replacement	2023-2024	2 of 2	3.0	\$200,000
Motor Pool	Dump Truck	2023-2024	1 of 1	3.0	\$150,000
Parks	Depot Park Trailhead Development	2022-2023	2 of 7	4.2	\$300,000
	Pool Showers Fixed and Updated	2022-2023	4 of 7	2.0	\$30,000
	Riverwalk Lighting and Steps	2022-2023	5 of 7	3.2	\$45,000
	Playscape Update Year 1	2022-2023	6 of 7	4.4	\$126,250
	Softball Field Lighting Year 2	2022-2023	7 of 7	2.6	\$121,500
	Northend Park Restrooms	2023-2024	1 of 6	3.4	\$37,500
	Hemlock Park Shelter Renovation Year 1	2023-2024	2 of 6	4.2	\$89,000
	Riverwalk Repair	2023-2024	3 of 6	4.6	\$10,000
	Compost Site Year 1	2023-2024	4 of 6	2.8	\$66,000
	Playscape Update Year 2	2023-2024	5 of 6	4.4	\$126,250

Table 4 - 2023-2024 Projects

Department	Project Title	Funding Year(s)	Department Priority	Average Score	Estimated Cost
	Pool Deck Improvements	2023-2024	6 of 6	2.2	\$30,000
Police Department	Firearms Trailer	2022-2023	3 of 3	1.5	\$23,325
	E-Citations	2023-2024	1 of 1	1.8	\$11,025
Public Safety Building	LED Digital Sign/Message Board	2022-2023	2 of 2	1.4	\$36,450
	Upgrade Gym Equipment Year 1	2023-2024	1 of 2	1.0	\$7,500
	Public Safety Parking Lot Repairs	2023-2024	2 of 2	1.2	\$85,000
Sanitary Sewer	Bailey Drive Utilities	2022-2023	6 of 10	3.4	\$221,500
	300 Marion Ave	2022-2023	7 of 10	3.4	\$121,000
	Darwin Street Reconstruction	2022-2023	8 of 10	3.4	\$49,000
	200 S State Sanitary 1245-1250	2022-2023	9 of 10	3.0	\$66,000
	Bailey Drive Wastewater Sewer Lining	2022-2023	10 of 10	3.6	\$100,000
	500 Northland Drive Sanitary 3020-3042	2023-2024	1 of 3	2.8	\$468,000
	300 S State St Sanitary 1243-1244	2023-2024	2 of 3	3.0	\$84,000
	Dexter, Fuller, and Bailey Wastewater Sewer Lining	2023-2024	3 of 3	3.6	\$100,000
Sidewalks	Annual Sidewalk Program	2023-2024	1 of 1	4.4	\$75,000
Storm Sewer	Division Street (Woodward to Mitchell Creek)	2023-2024	1 of 2	3.4	\$61,020
	Hutchinson Street (Rust Ave to Pool)	2023-2024	2 of 2	3.0	\$84,720
Streets	Darwin Street Reconstruction	2022-2023	5 of 11	3.5	\$207,000
	300 Block Henderson St	2022-2023	6 of 11	3.5	\$40,000
	300 Marion Ave	2022-2023	7 of 11	3.0	\$44,200
	Mechanic Street	2022-2023	8 of 11	3.4	\$534,200
	Bjornson Street Water Main Replacement	2022-2023	9 of 11	2.8	\$125,300
	Mitchell Creek Court	2022-2023	10 of 11	2.4	\$30,770
	Pipe Storage Pole Barn	2022-2023	11 of 11	1.8	\$60,000
	Woodward Ave Culvert	2023-2024	1 of 3	3.0	\$96,250
	Green Street Watermain	2023-2024	2 of 3	2.8	\$101,000
	Hutchinson Street (Rust Ave to Pool)	2023-2024	3 of 3	2.4	\$96,250

Table 4 - 2023-2024 Projects

Department	Project Title	Funding Year(s)	Department Priority	Average Score	Estimated Cost
Water Treatment Plant	WTP SCADA Upgrades	2022-2023	4 of 4	3.2	\$150,000
	WTP Roof Maintenance	2023-2024	1 of 5	2.4	\$100,000
	WTP Garage	2023-2024	2 of 5	2.2	\$30,000
	Bulk Water Fill Station	2023-2024	3 of 5	1.8	\$57,000
	Distribution Valve Replacement	2023-2024	5 of 5	3.4	\$150,000
Water Replacement	S State St Watermain Replacement	2022-2023	5 of 9	3.8	\$550,000
	300 Marion Ave	2022-2023	6 of 9	3.2	\$116,000
	Mechanic Street	2022-2023	7 of 9	3.8	\$93,000
	300 Block Henderson St	2022-2023	8 of 9	3.4	\$70,000
	Darwin Street Reconstruction	2022-2023	9 of 9	3.4	\$223,000
	Water Service Line Exploration	2023-2024	1 of 4	4.8	\$300,000
	Northland Drive Water Main Replacement	2023-2024	2 of 4	3.0	\$35,000
	Fire Hydrant Replacement	2023-2024	3 of 4	2.8	\$40,000
	Bjornson Street Water Main Replacement	2023-2024	4 of 4	3.2	\$305,700
Wastewater Treatment Plant	East Screw Pump Replacement Year 2	2022-2023	1 of 3	4.4	\$250,000
	WWTP SCADA System Upgrade	2022-2023	2 of 3	3.2	\$150,000
	New IPP Sampling and Site Inspection Vehicle	2022-2023	3 of 3	2.2	\$60,000
	Novak Lane Lift Station Replacement	2023-2024	1 of 4	3.0	\$329,000
	WWTP Buildings Exterior Door Replacement	2023-2024	2 of 4	2.2	\$30,000
	Kubota Type Utility Vehicle for On-Site Use	2023-2024	3 of 4	2.0	\$26,000
	New D.O. Equipment for Basins and Digesters	2023-2024	4 of 4	2.8	\$60,000
				<b>Total:</b>	<b>\$4,459,670</b>

Table 5 - 2024-2025 Projects

Department	Project Title	Funding Year(s)	Department Priority	Average Score	Estimated Cost
Alleys and Parking Lots	Mitchell Creek Court	2024-2025	1 of 1	2.4	\$30,770
Community Development	Hillcrest School Acquisition	2024-2025	1 of 1	2.3	\$47,000
Fire Department	Extrication Equipment	2024-2025	1 of 1	2.0	\$40,000
Motor Pool	Maintenance Truck	2024-2025	1 of 2	2.8	\$50,000
	Dump Truck	2024-2025	2 of 2	3.0	\$150,000
Parks	Hemlock Park Shelter Renovation Year 2	2024-2025	1 of 4	4.2	\$89,000
	Riverwalk Repair	2024-2025	2 of 4	4.6	\$10,000
	Compost Site Year 2	2024-2025	3 of 4	2.8	\$66,000
	Playscape Update Year 3	2024-2025	4 of 4	4.4	\$126,250
Police Department	Simunitions	2024-2025	1 of 1	1.8	\$13,000
Public Safety Building	CIP Floor Cleaning & Scrubber	2024-2025	1 of 3	0.8	\$8,500
	Upgrade Gym Equipment Year 2	2024-2025	2 of 3	1.0	\$7,500
	Community Room Technology Upgrades	2024-2025	3 of 3	2.6	\$22,000
Sanitary Sewer	Escott and Clark Wastewater Sewer Lining	2024-2025	1 of 1	3.6	\$100,000
Sidewalks	Annual Sidewalk Program	2024-2025	1 of 1	4.4	\$75,000
Storm Sewer	Woodward Ave (Bailey Dr to Ridgeview) Storm	2024-2025	1 of 2	3.2	\$19,650
	Rose Ave (Fremont St to State St) Storm	2024-2025	2 of 2	3.6	\$11,880
Streets	Michigan and Grand Traverse	2024-2025	1 of 3	3.0	\$120,000
	Rose Ave (Fremont St to State St) Storm	2024-2025	2 of 3	2.8	\$63,875
	Finley Street Water Main Replacement	2024-2025	3 of 3	2.6	\$52,800



Table 5 - 2024-2025 Projects

Department	Project Title	Funding Year(s)	Department Priority	Average Score	Estimated Cost
Water Treatment Plant	Booster Pump at State St	2024-2025	1 of 2	2.6	\$80,000
Water Replacement	Water Service Line Exploration	2024-2025	1 of 5	4.8	\$300,000
	Michigan and Grand Traverse	2024-2025	2 of 5	3.4	\$271,200
	Finley Street Water Main Replacement	2024-2025	3 of 5	3.0	\$79,200
	Green Street Watermain	2024-2025	4 of 5	3.2	\$236,520
	205th Ave Water Main Replacement	2024-2025	5 of 5	2.8	\$220,000
Wastewater Treatment Plant	Sieve Drum Concentrator and Piping Equipment	2024-2025	1 of 1	3.0	\$602,000
<b>Total:</b>					<b>\$2,892,145</b>

Table 6 - 2023-2024 Projects

Department	Project Title	Funding Year(s)	Department Priority	Average Score	Estimated Cost
Roben-Hood Airport	Ramp/Apron Rehabilitation	2025-2026	1 of 1	3.3	\$44,000
Fire Department	IT Improvements	2025-2026	1 of 1	2.3	\$12,000
Motor Pool	Blacktop Roller	2025-2026	1 of 3	2.8	\$60,000
	Police Car	2025-2026	2 of 3	3.0	\$45,000
	Wood Chipper	2025-2026	3 of 3	2.6	\$85,000
Parks	Riverwalk Repair	2025-2026	2 of 2	4.6	\$10,000
Public Safety Building	Exterior Lighting for Additional Security	2025-2026	1 of 1	2.0	\$13,000
Sanitary Sewer	N Dekrafft Wastewater Sewer Lining	2025-2026	1 of 1	3.6	\$100,000
Sidewalks	Annual Sidewalk Program	2025-2026	1 of 1	4.4	\$75,000
Storm Sewer	Woodward Ave Culvert	2025-2026	1 of 3	3.4	\$69,000
	Parkview Village to Washington St Storm	2025-2026	2 of 3	3.2	\$15,400
	Industrial Ball Field to Jackson Storm	2025-2026	3 of 3	3.2	\$96,050
Streets	Industrial Ball Field to Jackson Storm	2025-2026	1 of 2	2.4	\$7,000
	Parkview Village to Washington St Storm	2025-2026	1 of 2	2.6	\$56,000
Water Replacement	Water Service Line Exploration	2025-2026	1 of 2	4.8	\$300,000
	Fuller Avenue	2025-2026	2 of 2	3.2	\$200,000
Wastewater Treatment Plant	Vortex Grit Removal System Renovation	2025-2026	1 of 1	2.8	\$460,000
<b>Total:</b>					<b>\$1,647,450</b>

Table 7 - 2026-2027 Projects

Department	Project Title	Funding Year(s)	Department Priority	Average Score	Estimated Cost
Fire Department	Fire Hose Replacement	2026-2027	1 of 1	2.8	\$30,000
Motor Pool	Two Police Cars	2026-2027	1 of 3	3.0	\$100,000
	Engineering Truck	2026-2027	2 of 3	2.8	\$50,000
	Maintenance Van	2026-2027	3 of 3	3.0	\$65,000
Parks	Riverwalk Repair	2026-2027	1 of 1	4.6	\$10,000
Sidewalks	Annual Sidewalk Program	2026-2027	1 of 1	4.4	\$75,000
Water Treatment Plant	Gilbert Drive/205th/Perry Ave Water Main Loop	2026-2027	2 of 2	3.2	\$2,000,000
Water Replacement	Water Service Line Exploration	2026-2027	1 of 1	4.8	\$300,000
Wastewater Treatment Plant	Turbo Blowers for Aerobic Digesters	2026-2027	1 of 1	3.0	\$600,000
<b>Total:</b>					<b>\$3,230,000</b>

Table 8 - 2027-2028 Projects

Department	Project Title	Funding Year(s)	Department Priority	Average Score	Estimated Cost
Roben-Hood Airport	Parallel Taxiway Construction	2027-2028	1 of 1	2.5	\$86,000
Fire Department	Individual Thermal Imagers	2027-2028	1 of 1	2.5	\$10,000
Parks	Riverwalk Repair	2027-2028	1 of 1	4.6	\$10,000
Sidewalks	Annual Sidewalk Program	2027-2028	1 of 1	4.4	\$75,000
Water Treatment Plant	Redundant Raw Water Main from Well House to Plant	2027-2028	1 of 1	2.6	\$2,000,000
Wastewater Treatment Plant	Aerobic Digester Insulated Covers and Sides	2027-2028	1 of 1	3.0	\$600,000
<b>Total:</b>					<b>\$2,781,000</b>

## Appendix A – Project Details

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All projects included in the Capital Improvements Program were submitted by City departments using the Project Request Form. These forms give more detail about the projects considered when compiling the 2022-2028 Capital Improvements Program for the City of Big Rapids.

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## STAFF REPORT TO THE PLANNING COMMISSION

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TO: Planning Commission  
FROM: Paula Priebe, Community Development Director  
SUBJECT: Annual Report of Planning and Zoning  
DATE: February 16, 2022

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### **Introduction**

As a requirement of both the Michigan Planning Enabling Legislation and the MEDC's Redevelopment Ready Communities program, staff prepare an Annual Report of Planning and Zoning to present to the City Commission. This ensures that information is regularly shared between the different boards of the City.

The 2021 Annual Report of Planning and Zoning is attached for your review. Staff will summarize this Report at the meeting and take this opportunity to check in on the City's Master Plan as well as other notable planning topics relevant to Big Rapids.

### **Way Forward**

This is an informational session only.

**City of Big Rapids  
Annual Report of  
Planning and Zoning  
2021**

## **Introduction**

The City of Big Rapids Planning Commission analyzes land use policies and offers recommendations on such matters as

- Special Land Use permits,
- Zoning Ordinance Map Amendments,
- Zoning Ordinance Text Amendments, and
- Vacations of streets and alleys to the City Commission.

The Planning Commission also reviews Site Plans for development projects to take place within the City boundaries. These actions help to ensure that the City of Big Rapids is and remains a vibrant, resilient community.

The Members of the Planning Commission put in many hours of diligent work over 2020 to ensure a strong, thriving Big Rapids. Staff thanks them for their service to the community.

## **Purpose of this Report**

A Planning Commission Annual Report is prepared for several reasons:

1. It is called for in the Michigan Planning Enabling Act:  
*“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.”*
2. It increases information sharing between staff, the Planning Commission, the City Commission, and the general public.
3. It allows for anticipation of upcoming issues and priorities, in order to prepare and budget for them, if necessary.
4. It is an opportunity to thank the Commission members for their time and work over the past year, and to recognize the accomplishments of the year.

The City of Big Rapids broadens the scope required by the Michigan Planning Enabling Act to prepare an Annual Report of Planning and Zoning; which also includes the actions of the Zoning Board of Appeals and other relevant actions undertaken over the course of the year.



### **Planning Commission**

The Planning Commission is a board appointed by the City Commission to assist in the administration of the Zoning Ordinance. The duties of the Planning Commission include development and administration of the Zoning Ordinance, consideration of text or map amendments to the Ordinance, requests for conditional use permits, and review of site plans.

### **Membership**

Membership on the Planning Commission changed slightly during 2021. At the beginning of 2021, membership looked like this:

<u>Name:</u>	<u>Term Expiration</u>
Chris Jane (Chair)	2023
Megan Eppley (Vice Chair)	2023
Karen Simmon	2022
Kasey Thompson	2023
Paul Jackson	2022
Rory Ruddick	2024
Bill Yontz	2022

By the end of 2021, the board looked like this:

<u>Name:</u>	<u>Term Expiration</u>
Chris Jane (Chair)	2023
Megan Eppley (Vice Chair)	2023
Kasey Thompson	2023
Rory Ruddick	2024
Jacob Buse	2022
Sarah Montgomery	2022
Vacancy	

### **Meetings**

The Planning Commission met 10 times in 2021, including nine regular meetings and one special meeting. This exceeds the MPEA requirements of at least four meetings annually. The regularly scheduled meeting time was the third Wednesday of each month at 6:30 PM. The Planning Commission typically meets in the Commission Room at the Big Rapids City Hall. Due to the COVID-19 Pandemic, many of the meetings in 2021 were hybrid with some attending via Zoom and others in person in the Commission Room.

A summary of the Planning Commission meetings of 2021 follows:

January 20, 2021

- Public Forum discussion about potential amendments to the Zoning Ordinance regulations for marihuana businesses

February 17, 2021

- Discussion of the 2021-2027 Capital Improvements Program
- Continued Discussion of Potential amendments to the Zoning Ordinance Regulations for Marihuana Businesses
- Presentation of the final 2020 Annual Report of Planning
- Discussion of Spring Training Opportunities through Michigan Association of Planning

March 10, 2021 Special Meeting

- Public Hearing: Zoning Ordinance Amendment to Section 11.1:29- Regulations for Marihuana Businesses

March 17, 2021

- Review of City Code of Ordinances Section 91.02 Chickens Permitted

April 21, 2021

- Public Hearing: Site Plan Review for a Road Extension to the West End of Rest Avenue
- Discussion on Whether to Designate the City-Owned Property W. Madison Street as Surplus Property
- Discussion of Fencing Materials Allowed in the Landscape Standards Article of the Zoning Ordinance

May 19, 2021

- Public Hearing: Zoning Ordinance Amendment to Section 8.4 Fence and Wall Standards when Buffering is Not Required
- Discussion of Zoning Ordinance Amendments to C-2 and RR Districts– and Reintroduction to Form-Based Code

June 16, 2021

- Public Hearing: Zoning Ordinance Map Amendment to rezone 415 N State St, 421 N State St, and 105 W Bellevue St from R-R Restricted Residential to C-3 Commercial
- Public Hearing: Easement for the Ives Drain at 917 Ives Ave.

July 25, 2021

- Zoning Analysis of Updated Proposal for 906 N. State St
- Continued Discussion of Form-Based Code Amendments to C-2 and RR Districts with Kathleen Duffy of SmithGroup

August 18, 2021

- Public Hearing: Determination of Surplus Property: City-Owned Property on W. Madison Street, Parcel 54-05-010-006-000

September 15, 2021

- Annual Organizational Meeting
- Recommendation presented to the City Commission for City-Owned Property at 124 W. Bellevue St
- Continued Discussion of Form-Based Code Amendments to the C-2 and RR Zoning Districts

October 2021- No meeting

November 2021- No meeting

December 15, 2021

- Joint Session with the City Commission and the Housing Commission to Discuss Upcoming Housing Projects in Big Rapids, with a Focus on Mechanic Street
- Public Hearing: Site Plan Review for a New Wendy's Drive-Through Restaurant at 614 S State Street (PIN 17-15-283-006)

## **Trainings**

Commissioners were encouraged to attend a MAP Planning and Zoning Essentials training virtual sessions. Six of the members attended one of two virtual training sessions to attend the course which is “a robust introduction for new planning commissioners and a great refresher for more experienced officials looking to build upon their existing knowledge. Public hearing procedures, site plan review, master planning, zoning ordinances, variances, how to determine practical difficulty, and standards for effective decision-making are covered.”

## **Joint Meetings**

One joint meeting was held in 2021 with the City Commission and the Housing Commission to discuss upcoming Housing Projects in Big Rapids, with a focus on a proposed new housing development through extension of Mechanic Street. City Manager Mark Gifford summarized the Staff Report on the Housing Project to the City Commission and the Housing Commission, stating that the City is in desperate need of new housing options to meet the current demand. City Staff have been discussing the feasibility of developing the Mechanic Street. Mr. Todd Richter, from the engineering firm Eleis & VandenBrink, summarized Phase 1 of the project. City Staff will work further with Fleis & VandenBrink to work out all pre-construction duties with Staff and will update Commissions once a definite plan is organized.

## **Zoning Board of Appeals**

The Zoning Board of Appeals (ZBA) is a board appointed by the City Commission. The ZBA has the authority to hear appeals of administrative decisions, to interpret the Zoning Ordinance text and map, and to decide on variance requests.

### **Membership**

Membership on the ZBA changed slightly during 2021. At the beginning of 2021, membership looked like this:

<u>Name:</u>	<u>Term Expiration</u>
Paul Jackson (Chair)	2021
Jane Johansen	2023
Robert King	2021
John Kinuthia	2023
Mark Walton	2023
Dorothy Burch (Alternate)	2022
Fritz Pins (Alternate)	2022

By the end of 2021, the board looked like this:

<u>Name:</u>	<u>Term Expiration</u>
Vacant (Chair)	
Jane Johansen	2023
Ben Kalis	2024
John Kinuthia	2023
Mark Walton	2023
Paul Zube (Alternate)	2025
Tim Vogel (Alternate)	2022

### **Meetings**

The Zoning Board of Appeals met two times in 2021. The regular meeting time is the fourth Thursday of each month at 7:00 PM. The ZBA meets in the Commission Room at the Big Rapids City Hall. Due to COVID-19, the two ZBA meetings were hybrid with some attending via Webex or Zoom and others in person in the Commission Room.

September 23, 2021

- Request for a Use Variance at 418 Woodward Avenue to allow R-2 Occupancy Limits

December 16, 2021

- Request for a Use Variance at 209 N Michigan Avenue to Allow Overnight Kenneling of Dogs in the C-2 District at Deb's Pet Boutique

## **Planning and Zoning Decisions**

### **Zoning Ordinance Amendments**

The following amendments were made to the Zoning Ordinance by the City Commission after receiving recommendation from the Planning Commission:

<i>Ord. #</i>	<i>Date Adopted</i>	<i>Brief description of the Ordinance.</i>
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- 765-03-21      03/15/2021  
Ordinance Amending Article 11 of the Zoning Ordinance to Modify Setback and Sign Regulations Regarding Marihuana Facilities.
- 771-06-21      06/07/21  
Ordinance Amending Section 8.4:2(5) of the Zoning Ordinance to Prevent Fences Made of Chicken Wire.
- 774-06-21      06/21/2021  
Ordinance Amending Section 11.1:29(1)(D) of the Big Rapids Zoning Ordinance to Establish a Setback for Licensed Marijuana Retailers from the MOISD Transition Center.

### **Site Plan Reviews**

The Planning Commission conducts Site Plan reviews for new projects which are taking place in Big Rapids. In 2021, the Planning Commission held two Site Plan Reviews.

- Site Plan Review for a Road Extension to the West End of Rest Avenue was held on April 21, 2021
- Site Plan Review for a New Wendy's Drive-Through Restaurant at 614 S State Street was held on December 15, 2021.

### **Variances**

The Zoning Board of Appeals conducts Variance upon request of an Applicant in Big Rapids. Two variances were discussed and approved during 2021.

- Request for a Use Variance at 418 Woodward Avenue to allow R-2 Occupancy Limits
- Request for a Use Variance at 209 N Michigan Avenue to Allow Overnight Kenneling of Pets in the C-2 District at Deb's Pet Boutique.

### **Master Plan Review**

The City of Big Rapids Master Plan was reviewed by City staff and the Planning Commission. The Action Plan in the 2018 Addendum to the 2009 Master Plan identifies actions for the 7 goals. Status of work on the goals is listed below:

#### **Population:**

The City of Big Rapids will work towards creating a steady increase in population by providing a range of opportunities within the City that are important to attracting a diverse population that includes family households, senior citizens, college students, and others.

1. Expand housing opportunities for all types of households. *Progress: Ongoing*
2. Maintain and improve residential areas by enforcing regulations and working with homeowners. *Progress: Ongoing*
3. Promote the City's strengths to attract residents and businesses through advertising. *Progress: Ongoing.*
4. Work with the U.S. Census Bureau to ensure a complete county of residents. *Progress: Ongoing*
5. Maintain a high level of public services. *Progress: Ongoing*
6. Work with local schools to promote the area's schools to potential families. *Progress: Ongoing*
7. Work with surrounding townships to promote area-wide growth and maintain good working relationships. *Progress: Ongoing*

#### **Housing:**

The City of Big Rapids will work towards creating a balanced range of housing opportunities that includes well-maintained single-family homes, multiple family units, and other types of housing.

1. Expand housing opportunities for all types of households, utilizing the Master Plan and Zoning Ordinance to encourage quality development and redevelopment. *Progress: Ongoing*
2. Identify capital improvements needed to expand housing opportunities and seek funding for those projects. *Progress: Ongoing*
3. Develop improvements need to expand housing opportunities and seek funding for those improvements. *Progress: Ongoing*
4. Ensure that inadequate maintenance of housing does not detract from neighborhoods by enforcing regulations and responding to concerns. *Progress: Ongoing*
5. Explore the possibility of creating a land bank. *Progress: Not started*
6. Promote small housing developments and encourage development of smaller, more affordable and sustainable housing. *Progress: Ongoing*
7. Determine the feasibility of implementing a variety of incentive programs to encourage property owners to invest in City neighborhoods. *Progress: Ongoing*
8. Encourage sustainable homeownership by providing information to potential and existing homeowners. *Progress: Ongoing*
9. Evaluate the status of the Actions and make necessary adjustments. *Progress: Ongoing*

## **Transportation**

The City of Big Rapids will work towards improving the City's streets through the use of asset management and will strive to reduce the impacts of traffic through the use of asset management and improvements to the transportation network.

1. Implement a transportation asset management program. *Progress: Ongoing*
2. Coordinate transportation improvements with other improvements to minimize repeating maintenance actions and closure of streets. *Progress: Ongoing*
3. Develop an Access Management Plan for the City's and Township's commercial corridors (especially State Street and Perry Avenue). *Progress: Not started*
4. Promote bicycling on trails and bicycle lanes. *Progress: Ongoing*
5. Work with the City's Dial-a-Ride Transit System (DART) to provide an adequate level of public transit. *Progress: Ongoing*
6. Determine the feasibility of an additional bridge across the Muskegon River on the City's south side. *Progress: Not Started*
7. Develop a Capital Improvements Schedule that will identify when to pave all remaining gravel roads within the City and provide sidewalks where beneficial. *Progress: Ongoing*
8. Evaluate the status of the Actions and make necessary adjustments. *Progress: Ongoing*

## **Downtown**

The City of Big Rapids will work towards improving the vitality of the downtown by maintaining and improving public facilities and encouraging merchants, property-owners, and residents to maintain and improve their facilities.

1. Work with the Michigan Economic Development Corporation (MEDC) to maintain and improve the City's Downtown area by participating in programs to improve the Downtown's physical and economic well-being. *Progress: Ongoing*
2. Work with property owners to encourage an improved transition between the downtown and surrounding land uses. Develop a detailed action plan to address this issue. *Progress: Ongoing*
3. Work with downtown business owners to maintain an up-to-date list of issues and to identify the best way to address issues related to infrastructure, streetscape, and vacancies. *Progress: Ongoing*
4. Work with downtown business owners to promote downtown activities, such as the farmer's market, to attract shoppers. *Progress: Ongoing*
5. Work to maintain public facilities in the downtown area to ensure that users of these services frequently visit the business area. *Progress: Ongoing*
6. Evaluate the status of the Actions and make necessary adjustments. *Progress: Ongoing*

### **Cooperation and Coordination**

The City of Big Rapids will strive to work closely with Ferris State University, Big Rapids Township, Green Township, Mecosta County, Big Rapids Public Schools, the State of Michigan, the Federal Government, and others to seek efficient and effective methods to provide public services and up-to-date facilities.

1. Continue to provide water and sewer services to residents and businesses and work with the surrounding townships of Big Rapids and Green to provide an appropriate level of water and sewer capacity to encourage growth in the area. *Progress: Ongoing*
2. Coordinate and host an area Planning Commission meeting and training, inviting the planning bodies of the two townships and Mecosta County. *Progress: Not started*
3. Work with Big Rapids and Green Townships, as well as others, to provide efficient and effective fire and police protection to the area. *Progress: Ongoing*
4. Work with the surrounding townships, Big Rapids Public Schools, Mecosta County, and the State of Michigan to provide an appropriate level of recreational activities for the area's residents by considering the development of a joint recreation plan. *Progress: Not started.*
5. Evaluate the status of the Actions and make necessary adjustments. *Progress: Ongoing*

### **Public Facilities and Services**

The City of Big Rapids will strive to maintain an appropriate level of public facilities and services by improving facilities, planning for the future needs of the community, seeking funding from a variety of sources, and involving the community in the decision-making and budgeting processes.

1. Maintain an up-to-date Capital Improvements Program. *Progress: Complete*
2. Survey residents every three to five years to determine their satisfaction related to public facilities and services. *Progress: Ongoing*
3. Strive to seek outside funding resources to assist in funding public projects and programs. *Progress: Ongoing*
4. Ensure that all public facilities are planned, designed, and constructed to be sustainable. *Progress: Ongoing*
5. Maintain an up-to-date recreation plan. *Progress: Complete*
6. Work with Big Rapids Public Schools, charter/private schools, and the Mecosta-Osceola Intermediate School District to identify future facilities' needs. *Progress: Not started*
7. Evaluate the status of the Actions and make necessary adjustments. *Progress: Ongoing*



## **Economic Development**

The City of Big Rapids will promote an appropriate amount of land and resources to manufacturing, commercial, and other land use categories that provides opportunities for businesses to expand or locate in Big Rapids.

1. Ensure the City has adequate infrastructure in place to meet the needs of existing and new businesses by maintaining an up-to-date Capital Improvements Program. *Progress: Ongoing*
2. Promote jobs in Big Rapids related to programs offered at Ferris State University by determining the feasibility of creating a business incubator centered on skills provided at the University. *Progress: Not started*
3. Ensure the City's industrial park and industrial areas address the needs of existing and potential businesses. *Progress: Ongoing*
4. Work with Mecosta County Development Corporation (MCDC) to help existing businesses expand and to help attract new businesses to the City. *Progress: Ongoing*
5. Work with the Michigan Economic Development Corporation (MEDC) to promote the area to existing employers and potential employers. *Progress: Ongoing*
6. Work with MCDC, MEDC, and others such as the Mecosta County Area Chamber of Commerce and the Michigan State University Extension to diversify the area's economy by promoting the area for value-added agriculture, renewable energy, health sciences, tourism, education, and other employment opportunities. *Progress: Ongoing*
7. Work with the West Michigan Regional Planning Commission to attract funding from the U.S. Economic Development Administration (EDA) and other federal and state agencies. *Progress: Ongoing*
8. Work closely with the Downtown Business Association, the Chamber of Commerce, and business groups to promote commercial and service growth in Big Rapids. *Progress: Ongoing*
9. Work closely with the Convention and Visitor's Bureau to promote Big Rapids as a destination for visitors. *Progress: Ongoing*
10. Continue to improve the downtown and promote it as a destination for visitors and a viable shopping option for residents by following the recommendations of the 2006 "Big Rapids Development Blueprint" and updating the document and process when actions are completed. *Progress: Ongoing*
11. Evaluate the status of the Actions and make necessary adjustments. *Progress: Ongoing*

## **Other Notable Planning Actions or Topics of Discussion**

### **Redevelopment Ready Communities**

The City is continuing to pursue Redevelopment Ready Community certification through the Michigan Economic Development Corporation. This has been an ongoing effort requiring substantial work by the Planning Commission. A few of the key RRC actions accomplished during 2021 were:

- Ongoing work with planning consultant firm SmithGroup regarding Best Practice 2.3 – Concentrated Development for the C-2 Downtown area.
- The City was selected to host a Community Economic Development Fellow for 15-months through CEDAM. Ms. Jessie Black was hired into the Community Development Department in October 2021 and will be working with the City until January 2023.
- Some RRC Best Practices that were formerly aligned had new recommendations added when RRC 2.0 was implemented this past year. With the help of our Community Economic Specialist several of the new recommendations were updated by Ms. Black to help Big Rapids move closer to achieving certification.

The City has set a goal of achieving certification by the end of 2022.

### **Form Based Code**

The Planning Commission has been engaged in educational efforts to learn about Form Based Codes. As these efforts and discussions of the merits of this type of approach to Zoning continue, the Commission is actively working with a planning consultant firm, SmithGroup, on a Form Based Code-based update to the Zoning Ordinance for the downtown and surrounding areas.

### **2021-2026 Parks and Recreation 5-Year Plan**

Every five years the Parks and Recreation Board drafts and recommends a 5-year plan to the City Commission that reflects the priorities laid out in the Capital Improvements Program and Master Plan. The Community Development Department's Zoning Technician was instrumental in drafting the 2021-2026 Parks and Recreation Plan that was presented to the Parks and Recreation Board as well as City Commission. This plan will be used over the next five years to prioritize, fund, and complete projects under the Parks and Recreation umbrella.

### **Amendments to the City Code of Ordinances regarding Chickens**

On April 5, 2021, the City Commission adopted Ordinance 767-04-21, which amends Section 91.03 of the City Code of Ordinances, which provides regulations for the keeping of chickens within the City. The Ordinance was amended to increase the number of chickens from three up to five chickens that may be kept per residential parcel less than 14,500 sq. ft. and up to ten chickens may be kept per residential parcel over 14,500 sq. ft with conditions and limitations.

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## STAFF REPORT TO THE PLANNING COMMISSION

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TO: Planning Commission  
FROM: Emily Szymanski, Planning & Zoning Technician  
Jessie Black, Community Economic Development Specialist  
SUBJECT: Proposed Zoning Ordinance Amendments to allow Marihuana Businesses to engage in Curbside Pickup  
DATE: February 16, 2022

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### **Introduction**

The City Commission adopted a series of Ordinances in October 2019 to permit and regulate marihuana businesses in the City of Big Rapids. In the more than two years between then and now, the Ordinances have been in active use as businesses apply for Permits to open marihuana facilities in Big Rapids. A number of amendments to these Ordinances are being proposed by City Staff to correct issues and address concerns that have arisen since the Ordinances were initially adopted.

The majority of these changes are to the City Code of Ordinances in Title 11 Chapter 116, where the authorizing and regulating Ordinances reside. These changes are primarily procedural in nature and will address discrepancies within the Ordinances and between the local Ordinances and State rules.

One proposed change is of a more substantive nature: whether to allow curbside sales and dispensing of marihuana in commercial type facilities. Due to the site-specific nature of this use, it is regulated both in the City Code and in the Zoning Ordinance, and thus must be approved by both the Planning Commission and the City Commission.

### **Discussion Thus Far**

During the January 19, 2022, Planning Commission meeting, Staff presented three options for changes to the Marihuana Ordinance:

1. No Amendment: Enforce the existing Ordinance so that all Curbside Sales and Service are prohibited.
2. Amendment – Only Off Street Parking: Marihuana curbside pickup in the City of Big Rapids is permitted for marihuana businesses that have private, off-street parking lots when a “Curbside Sales and Dispensing Designation” has been approved as part of the Municipal Marihuana Operating Permit.
3. Amendment – All Curbside Allowed: Amend the existing Ordinance to remove the language prohibiting Curbside Sales and Service, so that all Marihuana Businesses may engage in Curbside Sales and Service. This Amendment could be written to include a “Curbside Sales and Dispensing Designation” to require basic staff review.

Planning Commissioners heard from local marihuana businesses during the latest meeting and asked Staff to research two items before making their final decision: 1. How local marihuana businesses are impacted by curbside pickup and 2. How comparable communities are regulating marihuana curbside pickup.

### **Marihuana Curbside Pickup in Big Rapids**

Staff reached out to marihuana businesses in the City of Big Rapids to get a better idea of how the businesses are impacted by curbside pickup. Staff asked the following questions:

- If you currently offer curbside pickup in the City of Big Rapids, what percentage of all sales are from curbside?
- If your marihuana business has multiple locations in the State of Michigan, how many of them allow curbside?
- Does seasonality impact curbside sales? (i.e. curbside is more popular in summer versus the fall).
- If you offer medical marihuana and curbside pickup, what percentage of those sales are from medical patients?
- If you have any other comments, I would be happy to share with Commissioners.

A summary of responses from representatives of local marihuana businesses have been included in the table below. Please see the attached packet for full responses.

<b>Marihuana Business</b>	<b>Percentage of Curbside Pickup Sales</b>	<b>Seasonality and Curbside Pickup Sales?</b>	<b>Other Locations and Curbside</b>	<b>Other comments</b>
Skymint	25%	Curbside trends higher in the summer thus far	All 18 locations offer curbside	Curbside pickup has been steady over the past 5 months
Lume	7% in 2021	Higher percentage of curbside occurring in warmer months	All 30 locations offer curbside	Over 3,100 transactions were made from curbside through the 2021 calendar year.
Dunegrass	15%	Seasonality doesn't seem to impact curbside. More so longevity.	All 5 locations offer curbside	Adult-use only in Big Rapids, however, medical patients shop with Dunegrass. About 50% of medical patients utilize curbside pickup.

### **Marihuana Curbside Pickup in Comparable Communities**

The table below summarizes how curbside pickup is being regulated from six other Michigan communities.

<b>Community</b>	<b>Marihuana Allowed Downtown?</b>	<b>Curbside Pickup Permitted?</b>	<b>How is Curbside Regulated?</b>	<b>Other comments</b>
Marquette	Yes	Yes	Do not regulate through zoning. Following State guidelines.	Drive-through window pickup is prohibited. Staff has not discussed regulating curbside through zoning.
Coldwater	No	No, but some may be offering curbside per State Order	Not regulated through zoning but curbside may be occurring due to the Pandemic.	Only permit Adult-Use facilities so curbside as an accessibility measure is not applicable.
Adrian	Yes	No	Drive-through, drive up, and curbside service facilities are prohibited per zoning.	N/A
Mount Pleasant	Yes	Yes	Curbside is permitted through existing licensing.	N/A
Sault Ste. Marie	Prohibited in the DDA District	Curbside Pickup is not mentioned	Not regulated through zoning but curbside may be occurring due to the Pandemic.	N/A
Houghton	Yes	Yes	Not regulated through zoning but curbside may be occurring due to the Pandemic	Staff has not discussed regulating curbside through zoning.

### **Curbside Sales and Dispensing Designation**

Ordinance No. 752-10-19 amended the Zoning Ordinance to define and permit certain State licensed marihuana businesses. While the initial Ordinance expressly prohibited “drive-through, drive-up, or curbside services”, several months after the Ordinance was enacted, the Covid-19 pandemic began and almost all businesses in every sector pivoted to offering curbside service for public health and safety reasons and as a way to remain open to customers when federal and state regulations did not allow customers inside businesses. The City allowed marihuana businesses to conduct curbside service as an “emergency provision” during the ongoing pandemic until the Ordinance could be amended to address this issue.

#### ***To permit curbside pickup for marihuana businesses in Big Rapids:***

All activities, including all transfer of marihuana, shall be conducted within the building and out of public view. Drive-through facilities are prohibited. Drive up, or curbside services facilities are permitted. **Curbside sales and dispensing of marihuana and marihuana-infused products are lawful with an approved “Curbside Sales and Dispensing Designation” as approved by City Code of Ordinances Section 116.**

This change would align the Zoning Ordinance with the proposed changes to the City Code, which has a similar proposed change: Amendment to City Code of Ordinances Title 11 Chapter 116.116 (B) (7)

Mobile marihuana facilities and drive-through operations are prohibited. **Curbside sales and dispensing are permitted when a “Curbside Sales and Dispensing Designation” has been approved as part of the Municipal Marihuana Operating Permit.**

#### ***To allow curbside pickup for marihuana businesses that have private, off-street parking lots in Big Rapids:***

All activities, including all transfer of marihuana, shall be conducted within the building and out of public view. Drive-through, drive-up, or ~~curbside service~~ facilities are prohibited. **Curbside sales and dispensing of marihuana and marihuana-infused products are lawful with an approved “Curbside Sales and Dispensing Designation” as approved by City Code of Ordinances Section 116.**

This change would align the Zoning Ordinance with the proposed changes to the City Code, which has a similar proposed change: Amendment to City Code of Ordinances Title 11 Chapter 116.116 (B) (7)

Mobile marihuana facilities and drive-through operations are prohibited.

**Curbside sales and dispensing only allowed in private, off-street parking lots when a “Curbside Sales and Dispensing Designation” has been approved as part of the Municipal Marihuana Operating Permit**

#### ***To prohibit curbside pickup for marihuana businesses in Big Rapids:***

No change to existing language.

**Next Steps**

If there is consensus move forward, Staff will prepare for the formal Public Hearing at the March 2022 meeting for a recommendation to be made to the City Commission. The City Commission has already held a Study Session on all the proposed amendments to the marihuana ordinances. They will vote on all of them at one time, after receiving a recommendation from the Planning Commission as regards curbside sales and dispensing.