

ANNUAL REPORT

Fiscal Year 2004-2005



PLANNING & COMMUNITY DEVELOPMENT

Jon Lynch, Assistant City Manager

PLANNING DEPARTMENT

Daryl Poprave, City Planner
Cheri Standfest, Community Development Specialist
Dave Spiker, Housing Technician
Debbie Marquardt, Technical Secretary
Deb Jacobs, Office Assistant
Jeremy Poublon, High School Co-op

BUILDING DEPARTMENT

Jerry Davis, Former Chief Building Inspector (retired 11/04)
Lynn Labrecque, Chief Building Inspector
Steve Taglauer, Building Inspector
Jack Armstrong, Plumbing / Mechanical Inspector
John Wegner, Electrical Inspector
Randy Kursinsky, Housing Inspector
Patti Coleman, Housing Inspector
Ronda Chapman, Office Assistant
Julie Moe, 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
Chris Plessner, Office Assistant

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Planning Commission

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 2004-2005 Fiscal Year:

James Geisler 8/11/97 – 9/27/04	Russell Baker 5/17/99 – 6/30/05
Ray Senesac (Chairman for 2004) 7/10/95 – 6/30/07	Pat Max 4/08/02 – 9/9/04
Troy Dowling 10/22/01 – 12/20/04	Daniel Kozakiewicz 8/14/00 – 6/30/06
Roger Mead 5/06/03 – 6/30/06	Carol Svenson 5/21/01 – 6/30/08
Rodney Wieland 7/15/96 – 6/30/05	Scott Gaynor 6/01/05 – 6/30/2008
William Eyre 9/27/04 – 6/30/07	Mark Plotzke 1/31/05 – 8/9/05
Bruce Kanuch 9/01/04 – 6/22/05	Steve Rapanos 6/01/05 – 6/30/08

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 2004-2005 fiscal year, the Planning Commission conducted twenty-one regular meetings and one special meeting. Following is a summary of Planning Commission Action from the past year:

DATE

ACTION

7-13-04

Annual organizational meeting—selection of officers for 2004-2005. Chair, Ray Senesac and Vice Chair Dan Kozakiewicz.

Public Hearing of Site Plan No. 242 – Consideration of site plan approval requested by Webcon Construction Company for a 15,600 square foot retail building on 1.5 acres located south of Joe Mann Boulevard and west of Cinema Drive.

Public Hearing of Zoning Text Amendment No. 141A – Consideration of a zoning text amendment initiated by the City of Midland Department of Planning & Community Development to add Article 16 – Residential D Mobile Home Park District to the recommended Zoning Ordinance update.

Public Hearing of Zoning Text Amendment No. 142A – Consideration of a zoning text amendment initiated by the City of Midland Department of Planning & Community Development to add parking lots in residential

zoning districts via conditional use permit to the recommended Zoning Ordinance update.

- 7-27-04 Recommend approval of Site Plan No. 242 – Consideration of site plan approval requested by Webcon Construction Company for a 15,600 square foot retail building on 1.5 acres located south of Joe Mann Boulevard and west of Cinema Drive.
- Recommend approval of Zoning Text Amendment No. 141A – Consideration of a zoning text amendment initiated by the City of Midland Department of Planning & Community Development to add Article 16 – Residential D Mobile Home Park District to the recommended Zoning Ordinance update.
- Recommend approval of Zoning Text Amendment No. 142A – Consideration of a zoning text amendment initiated by the City of Midland Department of Planning & Community Development to add parking lots in residential zoning districts via conditional use permit to the recommended Zoning Ordinance update.
- 8-10-04 Public Hearing of Zoning Petition No. 512 – Consideration of request by Prodo, Inc., to zone property at 400 / 410 North Saginaw Road from Residential A-1 to Residential A-4.
- 8-24-04 Public Hearing of Zoning Petition No. 513 – Consideration of request by William Weckesser to zone property at 5512 West Wackerly Street from Office Service 2 to Business B-2.
- Recommend approval of Zoning Petition No. 512 – Consideration of request by Prodo, Inc., to zone property at 400 / 410 North Saginaw Road from Residential A-1 to Residential A-4.
- 9-14-04 Recommend approval of Zoning Petition No. 513 – Consideration of request by William Weckesser to zone property at 5512 West Wackerly Street from Office Service 2 to Business B-2.
- 9-28-04 Public Hearing of Zoning Petition No. 513 – Consideration of request by William Weckesser to zone property at 5512 West Wackerly Street from Office Service 2 to Business C.
- Public Hearing of Preliminary Plat, Tentative Approval: Scenic Estates No. 7 – Consideration of a request by Bartow & King Engineers, on behalf of Prodo, Inc., to grant tentative approval of a residential subdivision of 29 lots on 15 acres east of Jefferson Avenue and south of Wackerly Street.
- 10-12-04 Public Hearing of Site Plan No. 243 – Petition by Kutchey’s Flowers for an 11,280 s.f. retail building on 1.96 acres located east of Eastman Avenue and south of Commerce Drive.

Public Hearing of Site Plan No. 244 – Petition by Tractor Supply Company for a 22,792 s.f. retail building on 2.95 acres located east of Eastman Avenue and south of Commerce Drive.

Recommend approval of Zoning Petition No. 513 – Consideration of request by William Weckesser to zone property at 5512 West Wackerly Street from Office Service 2 to Business C.

Recommend approval of Preliminary Plat, Tentative Approval: Scenic Estates No. 7 – Consideration of a request by Bartow & King Engineers, on behalf of Prodo, Inc., to grant tentative approval of a residential subdivision of 29 lots on 15 acres east of Jefferson Avenue and south of Wackerly Street.

10-26-04 Public Hearing of Special Use Permit No. 14 – Petition by Eby Group, on behalf of Bickford House, for a 46 unit senior living facility on 3.03 acres located east of Jefferson Avenue and north of Joseph Drive.

Public Hearing of Site Plan No. 245 – Petition by Bartow & King Engineers, on behalf of Bennett Construction, Inc., for a 14,160 s.f. retail building addition and a 6,720 s.f. office building on 3.66 acres located west of Jefferson Avenue and south of East Wackerly Street.

Recommend approval of Site Plan No. 243 – Petition by Kutchey's Flowers for an 11,280 s.f. retail building on 1.96 acres located east of Eastman Avenue and south of Commerce Drive.

Recommend approval of Site Plan No. 244 – Petition by Tractor Supply Company for a 22,792 s.f. retail building on 2.95 acres located east of Eastman Avenue and south of Commerce Drive.

11-9-04 Recommend approval of Special Use Permit No. 14 – Petition by Eby Group, on behalf of Bickford House, for a 46 unit senior living facility on 3.03 acres located east of Jefferson Avenue and north of Joseph Drive.

Recommend approval of Site Plan No. 245 – Petition by Bartow & King Engineers, on behalf of Bennett Construction, Inc., for a 14,160 s.f. retail building addition and a 6,720 s.f. office building on 3.66 acres located west of Jefferson Avenue and south of East Wackerly Street.

12-14-04 Vacation of Public Right of Way – Benson Street between St. Charles Street and Whiteman Drive.

Discussion of Subdivision Ordinance Update Process.

1-11-05 Presentation of Capital Improvements Plan.

1-25-05 Discussion of Zoning Ordinance Implementation
a. Code of Ordinances Updates
b. Petition Review Fees

- 2-8-05 Zoning of Recently Annexed Property – Preliminary Assessment
- a. 3705 & 3721 Letts Road
 - b. 6201 & 6305 West Wackerly Road
 - c. 4412 Waldo Road
 - d. 31 Cheryl Drive
 - e. 4705 Isabella Road
- 3-8-05 Public Hearing on Zoning Petition No. 514 – Consideration of a petition initiated by the City of Midland Planning Commission to zone property at 3705 Letts Street, owned by Alpine Mobile Homes from Township zoning to Residential D.
- Public Hearing on Zoning Petition No. 515 – Consideration of a petition initiated by the City of Midland Planning Commission to zone property at 3721 Letts Street, owned by Alpine Mobile Homes from Township zoning to Residential D.
- Public Hearing on Zoning Petition No. 516 – Consideration of a petition initiated by the City of Midland Planning Commission to zone property at 6201 West Wackerly Street, owned by Emery and Dorothy Sova, from Township zoning to Residential A-1.
- Public Hearing on Zoning Petition No. 517 – Consideration of a petition initiated by the City of Midland Planning Commission to zone property at 4412 Waldo Avenue, owned by Tony Stevens, from Township zoning to Residential A-4.
- Public Hearing on Zoning Petition No. 518 – Consideration of a petition initiated by the City of Midland Planning Commission to zone property at 4705 Isabella Street, owned by Richard and Loretta Miller, from Township zoning to Regional Commercial.
- Public Hearing on Zoning Petition No. 520 – Consideration of a petition initiated by the City of Midland Planning Commission to zone property at 6305 West Wackerly Street, owned by Emery and Dorothy Sova, from Township zoning to Residential A-1.
- Zoning of Recently Annexed Property – Preliminary Assessment 31 Cheryl Drive.
- 3-12-05 Appointed Boards and Commissions Training at Marriott Ashman Court Hotel
- 3-22-05 Recommend approval on Zoning Petition No. 514 – Consideration of a petition initiated by the City of Midland Planning Commission to zone property at 3705 Letts Street, owned by Alpine Mobile Homes from Township zoning to Residential D.
- Recommend approval Public Hearing on Zoning Petition No. 515 – Consideration of a petition initiated by the City of Midland Planning

Commission to zone property at 3721 Letts Street, owned by Alpine Mobile Homes from Township zoning to Residential D.

Recommend approval on Zoning Petition No. 516 – Consideration of a petition initiated by the City of Midland Planning Commission to zone property at 6201 West Wackerly Street, owned by Emery and Dorothy Sova, from Township zoning to Residential A-1.

Recommend approval on Zoning Petition No. 517 – Consideration of a petition initiated by the City of Midland Planning Commission to zone property at 4412 Waldo Avenue, owned by Tony Stevens, from Township zoning to Residential A-4.

Recommend approval on Zoning Petition No. 518 – Consideration of a petition initiated by the City of Midland Planning Commission to zone property at 4705 Isabella Street, owned by Richard and Loretta Miller, from Township zoning to Regional Commercial.

Recommend approval on Zoning Petition No. 520 – Consideration of a petition initiated by the City of Midland Planning Commission to zone property at 6305 West Wackerly Street, owned by Emery and Dorothy Sova, from Township zoning to Residential A-1.

Set Public Hearing – Set a public hearing on April 12th for the purpose of soliciting comments regarding Section 25 – 10 of the City of Midland Code of Ordinances (requiring wheels on stored recreational vehicles).

4-12-05 Public Hearing on Zoning Petition No. 519 – Consideration of a petition initiated by the City of Midland Planning Commission to zone property at 31 Cheryl Drive, owned by Donovan & Carrie Ellis from Township zoning to Residential A-1.

Public Hearing on Zoning Petition No. 521 – Consideration of a petition initiated by Todd Bennett to zone property on West Wackerly Street located north and east of Northgate Drive and owned by Bennett Construction from Office Service zoning to Community Commercial.

Public Hearing on Conditional Use No. 15 – Consideration for a conditional use permit for a commercial parking lot at 425 Waldo Avenue on behalf of the Judith Ann Rapanos, Inter-Vivos Trust, submitted by Richard Fosgitt of Bartow & King Engineers.

Public Hearing on Code of Ordinances Amendment – Consideration of amendments to Section 25-10 of the City of Midland Code of Ordinances to permit storage of trailer coaches with wheels and / or tires removed.

4-26-05 Recommend approval on Zoning Petition No. 519 – Consideration of a petition initiated by the City of Midland Planning Commission to zone property at 31 Cheryl Drive, owned by Donovan & Carrie Ellis from Township zoning to Residential A-1.

Recommend approval on Zoning Petition No. 521 – Consideration of a petition initiated by Todd Bennett to zone property on West Wackerly Street located north and east of Northgate Drive and owned by Bennett Construction from Office Service zoning to Community Commercial.

Recommend approval on Conditional Use No. 15 – Consideration for a conditional use permit for a commercial parking lot at 425 Waldo Avenue on behalf of the Judith Ann Rapanos, Inter-Vivos Trust, submitted by Richard Fosgitt of Bartow & King Engineers.

Recommend approval on Code of Ordinances Amendment – Consideration of amendments to Section 25-10 of the City of Midland Code of Ordinances to permit storage of trailer coaches with wheels and / or tires removed.

Vacation of Public Property – Consideration of a petition from The Dow Chemical Company, Michigan Operations to vacate East Ellsworth Street from Haley Street to Third Street; to vacate Lyon Street from East Ellsworth Street to Buttles Street; and to vacate Patrick Street from East Ellsworth Street to Buttles Street.

Receive Draft Subdivision Ordinance – Receive a report from the Subdivision Ordinance Review Committee and schedule a public hearing for May 10, 2005.

5-10-05 Public Hearing on Conditional Use Permit No. 16 – Consideration of a petition initiated by the Richard Connor Riley & Associates, on behalf of Cingular Wireless, for a conditional use permit to allow construction of a 120' monopole wireless communications facility on property at 305 E. Reardon St., Central Middle School, owned by Midland Public Schools.

Public Hearing on Conditional Use Permit No. 17 – Consideration of a petition initiated by the Richard Connor Riley & Associates, on behalf of Cingular Wireless, for a conditional use permit to allow construction of a 120' monopole wireless communications facility on property at 1305 E. Sugnet Rd, Northeast Middle School, owned by Midland Public Schools.

Public Hearing on Subdivision Ordinance – Consideration of a comprehensive update of the City of Midland Subdivision Control Ordinance, Chapter 23 of the City of Midland Code of Ordinances.

5-24-05 Public Hearing on Conditional Use Permit No. 18 – Consideration of a petition initiated by Richard Postema, on behalf of Tendercare of Michigan, for a conditional use permit to allow construction of a 6,154 s.f. building addition on property at 4900 Hedgewood Drive, Tendercare, Midland.

Public Hearing on Site Plan No. 247 – Consideration of a petition initiated by Richard Fosgitt of Bartow & King Engineers, on behalf of Midland Building Company, for site plan approval to allow construction of a 9 lot

industrial site condominium located south of James Savage Road and east of Waldo Avenue.

Public Hearing on Preliminary Plat of Rolling Meadows – Consideration of a petition initiated by Bartow & King Engineers, on behalf of Prodo, Inc., for tentative approval of a preliminary plat consisting of 31 residential lots on 12.79 acres located north of Countryside Drive and west of Dublin Avenue.

Recommend approval on Conditional Use Permit No. 16 – Consideration of a petition initiated by the Richard Connor Riley & Associates, on behalf of Cingular Wireless, for a conditional use permit to allow construction of a 120' monopole wireless communications facility on property at 305 E. Reardon St., Central Middle School, owned by Midland Public Schools.

Recommend approval on Conditional Use Permit No. 17 – Consideration of a petition initiated by the Richard Connor Riley & Associates, on behalf of Cingular Wireless, for a conditional use permit to allow construction of a 120' monopole wireless communications facility on property at 1305 E. Sugnet Rd, Northeast Middle School, owned by Midland Public Schools.

Recommend approval on Subdivision Ordinance – Consideration of a comprehensive update of the City of Midland Subdivision Control Ordinance, Chapter 23 of the City of Midland Code of Ordinances.

6-14-05

Recommend approval on Conditional Use Permit No. 18 – Consideration of a petition initiated by Richard Postema, on behalf of Tendercare of Michigan, for a conditional use permit to allow construction of a 6,154 s.f. building addition on property at 4900 Hedgewood Drive, Tendercare, Midland.

Recommend approval on Site Plan No. 247 – Consideration of a petition initiated by Richard Fosgitt of Bartow & King Engineers, on behalf of Midland Building Company, for site plan approval to allow construction of a 9 lot industrial site condominium located south of James Savage Road and east of Waldo Avenue.

Recommend approval on Preliminary Plat of Rolling Meadows – Consideration of a petition initiated by Bartow & King Engineers, on behalf of Prodo, Inc., for tentative approval of a preliminary plat consisting of 31 residential lots on 12.79 acres located north of Countryside Drive and west of Dublin 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 2004-2005 Fiscal Year:

Timothy Lichtenwald (5/14/01 – 6/30/07) John Higgins (11/13/95 – 6/30/08)
Henry Holthof (6/26/95 – 6/30/07) Lee Pelton (5/21/01 – 2/01/04)
Sally Sutton (3/11/91 – 6/30/06) Roy Green (6/1/05 – 6/30/06)
Richard Siemer (5/10/04 – 6/30/08) Alternate
Joseph Dunn (6/01/05 – 6/30/08) Alternate

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. City Planner is staff liaison to this Board.

Zoning Board of Appeals Meetings

During the 2004-2005 Fiscal Year, the Zoning Board of Appeals conducted seven regular scheduled meetings and one special meeting. Five meetings were cancelled for lack of business. Following is a summary of Zoning Board of Appeals Action from the past year:

7-20-04

1. Approved the request of David and Alice Jensen for an area/dimension variance to permit a garage addition in a required side yard setback at 4613 Bristol Court.
2. Approved the request of George and Norma Siebert for a use variance to rebuild their structure if destroyed by any means at 6511 Jefferson Avenue.
3. Approved the request of Elson Boles for an area/dimension variance to permit the construction of a two car garage at 321 West Nelson Street.

8-17-04

Meeting cancelled.

9-21-04

1. Approved the request of Shirlene's Cuisine, Inc. for an area/dimension variance to remove the current sign (facing Eastman Avenue) and replace with a new sign facing Wackerly Street, at 1716 West Wackerly Street.
2. Approved the request of CESO, Inc. on behalf of Wal-Mart Stores, Inc., 910 Joe Mann Boulevard, for an area/dimension variance from the maximum allowable sign area.
3. Approved the request of Trudy Laufer on behalf of Cleveland Manor, Inc., 2200 Cleveland Avenue, for an area/dimension variance to waive the set back requirement along a new east/west property line separating connected buildings.
4. Denied the request of Frank Cergnul for an area/dimension variance to permit a garage addition in a required side street yard at 6004 Harwood Drive.
5. Approved the request of William Pike for an area/dimension variance to permit the construction of an addition connected to the existing structure in a required side yard at 2816 Ronan Street.

10-19-04

Meeting cancelled.

11-16-04

1. Granted the request of Mike Lapham for temporary permit amendment to allow seasonal sales of nursery stock items at 1412 N. Saginaw Road.
2. Approved the request of Richard Jellum for an area/dimension variance to permit a new ground sign to be constructed within the required setback and over the maximum height at 3417 W. Main Street
3. Approved the request of Barry & Falgumi Patel for an area/dimension variance to permit occupancy of a dwelling unit addition on the first floor of a business establishment at 1815 S. Saginaw Road.

12-21-04

1. Approved the request of the Midland Community Center on behalf of the Midland Curling Club located at 700 Gerald Court for an area/dimension and a use variance to permit an off-premise sign to be erected at 517 Gerald Court.

1-18-05

1. Approved the request of Mickey Spears of 1402 Lincoln Street for an area/dimension variance to permit a new front porch addition to encroach within his 25 foot front yard setback.

2-15-05

Meeting cancelled.

3-12-05

Appointed Boards and Commissions Training.

3-15-05

Meeting cancelled.

4-19-05

1. Approved the request of Speedway Gas Station for an area/dimension variance to permit the reconstruction of a fuel dispenser canopy at 1215 South Saginaw Road.
2. Tabled the request of Janet Ringle-Bartels for a use variance that would permit her to rebuild her residential dwelling located at 301 Townsend in the event that it is damaged or destroyed more than 50% by any means in the D-Downtown District.
3. Approved the request of Speedway Gas Station for several area/dimension variances to permit the construction of a new gas station and convenience store at 2500 North Saginaw Road.

5-17-05

Meeting cancelled.

6-21-05

1. Approved the request of Jeff Haines for an area/dimension variance to permit the construction of some home additions, which will encroach within his front and rear yard setbacks at 1806 Blakely Street.
2. Denied the request of Janet Ringle-Bartels for a use variance that would permit her to rebuild her residential dwelling located at 301 Townsend in the event that it is damaged or destroyed more than 50% by any means in the D-Downtown District.

West Main Street Historic District Commission

Purpose

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

Commission Members who served during the 2004-2005 Fiscal Year:

Terri Applegate (5/14/01 – 6/30/07)	Karen Sherman (1/14/02 – 7/19/04)
Harold Filipiak (10/14/02 – 7/19/04)	Susan MacKellar (9/23/02 – 6/30/08)
Donna Gross (12/03/01 – 6/30/05)	Randy Swierzbin (4/8/96 – 6/30/06)
Timothy Lichtenwald (8/9/04 – 6/30/08)	Donald Deibert (9/1/04 – 6/30/07)

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.

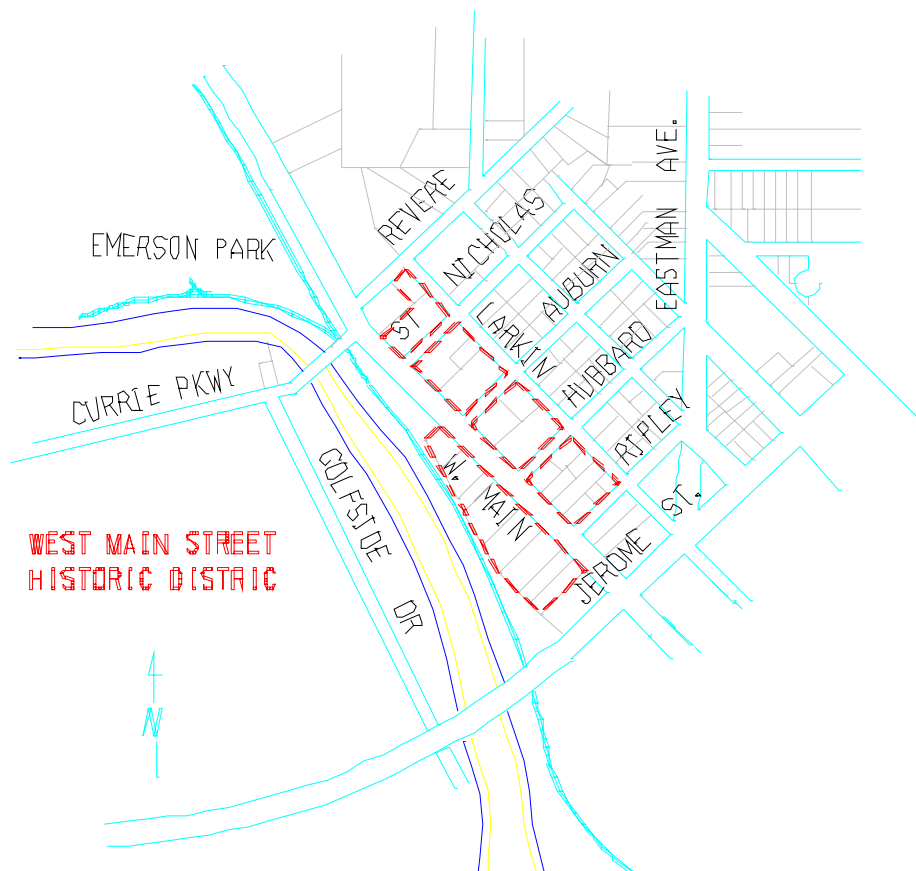
West Main Street Historic District Commission Meetings

During the 2004-2005 fiscal year, the West Main Street Historic District Commission conducted three regular meetings (one was cancelled for lack of new business) and two special meetings. Following is a summary of West Main Street Historic District Commission Action from the past year:

<u>DATE</u>	<u>ACTION</u>
7-8-04	Special Meeting – election of officers – status report on the amendments to the West Main Street Historic District Guidelines and Standards.
7-28-04	Quarterly Meeting – cancelled – no new business to discuss.
10-27-04	Quarterly Meeting – cancelled due to lack of quorum.
11-3-04	Quarterly Meeting – approval of the Application for Certificate of Appropriateness for Randy and Terri Applegate, 109 Ripley Street

for replacement of existing roof shingles with more architecturally designed shingles on house and attached garage. Welcome new member Donald Deibert. Members discussed new Certificate of Appropriateness application form.

- 1-26-05 Quarterly Meeting – New Certificate of Appropriateness application form; amendment to PA 169 of 1970 (Michigan’s Local Historic District Act); Announcement of Historic Preservation Week (HPW); Selection of project committee to commemorate HPW with event; announcement of board member training to take place on Saturday, March 12, 2005; list of registered historic sites in Midland; Michigan Historic Preservation Conference announcement; Historic Preservation Network Workshops brochure.
- 3-12-05 Appointed Boards and Commissions Training.
- 4-27-05 Quarterly Meeting – approval of the application for Certificate of Appropriateness for John and Laurel Bucci, 506 West Main Street, for construction of a new, uncovered deck on the back side of their home within their rear yard. Update from the Chair and other attendees on the recent Michigan Historic Preservation Conference which took place on April 15, 2004. Discussion and feedback on City Council’s Boards and Commissions Attendance Policy.



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 2004-2005 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
Benjamin Franklin	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 seven regular meetings during the 2004-2005 fiscal year. Following is a summary of Beautification Advisory Committee meetings from the past year:

<u>DATE</u>	<u>ITEMS DISCUSSED</u>
7-19-04	The Make Midland Beautiful Awards Program went very well. Committee members are currently working on their nominations for the Appreciation of Beautification Awards Program.
8-16-04	Appreciation of Beautification Awards – Received 72 nominations this year. There will be a dedication of the medallions on the overpass of Eastman Avenue on Wednesday, August 15 th .
9-13-04	Voting was held for the Appreciation of Beautification Awards. There will be 23 winners and 10 honorable mentions.
10-18-04	Appreciation of Beautification Awards – Invitations were distributed and presentation assignments were made to various committee members.

- 3-21-05 Election of Chair and Vice Chair for 2005 – Howard Garret, Chair and Nancy Stark, Vice Chair
- Bernadette VanSlyck, Maureen Donker, Bobbie Arnold and Bette Tollar will work on the Make Midland Beautiful Awards. Ann Adam will chair the Appreciation of Beautification Awards for 2005.
- The Committee welcomed new member Benjamin Franklin.
- 4-18-05 Business Route 10, between Washington and State Streets is going to be developed and landscaped. This is a cooperative effort between Chippewa Nature Center and the Entranceways Initiative Task Force.
- The Beautification Advisory Committee, as a separate entity, will have a plot for planting marigolds on Eastman Avenue this year.
- 5-16-05 Make Midland Beautiful posters were on display at the Midland Mall. A reception will be held for the award winners and their parents prior to the City Council meeting on May 23, 2005.
- The exit off US-10 onto Wackerly is being landscaped at this time. The second phase of this project will be in the medallion area, which will include a watering system. These are projects of the Entranceways Initiative Task Force.

Building Department

The City of Midland Building Department is located in City Hall at 333 West Ellsworth Street. Our department has two Building Inspectors: Lynn LaBrecque, our Chief building Inspector (1,233 total inspections) and Steve Taglauer, who started with the City on January 3, 2005 (708 inspections). Jerry Davis was our past Chief Building Inspector and worked for the City for over 34 years. He retired on November 15, 2004, with 991 inspections for his part of the fiscal year. We have one Plumbing/Mechanical Inspector, Jack Armstrong, with 1512 inspections and one Electrical Inspector, John Wegner, with 1832 inspections. 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, but we also take care of signs for the City and issue Soil Erosion and Sedimentation and demolition permits. Projects, whether commercial or residential, could involve not only our Department, but also Fire, Planning, Engineering and Utilities. Midland continues to draw new 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>PROJECT VALUE</u>	<u>PERMITS ISSUED &</u> <u>REVENUE</u>
COMMERCIAL PERMITS (TOTAL) \$30,751,542.00	146 (\$117,738.50)
New commercial permits \$17,581,964.00	19 (\$62,743.30)
RESIDENTIAL PERMITS (TOTAL) \$17,580,419.00	895 (\$111,113.00)
New residential permits \$11,595,020.00	87 (\$45,421.00)
ELECTRICAL PERMITS	607 (\$446,223.06)
MECHANICAL PERMITS	541 (\$29,407.28)
PLUMBING PERMITS	929 (\$44,292.00)
SIGN PERMITS	152 (\$2,970.00)

The City also has two Rental/Zoning Inspectors, Patti Coleman and Randy Kursinsky. They divide their time between rental inspection, enforcing housing codes and zoning enforcement. As of January 31, 2005, the City has 1,380 rental properties, which include 6,098 known rental units. There are 37 complexes with 10 to 99 units and 15 with more than 100 units, with the rest being single family duplexes or less than 10 units. Rentals are inspected once every two years, unless an owner or renter has issues and asks for one before their next renewal

date. This year, Randy Kursinsky inspected 1,583 rental units (including re-inspections) and Patti Coleman inspected 1,910 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. 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 Coleman and Randy Kursinsky investigated 159 and 307 original complaints respectively. Patti had 169 follow-up inspections (including 2nd inspections and attorney's requests) and Randy has 333 (including 2nd inspections, attorney's requests and trial inspections).

This past year, the City of Midland eliminated the City of Auburn inspection and review process. It was a great working relationship, but since we lacked sufficient resources to adequately pursue code compliance in that city, we asked them to look to other directions for their inspectors/reviewers. Auburn decided Williams Township would be able to take meet their needs. We completed all projects that we had started and assisted Auburn in the transition.

The Building Department changed its working hours from May - September 15th to ten-hour days. This change was met with favorable review by the contractors, Home Builders Association and by the City Inspectors who participated. The office was serviced by inspectors every day of the week given that they alternated days off between inspectors.

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 2004-2005 Fiscal Year:

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

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 2004-2005 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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9-13-04	
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	<u>CDBG Update</u>
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	The city has received their contract with HUD for funding for the 2004-05 fiscal year. Sub-recipient Agreements have been signed and the funding is ready to spend.
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	<u>CHOICE Update</u>
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	The CHOICE home at 1003 Gordon Street is now ready to be sold. The Building Trades house at 705 Walnut Street is ready to go on the market for sale.
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	<u>Senior Housing</u>
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	Riverside Place is at 100 percent occupancy. Washington Woods is nearly at 100 percent occupancy. Flu clinics will begin in October. A retirement party was held for Barbara Panian in the dining room at Washington Woods.
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12-6-04	
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	<u>CDBG Update</u>
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	Applications for additional CDBG funding were reviewed for Safe Haven, Literacy Council, and Saver's Secrets. Additional funding was recommended for these agencies.
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CHOICE Update

The CHOICE home at 1003 Gordon Street was sold. The Building Trades' house at 705 Walnut has not had any offers yet.

Senior Housing

The \$25.00 application fee for the senior housing facilities was discontinued due to the fact that the waiting lists are very short and we want to stay competitive with other senior housing facilities in Midland. Both senior housing facilities are keeping their units filled. The main safety issue currently, is the use of electric carts in the narrow hallways.

3-7-05

CDBD 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. A letter was sent to our federal congressional members regarding future funding of the CDBG Program.

CHOICE Update

The house at 113 W. St. Andrews Rd. is being renovated and will be sold under the CHOICE Housing Program upon completion. The Building Trades' house at 705 Walnut St. is still for sale. It will be listed with a realtor.

Senior Housing

The Housing Commission commended the managers of Senior Housing for keeping their units filled. Maintenance people have been kept busy at both facilities with the renovation of apartments and snow removal.

6-13-05

CDBG Update

A number of changes were proposed to the CDBG Housing Rehabilitation Program policy. These changes were proposed in order to bring the policy into compliance with the changes that have been made due to the lead-based paint requirements. Legal Services of Eastern Michigan has been retained to conduct an *Analysis of Impediments to Fair Housing* study for the City of Midland and Midland County. This study is required by HUD for federal funding.

CHOICE Update

The house at 113 W. St. Andrews Rd. is being renovated. It will be sold under the CHOICE Housing Program upon completion. The Building Trades' house at 705 Walnut has been sold and a purchase agreement has been signed for the house at 302 Hubbard Street.

Senior Housing

Riverside Place continues at 100 percent occupancy. They have had no recordable injuries since 1999. Washington Woods has had 27 apartments vacated since January 1, 2005. They are currently at 99 percent occupancy. They have installed new carpet in the dining room and in the lobby.

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 \$303,000 in CDBG funds for the 2004-2005 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 2004-2005 program year, six

housing rehabilitation projects were begun, and all six of these projects were completed. \$133,451.80 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.

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 \$3,200 provided this year replaced a hazardous driveway at 1500 Eastlawn Drive.

Rehabilitation Grant – The Center for Domestic Violence and Sexual Assault (Shelterhouse) was provided in the amount of \$3,500, as a match for MSHDA funding, to replace broken furniture and appliances. They were also provided a grant of \$1,170 to add a driveway sensor/warning device to its driveway for additional security.

Rehabilitation Grant – Midland Area Homes provided minor repairs to five residences for a total of \$4,295.63. 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 \$19,853.08 spent on this activity provided for lead-based paint training and certifications as well as project design and oversight of the Housing Rehabilitation Programs.

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. Seventy-six ordinance enforcement actions were investigated in fiscal year 2004-05. 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 \$1,633.55 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, 24 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 69 area elementary school age children and preschoolers.

The \$2,500 spent on this activity provided salaries for staff, snacks, equipment, program supplies, and administrative expenses.

The Midland Police Department purchased and distributed 72 child safety seats and 32 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 \$3,984.14 was spent on this activity.

The Literacy Council of Midland County utilized \$9,837.80 to purchase software and computers, 32 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 61 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 \$3,000 to purchase updated and energy efficient appliances, including a refrigerator, freezer and television for their facility.

Closing Costs – CDBG funds were used to pay reasonable closing costs in the amount of \$3,047.49, for two low-income homebuyers 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 \$20,367.75 was provided to two purchasers in the form of down payment assistance as part of a second mortgage.

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. \$41,559.88 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 2004-2005 Fiscal Year:

Sold one house at 1003 Gordon on October 19, 2004, for \$81,294.74. Costs for this house were as follows:

Lot Cost	\$28,000.00
House Cost	72,873.00
Other Costs	<u>3,000.88</u>
Total:	\$103,873.88

Midland Public Schools Project

The Midland Public Schools Building Trades classes, in conjunction with the City of Midland, have completed the house at 302 Hubbard Street. Next year's Building Trades' house will be built at 4418 Isabella 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 twelve years of operation. Occupancy is maintained at 100% and there are

currently 21 prospective residents on the waiting list who have indicated that they are ready to move as soon as possible compared to 24 people last year. We experienced 24 apartment turnovers in the independent-living apartments and 9 apartment turnovers in the assisted-living apartments.

Maintenance

The maintenance staff completed 1,241 work orders and 33 apartment renovations in FY04-05. The sliding doors at the visitor entrance were replaced with doors that swing open and a card reader for our securi-key system was also installed. These doors also have automatic door openers for easy access for our residents and visitors. 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 June 1, 2005, and we continue to maintain occupancy at 100%.

Tenant Council

Tenant Council has made contributions to the Riverside Place Endowment Fund in memory of nine residents, purchased Christmas lights for the 3rd and 4th floor balconies, and converted a plant room to a meditation room.

Activities

This past year we have organized many activities for our residents and these activities are well attended. The following are some examples of our activities: summer picnics at Emerson Park; parties celebrating birthdays and wedding anniversaries; Christmas open house; monthly lunches to favorite or new restaurants; and a pen pal program with the Parkdale Elementary fourth grade class. Police Officer Schieber presented Driving Safety and Identity Theft and scams; and the Chippewa Nature Center has had many very popular programs for our residents.

We also had many community and school groups come to entertain such as Old Time Traditional Dancers; Northwood University's "Fashion History" featuring their International Costume Collection; MHS Pom Pom Squad; Three Outlaws and a Good Guy presenting a "Cowboy Christmas"; Men of Music; a program by the Youth Honors Chorus; Good Company; Old Five and Dimers; and Chuck Cote's "Expect the Best". The residents truly enjoy the many community organizations that come to the building throughout the year.

Washington Woods Senior Housing

Occupancy

During the fiscal year, there were 40 vacancies. The breakdown of vacancies was as follows:

9	Deaths.
15	Moved for more care (nursing home, assisted living, adult foster care).
8	Moved in with/nearer family for more care.
5	Moved within the building.
3	Miscellaneous.

The average age at Washington Woods is 85. Currently, new residents moving in are typically in their eighties, which is different from fifteen years ago when residents moving in were in their sixties.

Occupancy was usually close to 100% except for a two month stretch in January and February when several apartments sat vacant for a few weeks or more. Different advertising techniques and incentives were tried, though it seems that word of mouth brings in more interested applicants than any other method.

Maintenance

When an apartment is vacated, a complete renovation is conducted. Staff determines at that time if drapes, carpet and appliances should be replaced. Each year some occupied apartments are also repainted and have new carpet installed.

New carpet in the dining room and main lobby area has given the building an updated look and also added appeal to those who eat in the dining room every day.

Washington Woods was fortunate to receive \$50,000 from the Community Block Grant Fund (CDBG) for the purchase of two generators which will power up an elevator on each side, the fire and medical alarm systems, and the kitchen area in case of a power outage. Installation of the generators will be completed in the fall of 2005.

Between empty apartments and solving problems of an aging building, the maintenance staff never lacks for work. Adding flowers, mulch and trimming away excess foliage has added improvement to the overall look of the grounds.

Through a partnership with the Arnold Center, the public areas are being cleaned by workers supplied through this agency. Washington Woods continues to support the Midland Public Schools training programs for special education students by letting them use our facility for hands-on work training.

Tenant Council

The money from the two rummage sales held each year by the residents, along with the proceeds from the card shop provide most of the money to support the efforts of the Tenant Council. The Tenant Council helps to provide some of the "extras" for the building. They also help with the cost of the upkeep of the aviary and fees for special entertainment.

A volunteer resident committee submitted a set of revised By-laws to the members of the Tenant Council which were adopted at the March meeting.

Health Services Program

Residents have taken advantage of the small East side health office which was set up to allow East side residents to visit the nurse during specified clinic hours without having to walk the long distance to the West side.

The nursing staff educated residents on ways to halt the spread of germs and also established a protocol in case of a viral outbreak. Health programs are presented once a month on various topics. Two topics related to safety included one by the Health Department on mercury thermometers and the other by the nursing staff on electric cart safety.

The number of residents who have their lab work drawn at Washington Woods increases every year. It is a tremendous convenience for residents to have Midland Hospital come to our building for this service.

One of the biggest challenges for the nursing staff is finding resources for the lower income residents who need services so that they can remain in their apartments as long as possible.

Activities

Bingo is the most well attended activity. Residents also particularly enjoy musical entertainment of any kind. A highlight of the Christmas season was a performance by the Men of Music. Several other groups came in and sang carols throughout the month of December. Residents also enjoyed a fall color bus tour in October.

Not only do residents regularly attend scheduled activities such as exercise class, church service, Bible study, and cribbage, they also plan their own activities which include a monthly potluck, drop in pinochle and Saturday night movies.

The dining room offers special theme meals for holidays and many residents invite family members in to join them. Each lady attending the dinner on Mother's Day received a carnation.

Washington Woods depends on its many resident volunteers who help out with delivering notices, checking daily tags, setting up the rummage sales, checking on their neighbors and numerous other activities.

In Memory

Barbara Panian, former manager of Washington Woods passed away in February. A memorial service was held for the residents and an electronic piano was purchased for the dining room with memorial funds in her honor.

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 2004-2005 Fiscal Year:

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

Ann Beck, Downtown Branch Manager - Comerica Bank (3/05/01-5/01/08)

Ned Brandt, V.P., R.M. Gerstacker Foundation (7/15/96-5/01/08)

Robert Brines, Owner – Little Forks Outfitters (5/01/03-5/01/07)

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

Jody Cooley, Director of Development - 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 (5/07/01-5/01/08)

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

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 Marriott Conference Hotel (9/28/98-5/01/08)

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 2004-2005

- 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
- Ashman Corridor Streetscape expansion

Goals Met for Fiscal Year 2003-2004

- Tax Increment Financing Plan was amended and extended through 2030.
- Continued working with the Entranceway Initiative Taskforce for enhancement of the district entrances and wayfinding signage
- Contacted various potential developers for economic development within the district
- Continued landscape development through employment of full-time horticulturist and developed dialogue with local foundations for time-share of horticulturist
- The Façade Improvement Program assisted over twenty-five buildings with front façade renovations totaling nearly \$300,000.
- Continued to utilize the Downtown Logo and Tagline to build a cohesive element to DDA and MDBA marketing, promotion and function and created consistent cohesive event logos
- Worked with both the MDBA and the Midland Area Chamber of Commerce to provide training sessions on topics pertinent to business development and growth
- Created a business attraction packet for potential business and development within the district
- Updated the DDA website to include an interactive map, electronic newsletter distribution and active event calendar
- Continued exploring potential state and local funding sources for development of second story residential units within the district
- Investigated options for Farmers Market retractable side walls and roof
- Ashman Corridor Streetscape design and construction of four-block streetscape improvements including water features, planters, crosswalks, additional lighting and lane definition.

Useful & Understandable Stats and Figures

DDA Revenues & Expenses
Fiscal Year 2004-2005

TIF	\$374,935	Debt Service & Parking	\$185,414
SARA	14,000	Capital Improvements	7,250
2.0 Mil Levy	19,357	Other Charges	105,361
Other	<u>44,396</u>	Personal Services	100,087
		Construction Fund	<u>1,172,405</u>
Total Revenue	\$452,688	Total Expenses	\$1,570,517

Other Accomplishments & Milestones

- Continued success with our local partnership with Northwood University and the Auto Be Downtown Sculpture display
- Continued brand image implementation throughout marketing promotions and events
- Exhausted Façade Improvement Program funds
- Added DDA Board Meeting agenda, meeting minutes and financials to the Downtown Midland website
- Michigan Main Street program grant application and designation as a Cool City Michigan Main Street
- Continued partnered with the Ernie Wallace Memorial Blood Bank to provide quarterly mobile blood drives within the district utilizing the “blood bus”
- Worked closely with the MDBA to create three new community events for the downtown district