



PLANNING & COMMUNITY DEVELOPMENT

Jon Lynch, Assistant City Manager

PLANNING DEPARTMENT

Mark Ostgarden, City Planner
Cheri Standfest, Community Development Specialist
Dave Spiker, Housing Technician
Debbie Marquardt, Technical Secretary
Deb Jacobs, Office Assistant
Austin Harrison, High School Co-op

BUILDING DEPARTMENT

Jerry Davis, Acting Chief Building Inspector
Lynn Labrecque, Building Inspector
Jack Armstrong, Plumbing / Mechanical Inspector
John Wegner, Electrical Inspector
Randy Kursinsky, Rental Inspector
Patti Phillips, Rental Inspector
Ronda Chapman, Office Assistant
Chris Plessner, Clerk Typist

HOUSING DEPARTMENT

Candace Stewart, Senior Housing Manager – Washington Woods
Cathy Marcy, Senior Housing Manager – Riverside Place
Maureen Booth, Health Coordinator

DOWNTOWN DEVELOPMENT AUTHORITY

Christin O'Callaghan, Downtown Coordinator
Abigail Miller, Horticulturalist

TABLE OF CONTENTS

<i>Topic</i>	<i>Page</i>
PLANNING	
Planning Commission	5
Zoning Board of Appeals.....	15
West Main Street Historic District Commission	19
Beautification Advisory Committee.....	21
BUILDING	
Building Department.....	23
HOUSING	
Housing Commission	25
Community Development Block Grant Program.....	29
CHOICE Program.....	33
Riverside Place Senior Housing.....	35
Washington Woods Senior Housing.....	37
DOWNTOWN DEVELOPMENT AUTHORITY	
Downtown Development Authority	39

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 the 2003-2004 Fiscal Year:

James Geisler 8/11/97 – 6/30/07	Russell Baker 5/17/99 – 6/30/05
Ray Senesac (Chairman for 2003) 7/10/95 – 6/30/07	Pat Max 4/08/02 – 6/30/06
Troy Dowling 10/22/01 – 6/30/07	Daniel Kozakiewicz 8/14/00 – 6/30/06
Roger Mead 5/06/03 – 6/30/06	Carol Svenson 5/21/01 – 6/30/06
Rodney Wieland 7/15/96 – 6/30/05	

Summary

The Planning Commission consists of nine members who were appointed by the City Council. One person may be a member of the Zoning Board of Appeals and one person may be a member of 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 5 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 and minutes are also posted on the City of Midland's web site.

Planning Commission Meetings

During the 2003-2004 fiscal year, the Planning Commission conducted twenty-three regular meetings and one special meeting. Following is a summary of Planning Commission Action from the past year:

DATE	ACTION
7-8-03	Annual organizational meeting—selection of officers for 2003-2004. Chair, Ray Senesac and Vice Chair Dan Kozakiewicz.
	Public Hearing of Site Plan No. 228 – Request by Bartow & King Engineers for Boulder Creek Condominiums for site plan review and approval for 15 residential home sites west of Perrine Road, north of Airport Road and south of Letts Road.
	Public Hearing of Zoning Petition No. 502 – Action initiated by the Planning Commission to zone property located at 1351 North Saginaw Road from Township zoning to Business B-2.
	Public Hearing of Zoning Petition No. 503 – Action initiated by the Planning Commission to zone property located at 1649 East Saginaw Road from Township zoning to Business B-2.
	Public Hearing of Site Plan No. 229 – Request by Three Rivers Construction, Inc. on behalf of the Midland Evangelical Free Church to

construct a 125,000 square foot family life center on property located west of North Jefferson Road and south of Monroe Road.

Recommend approval of Site Plan No. 228 - Request by Bartow & King Engineers for Boulder Creek Condominiums for site plan review and approval for 15 residential home sites west of Perrine Road, north of Airport Road and south of Letts Road.

7-22-03

Public Hearing of Zoning Petition No. 501 – Action initiated by the Planning Commission to zone property located at 1367 and 1419 East Saginaw Road from Township zoning to Business B-2.

Recommend approval of Site Plan No. 228 – Request by Bartow & King Engineers for Boulder Creek Condominiums for site plan review and approval for 15 residential home sites west of Perrine Road, north of Airport Road and south of Letts Road.

Recommend approval of Zoning Petition No. 502 – Action initiated by the Planning Commission to zone property located at 1351 North Saginaw Road from Township zoning to Business B-2.

Recommend approval of Zoning Petition No. 503 – Action initiated by the Planning Commission to zone property located at 1649 East Saginaw Road from Township zoning to Business B-2.

Recommend approval of Site Plan No. 229 – Request by Three Rivers Construction, Inc. on behalf of the Midland Evangelical Free Church to construct a 125,000 square foot family life center on property located west of North Jefferson Road and south of Monroe Road.

8-12-03

Public Hearing of Zoning Text Amendment No. 140a – Action initiated by the Midland County Board of Commissioners to amend the City of Midland Zoning Ordinance by amending Article II to define Correctional Facility; by amending Article XXX to provide parking standards for Correctional Facility; and by amending Article XI to list Correctional Facility as a use permitted via Special Use Permit in the C – Community Zone.

Public Hearing of Special Use Permit No. 11 – Request of Tracy Arthur of Sunny Days Home Daycare, LLC, to operate a group daycare for 7 to 12 children at 1117 East Ashman Street.

Recommend approval of Zoning Petition No. 501 – Action initiated by the Planning Commission to zone property located at 1367 and 1419 East Saginaw Road from Township zoning to Business B-2.

8-26-03

Public Hearing of Site Plan No. 230 – A public hearing to consider site plan approval requested by Wolgast Corporation on behalf of Aegis Environmental to construct a 14,036 square foot building on property located on Ridgewood Drive at the corner of Ridgecrest Drive.

Public Hearing on Special Use Permit No. 12 – A public hearing to consider approval of a special use permit requested by Richard, Connor, Riley Associates on behalf of AT&T Wireless Services to construct a public utility facility consisting of electronic equipment on a 10' x 20' site located on property owned by Wheeler Road Church of Christ at 1123 East Wheeler Street. This equipment will support a cellular communications tower.

Recommendation of Zoning Text Amendment No. 140a – Action initiated by the Midland County Board of Commissioners to amend the City of Midland Zoning Ordinance by amending Article II to define Correctional Facility; by amending Article XXX to provide parking standards for Correctional Facility; and by amending Article XI to list Correctional Facility as a use permitted via Special Use Permit in the C – Community Zone.

9-2-03 Special Meeting - Mark Ostgarden had a presentation highlighting the changes in the new Zoning Ordinance.

9-9-03 Public Hearing of Site Plan No. 220 – A public hearing to consider site plan approval requested by WT Development to construct a 2,947 square foot Taco Bell restaurant on property located at 1826 South Saginaw Road, east of Dunham's Sports.

Public Hearing of site Plan No. 231 – A public hearing to consider site plan approval requested by Keith Thurlow on behalf of 5500 Eastman Avenue building to construct a 36,600 square foot building on property located east of Eastman Avenue, south of Dilloway Drive, and north of Sylvan Lane.

Recommend approval of Site Plan No. 230 – Consideration of site plan approval requested by Wolgast Corporation on behalf of Aegis Environmental to construct a 14,036 square foot building on property located on Ridgewood Drive at the corner of Ridgecrest Drive.

Withdrawn Special Use Permit No. 12 – Consideration of a special use permit requested by Richard, Connor, Riley Associates on behalf of AT&T Wireless Services to construct a public utility facility consisting of electronic equipment on a 10' x 20' site located on property owned by Wheeler Road Church of Christ at 1123 East Wheeler Street. This equipment will support a cellular communications tower.

9-23-03 Public Hearing of Site Plan No. 232 – A public hearing to consider site plan approval requested by Midland Baptist Church to construct an expansion of an existing parking lot, which will have access to Harper Lane, at 5009 Jefferson Avenue.

Recommend approval of Site Plan No. 220 – Consideration of site plan approval requested by WT Development to construct a 2,947 square foot Taco Bell restaurant on property located at 1826 South Saginaw Road, east of Dunham's Sports.

Recommend approval of site Plan No. 231 – Consideration of site plan approval requested by Keith Thurlow on behalf of 5500 Eastman Avenue building to construct a 36,600 square foot building on property located east of Eastman Avenue, south of Dilloway Drive, and north of Sylvan Lane.

10-14-03 Public Hearing of Preliminary Plat, Rolling Meadows Estates No. 1 – A public hearing to consider tentative approval of a preliminary plat requested by Bartow and King Engineers, Inc. to plat 56 lots on 25.3 acres located west of Dublin Avenue and north of Countryside Drive.

Recommendation of approval of Site Plan No. 232 – Consideration of site plan approval requested by Midland Baptist Church to construct an expansion of an existing parking lot, which will have access to Harper Lane, at 5009 Jefferson Avenue.

10-28-03 Recommendation of approval of preliminary Plat, Rolling Meadows Estates No. 1 – Consider tentative approval of a preliminary plat requested by Bartow and King Engineers, Inc. to plat 56 lots on 25.3 acres located west of Dublin Avenue and north of Countryside Drive.

Geographic Information System (GIS) – An informational presentation intended to update the Planning Commission on GIS planning activities being undertaken by the City of Midland.

11-11-03 Public Hearing on Site Plan No. 233 – Consideration of site plan approval requested by Wal-Mart to construct a 74,427 square foot expansion of an existing retail store at 910 Joe Mann Boulevard.

Zoning Ordinance Project Update – Jon Lynch distributed a revised draft of the pending zoning ordinance. It was noted that several changes to the language had been made based on public input received to date. After discussing the process for consideration of the ordinance the Commission elected to schedule a formal public hearing on the document on Tuesday, December 9, 2003. Staff will prepare several items for more detailed discussion during the November 25th meeting.

11-25-03 Recommendation of approval on Site Plan No. 233 – Consideration of site plan approval requested by Wal-Mart to construct a 74,427 square foot expansion of an existing retail store at 910 Joe Mann Boulevard.

Zoning Ordinance Update – RV Parking, Fences, Multiple Family Uses in Office Service Zoning and Storage of Merchandise in Commercial Zoning.

Website Feedback – Mark Ostgarden explained that the Planning Department is seeking assistance in evaluating the information on its website. Commissioners Senesac and Wieland volunteered to evaluate the information. Information will be provided to assist in the evaluation.

- 12-9-03 Public Hearing on Zoning Petition No. 504 – Consideration of a zoning change requested by Midland Soccer Club to zone approximately 35 acres south of Joseph Drive and north of Diamond Drive, east of Midfield Lane from Limited Commercial, Manufacturing and Research to Community.
- Public Hearing on Site Plan No. 234 – Consideration of site plan approval requested by F/A Pnacek Ltd. to create an 18 lot site condominium on approximately 4.4 acres located north of Joseph Drive and west of Midfield Lane.
- Public Hearing on City of Midland Zoning Ordinance – Consideration of a new zoning ordinance, including a zoning district map, regulating the development and use of land within the City of Midland.
- 1-13-04 Public Hearing on Zoning Petition No. 505 – Consideration of a zoning change requested by Family and Children’s Service of Midland to zone property at 1610 Bookness Street from Residential A-4 to Office Service 2.
- Public Hearing on Site Plan No. 235 – Consideration of site plan approval requested by Arthur J. Fisher to revise an approved site plan (#219) for a residential mobile home park with 137 sites on approximately 35 acres located east of Perrine Road and south of Letts Road.
- Recommendation for approval on Zoning Petition No. 504 – Consideration of a zoning change requested by Midland Soccer Club to zone approximately 35 acres south of Joseph Drive and north of Diamond Drive, east of Midfield Lane from Limited Commercial, Manufacturing and Research to Community.
- Recommendation for approval on Site Plan No. 234 – Consideration of site plan approval requested by F/A Pnacek Ltd. to create an 18 lot site condominium on approximately 4.4 acres located north of Joseph Drive and west of Midfield Lane.
- City of Midland Zoning Ordinance – Consideration of a new zoning ordinance, including a zoning district map, regulating the development and use of land within the City of Midland.
- 1-27-04 Recommendation of approval on Zoning Petition No. 505 – Consideration of a zoning change requested by Family and Children’s Service of Midland to zone property at 1610 Bookness Street from Residential A-4 to Office Service 2.
- Recommendation of approval on Site Plan No. 235 – Consideration of site plan approval requested by Arthur J. Fisher to revise an approved site plan (#219) for a residential mobile home park with 137 sites on approximately 35 acres located east of Perrine Road and south of Letts Road.

City of Midland Zoning Ordinance – Continue discussion of draft zoning text. The City Planner explained that the only outstanding issue is recreational vehicles.

- 2-10-04 Public Hearing on Site Plan No. 236 – Consideration of site plan approval requested by LEPTA Associates, LLC to revise an approved site plan (#194) for Forestridge Condominiums to increase the number of residential units from 68 to 74 on approximately 20 acres located west of Dublin Avenue and north of Saginaw.

Zoning of Annexed Property – Discuss application of a City of Midland Zoning classification to the following properties in preparation for public hearings:

- a. 4792 E. Wheeler Street - Property owned by City of Midland - Agricultural
- b. 7221 Jefferson Avenue – Property owned by M.E. Free Church – Residential B
- c. 7501 Perrine Road – Property owned by Gary Bartow Residential A-1
- d. 7505 Perrine Road – Property owned by Maria Bailey Residential A-1
- e. 6700 North Saginaw Road – Property owned by Jim Johnson Business B-2

City of Midland Zoning Ordinance – Continued discussion of draft zoning text. Mark Ostgarden let a discussion on how to permit parking in residential zones for business or office service uses.

- 2-24-04 Public Hearing on Zoning Petition No. 506 – Consideration of a petition initiated by Agree Realty Corporation to zone property at 4710 Eastman Avenue from Office Service 2 to Business B-1.

Public Hearing on Site Plan No. 237 – Consideration of site plan approval requested by Bartow & King Engineers on behalf of Midland Soccer Club for expansion of the Midland soccer complex on 28.5 acres south of Joseph Drive and north of Diamond Drive, east of Midfield Lane.

Public Hearing on Site Plan No. 238 – Consideration of site plan approval requested by Bartow & King Engineers for Boulder Creek Condominiums, including 66 residential home sites located west of Perrine Road, north of Airport Road, and south of Letts Road.

City of Midland Zoning Ordinance – Consideration of a new zoning ordinance, including a zoning district map, regulating the development and use of land within the City of Midland.

Recommendation of approval on Site Plan No. 236 – Consideration of site plan approval requested by LEPTA Associates, LLC to revise an approved site plan (#194) for Forestridge Condominiums to increase the

number of residential units from 68 to 74 on approximately 20 acres located west of Dublin Avenue and north of Saginaw.

3-9-04

Public Hearing on Zoning Petition No. 507 – Consideration of a petition initiated by the City of Midland Planning Commission to zone property at 7501 Perrine Road, owned by Gary Bartow, from Township zoning to Residential A-1.

Public Hearing on Zoning Petition No. 508 – Consideration of a petition initiated by the City of Midland Planning Commission to zone property at 6700 North Saginaw Road, owned by James Johnson, from Township zoning to Business B-2.

Public Hearing on Zoning Petition No. 509 – Consideration of a petition initiated by the City of Midland Planning Commission to zone property at 4792 East Wheeler Street, owned by the City of Midland, from Township zoning to Agricultural.

Public Hearing on Zoning Petition No. 510 – Consideration of a petition initiated by the City of Midland Planning Commission to zone property at 7505 Perrine Road, owned by Maria Bailey, from Township zoning to Residential A-1.

Public Hearing on Zoning Petition No. 511 – Consideration of a petition initiated by the City of Midland Planning Commission to zone property at 7221 Jefferson Avenue, owned by Midland Evangelical Free Church, from Township zoning to Residential B.

Recommendation of approval on Zoning Petition No. 506 – Consideration of a petition initiated by Agree Realty Corporation to zone property at 4710 Eastman Avenue from Office Service 2 to Business B-1.

Recommendation of approval on Site Plan No. 237 – Consideration of site plan approval requested by Bartow & King Engineers on behalf of Midland Soccer Club for expansion of the Midland soccer complex on 28.5 acres south of Joseph Drive and north of Diamond Drive, east of Midfield Lane.

Recommendation of approval on Site Plan No. 238 – Consideration of site plan approval requested by Bartow & King Engineers for Boulder Creek Condominiums, including 66 residential home sites located west of Perrine Road, north of Airport Road, and south of Letts Road.

City of Midland Zoning Ordinance – Consideration of a new zoning ordinance, including a zoning district map, regulating the development and use of land within the City of Midland. Time has been devoted at 12 different Planning Commission meetings to discuss the new Zoning Ordinance. They have spoken with the downtown businesses, the Zoning Board of Appeals and members of the public. There is also a new zoning map that has been included. Zoning Ordinance revisions have been available on-line, as well as at the library. The existing Zoning Ordinance

is over 40,000 words long. The new document is 90,000 words. Outstanding issues include the section on mobile home parks and parking in residential districts.

3-23-04 Public Hearing on Site Plan No. 239 – Consideration of a petition initiated by Joe Kaltsas on behalf of Kimley-Horn and Associates, Chicago, Illinois for Murphy Oil Fueling Station proposed for a 0.61 acre lease area on the southwest corner of the Wal-Mart Store site on the north side of Joe Mann Boulevard.

Recommendation of Approval on Zoning Petition No. 507 – Consideration of a petition initiated by the City of Midland Planning Commission to zone property at 7501 Perrine Road, owned by Gary Bartow, from Township zoning to Residential A-1.

Recommendation of Approval on Zoning Petition No. 508 – Consideration of a petition initiated by the City of Midland Planning Commission to zone property at 6700 North Saginaw Road, owned by James Johnson, from Township zoning to Business B-2.

Recommendation of Approval on Zoning Petition No. 509 – Consideration of a petition initiated by the City of Midland Planning Commission to zone property at 4792 East Wheeler Street, owned by the City of Midland, from Township zoning to Agricultural.

Recommendation of Approval on Zoning Petition No. 510 – Consideration of a petition initiated by the City of Midland Planning Commission to zone property at 7505 Perrine Road, owned by Maria Bailey, from Township zoning to Residential A-1.

Recommendation of Approval on Zoning Petition No. 511 – Consideration of a petition initiated by the City of Midland Planning Commission to zone property at 7221 Jefferson Avenue, owned by Midland Evangelical Free Church, from Township zoning to Residential B.

4-13-04 Recommendation of Approval on Site Plan No. 239 – Consideration of a petition initiated by Joe Kaltsas on behalf of Kimley-Horn and Associates, Chicago, Illinois for Murphy Oil Fueling Station proposed for a 0.61 acre lease area on the southwest corner of the Wal-Mart Store site on the north side of Joe Mann Boulevard.

Parking in Residential Zones by Conditional Use Permit – The City Planner made a presentation on the issues associated with allowing commercial parking in residential zones.

4-27-04 Public Hearing on Site Plan No. 240 – Consideration of site plan approval requested by Ayres Associates for a proposed 14,820 square foot Walgreens Pharmacy and a 6,600 square foot office building at the southeast intersection of Eastman Avenue and North Saginaw Road.

Request for Street Name Change – Diamond Drive on the south side of the property to Soccer Drive.

5-11-04 Public Hearing on Special Use Permit #13 – Consideration of special use permit approval requested by Dow-Howell-Gilmore-Associates Inc. to construct a new office building on the north side of Sugnet Drive at Whiting Drive.

Recommendation of Approval on Site Plan No. 240 – Consideration of site plan approval requested by Ayres Associates for a proposed 14,820 square foot Walgreens Pharmacy and a 6,600 square foot office building at the southeast intersection of Eastman Avenue and North Saginaw Road.

Consideration of draft language to include in the new Zoning Ordinance to allow parking in residential zoning districts by conditional use permit for adjacent commercial and office zoning district uses. The Planning Commission thought the draft acceptable and the consensus was that a public hearing should be scheduled for community input on whether to include the language in the new Zoning Ordinance.

5-25-04 Recommendation of Approval on Special Use Permit #13 – Consideration of special use permit approval requested by Dow-Howell-Gilmore-Associates Inc. to construct a new office building on the north side of Sugnet Drive at Whiting Drive.

6-8-04 Public Hearing on Site Plan No. 241 – Consideration of site plan approval requested by Dollar Daze to construct an 11,025 s.f. building on 3.1 acres located north of North Saginaw Road and west of Eastman Avenue.

6-22-04 Public Hearing on Site Plan No. 241 – Consideration of site plan approval requested by Dollar Daze to construct an 11,025 s.f. building on 3.1 acres located north of North Saginaw Road and west of Eastman Avenue.

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 the 2003-2004 Fiscal Year:

Timothy Lichtenwald (7/24/00 – 6/30/04) John Higgins (11/13/95 – 6/30/05)
Henry Holthof (6/26/95 – 6/30/07) Lee Pelton (5/21/01 – 6/30/06)
Sally Sutton (3/11/91 – 6/30/06) Roy Green (7/1/02 – 6/30/05) Alternate
Richard Siemer (5/17/04 – 6/30/05) Alternate
Joseph Dunn (5/21/01 – 5/16/04) Alternate; (5/17/04 – 6/30/05) Regular member

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 main floor of City Hall 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 5 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 and minutes are also posted on the City of Midland's web site.

Zoning Board of Appeals Meetings

During the 2003-2004 Fiscal Year, the Zoning Board of Appeals conducted nine regular scheduled meetings. Three meetings were cancelled for lack of business. Following is a summary of Zoning Board of Appeals Action from the past year:

7-16-03

1. Approved the request of Robert Whiting to approve lot area and lot width variances to divide main existing lot into two parcels at 3408 Jefferson Avenue.
2. Denied the request of Gary Loose for a use variance at 204 W. Union Street to use finished basement area as a rental unit, making the building a three family dwelling in a zone where single family dwellings are permitted.

8-19-03

1. Approve the request of Eagle Ridge Church of God for an area/dimension variance for an increase in square footage and height of a church sign at 2808 Waldo Avenue.
2. Approve the request of Vincent and Mary Szilagyi for a variance to permit a garage to be six feet from the property line at 5 Lexington Court.

9-16-03

1. Denied the request of Ramada Inn for a use variance for construction of five (5) – ten unit one and two bedroom apartment buildings at 1815 South Saginaw Road.

10-21-03

1. Denied the request of Jason Burley for an area/dimension variance to build a carport in the required side yard at 1111 Eastman Avenue.

11-18-03

1. Denied the request of Gary and Sharon Tyrrell for an area/dimension variance from the separation requirements between a house and garage at 1502 East Haley Street.
2. Denied the request from Chapel Lane Presbyterian Church for an area/dimension variance to allow completion of a parking lot expansion without the screening requirement at 5507 Jefferson Avenue.

12-16-03

1. Approve the request of Curt Brooks, 1418 West Pine Street, for an area/dimension variance to permit a garage addition in a required side street yard.
2. Approve the request of Midland Ford Lincoln Mercury, 1303 South Saginaw Road, for an interpretation of “building” as it applies to allowable sign area and if needed an area/dimension variance from the maximum allowable sign area.
3. Denied the request of Nathan Crosslin, 815 East St. Andrews Road, for an area/dimension variance to build a carport in the required side yard.
4. Approve the request of CESO, on behalf of Wal-Mart Stores, Inc. 910 Joe Mann Boulevard, for an area/dimension variance from the maximum allowable sign area.
5. Approve the request of Grace Naessens, 3203 Fuller Drive, for a special approval for fence height in the required front street yard.

1-20-04

Meeting cancelled.

2-17-04

1. Denied the request of James E. Johnson for a use variance, to allow Kay’s Logo Worx to conduct business at 3622 North Saginaw Road.
2. Approve the request of First Choice Auto Sales, for an area/dimension variance to display used vehicles in the front yard setbacks at 608 East Ellsworth Street.

3-16-04

Meeting cancelled.

4-20-04

1. Approve the request of Carol and Bruce Peck, for a side yard variance to permit the construction of a screened porch at 705 Linwood Drive.
2. Denied the request of Fifth Third Bank, for an area/dimension variance from the maximum allowable wall sign square footage at 321 South Saginaw Road.
3. Approve the request of Gloria Costley, for a rear yard setback variance to permit the construction of a two car garage at 124 Wilson Court.

5-18-04

1. Approve a request of Randy and Terri Applegate, for an area/dimension variance to permit a second story addition at 109 Ripley Street.

6-15-04

Meeting cancelled.

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 Chief Building Official are excluded from this requirement.

Commission Members who served during the 2003-2004 Fiscal Year:

Terri Applegate	Karen Sherman, Ex Officio (Architect Rep.)
Harold Filipiak	Susan MacKellar
Donna Gross	Randy Swierzbin, Historical Society Rep.
Timothy Lichtenwald	

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. These meetings are televised live by MCTV Channel 5 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 and minutes are also posted on the City of Midland's web site. Special meetings are also conducted as needed.

West Main Street Historic District Commission Meetings

During the 2003-2004 fiscal year, the West Main Street Historic District Commission conducted three regular meetings (one was cancelled for lack of quorum) and two special meetings. Following is a summary of West Main Street Historic District Commission Action from the past year:

DATE	ACTION
7-17-03	Quarterly Meeting – election of officers – status report on the amendments to the West Main Street Historic District Guidelines and Standards.
10-23-03	Quarterly Meeting – discuss letter from the State Historic Preservation Office regarding delegation of authority for issuance of Certificates of Appropriateness to the Chief Building Official.
1-28-04	Quarterly Meeting – Historic District Status, Minor Class of Work Activity and Commission Projects: 1. National Preservation Week

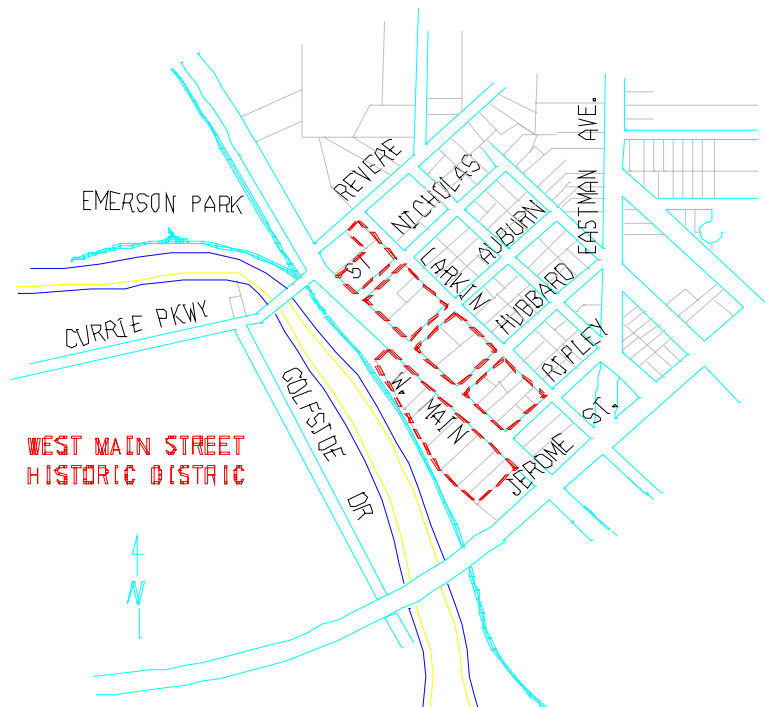
May 3-9, 2004; 2. Neighborhood Welcome Packets; 3. Update Photo Inventory; and 4. Annual Michigan Preservation Conference.

4-28-04 Quarterly Meeting – cancelled due to lack of quorum.

6-3-04 Special Meeting – approval of the Application for Certificate of Appropriateness for Heidi Roberson, 605 West Main Street, the windows being replaced will be sash and track. The existing frames will be retained. Damaged wood will be replaced. They plan to install vinyl siding on the first floor area. Some of the columns need to be replaced.

Approval of the Application for Certificate of Appropriateness for Randy and Terri Applegate, 109 Ripley Street, they would like to add a wrap around porch. The original structure looks odd and an approach is to get the addition to be historically correct. They will use wood clapboard siding all the way around. The windows are 30' x 170' with six over six light.

6-23-04 Special Meeting - approval of the Application for Certificate of Appropriateness for Edward Saunders, 714 West Main Street, to replace two flat roof sections.



Beautification Advisory Committee

Purpose

The Beautification Advisory Committee (BAC) has been primarily focused on two projects – the *Appreciation of Beautification Awards* and *Make Midland Beautiful*. The *Appreciation of Beautification Awards* is a citywide program to encourage individuals, businesses, and public efforts towards making Midland a more beautiful city. Recognition is given to the most outstanding accomplishments. The *Make Midland Beautiful* program is coordinated with the elementary schools in Midland (both public and private) where students submit art projects showing how they would enhance the beauty of our city.

Beautification Advisory Committee members who served during the 2003-2004 Fiscal Year:

Howard Garrett (Chairman)	Nancy Stark (Vice Chairman)
Cheri Standfest (Secretary)	Bobbie Arnold
Bernadette Van Slyck	Maureen Donker
Ann Adam	Bill Schmidt
John Moyer	Bette Tollar, Emeritus Member
	Jan Yuergens, staff support

Summary

The Beautification Advisory Committee currently consists of nine members who serve on a volunteer basis but are confirmed by the Director of Public Works. The Commission conducts regular, public meetings in Conference Room B on the main floor of City Hall on the third Monday of each month at 11:00 a.m.

Beautification Advisory Committee Meetings

The Beautification Advisory Committee conducted eight regular meetings during the 2003-2004 fiscal year. Following is a summary of Beautification Advisory Committee meetings from the past year:

DATE	ITEMS DISCUSSED
7-21-03	Work is underway on the south entrance to the fairgrounds. There will be a boulevard on this entrance off Eastman Avenue.
8-18-03	Appreciation of Beautification Awards – Received 84 nominations.
9-8-03	Voting was held for the Appreciation of Beautification Awards. There will be 22 winners and 12 honorable mentions.
10-20-03	Appreciation of Beautification Awards – Invitations were distributed and presentation assignments were made to various committee members.
1-26-04	Election of Chair and Vice Chair for 2004 – Howard Garret, Chair and Nancy Stark, Vice Chair

Bernadette VanSlyck and Maureen Donker will co-chair the Make Midland Beautiful Awards. Bobbie Arnold was added to the MMB Planning Committee.

John Moyer and Ann Adam will co-chair the Appreciation of Beautification Awards for 2004.

The Entranceways Initiative Task Force has completed work on the south entrance to Midland County Fairgrounds. The north entrance will be completed in 2004.

3-15-04 Howard Garrett reported that City Council has approved the placement of four medallions on the US-10 overpass at Eastman Avenue. The medallions will be 3/16" copper.

The Midland Home and Garden Show is April 16-18th. Boards from the 2003 Appreciation of Beautification Awards were on display.

4-19-04 The Chamber of Commerce will oversee the planting of Midland Blooms this year. Planting will occur on May 22nd. Test areas will be planted at the four corners of Eastman Avenue and N. Saginaw Road, with zinnias and marigolds.

Howard Garrett reported that STARPAC is very interested in the beltway around Midland, including the rail-trail.

6-21-04 The Make Midland Beautiful Awards program went very well. A reception was held for the award winners and their parents prior to the City Council meeting.

The Entranceways Initiative Task Force is looking at issues regarding signage and way-finding.

Building Department

The City of Midland Building Department is located in City Hall at 333 W Ellsworth St. We have two Building Inspectors (Lynn LaBrecque and Jerry Davis); one Plumbing/Mechanical Inspector (Jack Armstrong) and one Electrical Inspector (John Wegner). Permits are issued by either 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, we take care of signs for the city and Soil Erosion and Sedimentation. Projects, whether commercial or residential, could involve not only our department, but Fire, Planning, Engineering and Utilities. Businesses like MidMichigan Regional Medical Center and Dow are continually making changes and adding to their facilities. Midland also continues to draw new restaurants and businesses 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:

<u>DESCRIPTION</u>	<u>PERMITS ISSUED & REVENUE</u>	<u>PROJECT VALUE</u>
COMMERCIAL PERMITS (TOTAL)	127 (\$157,099.00)	\$49,034,511.00
NEW COMMERCIAL PERMITS	20	\$31,939,600.00
RESIDENTIAL PERMITS (TOTAL)	899 (\$108,516.50)	\$16,692,955.00
NEW RESIDENTIAL PERMITS	89 (\$45,421.00)	\$10,764,457.00
ELECTRICAL PERMITS	595 (\$49,137.58)	
MECHANICAL PERMITS	502 (\$29,090.12)	
PLUMBING PERMITS	902 (\$43,266.00)	
SIGN PERMITS	154 (\$2895.00)	

The city also has two rental/zoning inspectors, Patti Phillips and Randy Kursinsky. They divide their time between doing rental inspections, enforcing housing codes and zoning enforcement. The city has 1366 rental properties, which includes 6035 rental units. There are 37 complexes with 10 to 99 units and 15 with more than 100 units. Our largest breakdown is single unit structures with 932 units, followed by two unit structures with 277 units. The remainder of the rentals falls in to the three to nine unit category. This means that 74% of Midland's rentals are over 3 unit complexes. Rentals are inspected once every 2 years unless an owner or renter has issues and asks for one before their next renewal date. This year Randy Kursinsky inspected 1435 rental units (including re-inspections) and Patty Phillips inspected 1373 rental units (including re-inspections).

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 we get (or do not get) from the offender. 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. Patti Phillips and Randy Kursinsky, zoning officials, investigated 196 and 304 complaints respectively. Midland City Inspectors also have done plan review and inspections for each discipline for the City of Auburn, by contract. These were done on an on call basis, requested by City of Auburn personnel. The total recorded inspections for the fiscal year (2003-2004) are 155, with revenue of \$4920.62. This is the last year we will be doing this, however. Auburn is going to hire Williams Township to do their plan review and inspections as of the 2004/05 fiscal year. It has been a great working relationship for the last several years, but we felt we did not have enough time to aggressively pursue code compliance in that city, so we suggested they consider hiring someone else to do their reviews and inspections to better meet their needs. We have completed all projects that we had started with and have assisted them in the process of change where ever we could.

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 the 2003-2004 Fiscal Year:

Bob Burgess Richard Darger
Frank Gerace Fran Hamburg (Chair person)

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 the 2003-2004 fiscal year, the Housing Commission conducted four regular meetings. Following is a summary of Housing Commission Meetings from the past year:

DATE	ITEMS DISCUSSED
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8-25-03	<u>CDBG Update</u>
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The city has not yet received their contract with HUD for funding for the 2003-04 fiscal year. Construction projects are being delayed and the subrecipients will not receive their funding until it is available through HUD.

CHOICE Update

The CHOICE home at 330 Cottonwood Street has not been sold yet. The Building Trades house at 3516 W. Wackerly Street is now 100 percent complete and staff is promoting the sale of this property.

Senior Housing

There was a very high turnover rate this year at Washington Woods. The 25th Anniversary Open House at Washington Woods and the 10th Anniversary Open House at Riverside Place were both a huge success. Approximately 300 people visited the facilities. Information on Senior Housing is now on the city's website.

10-6-03	<u>CDBG Update</u>
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The CDBG Housing Rehabilitation Program policy has been revised to include a single item rehabilitation loan of up to \$5,000. It also provides for charging the contractor if lead clearance testing does not pass after two attempts.

The city received their contract with HUD for funding for the 2003-04 fiscal year on September 19, 2003. Funding is now available to spend.

CHOICE Update

The CHOICE home at 330 Cottonwood Street will be sold on Monday, October 13th.

Senior Housing

Washington Woods added a part-time maintenance person this summer. Riverside Place replaced five boilers to heat the building and has updated their "Vial of Life" emergency sheets for each of their residents.

1-12-04

CDBD Update

The City of Midland expects to receive \$303,000 in Community Development Block Grant Funds for the 2004-05 fiscal year. Letters and applications for funding have been mailed to agencies.

CHOICE Update

The city has recently purchased a parcel of land that includes a duplex at 512 and 514 W. Ellsworth Street, and houses at 311 and 313 Eastman Avenue. These structures will be demolished and the property will be used for the Building Trades house for next year.

Senior Housing

Washington Woods has received over \$1,000 in memorial funds in the past year. They are still experiencing a high vacancy rate. Riverside Place has a much lower turnover rate. Their waiting list is eight months to a year.

3-1-04

CDBG Update

Commission members received the 2004-05 requests for CDBG funding. The proposed 2004-05 CDBG budget was approved for recommendation to City Council as amended.

CHOICE Update

Staff is planning to construct two houses this summer, on lots at 4410 and 4414 Isabella Street.

Senior Housing

Barbara Panian, Senior Housing Manager for Washington Woods will be resigning effective March 31, 2004.

Midland Public Schools Building Trades Class / City of Midland Housing Construction Program

Once again, the building trades classes of Midland High, H. H. Dow High, Bullock Creek High and Meridian High schools built a home during the school year as a “hands on” learning project. This home was completed in June 2004 and is located at 705 Walnut Street. This is a joint venture between the City of Midland and the Midland Area High Schools. The home will be sold and the funds received will go back into the Housing Commission fund.

Community Development Block Grant Program

The City of Midland's participation in the Federal Government's Community Development Block Grant (CDBG) Program requires the preparation of a five-year Consolidated Plan, which sets forth priorities and objectives for activities benefiting very-low and low-income households.

Goals and Objectives

The goal of the housing programs of the City of Midland is that "all residents of the City of Midland might have safe, affordable housing." In order to work toward this goal, sub-goals were established as follows:

- a. To provide low-income families with decent housing at a price that is affordable based on their income.
- b. Code compliance (through subsidized loans, building inspections and rehabilitation assistance.)
- c. Neighborhood improvement (through neighborhood watch groups, removal of deteriorated housing, ordinance compliance, and repair or construction of infrastructure.)

These sub-goals were targeted through a variety of programs, including:

1. Single-family residential zero-interest, deferred-payment loan housing rehabilitation program
2. Senior Housing Program
3. The CHOICE Program
4. Purchase, Rehab and Sale
5. Secondary agency grants to agencies that serve low-income people, persons with mental and physical disabilities, people with literacy needs, and agencies that provide support services.
6. Capital Improvement Program

The City of Midland received \$313,000 in CDBG funds for the 2003-2004 fiscal year. These funds are allocated to specific needs each program year as requests are presented to the City.

CDBG Program Distributions

The Single-Family Zero-Interest Deferred-Payment Housing Rehabilitation Loan Program - provides financial assistance to eligible homeowners to correct property code violations in their owner-occupied, single-family residence. These loans are offered at zero interest and constitute a lien on the property. The loans are repayable upon the sale of the property. During the 2003-2004 program year, nine housing rehabilitation projects were begun, and all nine of these projects were completed. \$155,017.10 was spent bringing local houses into compliance with current building codes. Housing rehabilitation funds are allocated based on the number of requests for assistance that are received and based on the manpower available to handle these cases.

Purchase, Rehab & Sale – The Planning Department utilized \$37,519.48 in funds to finish rehabilitating a house at 1003 Gordon Street. This included removing all lead-based paint and bringing the house up to current building code.

Rehabilitation Grant - The Reece Community Living Endeavor (formerly known as The David Reece Fund) is a local organization which helps prevent homelessness by providing housing to individuals with either a mental or physical disability. They purchase and rehabilitate houses in the community, which will provide either transitional or permanent housing to individuals with a disability. This organization is only partially supported by CDBG funding with other monies provided by other sources. The \$2,735 provided this year replaced two aging furnaces that were at the end of their life span at homes occupied by Reece Endeavor clients.

Rehabilitation Grant – The Center for Domestic Violence and Sexual Assault (Shelterhouse) was provided in the amount of \$1,573 for seal coating their driveway and parking area. They were also provided a grant of \$11,500 to add security lighting on the grounds to assure the safety of their clients and employees.

Rehabilitation Grant – Midland Area Homes provided minor repairs to ten residences for a total of \$11,140.58. These repairs included furnace repair, repair of water leaks, and replacement of a hot water heater for low-income homeowners in the City of Midland.

Housing Rehabilitation Administration provides for the administration of the CDBG Housing Rehab Programs. The \$36,387.85 spent on this activity provided for lead-based paint training and certifications as well as project design and oversight of the Housing Rehabilitation Programs.

Removal of Architectural Barriers – Ramps were built by Midland Area Homes, to provide ingress/egress to private residences. \$9,974.80 provided for the construction of seven ramps for individuals with physical disabilities, to provide ingress/egress to their residences.

Public Services Activities provide a range of program services, which benefit very-low and low-income persons by enabling those persons to improve their economic and housing conditions. Intermittent assistance is provided to neighborhood groups and the Neighborhood Services Officers focuses their activities on code enforcement. 64 ordinance enforcement actions were investigated in fiscal year 2003-04. These enforcement actions are funded through the Building Department, and are not charged to the CDBG program.

The Salvation Army's "Just We Three's" Program was provided \$2,200 in funding to provide seasonal staff, lunch, equipment and program supplies. This day camp experience focuses on skills three year olds will need for preschool. Through planned activities and play, 26 children learned social skills, how to follow a routine, and personal hygiene skills that together will help to prepare them for further schooling.

The Recreational Opportunities Program of the Salvation Army provides structure for children of families who need a safe place for their children to play when parents are in transition between work and home. It is a drop-in recreational program which was utilized by 76 area elementary school age children and preschoolers.

The \$5,622.37 spent on this activity provided salaries for staff, snacks, equipment, program supplies, and administrative expenses.

The Midland Police Department purchased and distributed 15 infant safety seats and 22 low-back booster child safety seats to very-low-income residents of the City of Midland. The Midland County Child Protection Council worked with them to identify eligible households, utilizing the State's Medicaid poverty level guidelines for families. A total of \$3,425.98 was spent on this activity.

The Literacy Council of Midland County utilized \$7,058.92 to purchase software and computers, 30 adults with low literacy skills. Adults seeking to improve their reading, writing, spelling or math skills were matched with a certified tutor in the one-on-one tutoring program.

West Midland Family Center's "Family Ties Program" is aimed at strengthening low-income at-risk families, and eliminating the social problems that result from family breakdown. By assuring the competency of families, they significantly reduce the number of additional low income housing units required to support divided families, they diminish the incidence of domestic violence reducing the need for police support, and most importantly, they facilitate a family environment in which children grow up with hopeful promising futures. The \$35,000 allocated to this program assisted 25 families, including 65 children and 50 adults.

Safe Haven Outreach Center is a Community Center sponsored by a yearly grant from Community Mental Health for Central Michigan. The populations they serve are mental health consumers, developmentally disabled, and homeless people from the Open Door. Safe Haven was provided a grant in the amount of \$10,000 to purchase computers for education and job searches, and for a maintenance contract for service.

Closing Costs – CDBG funds were used to pay reasonable closing costs in the amount of \$4,127.89, for one low-income homebuyer for the CHOICE Housing Program.

Affordable Housing - The CHOICE Housing Program was allocated funds to provide affordable housing for low to moderate-income individuals and families, including the provision of funds for down payment assistance and closing costs. Financial assistance in the amount of \$8,619.37 was provided to one purchaser in the form of down payment assistance as part of a second mortgage.

The Affordable Housing Alliance was provided \$43,612.41 in funding for engineering costs and the installation of infrastructure for 22 units of affordable housing in their Chippewassee Court developments. This will provide for the development of 22 townhouses to be rented to families who earn 50% or less of the area median income.

Waldo Court Infrastructure – Residents of Waldo Court were provided with storm sewers, curb and gutter, and a paved street, utilizing funding from the CDBG Program. The total amount of \$211,500 was taken partially from the 2002-03 grant and the remainder from the 2003-04 grant.

Program Administration - The City of Midland Housing Department also distributed literature regarding subsidized housing, apartment lists, and information on handicapped accessible housing, senior housing, assisted living facilities and other housing programs. Staff plans to continue this service as well as referrals to local agencies for other needed services. \$42,553.59 was spent in program administration and in complying with the requirements of HUD.

CHOICE – Creating Housing Options In Challenging Economies

CHOICE is a program of affordable new housing construction that assists working families with down payment assistance. The down payment is secured in a second mortgage and promissory note with no interest or payment until the sale of the property.

The objective of the CHOICE program is to:

- Increase the supply of affordable housing in Midland
- Benefit city neighborhoods where neighborhood improvement is under way
- Facilitate private sector involvement where profit incentives are risky, limited, or nonexistent
- Offer repayable down payment assistance

The CHOICE program is facilitated by the City of Midland in conjunction with local banks, builders and suppliers. The homes are constructed by local builders with the building supplies coming from local sources whenever possible. The local lending institutions assist by providing favorable mortgage rates and waiving some of the fees involved.

Activity for the 2003-2004 Fiscal Year:

Sold one house at 330 Cottonwood Street on October 13, 2003, for \$85,000.00. Costs for this house were as follows:

Lot Cost	\$	0.00
House Cost		62,999.83
Other Costs		<u>1,330.52</u>
Total:		\$64,330.35

Midland Public Schools Project

The Midland Public Schools Building Trades classes, in conjunction with the City of Midland, have completed the house at 705 Walnut Street. Next year's Building Trades' house will be built at 302 Hubbard Street.

Riverside Place Senior Housing

Purpose

The City of Midland operates Riverside Place Apartments and because no operating subsidy is received, we must meet all expenses with rent revenue. With a total of 150 units we are dedicated to providing seniors with safe, comfortable, affordable housing in a personalized environment. Our goal is to keep our residents independent and in their own apartments for as long as possible.

Occupancy

The Riverside Place Senior Housing facility began occupancy in 1993 and has completed its eleventh year of operation. Occupancy is maintained at 100% and there are currently 24 prospective residents on the waiting list who have indicated that they are ready to move as soon as possible compared to 12 people last year. We experienced 26 apartment turnovers in the independent-living apartments and 9 apartment turnovers in the assisted-living apartments.

Maintenance

The maintenance staff completed 1,371 work orders and 35 apartment renovations in FY03-04. Since the building is eleven years old, maintenance updated six apartments we new carpet and painting. An automatic door opener was installed on the west side entrance door for easy accessibility for our residents. We continue to have high maintenance costs on routine roof maintenance and our natural gas and property insurance increased substantially this past year.

Health Services Program

The nurses are here to monitor the residents' health which includes assisting residents in arranging for in-home services, instructing residents on special diets, medication, etc. The MRMC lab has continued to provide the residents with weekly onsite services and the VNA provides bi-weekly foot care services. A physical therapist assistant from Heartland conducts exercise classes once a week and we now have yoga classes once a week, which are all well attended. Our staff also conducts monthly blood pressure and weight clinics along with scheduling monthly health programs on various topics.

Assisted Living

Residents continue to benefit from the assisted living program at Riverside Place. Residents enjoy three meals a day; housekeeping services; medication management; assistance with personal care and chores; 24-hour supervision and emergency response system; and activity programs. Heartland is our contracted service provider as of April 1, 2002, and we continue to maintain occupancy at 100%.

Tenant Council

In March, 2004, we moved the locations of the Library and Gift Shop. Since the Gift Shop, which is managed by the Tenant Council, is now located near the 1st Floor Lobby, visibility has increased which has increased sales. Because of their fundraisers throughout the year, the Tenant Council has made contributions to the Riverside Place Endowment Fund in memory of seven residents, purchased Christmas lights for the 2nd floor balconies, scheduled the "Birds of Prey" program for the residents, and many other contributions throughout the year.

Activities

Our newsletter to the residents includes the monthly activities calendar and has been improved to include pictures taken by a digital camera of our many activities, new residents, new employees, etc.

This past year our activity calendar has included many well attended events which included: summer picnics at Emerson Park; parties celebrating birthdays and wedding anniversaries; Christmas open house; monthly lunches to favorite or new restaurants; pen pal program with Parkdale Elementary 4th grade class. Chris Coughlin, Fire Marshall and Dave Clark, 911, talked to the residents about emergency procedures and answered many questions. The Chippewa Nature Center has had many very popular programs for the residents.

We also had many groups come to entertain such as Gemini Group, the Hat Lady, Old Time Traditional Dancers, Northwood University's "fashion history", MHS Pom Pom Squad, Two Outlaws and a Good Guy, Men of Music, Golden Guild, Dow High Cheerleaders, Birds of Prey, and Youth Honor Choir.

Washington Woods Senior Housing

Occupancy

During the fiscal year, there were 46 vacancies. The breakdown of vacancies was as follows:

10	Deaths
15	Moved for more care (Nursing Home, Assisted Living, Adult Foster Care)
9	Moved in with/nearer family for more care
9	Moved with the building
3	Miscellaneous

The average age at Washington Woods is 85, so it is no surprise that the primary reason residents leave senior housing is to obtain a higher level of care.

Maintenance is stretched thin when there are this many apartments to renovate. Some apartments require extensive work, particularly if a resident had lived there a long time.

There are many names on the waiting list, though the majority of applicants are planning for the future and not interested in moving presently. Often we are able to offer an apartment to an applicant who has been on the waiting list a short time. There are currently no couples on the waiting list for a two bedroom apartment on the East side.

Maintenance

Wall covering and painted trim was done on the third floor of both wings. This completed the multi-year project of updating the public area walls.

Six more tubs were converted to walk-throughs allowing residents a better accessibility for showering. More conversions will be done on an as needed basis.

Thirty-eight original thermostats on the West side were replaced with an easy to use/read one. This was the second phase of a three year planned project.

The West service drive was improved with a sealcoat and another stairway had a non-slip rubberized covering installed.

Due to the aging of the complex, maintenance personnel have seen the increase in the number of work orders and also a variety of unanticipated plumbing expenses.

Tenant Council

The Tenant Council not only holds two rummage sales each year, but also has been conducting estate sales and silent auctions when bigger items are donated. With the money from these sales, along with the money from the card and gift shop and the holiday craft sale, the Tenant Council raised approximately \$7000. Earnings from these activities are used to provide "extras" for the building, such as the monthly birthday party flowers, upkeep of the Memorial Rose Garden, and stipends for special entertaining groups. Between money from the Tenant Council and Memorial Funds, a pool table,

couch, two chairs and a lamp were purchased for the Throne Room, making it a comfortable gathering area.

Activities

Attendance at our regular weekly/monthly activities, which include bingo, cribbage, art class, exercise class, church service and Bible study is consistent.

Monthly theme meals are held in the dining room. Special evening snack bars have also been held. Some popular ones have been "Build Your Own Taco", "All You Can Eat Pasta", and "Pancake Supper".

Field trips were arranged for residents to attend the presentations of "History of Fashion" and "Michigan Birds of Prey", and also the Pearls exhibit.

Barbara Panian retired after 23 years of service to the City Of Midland, with the majority of those years spent as the Manager at Washington Woods. An afternoon party was held for Barbara with so many residents attending that there was standing room only. Barbara was presented a scrapbook of past events, a gift certificate and a floral garden planted in her honor.

Candace Stewart, who had worked at Washington Woods as the staff assistant and also as Manager of Riverside Place, was selected as the new manager.

Health Services Program

There is a nurse in the building approximately 40 hours per week. The nurses are here to "monitor" the residents' health, act as an advocate for the resident with their family and the medical community and to help family find what alternative living arrangements would be best when a resident is no longer safe to live on their own. Blood pressure and weight clinics are offered monthly.

In order to plan beneficial monthly health programs, a survey was done and the results showed that 75% of the residents have a cardiac diagnosis and 30% have an arthritis/autoimmune diagnosis.

Midland Hospital comes to Washington Woods every Monday morning to do lab work that was been requested through a physicians order. Not having to leave our complex is so convenient for our residents. Every year has seen an increase in the use of the lab, but this past year it was up 30% in volume.

There was a 22% increased incident of resident falls; therefore, two programs targeting fall prevention were offered. The nurses are proactive in addressing safety concerns in the residents' apartments and around the complex.

Downtown Development Authority

Purpose

A body created under authority of P.A. 197 of 1975, as amended, for the purposes of preventing deterioration in business districts, to create and implement development plans, to issue bonds, and to utilize tax increment financing (captured school taxes levied upon the captured assessed value of real and personal property in the development area).

In 1985, the City Council established the Downtown Development Authority (DDA) to help finance and implement various projects. The DDA's financial support comes from a 2 mil levy on property in the district in addition to tax increment financing, and local public and private support.

Board Members who served during the 2003-2004 Fiscal Year:

Claudia Wallin (DDA Chair) - Mgr. Community & Emp. Programs – MCV (6/14/93-5/01/06)

Ann Beck, Downtown Branch Manager - Comerica Bank (3/05/01-5/01/05)

Ned Brandt, V.P., R.M. Gerstacker Foundation (7/15/96-5/01/05)

Robert Brines, Owner – Little Forks Outfitters (

Douglas Chapman, Director - Dow Gardens (4/14/86-5/01/07)

Jody Cooley, Director FAD - Northwood University (4/08/02-5/01/2006)

Leona Falkenstein (DDA Vice Chair) - County of Midland (5/07/92-5/01/05)

Sharon Kackmeister, Executive Director - Creative Spirit Center (5/07/01-5/01/05)

Jack McCandless, Owner - McCandless Hallmark (5/08/95-5/01/05)

John Reisner, President & CEO - Chemical Bank & Trust (3/11/02-5/01/07)

Margaret Ann Riecker, President – Margaret A. Towsley & Herbert H. & Grace A. Dow Foundation (3/17/97-5/01/07)

Mark Spanka, General Manager - Ashman Court Hotel (9/28/98-5/01/05)

Karl S. Tomion, City Manager (2/01/92 – Tenure of Office)

Summary

The Downtown Development Authority consists of thirteen members who were appointed by the City Council. One person must be a resident of downtown and the City Manager also has a permanent seat on the Board. The Board conducts regular, public meetings in the Council Chambers on the main floor of City Hall on the second Wednesday of each month at 3:00 p.m. Meeting agendas are posted on the City Hall bulletin board by 5:00 p.m. on the Friday preceding the meeting.

Goals Set for Fiscal Year 2003-2004

- Proceed with the process of extending the life of the Tax Increment Financing Plan to extend the Plan beyond 2007 with additional amendments to be identified
- Develop a Real Estate Acquisition Policy for the DDA within the DDA District
- Actively pursue the enhancement of the main entrances into the DDA District (Jerome/M-20, Buttles/Indian and the Ashman Corridor)
- Facilitate active participation in the M-20 bridge construction project
- Continue Business Attraction efforts and pursue potential developers for economic development within the district
- Develop a landscaping and maintenance plan for the district

- Continue to foster rehab projects on existing buildings within the district through the Façade Improvement Program
- Continue to work in conjunction with the Midland Downtown Business Association to market Downtown Midland as a “Great Place to Be You”
- Work cooperatively with the MDBA to schedule quarterly training sessions on topics pertinent to business development and growth

Goals Met for Fiscal Year 2003-2004

- Approved amendments to the Tax Increment Financing Plan which will extend the Plan beyond 2007 for an additional 25 years
- Developed a Real Estate Acquisition Policy for the DDA within the DDA District
- Joined with the Entranceway Initiative Taskforce in developing enhancement plans for the main entrances into the DDA District (Jerome/M-20, Buttles/Indian and the Ashman Corridor)
- *Facilitate active participation in the M-20 bridge construction project*
- Continued Business Attraction efforts through an Entrepreneurial workshop & contact with existing successful business in the trade area to discuss potential expansion or transfer into Downtown Midland
- Hired a horticulturist to provide a design for Downtown Midland
- Continue to foster rehab projects on existing buildings within the district through the Façade Improvement Program
- Continue to work in conjunction with the Midland Downtown Business Association to market Downtown Midland as a “Great Place to Be You”
- Worked cooperatively with the MDBA to schedule quarterly training sessions on topics pertinent to business development and growth through “WhizBang!” training seminars

Useful & Understandable Stats and Figures

DDA Revenues & Expenses
Fiscal Year 2003-2004

TIF	\$415,921	Debt Service & Parking	\$193,916
SARA	14,000	Capital Improvements	1,366
2.0 Mil Levy	19,679	Other Charges	90,973
Investment	14,561	Personal Services	<u>70,922</u>
Property Disposal	307,024		
Other	<u>4,916</u>		
Total Revenue	\$776,101	Total Expenses	\$357,177

Other Accomplishments & Milestones

- Continued success with our local partnership with Northwood University and the Adirondack Antics Sculpture display
- Continued brand image implementation throughout marketing promotions
- Development of partnership with Midland Artists' Guild through the summer Artists' Markets
- Exhausted nearly all Façade Improvement Program funds
- Organized a Creating Cool Committee to expand on the Governor's Cool Cities initiative
- Partnered with the Ernie Wallace Memorial Blood Bank to provide quarterly mobile blood drives within the district utilizing the "blood bus"

Identified Goals for Fiscal Year 2004-2005 and Beyond

- Finalize the Tax Increment Financing Plan amendments and extension
- Utilize the Real Estate Acquisition Policy through development within the District
- Continue working with the Entranceway Initiative Taskforce for enhancement of the district entrances
- *Facilitate active participation in the M-20 bridge construction project*
- Continue Business Attraction efforts and pursue potential developers for economic development within the district
- Continue landscape development through employment of full-time horticulturist and explore potential partnership with foundations for time-share of horticulturist
- Continue to foster rehab projects on existing buildings within the district through the Façade Improvement Program
- Continue to utilize the Downtown Logo and Tagline to build a cohesive element to DDA and MDBA marketing, promotion and function.
- Work cooperatively with the MDBA to schedule quarterly training sessions on topics pertinent to business development and growth
- Create a business attraction packet for potential business and development within the district
- Update the DDA website to include an interactive map, electronic newsletter distribution and active event calendar
- Determine feasible plans for crosswalk repair/replacement and provide recommendations to City of Midland Engineering Department
- Explore potential state and local funding sources for development of second story residential units within the district
- Investigate options for Farmers Market retractable side walls and roof